

## ATTACHMENT 2A

**To:** Domestic Violence Council  
**From:** Tanya Beat, Staff Liaison  
**Subject:** Resolution to make findings allowing continued remote meetings under Brown Act

### **RECOMMENDATION:**

Adopt a resolution finding that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.

### **BACKGROUND:**

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers had fully sunset on October 1, 2021, legislative bodies subject to the Brown Act would have had to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during shelter-in-place periods. AB 361 allows a local agency legislative body to continue to use teleconferencing under the same basic rules as provided in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the legislative body.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows legislative bodies to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present an imminent risk to health or safety of attendees. AB 361 became effective on October 1, 2021 and will sunset on January 1, 2024.

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AB 361 also requires that, if the state of emergency remains active for more than 30 days, the legislative body must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. The findings demonstrate the need for teleconferencing persists due to the nature of the ongoing public health emergency. Effectively, this means that legislative bodies must either agendaize a Brown Act meeting once every thirty days to make these findings, or, if a legislative body has not made such findings within the prior 30 days, the legislative body must re-adopt the initial findings if it wishes to conduct a remote meeting.

### **DISCUSSION:**

On September 28, 2021, in the interest of public health and safety, as affected by the state of emergency caused by the spread of COVID-19, the Board of Supervisors issued a finding that meeting in person would present imminent risks to the health or safety of attendees and decided to invoke the provisions of AB 361 related to teleconferencing for Board meetings. The Board also strongly encouraged other County legislative bodies to make a similar finding and continue meeting remotely through teleconferencing.

In light of the recent surge of the Omicron variant of COVID-19, requiring large numbers of individuals to gather, and potentially travel long distances, for in-person public meetings could potentially, and unnecessarily, expose numerous people to COVID-19, compound disruptions to our economy, and undermine public health measures during the current State of Emergency.

Accordingly, we recommend that the Domestic Violence Council avail itself of the provisions of AB 361 allowing continuation of online meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health or safety of attendees. A resolution to that effect and directing staff to take such other necessary or appropriate actions to implement the intent and purposes of the resolution is attached hereto.

### **FISCAL IMPACT:**

None

## RESOLUTION NO.

### RESOLUTION FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM, MEETING IN PERSON FOR MEETINGS OF THE DOMESTIC VIOLENCE COUNCIL WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES

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**WHEREAS**, on March 4, 2020, pursuant to Government Code section 8550, *et seq.*, Governor Newsom proclaimed a state of emergency related to the COVID-19 novel coronavirus, and subsequently, the San Mateo County Board of Supervisors (“Board”) declared a local emergency related to COVID-19, and the proclamation by the Governor and declaration by the Board remain in effect; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions in the California Open Meeting law, Government Code section 54950, *et seq.* (the “Brown Act”), related to teleconferencing by local agency legislative bodies, provided certain requirements were met and followed; and

**WHEREAS**, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended provisions of Executive Order N-29-20 that waive otherwise-applicable Brown Act requirements related to remote/teleconference meetings by local agency legislative bodies through September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 into law, and AB 361 provides that a local agency legislative body subject to the Brown Act may continue to meet without complying with the otherwise-applicable requirements in

the Brown Act related to remote/teleconference meetings by local agency legislative bodies, provided that a state of emergency has been declared and the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and provided that the legislative body makes such finding at least every thirty (30) days during the term of the declared state of emergency; and

**WHEREAS**, on September 28, 2021, in the interest of public health and safety, as affected by the state of emergency caused by the spread of COVID-19, the Board issued a finding that meeting in person would present imminent risks to the health or safety of attendees, and decided to invoke the provisions of AB 361 related to teleconferencing for meetings of the Board; and

**WHEREAS**, the Board also strongly encouraged other County legislative bodies to make a similar finding and continue meeting remotely through teleconferencing; and

**WHEREAS**, in light of the recent surge of the Omicron variant of COVID-19, requiring large numbers of individuals to gather, and potentially travel long distances, for in-person public meetings could potentially, and unnecessarily, expose numerous people to COVID-19, further contribute to the ongoing surge in cases caused by the Omicron variant, compound disruptions to our economy, and undermine public health measures during the current State of Emergency; and

**WHEREAS**, the Domestic Violence Council has an important governmental interest in protecting the health, safety and welfare of those who participate in its meetings; and

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the Domestic Violence Council finds that meeting in person would present imminent risks to the health or safety of attendees, and the Domestic Violence Council will therefore invoke the provisions of AB 361 related to teleconferencing for meetings of the Domestic Violence Council.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that

1. The recitals set forth above are true and correct.
2. The Domestic Violence Council finds that as a result of the proclaimed state of emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

\* \* \* \* \*

**PROCEDURAL RULES OF THE DOMESTIC VIOLENCE COUNCIL OF  
SAN MATEO COUNTY**

***Rule 1 Authority and Purpose.***

These Procedural Rules of the Domestic Violence Council of San Mateo County (hereinafter the “DV Council”) are adopted pursuant to San Mateo County Board of Supervisors (“Board”) Resolution Nos. 65019 and 69276, which set forth the Standing Rules for County Boards, Commissions, and Advisory Committees.—These Rules of Procedure shall be submitted to the County Counsel-Attorney’s Office for review and approval, and thereafter filed with the Clerk of the Board.

***Rule 2 Members.***

**Section 2.1 General.**

The DV Council was created by Board Resolution No. 62407 adopted on November 17, 1998 and subsequently amended by the following: Board Resolution No. 65335, adopted on June 18, 2002, Board Resolution No. 068609, adopted on March 27, 2007, Board Resolution No. 071568 adopted on August 9, 2011, ~~and~~ Board Resolution No. 073251, adopted on July 1, 2014, Board Resolution No. 076190 adopted on October 2, 2018, and Board Resolution No. 079237, adopted on October 18, 2022. The DV Council members, the members’ terms, and the members’ duties are as set forth in the above-referenced Board Resolution(s), and in the event of an inconsistency, such Board Resolution(s) will take precedence over these Rules.

**Section 2.2 Number.**

The DV Council membership shall consist of up to 24 voting members and shall be composed of Categorical and ~~a~~Appointed ~~m~~Members.—Categorical ~~m~~Members are those individuals (or their representatives) who serve by virtue of their public or other specifically designated office, and ~~their~~the member’s terms shall be for the terms of ~~their~~the office.

~~C~~ategorical ~~m~~Members shall include: a member of the Board; the Presiding Judge of the Superior Court; or ~~his/her~~their representative; the Sheriff or ~~his/her~~their representative; the District Attorney or

~~his/her/their~~ representative; the County Superintendent of Schools or ~~his/her/their~~ representative; ~~the~~ ~~Coroner or their representative~~; the County ~~Manager-Executive~~ or ~~his/her-their~~ representative; the Chief Probation Officer or ~~his/her/their~~ representative; the Chief Executive Officer of the San Mateo Medical Center or ~~his/her/their~~ representative; the Director of ~~the~~ Health System or ~~his/her-their~~ representative; and the Director of ~~the~~ Human Services Agency or ~~his/her-their~~ representative.

Appointed ~~m~~Members shall include: a member of the Council of Cities, to be designated by the Council of Cities and confirmed by the Board; a member of the Police Chiefs ~~and Sheriff~~ Association, to be designated by the Police ~~Chiefs'-Chiefs and Sheriff~~ Association and confirmed by the Board; a member of the Commission of ~~fn~~ the Status of Women, to be designated by the Commission on the Status of Women and confirmed by the Board; ~~and the following members who shall be appointed by the Board:~~ two individuals representing non-profit agencies serving battered women; one individual representing agencies or individuals who provide treatment services to batterers; two individuals representing non-profit agencies providing legal services to battered women; a representative of the San Mateo County Bar Association, who shall be a member of the Private Defender Program; and four individuals representing the community at-large ~~to be confirmed by the Board.~~

### **Section 2.3 Appointment.**

All members other than ~~those serving by virtue of their official capacity~~ Categorical Members shall be appointed by the Board and shall serve at the pleasure of the Board.

### **Section 2.4 Length and limitation of terms.**

Appointed ~~m~~Members shall serve terms of office of four (4) years. ~~At the conclusion of a term, a member may be reappointed to another term.~~ ~~No member appointed by the Board may serve on the DV Council for more than a total of twelve (12) years of full terms. This limitation does not include partial terms at the beginning or conclusion of a member's service.~~

### **Section 2.5 Dates of Terms.**

Terms are for a fixed period. ~~They shall begin on January 1 of the applicable calendar year and end on~~

December 31 of the applicable calendar year.—The fact that a member may be appointed or begin ~~his or her~~their service in the middle of a term does not affect the starting or ending dates of the term.

**Section 2.6 Resignation.**

Any member may resign effective upon giving written notice to the Clerk of the Board, unless the notice specifies a later time for ~~his or her~~the resignation to become effective.—The acceptance of a resignation shall not be necessary to make it effective.—As a courtesy, the DV Council Chairperson and the DV Council Staff person should be notified.

**Section 2.7 Removal.**

Any ~~Appointed m~~Member appointed by the Board may be removed from office at any time with or without any reason by the Board.

**Section 2.8 Vacancies.**

Any vacancy on the DV Council, however created, shall be filled for the unexpired term by the Board.

**Section 2.9 Action by the Board.**

Notwithstanding the foregoing, the qualifications, terms, and other conditions of DV Council membership shall be as determined from time to time by action of the Board.

**Rule 3 Officers.**

The Officers shall be a Chairperson, who shall preside at all meetings of the full DV Council, and a Vice Chairperson, who shall preside at the meetings in the event that the Chairperson is absent or otherwise unable to act.—If both the Chairperson and Vice Chairperson are absent or unable to act, the members present shall select one of the members present to act as chairperson *pro tempore*, who, while so acting shall have all of the authority of the Chairperson.—The Chairperson shall be a member of the Board ~~of Supervisors.~~—The Vice Chairperson shall be elected at the ~~g~~General Mmeeting in January or at an adjournment of that meeting. The Vice ~~Chairperson~~ shall serve for a two (2) year term.



**Rule 4 Meetings.**

**Section 4.1 Regular and Special Meetings.**

The date, time, and place of regular meetings shall be established by resolution of the DV Council. The DV Council shall hold at least ~~four~~ (4) regular meetings each calendar year. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the seated members.

**Section 4.2 Open and Public.**

Notwithstanding certain exceptions under the Ralph M. Brown Act, California Government Code [section 54950, et seq.](#) (“the Brown Act”), and any other applicable law, meetings of the DV Council shall be open and public and all persons shall be permitted to attend.

**Section 4.3 Notice.**

Notice of DV Council meetings shall be provided as set forth in the Brown Act.

**Section 4.4 Attendance and Participation.**

Members must attend the meetings of the DV Council and of committees on which they serve. If a member is unable to attend a meeting, ~~he or she~~ they shall so inform the DV Council Staff person giving the reason therefore. Failure to attend a meeting without notifying the DV Council Staff person in advance shall be treated as an unexcused absence, except in cases of emergency or extreme hardship. Two (2) unexcused absences during a six-month period may be grounds for removal from the DV Council by the Board.

**Section 4.5 Quorum.**

A majority of the seated members of the DV Council shall constitute a quorum for the transaction of business at any meeting of the DV Council. A majority of the committee members shall constitute a quorum for the transaction of business at any meeting of a committee.

**Section 4.6 Meeting Agendas.**

The DV Council Staff person in consultation with the Chairperson and Vice Chairperson, shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting.—Members of the DV Council may submit agenda items by the 15th day of the month prior to the meeting to the DV Council Staff person.

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the DV Council directly on items of interest to the public that are within the subject matter jurisdiction of the DV Council.—At least seventy-two (72) hours before a regular meeting, the agenda shall be posted in the Hall of Justice and Records, 400 County Center, in Redwood City at a location designated by the Clerk of the Board and on the DV Council website.

No action shall be taken at a regular meeting on any item not appearing on the posted agenda unless at least one of the following apply:—(1) the DV Council determines by a majority vote that an emergency situation exists under Government Code section 54956.5; (2) the DV Council determines by a two-thirds vote of the seated members, or, if less than two-thirds of the seated members are present, by a unanimous vote of those members present, that there is an immediate need to take action and that the need to take the action came to the attention of the DV Council subsequent to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the DV Council occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

At least twenty-four (24) hours before a special meeting, the DV Council Staff person shall post the agenda for the meeting in the Hall of Justice and Records, 400 County Center, in Redwood City at a location designated by the Clerk of the Board and on the DV Council website.—Business which has been not set forth in the posted agenda shall not be considered by the DV Council at such special meeting.

**Section 4.7 Conduct of Business.**

The items on the agenda shall be considered in order unless the Chairperson announces a change in the order of consideration at the meeting.—Unless an agenda item identifies a particular source for a report, the Chairperson, Committee Chairperson, or DV Council Staff person shall present the item, after which members may comment, and then the topic shall be open to public comment.

**Section 4.8 Voting.**

All official acts of the DV Council shall be adopted on motion, duly made, seconded and then adopted by an affirmative vote by a majority of the quorum.

**Section 4.9 Minutes.**

The DV Council Staff person shall prepare the minutes of each General and Special meeting of the full DV Council.—The minutes shall be an accurate summary of the DV Council's consideration of each item on the agenda and an accurate record of each action of the DV Council.—At a subsequent meeting, the minutes shall be submitted for approval by a majority of the quorum.—When approved, the minutes shall be kept with the record of proceedings of the DV Council. Each Committee Chairperson shall be responsible for preparing minutes of their respective Committee. Committee minutes will be forwarded to the DV Council Staff person one (1) week prior to the regular meeting of the DV Council for inclusion with the General Meeting materials.

**Section 4.10 Closed Sessions.**

The DV Council shall meet in closed session only as permitted by applicable law.—The DV Council shall report the actions taken at a closed session to the public as required by applicable law.—A closed session minute book shall be established and maintained for minutes of all closed sessions which shall reflect only on the topics of discussion and decisions made at the session.—The closed session minute book shall be kept confidential and not be a public record and shall be available only to the members, except as otherwise required by applicable law.

**Section 4.11 Public Records.**

All documents and records of the DV Council, not exempt from disclosure by applicable law, shall be public records under the California Public Records Act (California Government Code ~~Section 7920.000~~6250, et seq. ~~(formerly Government Code section 6250, et seq.)~~).

**Rule 5      Committees.**

**Section 5.1    Meeting Agendas.**

Committee Chairs will provide a committee meeting agenda and any materials to be presented at committee meetings to the DV Council Staff person at least ~~5-five~~ (five) business days in advance of the meeting so that the agenda can be posted in accordance with the Brown Act.

**Section 5.2    Creation of Committees.**

The DV Council may by resolution, from time to time, create and fill such committees and subcommittees as it deems necessary to carry out its purposes.

**Section 5.3    Standing Committees.**

The standing committees shall be determined by the DV Council. ~~The standing committees of the DV Council include: the Legal Process Committee and the Domestic Violence Awareness Committee.~~

**Section 5.4    Meetings.**

Regular meetings of committees and subcommittees shall be held at such times and places as are determined by the DV Council. ~~Special meetings may be held at any time and place as may be designated by the DV Council Chairperson or a majority of the seated members of the committee. A majority of the seated members of the committee shall constitute a quorum for the transaction of business by the committee.~~

**Section 5.5    Open and Public.**

Unless otherwise provided by law, meetings of committees will be open and public.

***Rule 6-*** ***Conflicts of Interest Policy.***

No member of the DV Council shall make, participate in making, or in any way attempt to use the member's position to influence a decision in which the member knows or has reason to know the member or any entity that the member represents has a financial interest.

***Rule 7-*** ***Annual Work Plan.***

The DV Council will develop an annual work plan, and submit an annual report to the Board.

***Rule 8*** ***Oath of Office.***

Before beginning service on the DV Council, each member will take an oath of office to be personally administered by the Clerk of the Board, a deputy of said Clerk, or other authorized official.

***Rule 9-*** ***Amendment of Procedural Rules.***

These Rules may be amended only by an affirmative vote of ~~the a~~ majority of the seated members of the DV Council.

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## **PROCEDURAL RULES OF THE DOMESTIC VIOLENCE COUNCIL OF SAN MATEO COUNTY**

### ***Rule 1 Authority and Purpose.***

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### ***Rule 2 Members.***

#### **Section 2.1 General.**

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#### **Section 2.2 Number.**

The DV Council membership shall consist of up to 24 voting members and shall be composed of Categorical and Appointed Members. Categorical Members are those individuals (or their representatives) who serve by virtue of their public or other specifically designated office, and the member’s terms shall be for the terms of the office.

Categorical Members shall include a member of the Board; the Presiding Judge of the Superior Court or their representative; the Sheriff or their representative; the District Attorney or their representative; the

County Superintendent of Schools or their representative; the Coroner or their representative; the County Executive or their representative; the Chief Probation Officer or their representative; the Chief Executive Officer of the San Mateo Medical Center or their representative; the Director of Health System or their representative; and the Director of Human Services Agency or their representative.

Appointed Members shall include a member of the Council of Cities, to be designated by the Council of Cities and confirmed by the Board; a member of the Police Chiefs and Sheriff Association, to be designated by the Police Chiefs and Sheriff Association and confirmed by the Board; a member of the Commission on the Status of Women, to be designated by the Commission on the Status of Women and confirmed by the Board; and the following members who shall be appointed by the Board: two individuals representing non-profit agencies serving battered women; one individual representing agencies or individuals who provide treatment services to batterers; two individuals representing non-profit agencies providing legal services to battered women; a representative of the San Mateo County Bar Association, who shall be a member of the Private Defender Program; and four individuals representing the community at-large.

**Section 2.3 Appointment.**

All members other than Categorical Members shall be appointed by the Board and shall serve at the pleasure of the Board.

**Section 2.4 Length and limitation of terms.**

Appointed Members shall serve terms of office of four (4) years. At the conclusion of a term, a member may be reappointed to another term. No member appointed by the Board may serve on the DV Council for more than a total of twelve (12) years of full terms. This limitation does not include partial terms at the beginning or conclusion of a member's service.

**Section 2.5 Dates of Terms.**

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service in the middle of a term does not affect the starting or ending dates of the term.

**Section 2.6 Resignation.**

Any member may resign effective upon giving written notice to the Clerk of the Board, unless the notice specifies a later time for the resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective. As a courtesy, the DV Council Chairperson and the DV Council Staff person should be notified.

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Any Appointed Member may be removed from office at any time with or without any reason by the Board.

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Any vacancy on the DV Council, however created, shall be filled for the unexpired term by the Board.

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The Officers shall be a Chairperson, who shall preside at all meetings of the full DV Council, and a Vice Chairperson, who shall preside at the meetings in the event that the Chairperson is absent or otherwise unable to act. If both the Chairperson and Vice Chairperson are absent or unable to act, the members present shall select one of the members present to act as chairperson *pro tempore*, who, while so acting shall have all of the authority of the Chairperson. The Chairperson shall be a member of the Board. The Vice Chairperson shall be elected at the general meeting in January or at an adjournment of that meeting. The Vice Chairperson shall serve for a two (2) year term.

**Rule 4 *Meetings.***



**Section 4.1 Regular and Special Meetings.**

The date, time, and place of regular meetings shall be established by resolution of the DV Council. The DV Council shall hold at least four (4) regular meetings each calendar year. Special meetings shall be held at any time and place at the call of the Chairperson or a majority of the seated members.

**Section 4.2 Open and Public.**

Notwithstanding certain exceptions under the Ralph M. Brown Act, California Government Code section 54950, *et seq.* (“the Brown Act”), and any other applicable law, meetings of the DV Council shall be open and public and all persons shall be permitted to attend.

**Section 4.3 Notice.**

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Members must attend the meetings of the DV Council and of committees on which they serve. If a member is unable to attend a meeting, they shall so inform the DV Council Staff person giving the reason therefore. Failure to attend a meeting without notifying the DV Council Staff person in advance shall be treated as an unexcused absence, except in cases of emergency or extreme hardship. Two (2) unexcused absences during a six-month period may be grounds for removal from the DV Council by the Board.

**Section 4.5 Quorum.**

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**Section 4.6 Meeting Agendas.**

The DV Council Staff person in consultation with the Chairperson and Vice Chairperson, shall prepare an agenda for every meeting, which shall set forth a brief general description of each item of business to be transacted or discussed at the meeting and the time and location of the meeting. Members of the DV

Council may submit agenda items by the 15th day of the month prior to the meeting to the DV Council Staff person.

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No action shall be taken at a regular meeting on any item not appearing on the posted agenda unless at least one of the following apply: (1) the DV Council determines by a majority vote that an emergency situation exists under Government Code section 54956.5; (2) the DV Council determines by a two-thirds vote of the seated members, or, if less than two-thirds of the seated members are present, by a unanimous vote of those members present, that there is an immediate need to take action and that the need to take the action came to the attention of the DV Council subsequent to the posting of the agenda; or (3) the item was included in the posted agenda for a meeting of the DV Council occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

At least twenty-four (24) hours before a special meeting, the DV Council Staff person shall post the agenda for the meeting in the Hall of Justice and Records, 400 County Center, in Redwood City at a location designated by the Clerk of the Board and on the DV Council website. Business which has been not set forth in the posted agenda shall not be considered by the DV Council at such special meeting.

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The items on the agenda shall be considered in order unless the Chairperson announces a change in the order of consideration at the meeting. Unless an agenda item identifies a particular source for a report, the Chairperson, Committee Chairperson, or DV Council Staff person shall present the item, after which members may comment, and then the topic shall be open to public comment.

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All official acts of the DV Council shall be adopted on motion, duly made, seconded and then adopted by an affirmative vote by a majority of the quorum.

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The DV Council Staff person shall prepare the minutes of each general and special meeting of the full DV Council. The minutes shall be an accurate summary of the DV Council's consideration of each item on the agenda and an accurate record of each action of the DV Council. At a subsequent meeting, the minutes shall be submitted for approval by a majority of the quorum. When approved, the minutes shall be kept with the record of proceedings of the DV Council. Each Committee Chairperson shall be responsible for preparing minutes of their respective Committee. Committee minutes will be forwarded to the DV Council Staff person one (1) week prior to the regular meeting of the DV Council for inclusion with the general meeting materials.

**Section 4.10 Closed Sessions.**

The DV Council shall meet in closed session only as permitted by applicable law. The DV Council shall report the actions taken at a closed session to the public as required by applicable law. A closed session minute book shall be established and maintained for minutes of all closed sessions which shall reflect only on the topics of discussion and decisions made at the session. The closed session minute book shall be kept confidential and not be a public record and shall be available only to the members, except as otherwise required by applicable law.

**Section 4.11 Public Records.**

All documents and records of the DV Council not exempt from disclosure by applicable law shall be public records under the California Public Records Act (California Government Code section 7920.000, *et seq.* (formerly Government Code section 6250, *et seq.*)).

**Rule 5 Committees.**

**Section 5.1 Meeting Agendas.**

Committee Chairs will provide a committee meeting agenda and any materials to be presented at committee meetings to the DV Council Staff person at least five (5) business days in advance of the meeting so that the agenda can be posted in accordance with the Brown Act.

**Section 5.2 Creation of Committees.**

The DV Council may by resolution, from time to time, create and fill such committees and subcommittees as it deems necessary to carry out its purposes.

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The standing committees shall be determined by the DV Council. The standing committees of the DV Council include the Legal Process Committee and the Domestic Violence Awareness Committee.

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Regular meetings of committees and subcommittees shall be held at such times and places as are determined by the DV Council. Special meetings may be held at any time and place as may be designated by the DV Council Chairperson or a majority of the seated members of the committee. A majority of the seated members of the committee shall constitute a quorum for the transaction of business by the committee.

**Section 5.5 Open and Public.**

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***Rule 6 Conflicts of Interest Policy.***

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***Rule 7 Annual Work Plan.***

The DV Council will develop an annual work plan and submit an annual report to the Board.

***Rule 8 Oath of Office.***

Before beginning service on the DV Council, each member will take an oath of office to be personally administered by the Clerk of the Board, a deputy of said Clerk, or other authorized official.

***Rule 9 Amendment of Procedural Rules.***

These Rules may be amended only by an affirmative vote of a majority of the seated members of the DV Council.

**DOMESTIC VIOLENCE COUNCIL OF SAN MATEO COUNTY**  
**SUMMARY OF ACCOMPLISHMENTS**  
*2022 – Draft 1.0*

**BACKGROUND**

The Domestic Violence Council is an advisory body to the San Mateo County Board of Supervisors on issues relating to reducing, preventing and responding to domestic violence and enhancing services to victims. The Domestic Violence Council meets quarterly and its two committees meet regularly: Legal Process Committee, Domestic Violence Awareness Committee.

**MISSION**

To evaluate, make recommendations, and initiate activities regarding:

- current responses of law enforcement, the judicial system, health care services and community resources;
- local government efforts to reduce domestic and family violence;
- public awareness and public education necessary to effect prevention activities;
- the collection of data;
- the adequacy of state and local laws; and
- services for those who are victims of domestic and family violence.

**DOMESTIC VIOLENCE COUNCIL MEMBERS** (current as of 2023)

Supervisor Noelia Corzo – Chair

Elisa Kuhl, Division of Victim Services, District Attorney – Vice Chair

Mike Callagy, County Executive Officer

Sheriff Christina Corpus - Sheriff's Department

Robert Foucrault - Coroner

Selina Toy Lee – Human Services Agency

Theresa Dah – Probation

Karen Rodriguez - SMC Office of Education

Noelle Bruton – SMC Health System

Robert Spencer - Keller Center, SMC Medical Center

Rosendo Padilla – SMC Courts

Karen Ferguson, Executive Director – CORA

Chief John Munsey - SMC Police Chiefs & Sheriff Association

Stephanie Bilinski – Legal Aid of San Mateo County

Nicole Reyes – Bay Area Legal Aid

Sue Datta – Commission on the Status of Women

Councilmember Ruben Abrica – Council of Cities

Rose Mukhar – Justice At Last

Keri Kirby – Sitike Counseling Center

Cynthia Hunter – Member-at-Large

Kathryn Anderson – Member-at- Large

Lori Smiley-Klingler – Member-at-Large

Sean Frost – Member-at-Large

Vacant – Private Defender Program & member of the San Mateo County Bar Association

## **DOMESTIC VIOLENCE COUNCIL 2022**

**Virtual Meetings** – The Domestic Violence Council has been meeting virtually since the start of the COVID-19 epidemic in 2020. All meetings in 2022 were held virtually on a quarterly basis.

**Data Collection** – The DVC members began submitting data and information from their respective offices and agencies regarding the services and resources specific to domestic violence.

**Support of AB 2185** – The DV Council was presented with an opportunity by the Keller Center to support AB 2185. AB 2185 directs the Governor’s Office of Emergency Services (Cal OES) to create a funding system to reimburse qualified medical forensic examiners, using existing Sexual Assault Response Team (SART)/Sexual Assault Forensic Exam (SAFE) teams.

With the support of the County Legislative Office, a letter of support from the Board of Supervisors was presented to the State Legislative Office. AB 2185 garnered support and passed successfully in the regular legislative cycle. The DVC continues to track other state bills related to domestic violence.

### **SMC Minors Residing in DV Homes**

- County Executive Officer is working with the Sheriff’s Office on a pilot program starting in 2022. CEO Callagy hopes that state legislators can include the need for free mental health services for minors residing in DV homes in the next legislative cycle.
- Pilot Program goal is to have every minor who is exposed to domestic violence in the home to have access to mental health services and expanded advocacy services.
- Proposed Pilot Program includes law enforcements starting to document all youth in family from a domestic violence incident. This must include parameters involved shared custody or not being present during the incident. Clients would be referred to any mental health provider.

**Barbara Hammerman Award** – The DVC opened its annual nomination process for the Barbara Hammerman Award in August. They honored Melissa Gibbs (she/her/hers), Senior Manager of Legal Services for CORA.

**Proclamation for Domestic Violence Awareness Month** – Each year the Domestic Violence Council requests for the Board of Supervisors to Proclaim October as Domestic Violence Awareness Month. With significant data from Community Overcoming Relationship Abuse (CORA), the Proclamation provides current data about dv and dv survivors who receive services and support from their organization. Karen Ferguson, PhD, Executive Director of CORA and DVC member, accepted the Proclamation from the Board of Supervisors on October 18, 2022.

**Gun Violence Prevention Program** – The DV Council was invited to participate in the Prohibited Firearms Relinquishment Conference in the Spring and contributed feedback regarding restraining orders. The DVC then supported the resulting Gun Violence Prevention Program, launched in October 2022 by Supervisors Horsley and Pine.

**Appointment of Five (5) New Members** – The DVC appointed three new Members-at-Large, Kathryn Anderson, Lori Smiley-Klingler and Sean Frost. Two other individuals representing organizations in San Mateo County were appointed. Rose Mukhar was appointed representing Justice At Last as a non-profit serving battered women and Keri Kirby was appointed representing Sitike Counseling Center as an agency who provides treatment services to batterers.

## **LEGAL PROCESS COMMITTEE**

The Legal Process Committee (LPC) consists of representatives from the domestic violence legal advocacy community, district attorney, probation, law enforcement and the court meets quarterly.

2022 accomplishments include:

- Regularly identified procedural or substantive issues relating to domestic violence and took steps to resolve the issues. Ongoing topics from Work Plan include:
  - Civil/Criminal Crossover
  - Firearms Compliance Project
  - Judicial Bench Card
  - Law Enforcement DV Protocol
  - Protective Orders
  - Allocation of Court Resources
  - Courtroom Safety
- Conducted the annual update of the Domestic Violence Judicial Bench Card for the Criminal and Civil Domestic Violence court.
- Continued to monitor and update the Domestic Violence Law Enforcement Protocol as appropriate.
- Firearms Compliance and Gun Violence Prevention Program
  - In collaboration with the Gun Violence Prevention Program and provided necessary information and resources regarding restraining orders.
  - SB 320 implementation: Chief Inspector Bill Massey presented to the LPC regarding the start of the Gun Violence Prevention Program.
- Proposed Domestic Violence Trainings for Judicial Council and requested funds from the County Executive Office. LPC partner agencies also offered training on strangulation,; and the intersection of human trafficking, domestic violence and sexual assault.
- Regularly shared updates regarding resources available to domestic violence victims through each agency represented.



## **DOMESTIC VIOLENCE AWARENESS COMMITTEE**

The Domestic Violence Awareness Committee (DVAC) meets every two months and is comprised of representatives from: Bay Area Legal Aid, Probation, CORA, SMC Office of Education, District Attorney's Office, Menlo Park Police Dept and Kaiser.

2022 accomplishments include:

- DVAC continues to contribute content to the new Domestic Violence Council website.
- Chair of the DVAC transitioned from Lori Smiley-Klingler to Nicole Reyes
- Initiating a new Speaker Series in SMC Schools.
- Organizing an Art Contest for February 2023 in collaboration with the Youth Commission.  
The theme is Healthy Relationships.
- DVAM Event: All DVAC members participated in the Domestic Violence Awareness Month event in October 2022 and had a resource & services table every Wednesday in October in the County Center courtyard (Redwood City).