

Sybil Brand Commission (SBC)  
By-Laws Meeting

December 2, 2015  
9 a.m.

Present:

Commissioner Donald Andrews  
Commissioner Cheryl Grills  
Ex-Officio member Chair Person Eleanor Montano  
Commissioner Johanna Arias-Bhatia  
Commissioner Percy Duran - Excused Absence  
Commissioner Karen Goldberg - Excused Absence

Next Meeting:

January 6, 2015  
9 a.m.

Action Items for By-Laws Committee:

Meet with SD week of December 14<sup>th</sup>

- Re:
- 1) Contracts for Food Vendors (i.e. BID Process)
  - 2) Contract for Educational Programs
  - 3) Inmate Welfare Fund Commission (IWFC) re: Sybil Brand Public Member to be appointed to IWFC
  - 4) SBC meeting at MCJ/Allowing inmate representatives to attend/Public comment

See attachment of draft revisions made thus far to SBC By-Laws. We only made modification up to Article IV section 1. Powers and Duties

SBC considerations:

Adding a Legislative Subcommittee to track Federal, State and Local proposed legislation and ordinances impacting the welfare of the individuals that the SBC is authorized to oversee.

Adding an Outreach Subcommittee to encourage public participation via community groups, organizations and members of the public.

Discuss logistics to have first SBC meeting in a community setting at MCJ.

**COUNTY OF LOS ANGELES**  
**BY- LAWS OF THE**  
**SYBIL BRAND COMMISSION FOR INSTITUTIONAL INSPECTIONS**

**ARTICLE I.**  
**Name**

The name of this organization shall be the Sybil Brand Commission for Institutional Inspections. All references to "Commission" shall be deemed a reference to the Sybil Brand Commission.

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**ARTICLE II**  
**Legal Authority**

The Sybil Brand Commission was authorized by Chapter 2.82 of the Los Angeles County Code.

**ARTICLE III**  
**Purpose**

The commission shall conduct inspections as provided in County Code 2.82.070 and shall advise on ~~vocational/industrial~~ and educational programs for both juvenile and adult detention inmates in County Jail facilities ~~and~~ ~~and~~ probation camps and group homes. The Commission shall also perform such other duties as requested by the County Board of Supervisors.

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**ARTICLE IV**  
**Powers, Duties and Membership**

**Section 1. Powers and Duties**

The Commission shall:

- ◆ At least once each year unless otherwise warranted and as more often as the Commission may deem necessary or proper or as directed by a judge of the Superior Court, the members of the Commission or of a committee of the commission shall visit and inspect each jail or lockup in Los Angeles County, County probation and correctional facilities and group homes;
- ◆ The members of the Commission, in visiting and inspecting jails and lockups and group homes as provided in this chapter, shall examine every department of each institution visited and shall ascertain its condition as to effective and economical administration (Inmate Welfare Fund (IFW)), the cleanliness, discipline and comfort of its inmates, and in any other respects, whether such institution is located within or

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| without the corporate limits of any incorporated city;

- ◆ Every member of the Commission, while visiting and inspecting a jail or lockup or group home as provided in this chapter, may call for and inspect the permit and register of such jail, ~~and~~ lockup, and group home may see and visit all persons kept in such jail, ~~and~~ lockup, and group home. ~~The Commission may also inspect group home facilities;~~
- ◆ Make recommendations for action by the Board of Supervisors on legislation, practice, and policy pertaining to the incarcerated or County wards of the Court or group home residents;
- ◆ Receive and consider suggestions and recommendations by community groups and organizations and members of the public; and
- ◆ To the extent feasible, facilitate the relationship between the Probation Department, Auditor Controller's Office, and the Department of Children's and Family Services in the County concerning Group Home/Probation Camp inspections.

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## Section 2. Membership

The Commission shall consist of:

- A. The following ex officio members:
  - ◆ The Sheriff
  - ◆ The Chief Probation Officer
- B. 10 members appointed by the Board, consisting of two from each Supervisorial District.

## ARTICLE V Officers

### Section 1. General Responsibilities

The officers of the Commission shall be a Chairperson and Vice-Chairperson. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Commission.

### Section 2. Duties of Chairperson

The duties of the Chairperson shall include, but are not necessarily limited to, the following:

1. To serve as the official representative of the Sybil Brand Commission.
2. To preside over full Commission meetings and subject to the provisions of Section 5 of Article VI, determine the agenda of the meetings.
3. To determine whether a quorum is present subject to the requirements of the Ralph M. Brown Act.
4. To call special meetings when necessary, (e.g., when a report needs to be released before the next regular meeting), subject to the requirements of the

Ralph M. Brown Act.

5. To appoint Commissioners to standing, special and/or ad hoc committees subject to the provisions of Article X: Committees.
6. To confer with staff on matters relating to the activities of the Commission and to provide direction to staff in relationship to these matters.
7. Prepare an Annual Report for approval of the full Commission for submission to the Board of Supervisors in February of the following year.
8. To coordinate all Commission related report presentations or other matters before the Board of Supervisors.

### **Section 3. Duties of Vice-Chairperson**

The duties of the Vice-Chairperson shall include the following:

1. To preside over meetings of the full Commission in the absence of the Chairperson.
2. To oversee the income and expenditure of funds by maintaining accurate records and reporting regularly to the full Commission.
3. To assist in the preparation of the Commission's Annual Report to the Board of Supervisors.
4. To perform any other responsibilities at the direction of the Chairperson.

### **Section 4. Succession of Duties**

In the event of the absence of the Chairperson and Vice Chairperson at a Commission meeting, the Commissioner with the most tenure on the Commission shall assume the duties of presiding over the Commission meeting.

## **ARTICLE VI Meetings**

### **Section 1. Regular Commission Meetings**

Regular meetings of the Commission shall be held each Wednesday, at 10:00 a.m., in Room 372, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, 90012.

A meeting may be rescheduled or cancelled by a majority vote of the members present at a regular meeting. If it has been determined that a quorum will not be present for a particular meeting, the Chairperson at his/her discretion may cancel that meeting. Commission staff will give notice of a meeting or meeting cancellation pursuant to the Brown Act by email or US Mail.

## **Section 2. Special Meetings**

Special meetings of the Commission may be called in the manner provided by Section 54956 of the Government Code.

## **Section 3. Rules of Order**

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" except as otherwise provided herein, shall govern the Commission in its proceedings. The Commission may adopt additional rules to govern conduct at its meeting and all proceedings. Such rules may be changed by a majority vote of the Commission.

## **Section 4. Quorum**

A majority of all current members of the Commission shall constitute a quorum. Ex-officio members shall not be considered for purposes of determining a quorum.

## **Section 5. Agenda Items**

Items may be placed on the Commission agenda with approval from the Chairperson.

### **ARTICLE VII Attendance**

#### **Section 1. Commission Meeting Requirements**

The Commission is required to meet each Wednesday, at 10:00 a.m., in Room 372, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, 90012.

#### **Section 2. Reporting Absences**

Commissioners shall contact the Chairperson to report meeting absences, and in the absence of the Chair to contact staff, with the understanding that staff is letting the body know who is attending the meeting, but the Commission is not making staff accountable for approving/excusing absences.

### **ARTICLE VIII Inspections**

#### **Section 1. Inspections**

In an effort to meet its mission as required in section 2.82.080 of the Sybil Brand Commission ordinance, the Chair will assign each member of the Commission jail, probation and/or group home sites for inspection. Repeat inspections may be assigned within a six-month period, as needed. Whenever possible, the Chair will make these

assignments within the District from which each commissioner was appointed.

**Section 2. Follow-up visits**

Follow-up visits may be conducted within 45 days of the initial visit to allow for corrective action compliance.

**ARTICLE IX  
Adoption and Amendment of Bylaws**

**Section 1. Adoption**

These bylaws may be adopted by a majority vote of the Commissioners and ex-officio members *present at a regular meeting of the Commission, provided that advance written notice is given to each Commissioner and ex-officio member along with a copy of the proposed bylaws.*

**Section 2. Amendment**

These bylaws may be amended by a 2/3 vote of the Commissioners and ex-officio members present at a duly convened regular meeting, provided that advance written notice of the proposed amendment is given to each Commissioner and ex-officio member at least 30 days prior to the action being placed on the agenda to adopt the proposed amendments.

**ARTICLE X  
Committees**

The Chairperson shall appoint standing, special and/or ad hoc committees as the Commission deems necessary to carry out the Commission's work. The Chairperson shall be an ex-officio member of all committees and all such committees shall consist of less than a quorum of the Commission.

S:SBC:Policy & Procedures:SBC Bylaws – Revisions Approved November 2, 2011