

Agency of Human Services: Prevention & Juvenile Justice Advisory Board

June 16, 2004

Purpose of New & Revised Charge

- Coordinated and collaborative planning and evaluation to address needs and gaps
- A stronger youth and family voice in policy
- Improvement in Grants Distribution & Management
 - Strategic use of federal grant funds
 - Easier access to grant opportunities by community agencies
 - Elimination of duplication in grant funding
 - Stronger connection of grants to AHS policy & programs
 - Simple, clear and consistent grants application and evaluation process
- Better evaluation of program performance and better ability to identify those programs worth sustaining
- Better use of staff, advisors and community member resources time and requires fewer people to sit on boards
- Re-invigoration of all committees and efforts
- Bring together diverse voices

Purpose of Advisory Board

1. To advise the AHS in developing and sustaining programs that will help children ages 0-18 and their parents, grow and develop in a positive manner.
2. To provide an independent voice in policy review and practice to promote fewer children entering the justice system, prevention for those children at risk, and implementation of effective programming for those in the juvenile justice system.

Composition:

Membership by federal & state mandate is by Governor's appointment. However, the executive committee of the council will be responsible for assuring that recommendations are forwarded to the Governor's Office for consideration via the Agency of Human Services Secretary's Office. It is recognized that the final decision is at the sole discretion of the Governor.

Membership will be consistent with federally mandated requirements for OJJDP funding and will strive to include members from DOE, Higher Education, DET, Victim advocates, Judiciary (courts, prosecutors, public defenders), Faith based organizations, Community based providers, Corrections, the healthcare community, Diversion, Prevention practitioners (child abuse, substance abuse), Schools, Youth and parents, Law enforcement, Direct line staff, Business/for profit community, transition services providers and others representing interests in prevention, early intervention and juvenile justice.

A majority of members including the chairperson will not be full time employees of federal, state or local governmental agencies.

Board Size

- 21 members

Activities of Advisory Board

1. Board will meet monthly at least 10 months of the year, 2 additional meetings may be added in order to accomplish the work of the board.
2. Work with AHS to develop a long term perspective on prevention, early intervention, and juvenile justice system for children and families which may include
 - a. Review, identify and/or recommend actions and funding to address gaps/needs/priorities
 - b. Review, identify and recommend promising programs
 - c. Balance federal and state priorities
 - d. Act as keeper of the vision for prevention and juvenile justice
3. Advise on policy with AHS, Legislature, Governor, and federal government
4. Oversee and advise on applicable state and federal grant money
 - a. Work with AHS staff to distribute federal funds to state and community agencies in accordance with federal and state mandates and consistent with state policies on prevention and juvenile justice
5. Oversee and advise on applicable federally mandated core juvenile protections
6. Advise on the identification and review of measurements of success, outcomes and indicators
7. Annual report to the Governor & Legislature
8. Assure communication of decisions, recommendations and issues to all stakeholders
9. Election of Board Officers (Chair, Vice Chair, and Clerk)

Activities that are advisory

- ◆ Federal applications and/or multi year plans that guide the disbursement of community grants
- ◆ RFP content
- ◆ Review and/or Distribution of certain federal grant funds, including but not limited to
 - Certain OJJDP Act funding
 - AHS Safe and Drug Free Schools Funds
 - Children's Trust Fund Dollars
 - Community Based Family Resources grants
 - Other Federal allocations as appropriated and needed
- ◆ Review of AHS products and reports related to delinquency prevention and juvenile justice
- ◆ Suggestion for and review of program evaluations
- ◆ Data analysis findings and recommendations
- ◆ Federal Compliance findings and related action steps
- ◆ Advisory Board Operating budget and associated line items

Activities that are Decision-making

- ◆ Election of Board Officers (Chair, Vice Chair and Clerk)

Sub-Committees Purpose & Composition

Sub-committees are formed to provide advisory recommendations on specific focused topic areas as needed.

Committee Guidelines

- Non council members and staff with applicable perspective, experience, and/or expertise in the topic at hand or work of the committee will be asked to sit on sub-committee.
- Sub-committees will be composed of state officials, youth and family, and community members.
- Sub-committees are responsible for
 - reviewing applicable grants and making recommendations to the full advisory board for funding awards
 - making recommendations to the AHS in their focus areas
 - reviewing any relevant reports, outcomes or proposals in their focus areas
 - reviewing any legislation in their focus area
 - make recommendation to the full board on any of the above items
 - draft letters of opinion, support or otherwise educate the public and policy makers as needed, with regard to relevant issues and activities, compliance with applicable state and federal statutes and the connection of these issues to effective program practices.
- There will be a shared work load among committee members.
- Chairs of subcommittees will be volunteer based on consensus of the subcommittee and will be expected to, or designate other subcommittee member(s) to
 - Facilitate sub-committee meetings or assure facilitation in their absence
 - Designate a minute taker
 - Report out to the full board (or designate a reporter)
 - Assure follow through of agenda items

Board Committees

1. **Prevention:** This committee will focus on prevention policy and systems improvement and make recommendations for awards in the following grants:
 - ◆ Children’s Trust Fund
 - ◆ Community Based Family Resource & Support Grants
 - ◆ Certain Juvenile Justice Delinquency Prevention Act funds
 - ◆ Certain Safe and Drug Free Schools Funds
2. **Intervention:** This committee will focus on policy and systems improvement for (1) kids and families at risk and keeping them from becoming more involved in the system (2) youth already in the system (post petition and post adjudication), specific grants may include:
 - Certain Juvenile Justice Delinquency Prevention Act Funds
 - Juvenile Accountability Block Grant
3. **Executive:** This group will be comprised of the Board Chair, Vice Chair and Clerk, the chairs of each sub-committee and AHS commissioners or secretary’s office designees and the juvenile justice program specialist assigned to monitoring compliance. This group will

- Assure the board operations are effective and in compliance with any state or federal requirements.
- Make membership recommendations to the Governor's Office
- grant out funds, in the absence of a full board availability, as needed to assure compliance with federal or state regulations
- make decisions out of the monthly meeting cycle as needed to assure compliance with federal or state regulations
- Review and propose policy to the full board

Connection to AHS Departments, Division and/or other committees

The Advisory Board will remain connected to AHS Departments and/or committees through:

- Regular communication to and from Secretary's office and relevant departments
- An expectation that All AHS and other state employees serving on the Advisory Board will act as a liaison to their department for requesting and compiling broader departmental and staff input on any given activity or topic
- AHS Department Commissioners and Division Directors periodically invited to meetings

Staffing

- Each sub-committee will identify a lead staff coordinator for each committee, this may be staff from ANY AHS member department which is also a member of the advisory group, as well as AHS Juvenile Justice Staff who may also sit on committees:
 - Ensure good communication between Advisory Group and others
 - Identify and remove road blocks wherever possible
 - Invite other departmental staff involvement, depending on topic, and as needed
 - Coordinate grant applications, management of money, evaluation of programs
 - Facilitate meetings as needed
- Administrative functions such as scheduling meetings, distributing agendas, minutes and special notices will be provided by the Juvenile Justice Commission or applicable Child and Family serving department.
- Federal OJJDP specialist will assure membership requirements are met and work with Executive committee to assure recommendations for upcoming seats are forwarded to the Governor's office in a timely manner
- Board Officer Elections will be facilitated by the Federal OJJDP specialist. 2 months prior to the election interest on the part of board members will be elicited via email to the full membership. The names of all those interested will be announced by the OJJDP specialist prior to the vote.