

Juvenile Justice Coordinating Council (JJCC) Bylaws

ARTICLE I. NAME

The name of this organization shall be Sacramento County Juvenile Justice Coordinating Council, hereinafter referred to as "JJCC."

ARTICLE II: AUTHORITY

Welfare and Institutions Code WIC § 749.22.

ARTICLE III: PURPOSE

The purpose of the JJCC shall be to:

- Oversee the development and implementation of a continuum of county-based responses to juvenile Delinquency and to set priorities for the use of grant funds.
- Develop a comprehensive multi-agency juvenile justice plan that identifies resources and strategies for providing an effective continuum of responses for the prevention, intervention, supervision, treatment, and incarceration for youths, including strategies to develop and implement community-based placement options for youth who are defined in Welfare and Institutions Code Section 602.

Commented [RM1]: Juvenile acts which would be characterized as "crimes" if they were adults, are termed "delinquent acts" or "acts of delinquency" by law and should be referred to as such here as well.

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ARTICLE IV: MEMBERS

Section A: Members identified by legislation

Pursuant to WIC § 749.22, the JJCC shall, at a minimum, include:

- The chief probation officer, as chair

and one representative each from:

- the district attorney's office,
- the public defender's office,
- the sheriff's department,
- the board of supervisors,
- the department of social services,
- the department of mental health,
- a community-based drug and alcohol program,
- a city police department,
- the county office of education or a school district,
- an at-large community representative,
- and a non-profit community-based organization that provides services to minors.

Commented [ZP3]: Per Sheri Green/Dr. Quist - they had suggested to change from Dept of mental health to Dept of Health services, Behavioral Health, However, this verbiage is from legislation WIC 749.22 and we need to keep the same verbiage as it is reflected in legislation

Juvenile Justice Coordinating Council (JJCC) Bylaws

Section B: Powers of Chair, Co-Chair, and Chair Pro-Tempore

The Chair shall serve as the presiding officer of the committee. In the absence or unavailability of the Chair, any committee member can serve as the Chair Pro-Tempore who shall call the meeting to order and serve in the role of the presiding Chair to facilitate the committee's meeting.

Section C: Committee Member Designee

If the primary committee member cannot attend, a designee may attend in their absence and act on behalf of the primary representative. Designees must be identified in writing to the meeting facilitator by the primary committee member.

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Section D: Committee Member Terms

Membership may change based on new assignments within a member's organization. Members that do not attend on a reoccurring basis may be replaced with a committee vote.

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Section E: Duties of Members

1. Shall attend meetings of the JJCC and of committees to which they are appointed.
2. Regular attendance by all JJCC members is essential so that the JJCC can discharge its duties.
3. Members shall notify the meeting facilitator of the JJCC of any expected absence as soon as practical and no later than 24 hours before a regularly scheduled JJCC meeting to ensure there are enough members to have a quorum.
4. In the performance of its responsibilities, the JJCC shall not engage in or employ any unlawfully discriminatory practices in the provision of services or benefits, assignment of accommodations, treatment, employment of personnel or in any other respect on the basis of sex, race, color, ethnicity, national origin, ancestry, religion, age, marital status, medical condition, sexual orientation, physical or mental disability or any other protected group in accordance with the requirements of all applicable County, state, or federal laws.
5. Members of the JJCC shall comply with the [County Equal Employment Opportunity policy](#) and [Discrimination, Harassment, and Retaliation Policy](#).
6. Members of the JJCC shall comply with the [County Code of Ethics](#).

Commented [ZP4]: Per Sheri Green: This doesn't outline how each department rep will bring their lens or expertise to the table. I suggest: Each department representative shall contribute relevant data, programmatic expertise, solution-focused partnership, and strategic recommendations in alignment with their agency's role in the juvenile justice continuum, while ensuring that all contributions comply with applicable confidentiality laws.

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Section F: Community Committee Member Vacancy

A Community Committee Member vacancy may be filled by a majority vote of the remaining Members, after review and/or interview with vacancy applicants.

Juvenile Justice Coordinating Council (JJCC) Bylaws

ARTICLE V: MEETINGS

Section A: Meeting Frequency

The JJCC will meet on an as-needed basis, at the discretion of the Chair.

Section B: Brown Act

All JJCC meetings shall be open to the public, and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 et seq., as amended and held at a location within Sacramento County, California that satisfies the access requirements of the Americans with Disabilities Act.

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Section C: Public Comment

The JJCC welcomes and encourages public participation in its meetings. The public comment is limited to three minutes per person.

ARTICLE VI: VOTING

Action of the JJCC may be taken only if a quorum of the voting members are present. A quorum is half plus one (1) of the voting members as defined in Article IV. Voting shall be conducted by the majority roll call. In the case of a tie vote, the motion is not approved.

ARTICLE VII: RECUSALS AND ABSTENTION

Any member of the JJCC may recuse themselves and shall do so if there is a potential conflict of interest.

Any member of the JJCC may abstain from voting on a particular matter. Abstention is the act of withholding of a vote as a voting member cannot be compelled to vote on a matter.

ARTICLE VIII: SUB-COMMITTEES

Section A: Juvenile Justice Coordinating Council Realignment Subcommittee (JJCCRS)

Sub-Section 1: Establishment of Sacramento County Juvenile Justice Coordinating Council Realignment Subcommittee

This committee was established to develop Sacramento County's SB 823 DJJ Realignment Plan (per Welfare and Institutions Code 1995) and shall adhere to the JJCC bylaws, unless otherwise noted in the sub-sections of Section A: Juvenile Justice Coordinating Council Realignment Subcommittee (JJCCRS).

Juvenile Justice Coordinating Council (JJCC) Bylaws

Sub-Section 2: Purpose and Functions

The purpose and function of the JJCCRS is to develop a plan describing facilities, programs, placements, services, supervision and reentry strategies that are needed to provide appropriate rehabilitation and supervision services for the population described in subdivision (b) of Section 1990. The plan shall be developed with review and participation of the subcommittee community members and shall be approved by a majority of the subcommittee.

Sub-Section 3: Legislative Appointments

As identified in the California Code, Welfare and Institutions Code - WIC § 1995 (b), the JJCCRS shall, at a minimum, include at least one representative from the following County departments:

- Chief Probation Officer, as chair or co-chair

and one representative each from:

- District attorney's office,
- the public defender's office,
- the department of social services,
- the department of mental health,
- the county office of education or a school district,
- and a representative from the court.
- The subcommittee shall also include no fewer than three community members.

Sub-Section 4: Community Members

In accordance with the Youth Forward Settlement agreement, the subcommittee shall include no fewer than four appointed community members. Community members shall be defined as individuals who either (1) have experience providing community-based youth services, (2) are youth justice advocates with expertise in the juvenile justice system, or (3) have been directly involved in the juvenile justice system.

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Each Community Member shall serve a three-year term beginning on the date of their approval by the subcommittee. Prior to the expiration of a member's term, the subcommittee will actively seek new applicants to fill the seat. If a successor is not confirmed before the term ends, the current Community Member may continue to serve until the vacancy is filled. If a Community Member vacates their seat before the end of their term, the subcommittee will initiate the process of interviewing, voting, and confirming both a new primary Community Member and their designee. There is no limit to the number of terms a Community Member may serve.

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Juvenile Justice Coordinating Council (JJCC) Bylaws

In the event a Community Member is unable to attend a meeting, a designated representative (*designee*) may attend in their place and act on their behalf. Designees must be identified in writing by the primary Community Member and submitted to the meeting facilitator. Before a designee is authorized to act on behalf of a Community Member, they must be interviewed and approved by a vote of the Juvenile Justice Coordinating Council Realignment Subcommittee during a regularly scheduled meeting. Approved designees shall serve a term concurrent with that of the primary Community Member.

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Sub-Section 5: Powers of Chair, Co-Chair, and Chair Pro-Tempore

The Chair and Co-chair serve equally as presiding officers of the committee and either one can facilitate the committee's meetings. Any member may be selected as co-chair of the subcommittee using a process determined by the subcommittee. In the absence or unavailability of the Chair or the Co-Chair, any committee member can serve as the Chair Pro-Tempore and serve in the role of the presiding Chair to facilitate the committee's meeting.

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Sub-Section 6: Meeting Frequency

Regular meetings shall occur as determined by the Chair and Co-Chair at an open public location. Additional meetings will be added on an as-needed basis, at the discretion of the Chair / Co-Chair. The JJCCRS Chair and/or Co-Chairs may present and adopt an alternate calendar for the year at either the last regular meeting of the year or the first meeting of the new year.

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Section B: Other Subcommittees

The JJCC may designate sub-committees on an as-needed basis. These sub-committees may include JJCC members, as well as non-JJCC members. Sub-committees may be subject to the provisions of the Brown Act.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Roberts' Rules of Order, revised, governs all meetings except in instances of conflict between the Rules of Order and the Bylaws or provision of law.

ARTICLE X: CONFLICT OF INTEREST

1. Members of the JJCC shall abstain from voting on any issue which they may be personally interested in, to avoid a conflict of interest in accordance with County, state, and federal laws and shall refrain from engaging in any behavior that conflicts with the best interest of the County.
2. Members of the JJCC shall not vote nor attempt to influence any other JJCC member on a matter under consideration by the JJCC or any of its committees or subcommittees:

Juvenile Justice Coordinating Council (JJCC) Bylaws

- Regarding the provision of services by such members (or by an entity that such member represents); or
 - That would provide direct financial benefit to such a member or the immediate family of such member; or
 - Engage in any other activity constituting a conflict of interest under County, state, or federal law.
3. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chair or their designee(s) may consult with designated County staff to assist them in making that determination.

ARTICLE XI: AMENDMENT OF BYLAWS

Any member of the JJCC may propose amendments to these Bylaws. Proposed amendments shall be submitted in writing and made available to each member of the JJCC no less than fourteen days prior to consideration before a vote can be taken. All bylaws' amendments must be approved by a simple majority of the members of the JJCC and a majority vote of the JJCC.

ARTICLE XII: SEVERABILITY

Should any part term, portion or provision of these Bylaws be determined to be in conflict with any law or otherwise unenforceable or ineffectual, the remaining parts, terms, portions or provisions shall be deemed severable and their validity shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the provisions that the members intended to enact in the first instance.

Adopted: **DATE**

Juvenile Justice Coordinating Council (JJCC) Bylaws

Appendix A

Welfare and Intuition Code - WIC 749.22. To be eligible for this grant, each county shall be required to establish a multi-agency juvenile justice coordinating council that shall develop and implement a continuum of county-based responses to juvenile crime. The coordinating councils shall, at a minimum, include the chief probation officer, as chair, and one representative each from the district attorney's office, the public defender's office, the sheriff's department, the board of supervisors, the department of social services, the department of mental health, a community-based drug and alcohol program, a city police department, the county office of education or a school district, and an at-large community representative. In order to carry out its duties pursuant to this section, a coordinating council shall also include representatives from nonprofit community-based organizations providing services to minors.

Juvenile Justice Coordinating Council (JJCC) Bylaws

Appendix B

Welfare and Intuition Code - WIC 1995. (a) To be eligible for funding described in Section 1991, a county shall create a subcommittee of the multiagency juvenile justice coordinating council, as described in Section 749.22, to develop a plan describing the facilities, programs, placements, services, supervision and reentry strategies that are needed to provide appropriate rehabilitation and supervision services for the population described in subdivision (b) of Section 1990.

(b) The subcommittee shall be composed of the chief probation officer, as chair or cochair, and one representative each from the district attorney's office, the public defender's office, the department of social services, the department of mental health, the county office of education or a school district, and a representative from the court. The subcommittee shall also include no fewer than three community members who shall be defined as individuals who have experience providing community-based youth services, youth justice advocates with expertise and knowledge of the juvenile justice system or have been directly involved in the juvenile justice system. Any member may be selected as cochair of the subcommittee using a process determined by the subcommittee.

(c) The plan described in subdivision (a) shall be developed with review and participation of the subcommittee community members as defined in subdivision (b) and shall be approved by a majority of the subcommittee.

(d) The plan described in subdivision (a) shall include all of the following elements:

(1) A description of the realignment target population in the county that is to be supported or served by allocations from the block grant program, including the numbers of youth served, disaggregated by factors including their ages, offense and offense histories, gender, race or ethnicity, and other characteristics, and by the programs, placements, or facilities to which they are referred.

(2) A description of the facilities, programs, placements, services and service providers, supervision, and other responses that will be provided to the target population.

(3) A description of how grant funds will be applied to address each of the following areas of need or development for realigned youth:

(A) Mental health, sex offender treatment, or related behavioral or trauma-based needs.

(B) Support programs or services that promote healthy adolescent development.

(C) Family engagement in programs.

(D) Reentry, including planning and linkages to support employment, housing, and continuing education.

Juvenile Justice Coordinating Council (JJCC) Bylaws

(E) Evidence-based, promising, trauma-informed, and culturally responsive practices.

(F) Whether and how the plan will include services or programs for realigned youth that are provided by nongovernmental or community-based providers.

(4) A detailed facility plan indicating which facilities will be used to house or confine realigned youth at varying levels of offense severity and treatment need, and improvements to accommodate long-term commitments. This element of the plan shall also include information on how the facilities will ensure the safety and protection of youth having different ages, genders, special needs, and other relevant characteristics.

(5) A description of how the plan will incentivize or facilitate the retention of realigned youth within the jurisdiction and rehabilitative foundation of the juvenile justice system in lieu of transfers of realigned youth into the adult criminal justice system.

(6) A description of any regional agreements or arrangements to be supported by the block grant allocation pursuant to this chapter.

(7) A description of how data will be collected on the youth served and outcomes for youth served by the block grant program, including a description the outcome measures that will be utilized to measure or determine the results of programs and interventions supported by block grant funds.

(8) A description of progress made regarding any elements described in this subdivision and any objectives and outcomes set forth in the plan submitted to the Office of Youth and Community Restoration the previous calendar year.

(e) In order to receive 2022–23 funding pursuant to Section 1991, a plan shall be filed with the Office of Youth and Community Restoration by January 1, 2022. In order to continue receiving funding, the subcommittee shall convene no less frequently than twice per year to consider the plan and shall update the plan annually. The plan shall be submitted to the Office of Youth and Community Restoration by May 1 of each year.

(f) The Office of Youth and Community Restoration shall review the plan to ensure that the plan contains all the elements and follows the planning process described in this section and may return the plan to the county for revision as necessary or to complete the required planning process prior to final acceptance of the plan. Any actions of the Office of Youth and Community Restoration pursuant to this section shall have no delay or withholding effect on the allocation of funds to counties pursuant to Section 1991.

(g) The Office of Youth and Community Restoration shall prepare and make available to the public on its internet website a summary and a copy of the annual county plans submitted pursuant to this section and date of the Office of Youth and Community Restoration's final acceptance of each plan.