

**FORSYTH COUNTY
BOARD OF COMMISSIONERS**

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MEETING DATE: JUNE 27, 2019

AGENDA ITEM NUMBER: _____

SUBJECT: RESOLUTION APPROVING THE REVISED COMMUNITY-BASED JUVENILE CRIME PREVENTION COUNCIL (JCPC) OPERATING POLICIES AND PROCEDURES

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION: See Attached

ATTACHMENTS: yes no

SIGNATURE: J. Dudley Watts, Jr. /AMS
COUNTY MANAGER

DATE: June 24, 2019

**RESOLUTION APPROVING THE REVISED COMMUNITY-BASED
JUVENILE CRIME PREVENTION COUNCIL (JCPC)
OPERATING POLICIES AND PROCEDURES**

WHEREAS the Forsyth County Community-Based Juvenile Crime Prevention Council (JCPC) has approved the attached revisions to the Forsyth County Juvenile Crime Prevention Council Operating Policies and Procedures to stagger the terms of appointment for members appointed to the positions designated in subdivision (9), (10), (12), (15), (17), (18), and (19) of G.S. 143B-846(a) with an initial term ending on June 30, 2019. The initial term of members selected pursuant to subdivisions (1), (2), (3), (4), (5), (6), (7), (8), (11), (13), (14), and (16) will end on June 30, 2020. After the initial terms, members shall be appointed for two-year terms beginning on July 1;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Forsyth County Board of Commissioners hereby approves the attached revisions to the Forsyth County Juvenile Crime Prevention Council Operating Policies and Procedures.

Adopted this 27th day of June 2019.

ARTICLE 2: MEMBERSHIP

Section 1: Members

1.1 The JCPC shall be appointed by the Forsyth County Board of Commissioners and shall consist of no more than 26 members. JCPC members should include, if possible the following citizens of Forsyth County;

1. School Superintendent or designee
2. Chief of Police
3. Local Sheriff or designee
4. District Attorney or designee
5. Chief Court Counselor or designee
6. Director of Area Mental Health/Developmental Disabilities/Substance Abuse or designee
7. Director Department of Social Services or designee
8. County Manager or designee
9. Substance Abuse Professional
10. Member of Faith Community
11. County Commissioner
12. Two persons under age 18 years, one of whom is a member of the State Youth Council.
Person under age 21 (could be under age 18)
13. Juvenile Defense Attorney
14. Chief District Court Judge or a designee
15. Member of Business Community
16. Local Health Director or designee
17. Representative United Way or other non-profit
18. Representative of Parks and Recreation
19. Up to seven members of the public to be appointed by the Forsyth County Commissioners

1.2 The JCPC's membership shall reflect the racial and socioeconomic diversity of the community and minimize potential conflict of interest by its members.

Section 2: Terms

2.1 Each member of the JCPC shall serve for a term of two years. Terms of appointment shall be for the fiscal year July 1- June 30. Members may be reappointed. In order to provide for staggered terms, person appointed for the positions designated in subdivision (9), (10), (12), (15), (17), (18) and (19) of G.S. 143B-846(a) were appointed for an initial term ending on June 30, 2019. The initial term of subdivisions (1), (2), (3), (4), (5), (6), (7), (8), (11), (13), (14), and (16) will end on June 30, 2020. After the initial terms, persons shall be appointed for two-year terms beginning on July 1.

Section 3: Vacancies

3.1 Appointments to fill vacancies shall be for the remainder of the former member's term.

Section 4: Attendance and Removal

4.1 Members are expected to attend regularly.

4.2 At any time that a JCPC member has received three unexcused absences within one year, the member will be considered a non-active member and will not be recommended for reappointment. The definition of "unexcused" is an absence for which a member does not contact the Chair or staff in advance and the definition of "excused" is an absence for which a member contacts the Chair or staff in advance with justifiable explanation. After three unexcused absences, the JCPC Chair will communicate with the member to determine their continued interest and the member may be recommended to the Forsyth County Board of Commissioners for removal.

4.3 A member shall be removed for misfeasance, malfeasance or nonfeasance as determined by the JCPC.

Section 5: Resignation

5.1 A member of the JCPC may resign by giving written notice to the Chair of the JCPC. A resignation shall take effect at the time received by the Chair unless another time is specified therein, and acceptance of a resignation shall not be necessary to make it effective.

ARTICLE 3: MEETINGS

Section 1: Regular Meetings

1.1 Regular meetings of the JCPC shall be held bi-monthly on dates designated at the first meeting of the year. The routine location of regular meetings will be established at that time. The Forsyth County Budget Department staff will notify JCPC members of any change in meeting location at least one week prior to the meeting. The JCPC operates under the NC Open Meetings Law (Article 33C). All official meetings are open to the public.

Section 2: Special Meetings

2.1 The JCPC may meet from time to time in special meetings as necessary to conduct business matters of the JCPC at the request of the Chair.

Section 3: Voting and Conflict of Interests

3.1 Each member shall be entitled to one vote on each matter submitted to a vote. Voting on all matters shall be by voice or show of hands unless more than half of the members present at a meeting where there is a quorum shall demand, prior to the voting on any matter, a ballot vote on that particular matter.

3.2 Each member of the JCPC is entitled to vote on all issues coming before the JCPC, except where a conflict of interest may exist.

3.3 No member of the JCPC shall cast a vote on the provision of services or allocation of funds that would provide direct or indirect benefit to that member. This includes JCPC members who are on the Boards of Directors, are paid or volunteer staff, or are the family of staff or board members of service providers or potential recipients

of grants. The member shall not participate in the JCPC's discussion of the matter except to disclose facts and to respond to questions.

3.4 Any member for the JCPC shall disclose to the JCPC any conditions, commitments, or relationships with any organizations seeking or receiving funding allocations or other factors that might be, or perceived to be, a conflict of interest.

Section 4: Quorum

4.1 A majority of the members shall constitute a quorum.

4.2 A majority vote of the members present shall be required for passing a motion.

ARTICLE 4: ELECTIONS AND OFFICERS

Section 1: Personnel

1.1 The JCPC shall elect its own Chair and Vice-Chair annually at the first meeting of the fiscal year.

Section 2: Election Terms

2.1 Officers shall be elected annually by the JCPC membership for a term of one year and may succeed themselves.

Section 3: Duties

3.1 Chair: The Chair shall preside over all meetings and shall appoint special committees unless otherwise specified by the operating policies. The Chair shall act as an advisor to subcommittees he/she appoints, but not serve in a voting capacity on the subcommittee. The Chair will serve as the liaison with the Forsyth County Board of County Commissioners, The North Carolina Department of Public Safety (NCDPS), and other groups or representatives that may be necessary and report on these activities to the JCPC. The Chair or his/her designee shall be responsible for notifying members of all JCPC meetings and special meetings. The Chair or his/her designee shall ensure the recording of monthly minutes of meetings and shall insure the distribution of the minutes to each JCPC member with a copy forwarded to the Board of County Commissioners. The Chair shall supervise the management of the JCPC in accordance with these Operating Policies, and shall perform all duties incident to the office of Chair and such duties as may be prescribed by the membership from time to time.

3.2 Vice Chair: The Vice Chair shall serve as acting Chair in the absence of the Chair and as such shall have the same powers and duties of the Chair when presiding. In the event that the Chair does not complete his/her term of office, the Vice Chair may serve out the unexpired term of the Chair.

ARTICLE V: COMMITTEES

Section 1: Membership

1.1 All members of the JCPC will serve on one or more of the committees as appointed by the Chair.

Section 2: Standing Committees

2.1 Executive Committee

The Executive Committee will be comprised of the Chair, Vice-Chair, and up to two members at-large from the Council.

Responsibilities

1. To act on the Council's behalf between formal meetings of the Council.
2. To appoint ad-hoc committees to address specific needs or projects.
3. To conduct strategic planning.
4. To consider membership,
5. To develop resources for the on-going operation of JCPC and for special projects approved by the Council.
6. To evaluate JCPC's program efforts.
7. To consider requests for letters of support.
8. To meet as needed.
9. To recommend an Operating Budget to the Council on an annual basis.

2.2 Risk & Needs and Allocation Committee

The JCPC Chair shall appoint the Chair of the Risk & Needs and Allocation Committee from the membership of the JCPC. This committee reviews Juvenile Court and other pertinent community data to determine the elevated risk and needs that face the county's youth and develop a Request for Proposals to advertise for these services; will work with the funding sources and programs to help assure proper utilization of funds; and will keep abreast of the availability of funding sources and resources. The Committee will recommend to the JCPC Council allocation of funds.

Responsibilities

1. Review annually the needs of at-risk juveniles or those who have been adjudicated.
2. Develop and advertise a request for proposal process,
3. Ensure that appropriate community based and intermediate dispositions for adjudicated juveniles are available.
4. Conduct Needs Assessment of juveniles in the community.
5. Evaluate current resources and plan for unmet needs.
6. Review proposals.
7. Attend prearranged site visits to all programs that are requesting funds and prepare written documentation of findings.
8. Allocate funding based on the findings of the goals, objectives, Priority Risk Factors, Priority of Services and Needs, and evaluation information as submitted by the programs.
9. Present allocation recommendations to the JCPC Council for approval.

2.3 Nominating Committee

A Nominating Committee of at least three (3) persons shall give their recommendations for member positions to the JCPC at the regular April meeting or at any time during the calendar year when officer vacancies occur.

The JCPC Chair shall appoint the Chair of the Nominating Committee from the membership of the JCPC. The committee membership shall come from the JCPC Membership.

Responsibilities;

1. Presenting every year in April a slate of officers to the Council and/or to fill vacancies as needed.
2. Presenting every year in April a chair for the JCPC from the JCPC membership.
3. The JCPC's membership shall reflect the racial and socioeconomic diversity of the community and minimize potential conflict of interest by its members.

2.4 Monitoring Committee

1. Monitor programs bi-annually to complete evaluation. Two (2) monitoring visits will be conducted annually and at least one monitoring visit will be held at the program site.

Responsibilities;

1. Monitoring Committee Chair coordinates the monitoring dates with Committee members,
2. Communicates dates with the JCPC funded programs
3. Conducts monitoring visits
4. Compiles the monitoring reports for presentation for the council.
5. Monitoring Committee Chair will report any serious violations of JCPC Policies and Procedures to the Executive Committee.
6. Present findings from the monitoring visits to the entire Council.

2.5 Bylaws

A Bylaws Committee of at least three (3) persons shall review the bylaws on an annual basis to ensure bylaws meet the needs of the Council.

Responsibilities;

1. Annually review the bylaws.
2. Develop and recommend changes in the bylaws.
3. Submit report with recommended changes to the Executive Board for review.
4. Bylaws Chairperson reports recommended to the Council.

Section 3: Other Committees

3.1 The Chair shall appoint committees as may be necessary for conduct of the JCPC affairs.

ARTICLE 6: GENERAL PROVISION

Section 1: Amendments

- 1.1 These Operating Policies may be amended or repealed and new Operating Policies may be adopted, by an affirmative vote of a majority of the entire JCPC at any meeting provided that prior written notice of said amendment of fourteen (14) days of said amendment has been given.

Section 2: Rules and Procedures

- 2.1 Unless otherwise designated, the Chair will be the public spokesperson for the JCPC. All media contacts will be referred to the Chair.
- 2.2 Any action taken by specific members on behalf of the JCPC is appropriate as long as there is prior approval from the JCPC.
- 2.3 Meetings shall be conducted in accordance with Robert's Rules of Order, the latest edition thereof.
- 2.4 JCPC funded programs must adhere to the state (NCDPS) and local (Forsyth County) requirements. Requested information must be submitted in a timely manner. Failure to submit required information may lead to funding consequences.