

**RIVERSIDE COUNTY**  
**JUVENILE JUSTICE COORDINATING COUNCIL MEETING**

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**SPECIAL MEETING**

**RUSTIN CONFERENCE CENTER**

**2085 RUSTIN AVENUE, RIVERSIDE, CA, CONFERENCE ROOM 1051**

August 2, 2023, 2:00 P.M.

**JUVENILE JUSTICE COORDINATING COUNCIL (VOTING MEMBERS)**

**Chief Probation Officer**  
**Christopher H. Wright**  
Or Designee

**Public Defender**  
**Steven Harmon**  
Or Designee

**Community Based Organization**  
**Representative, Dr. Mona Davies**  
*(1st District – appointed 11/16/20)*  
Community Outreach Ministry

**Director, Department of Public**  
**Social Services**  
**Charity Douglas**  
Or Designee

**District Attorney**  
**Michael A. Hestrin**  
Or Designee

**Community Based Organization**  
**Representative, Dr. Rodney Kyles**  
*(2nd District appointed – 11/16/20)*  
Nathanael Foundation

**Sheriff of Riverside County**  
**Chad Bianco**  
Or Designee

**Presiding Juvenile Court Judge**  
**Mark Petersen**  
Or Designee

**Community Based Organization**  
*(3rd District – vacant)*

**Director, Riverside University**  
**Health Systems-Behavioral Health**  
**Dr. Matthew Chang**  
Or Designee

**Chair of the Board of Supervisors**  
**Kevin Jeffries**  
Or Designee

**Community Based Organization**  
**Representative, Kevin Kalman**  
*(4th District – appointed 11/16/20)*  
Desert Recreation District

**Chairperson, Juvenile Justice**  
**Delinquency Prevention**  
**Christopher Collopy**  
Or Designee

**Community Based Organization**  
**Representative, Norma Biegel**  
Operation Safe House  
*(Appointed 1/13/2020)*

**Community Based Organization**  
*(5th District – vacant)*

**Superintendent, Riverside County**  
**Office of Education**  
**Dr. Edwin Gomez**  
or Designee

**Community Based Organization**  
**Representative, Jitahadi Imara**  
StudentNest Foundation  
*(Appointed 1/13/2020)*

**Community Based Organization**  
**Drug & Alcohol Program**  
*(vacant)*

**Chief, Riverside City Police**  
**Department**  
**Larry V. Gonzalez**  
Or Designee

**Community Based Organization**  
**Representative, Mickey Rubinson**  
Carolyn E. Wylie Center  
*(Appointed 1/13/2020)*

*In accordance with State Law (the Brown Act):*

- *The meetings of the Juvenile Justice Coordinating Council are open to the public. The public may address the council within the subject matter jurisdiction of this council.*
- *Disabled persons may request disability-related accommodations to address the JJCC. Reasonable accommodations can be made to assist disabled persons if requested 24-hours prior to the meeting by contacting Riverside County Probation Department at (951) 955-2804.*
- *The public may review open session materials at <https://probation.co.riverside.ca.us/jjcc.html> or at Probation Administration, 3960 Orange St., Suite 600, Riverside, CA.92501*
- *Items may be called out of order.*
- *Agenda will be posted 72-hours prior to meeting.*
- *Cancellations will be posted 72-hours prior to meeting.*

**RIVERSIDE COUNTY**  
**JUVENILE JUSTICE COORDINATING COUNCIL MEETING**

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**SPECIAL MEETING**

**RUSTIN CONFERENCE CENTER**  
**2085 RUSTIN AVENUE, RIVERSIDE, CA, CONFERENCE ROOM 1051**

August 2, 2023, 2:00 P.M.

**AGENDA**

1. Call to Order – Roll Call (Voting Members)
2. Approval of Minutes – March 20, 2023 – Action Item
3. Approval of JJCC Bylaws – Action Item
4. CBO Term Dates – Action Item
5. A Community-Based Approach for Youth Justice System Services Workgroup –  
Action Item
  - a) Review goals
  - b) Suggest parameters
  - c) Determine number of members
  - d) Identify members
6. Subcommittee Update – Discussion Item
  - a) CBO Review Ad-Hoc Committee
  - b) SB 823
7. Status of Council Plan and Survey/Gap Analysis RFP – Discussion Item
8. Public Comments
9. Adjournment

Next JJCC Meeting:

Date/Time: November 13, 2023, 2:00 p.m.

Location: Rustin Conference Center, 2085 Rustin Avenue, Room 1051, Riverside, CA

**RIVERSIDE COUNTY PROBATION DEPARTMENT  
JUVENILE JUSTICE COORDINATING COUNCIL MEETING  
MARCH 20, 2023, AT 2:00 P.M.**

**MEETING MINUTES**

**Host Location:** Rustin Conference Center, 2085 Rustin Avenue, Conference Room 1051, Riverside

**1. Call to Order**

The meeting was called to order by Chairman Ron Miller at 2:03 p.m.

**2. Roll Call**

Roll call of the members was taken. The following representatives were present:

Ron Miller, Chief Probation Officer, Chairman  
Chris Roselli, Department of Public Social Services  
Marcus Cannon, Riverside University Health Systems, Behavioral Health  
Christopher Collopy, Juvenile Justice Delinquency Prevention Committee  
Edwin Gomez, Riverside County Office of Education  
Joelle Moore, Public Defender  
Jared Haringsma, District Attorney  
Norma Biegel, Operation Safe House  
Dr. Mona Davies, Community Outreach Ministry  
Cynthia Prewitt, Carolyn E. Wylie Center

In attendance but not present during roll call:

Edward Delgado, Sheriff  
Jeffrey Greene, Board of Supervisors  
Jitahadi Imara, StudentNest Foundation

**3. Approval of Minutes of January 23, 2023, Virtual Meeting**

Chief Ron Miller referenced the link for the January 23, 2023, virtual meeting of the Juvenile Justice Coordinating Council (JJCC) meeting.

**4. Technical Report by WestEd (handout)**

Valentin Pedroza, Colleen Carter and Sarah Russo, WestEd representatives, shared WestEd highlights.

- WestEd is a non-profit organization that works nationwide to reach, research, and evaluate communities that are traditionally underserved.
- The 2022 evaluation report includes data collected from multiple sources including county agencies and 15 Community Based Organizations (CBOs) collected using a tool developed collaboratively between WestEd and CBOs, and the data from youth surveys.
- Mr. Pedroza thanked Riverside County Business Intelligence and Operation Services (BIOS), Riverside County District Attorney's Office, SAFE Family Justice Center, and CBOs who worked with them to provide data.
- Overall, in 2022, there were over 4000 individual youth served.
- There were also 64,000 individuals that participated in meetings or presentations and 991 families for service.

- Probation has Successful Short-Term Supervision (SSTS), Youth Accountability Team (YAT) and 654.1 Welfare Institutions Code (WIC) Program. Programs offered by County Agencies: De-escalation and Assistance Resource Team (DART), Youth Empowerment and Safety (YES), and Support, Partnerships, Advocacy, for Kids (SPARK).
  - DART enrolled 25 youth and had over 80 meetings, nearly 700 attendees.
  - GAME provided over 200 presentations to over 30,000 attendees. Nearly all youth reported that presentations helped them want to stay away from gangs, illegal drugs, vaping, and helped them understand the dangers of fentanyl.
  - SARB provided nearly 2000 meetings or presentations to nearly 15,000 attendees and held 500 interventions. Their focus was on truancy prevention and based on outcome data, 72% of students improved attendance 30 days after the SARB intervention.
  - YES, provided over 100 presentations to over 16,000 individuals and these topics included bullying or cyberbullying, healthy relationships/teen dating, violence, hate crimes, internet safety, human trafficking and juveniles and the law.
  - SPARK hosted over 400 meetings or presentations with approximately 2600 attendees; they focused on preventing youth from fully entering the juvenile justice system and reducing recidivism.
  - SSTS served over 300 youth in 2022 and about half of those cases are still ongoing into 2023, and of the youth that closed during 2022, the majority closed successfully, none had their probation revoked. For youth who successfully completed the SSTS program, they had significantly higher attendance and a higher-grade point average compared to youth who were unsuccessfully terminated from SSTS.
  - YAT had 4 youth placed on YAT Contracts, one youth never enrolled in the program and three completed the program.
  - 654.1 WIC Program had 26 youth referrals. Most of these youth enrolled in and successfully completed the program.
- There were 15 CBOs that participated in 2022. They reported serving over 3,400 unique youth and providing 7,758 hours of service.
- CBOs reported serving 900 families, providing about 7,000 hours of services.

## **5. Selection of Acting Chair for Budget Items**

- Ron Miller noted that, by law, the Chief Probation Officer sits as the chair of the JJCC committee. It was noted that the JJCC must consider the budget of each agency separately and have each of the representatives leave the room while the vote is taking place.
- County Council Eric Stopher explained the role of the acting chair for budget items.
- Norma Biegel from Operation Safe House volunteered to serve as the acting chair for budget items.

Ron Miller entertained a motion to approve CBO Norma Biegel to serve as the acting chair for budget items, when the Chief has a conflict. JJDCP Christopher Collopy seconded. The Council approved unanimously.

Oppositions/Abstentions: None

Passed

## **6. SB 823 Subcommittee Report Out (handout)**

Monica Rose, Division Director, Riverside County Probation

Division Director Monica Rose acknowledged and thanked the JJCC Subcommittee who helped provide feedback and review the local plan.

In summary, the 2021/2022 local plan primarily introduced the SB823 legislative changes, and requirements pertaining to the realignment of the Department of Juvenile Justice (DJJ) youth, and the development of an infrastructure to facilitate a secure track facility for this specific population through services, supervision, and re-entry programs specific for rehabilitation.

She presented the three primary highlights from the 2023 local plan.

1. First highlight is Vocational Services; they are currently offering:
  - a. Innovative Creative Educational Video (ICEV)
  - b. Department of Rehabilitation (DOR)
  - c. In-house employment with California Family Life Center (CFLC)

These programs provide career and educational support as well as job skills and actual employment opportunities while in custody. As a result of these three services, they have youth currently working as:

1. Inventory Specialist
  2. Housekeeping
  3. Teacher's Assistant
  4. Riverside Community College (RCC) Liaison
2. Second highlight is their Pathways Incentive Ranking System (PIRS).
  - a. It is an incentive to encourage accomplishments and reinforce positive behaviors while discouraging and minimizing negative behaviors through the incentives offered.
  - b. There are four phases to this system and the process allows youth to promote to the next phase considering their progression.
  - c. PIRS is one of the most crucial programs they have, as one of the incentives is the calculated time a youth earns to reduce their baseline confinement time. Up to six months every six months.
  - d. A calculated formula has been established to calculate 10 days per required criteria (education, treatment, and programming) that is discussed at the end of each month in the treatment team meetings (TTM). Consisting of the Pathways Unit Supervisor, case worker, probation officer, clinician therapist, and Riverside County Office of Education representative.
  - e. Youth will be celebrated with certifications upon completion of any achievement or phase promotion within Pathways.
3. The third highlight is that they currently have 7 CBOs that provide services to youth:
  - a. Chapman University Mediation
  - b. Chavez Educational/STEP UP Program
  - c. Success Stories
  - d. Real Man Read/Women Wonder Writes
  - e. California Family Life Center
  - f. Partner Paws (Indio)
  - g. Kids in Konflikt

Supervising Probation Officer Kathy Arias reported on the progress of the subcommittee. She provided a brief update on the four teams:

- a. Transitional Services, led by Dr. Mona Davies (Housing, Behavioral Health-Individual therapy, Mentors, Substance Abuse, Parenting classes, etc.).
- b. Vocational Training/Life Skills Programs, led by Maribel Gonzales. They have sectioned it out into three plans: life skills, personal skills, and career skills for the youth.
- c. Parent Services and Resources, led by Dwayne George from Behavioral Health.
- d. Outcome Metrics, run by Dr. Gunther from Behavioral Health (measure the fidelity and success of current and new processes).

Chief Deputy Probation Officer Elisa Judy mentioned that they still have 17 youth at DJJ. For those youth, they are meeting with Behavioral Health and working on their programs. DJJ is closing their doors in June. They are trying to figure out which youth can safely return to the community, and for those who ultimately cannot, they are ready to provide a program locally. The goal is not to intermingle returning youth with the current population, the focus will be on reentry and their establishment in the community.

## **7. Status of Council Plan and Survey / GAP Analysis**

- Jessica Holstein, Administrative Services Manager, noted the scope of work is pending review by the Juvenile Justice and Delinquency Prevention Commission (JJDCP). She noted the request for proposals (RFP) could take 9 months from start to finish to issue its award., County Council will review any additional changes and then purchasing will release the official RFP. They will try to expedite it, with a targeted release date in June.
- LaToya Thomas, Probation Division Director, said the JJCC subcommittee conducted an initial review of the draft RFP scope of services back in January. Probation received an additional request for another review a few weeks ago, therefore, they are going to pull it back from county counsel and have another review. The JJCC subcommittee is scheduled to meet later this week to reignite discussions surrounding the proposed survey for youth and families. They will ensure the survey is specifically designed to address all areas with the information they are looking for.

## **8. A Community-Based Approach for Youth Justice System Services (handout)**

Jitahadi Imara, StudentNest Foundation, requested that the JJCC reconsider its allocation of JJCPA funds for CBO programs to support established recommendations and increase the availability and capacity of community-based approaches. In addition, recommended that the JJCC should implement a consistent and equitable mechanism for data tracking, accountability, and oversight of all JJCPA-funded programs and establish a workgroup.

The document was provided to be used to build a proper framework and recommendation to the JJCC for unused funding and programming.

Ron Miller entertained a motion to create a workgroup to review the document, build a working framework and recommendation to report back to the JJCC. Christopher Collopy seconded.

The Council approved unanimously

Oppositions/Abstentions: None

Passed

## 9. Approval of 23/24 Fiscal Year Budget (handout)

Jessica Holstien, Administrative Services Manager, Riverside County Probation, provided an overview of the estimated funding available for the Juvenile Justice Crime Prevention Act for FY 23/24. In addition, she gave a brief history of the funding.

### a) Available Funding

- Governor Newsom released the FY23/24 proposed state budgets on January 10, 2023, which includes the Enhancing Law Enforcement Activities (ELEAS). The statutory guaranteed base allocation remains at \$489.9 million statewide.
- Riverside County's estimated allocations is \$6.7M as outlined in the first line under agenda item 9a. The FY23/24 estimated allocation is the same amount Probation anticipates receiving in FY22/23.
- Based on the state January proposal for FY23/24 growth funding is anticipated for Riverside in the estimated amount of \$5.5M as outlined in the second line of agenda item 9a.
- On November 14, 2022, the JJCC approved a contingency fund balance in the amount of \$11.2M which is held in reserves and is at the discretion of the JJCC.
- The current FY22/23 projects are showing additional savings within anticipated yearend expenditures when compared to the JJCC approved budget of \$11.7M. If at yearend these projections are realized there will be a potential increase to the estimated contingency fund balance of \$4.7M which would increase the total estimated contingency fund balance for FY22/23 to \$15.9M vs the \$11.2M currently approved.
- Outlined in agenda item 9a is the estimated FY23/24 state base allocation \$6.7M, FY22/23 growth allocation \$5.5M, and unobligated contingency fund balances resulting in an estimated available funding for FY23/24 of \$23.4M.
- The last item under agenda item 9a is the total amount of fully executed contracts approved by the JJCC in prior years that is included in action item 9b which if approved agencies will complete an amendment to extend the terms of the contract to FY23/24. The second page includes a detailed list of the vendors and the FY23/24 budgeted amounts which totals \$2.6M.

Norma Biegel entertained a motion to approve Probation's requested amount of \$3.4M. The motion was moved by Jared Haringsma and seconded by Dr. Mona Davies. The Council approved unanimously.

Oppositions/Abstentions: None

Passed

Ron Miller entertained a motion to approve the JJCC budget proposal as presented for FY23/24.

- Probation - \$3,416,138
- Public Defender - \$1,571,359
- District Attorney - \$2,750,336
- Riverside Office of Education - \$42,234
- Contracted Community Based Organizations - \$1,993,290

The Council approved unanimously.  
Oppositions/Abstentions: None  
Passed

Ron Miller entertained a motion to extend the CBOs another year. Dr. Mona Davies seconded.  
The Council approved unanimously.  
Oppositions/Abstentions: None  
Passed

**b) Detailed Budget Proposal**

ASM Jessica Holstien discussed the proposed distribution of the available funding for FY 23/24.

- The Detailed Budget Proposal outlined in agenda item 9b is presented slightly different than in years past because of the different voting process. Under the agency name there is the agency name or program with a brief description of the services. The first column is the FY22/23 JJCC approved budget, followed by the FY23/24 state allocations.
- The 2<sup>nd</sup> to the last column labeled as FY23/24 requested operating budgets has been subtotaled so that when voting commences, each voting member will be able to identify the agency program and total cost for that program.
- Highlighted in blue is the total agency requested budgets in the amount of \$10.3M. Of note, included in the requested \$10.3M is a \$533K budget line item for Evaluation Services which is a mandatory requirement to receive Riverside's state base and growth funding allocations. The total requested budgets of \$10.3M includes the use of the \$6.7M state base allocation and \$3.7M of the growth allocation. The remaining unbudgeted growth funds of \$1.9M will be deposited into the contingency fund. As a result of the unbudgeted remaining growth allocation the estimated contingency balance for FY23/24 has increased to \$13.1M. Adding the \$10.3M agencies requested budgets plus the estimated increased contingency fund balance of \$13.1M provides the JJCC with an estimated available funding of \$23.4M as previously presented.

Ron Miller entertained a motion to approve estimated Contingency Funds balance of \$13.1M.  
Christopher Collopy seconded.  
The Council approved unanimously.  
Oppositions/Abstentions: None

**10. Council Comments**

**Ron Miller**

He commented on the definition of a term for the acting chairperson in the bylaws. Chief Deputy Probation Officer Joe Doty noted that a draft of the updated bylaws is included in the meeting packet, and referred to Article 6, item B.  
Bylaws will be added to the next JJCC meeting as an action item.

Chief Miller also commented that Sigma Beta Xi was appointed to the committee based on a settlement agreement signed a few years ago, and their term has expired. He noted that on the list of agencies, it lists the vacancy and the supervisorial districts of the remaining CBOs. CBO term dates will be discussed at a future meeting.



**Edward Delgado**

He thanked WestEd for the comprehensive deployment of the report, very precise and thorough. It informs the council to make an informed decision and that is just his quick overview of the programs that are in place right now that support students and counselor sites that are doing an excellent job. He went on to say that he and Mr. Serbantes will visit Pathways on March 28<sup>th</sup> and IJH on April 12<sup>th</sup> to talk to the youth, he pointed out that it is good for them to see that people from outside are investing time in them; they want to get their stories as well.

**Norma Biegel**

She pointed out the issues that are going on with the current JJCPA contract, she noted that none of the CBOs have been paid for this fiscal year. Their contract went before the BOS on March 7<sup>th</sup>; as of today, CBOs are struggling with not being paid. She noted that she had to sign her contract again, as there seemed to be a problem with it, and pointed out that she had delivered it. Chief Miller stated that he was unaware of the issue; noted that the Probation team was present and recommended getting their contact information, he stated that he will do a deeper dive into it to see what he can do. Cynthia Prewitt requested if they could get some form of communication from the department to see what is going on and how and when it will be resolved.

Jessica Holstien acknowledged the signature issues. She expressed that in terms of expenditures within the year, the contract will be in effect until July 1<sup>st</sup>. Once they get the signatures, CBOs can submit everything and they be fully reimbursed, if there is an issue with timing, they can encumber the funds and roll over them over to give them time to get the documentation to them. Except for Destiney Ministries Church, all the other contracts have been fully executed.

**11. Public Comment**

Jessica Aparicio from Sigma Beta Xi asked about Agenda Item #6 regarding the treatment plan and if that reflects how many youth have been determined for less restrictive programming in the secure setting. Additionally, she noted that she wants to volunteer to be part of the subcommittee group, she is willing to apply. She went on to comment on Agenda Item #8; thanked Jitahadi Imara for commenting on this item on the agenda and stated that they are looking for more ways to better include community organizations; she stated that she is the one sitting there, and she has made a great commentary on some of the issues that they face. She does not believe that there is the necessary involvement, there are things to be more involved in with the report. She noted that she is aware their term ended due to the Settlement Agreement, but she would still like to provide support in this phase. In addition, she stated that she has a letter to JJCC and the chair to review what support they provided during their two-year term, and they can discuss the duration of the Settlement Agreement.

**12. Adjournment**

Ron Miller thanked everyone for their attendance.

The meeting was adjourned at 3:23 p.m.

An attendance sheet was signed by all present and will be kept on file.

Meeting Minutes submitted by Executive Secretary Leticia Haro

**BY-LAWS OF RIVERSIDE COUNTY  
JUVENILE JUSTICE COORDINATING COUNCIL**

**ARTICLE I  
NAME**

The name of this organization shall be THE RIVERSIDE COUNTY JUVENILE JUSTICE COORDINATING COUNCIL.

**ARTICLE II  
AUTHORITY**

The organization is authorized by Welfare and Institutions Code Section 749.22 and Riverside County Board of Supervisors Resolution No. 2015-082 dated April 14, 2015 .

**ARTICLE III  
PURPOSE**

The purpose of the Riverside County Juvenile Justice Coordinating Council shall be to:

1. Develop and implement a continuation of county-based responses to juvenile crime and to set priorities for the uses of grant funds.
2. Develop a comprehensive multi-agency plan that identifies resources and strategies for providing an effective continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, including strategies to develop and implement local out-of-home placement options for the offender.

**ARTICLE IV  
DUTIES**

The Council shall have the following duties:

1. Assist the Chief Probation Officer in developing a comprehensive, multi-agency juvenile justice plan to develop a continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of juvenile offenders, in accordance with Welfare and Institutions Code Section 749.22 and Government Code 30061.
2. Assist the Chief Probation Officer in developing a juvenile justice plan in accordance with the requirements of the Youthful Offender Block Grant described in Senate Bill (SB) 81 of 2007 and Welfare and Institutions Code Section 1961.
3. Serve as the Local Juvenile Crime Enforcement Coalition in accordance with Title 28 Code of Federal Regulations – Chapter 1, Part 31, Section 31.502, for the purpose of securing Federal Juvenile Accountability Incentive Block Grant funding for the County of Riverside.

## **ARTICLE V MEMBERSHIP**

1. Along with the Chief Probation Officer who shall serve as Chairperson, voting members shall include one representative from each of the following agencies:
  - District Attorney's Office
  - Public Defender's Office
  - Sheriff's Department
  - Board of Supervisors
  - Department of Public Social Services
  - Riverside University Health System – Behavioral Health
  - City Police Department
  - County Office of Education or a School District
  - Juvenile Court
  - JJDPC Chair, who shall serve as an At-Large Community Representative
2. The JJCC shall include nine (9) voting representatives from Community-Based Organizations as follows:
  - One (1) representative from a Community-Based Drug and Alcohol Program, recommended by the Chair of the JJCC;
  - A representative each from three (3) different CBOs, as recommended by the JJCC, who provide services to youth in Riverside County and are currently funded through the JJCC;
  - Five (5) CBO representatives appointed by the Board of Supervisors, one from each Supervisorial District.
3. Terms of Service:
  - a. The membership term for the Chairperson shall be concurrent with his/her term as Chief Probation Officer. Member representatives of the District Attorney's Office, Public Defender's Office, Sheriff's Department, Board of Supervisors, Department of Social Services, Department of Mental Health, City Police Department, County Office of Education or School District, Juvenile Court, and JJDPC Chair (serving as an At-Large Community Representative) shall serve indefinite terms.
  - b. Community-Based Organization (CBO) representatives, as defined in Article V, Section 2, shall serve two years from the effective date of the member's appointment, and may not serve more than two (2) consecutive terms of service. If a CBO fails to attend three or more consecutive meetings without the absence being authorized by the Chairperson or without arranging for an alternate member to represent him or her, it shall result in a termination of their term as a JJCC member. In such a case, a replacement shall be selected as described in Article V, Section 2.
4. Alternate Members:
  - a. Each Council member shall designate, in writing provided to the Chairperson, an on-going alternate to represent the voting member at the Council meeting in the event the Council member is unable to attend the meeting.
  - b. The designation of each on-going alternate shall be submitted once a year, in writing, to the Chairperson prior to the date of the first meeting.

- c. The designee shall be from the same department, agency, or organization as the Council member, and have full voting privileges while representing the absent member.
- d. Acting Chairperson – In the event of the temporary absence of the Chairperson, the Chairperson shall designate a Probation Department representative to serve as the Acting Chairperson to preside at the Council meeting.

## **ARTICLE VI OFFICERS**

1. Officers of the Council shall be the Chairperson and an Acting Chairperson, and any such other officers as the Council may choose to elect.
2. Responsibilities of Chairperson:
  - a. Chairperson – In accordance with Section 749.22 of the Welfare and Institutions Code, the Chief Probation Officer shall serve as the Council Chairperson. The Chairperson shall supervise and direct the Council's activities, affairs, and officers, and preside at all Council meetings. The Chairperson shall have such other powers and duties as the Council or Bylaws may prescribe.
  - b. Acting Chairperson: In the event of the Chairperson being unable to attend the meeting, the Acting Chairperson shall preside at the Council meeting.
  - c. The Acting Chairperson, Assistant Chief of Probation, has been designated by the Chairperson and shall be voted on at the end of the year for the following year.

## **ARTICLE VII MEETINGS AND PROCEDURES**

The Juvenile Justice Coordinating Council and its Committees shall be governed by the Brown Act and all meetings shall be open to the public.

1. Regular Meetings:

Regular meetings shall be held four times a year in January, March, July, and November, or as set by the Chairperson.
2. Special Meetings:

A Special Meeting may be called at any time by the Chairperson upon written request specifying the general nature of the business proposed. An agenda and 24-hour notice must be given to the public.
3. Quorum and Voting Procedures:
  - a. A simple majority of the members of the Council shall constitute a quorum for the transaction of business at any meeting of members.
  - b. Decisions shall be reached through majority voting which is defined as a majority of the quorum members present.

c. The Council shall use parliamentary procedures to conduct business.

4. Setting the Agenda:

The Chairperson shall designate items on the agenda for Council meetings. Any member representative may place an item on the agenda by making a written request to the Chairperson no later than seven (7) business days prior to the scheduled meeting.

5. Public Comments:

Public comments at meetings are limited to three (3) minutes for each agenda item. The Chairperson has the discretion to extend the time based on the complexity of the issue.

## **ARTICLE VIII CONFLICT OF INTEREST**

1. Council members shall comply with all conflict of interest laws including, but not limited to, Government Code Section 1090, *et seq.*, and the California Political Reform Act (Government Code Section 87100, *et seq.*), which requires the member to:
  - a. Publicly state the nature of the conflict in sufficient detail to be understood by the public;
  - b. Recuse him/herself from discussing and voting on the item;
  - c. Leave the room until the item is concluded.
2. The JJCC adopts the following, potentially more restrictive rule: A JJCC member shall abstain from participating in Council discussions, and voting on any JJCC funding issues, which involve their agency, company, or department, or in which they have a personal financial interest.
3. Conflict of Interest – Members must comply with the conflict of interest and recusal process found in the Ralph M. Brown Act. All members must declare any conflict of interest they or their organizations have on any voting issue before the JJCC or the JJCC Subcommittee. Members declaring a conflict shall not be counted towards determining a quorum for that particular action item. Organizations (both private and public) and Community-at-Large members are required to recuse themselves from discussion or voting on any issue in which they, or their organization, may have a financial interest. If a question arises as to whether a conflict exists that may prevent a member from voting, the Chairperson or designee may consult with designated County Staff to assist them in making that determination. In the event a member has not declared a conflict of interest, and there appears to be a conflict of interest or a conflict of interest is declared by others, County Counsel will make the final determination on whether there is a conflict. If a member chooses not to recuse themselves, despite the opinion of Counsel, the board can make the final decision to vote on whether the member must recuse themselves.

## **ARTICLE IX COMMITTEES AND SUBCOMMITTEES**

1. There shall be committees and subcommittees established as the Council shall deem necessary to accomplish the purposes set forth in Article III of these bylaws.

2. In accordance with Welfare and Institutions Code Division 2.5, Chapter 1.7, Section 1995 (b), a realignment subcommittee of the Council shall be established and comprised of the Chief Probation Officer as the chair, one representative from the district attorney, public defender, social services, mental health, county office of education or school district, and a representative from the Court. The subcommittee shall also include no fewer than three community members (someone who has experience providing juvenile programs, youth advocates, or someone directly involved in the justice system). Together, the subcommittee will 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 of the Welfare and Institutions Code.
  - a. In order to receive funding pursuant to Section 1991, a plan shall be filed with the Office of Youth and Community Restoration by May 1<sup>st</sup> of each year. In order to continue receiving funding, the subcommittee shall convene to consider the plan every third year, but at a minimum submit the most recent plan regardless of changes.
  - b. Becoming a subcommittee member as a community representative.
    - i. Becoming a member: any interested community member who meets the criteria of having experience providing youth programs, they are a youth advocate, or have direct involvement in the justice system may submit a completed application. Applications can be obtained at [rcp.org](http://rcp.org). All applications will be presented to the JJCC for formal consideration and voting.
  - c. Members of the JJCC or JJCC subcommittee who are appointed pursuant to the settlement in the Sigma Beta Xi, Inc. v. County of Riverside are not required to complete an application and shall be appointed directly by the Chairperson on an agenda item.

## **ARTICLE X TERMS**

1. The membership term for the Chairperson shall be concurrent with his/her term as Chief Probation Officer. County and State representatives shall serve an indefinite term until the member representative resigns or a new member representative is designated by his or her office, department, or agency.
2. Community Member terms: 2022 will start the application process. All community members will remain on the subcommittee for three years to convene as a group within their term.
3. Attendance of members shall be taken and recorded in the minutes at all commission meetings. Any community member who accumulates three unexcused absences from meetings during the fiscal year shall be considered as having resigned from the commission. Excused absences are within the discretionary authority of the commission executive committee.

## **ARTICLE XI AMENDMENTS**

These Bylaws may be adopted, amended or repealed by a majority vote of the Council and shall be effective upon approval of the Board of Supervisors.

ESTABLISHED:  
April 14, 2015

AMENDED:  
January 24, 2022