



Salem County Youth Services Commission Bylaws

Revised as of January 31, 2018

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ARTICLE I: NAME

The name of this organization shall be the Salem County Youth Services Commission, hereinafter, the YSC.

ARTICLE II: PURPOSE

The YSC serves at the pleasure of the Salem County Board of Chosen Freeholders and serves as their designee responsible for the identification, planning, implementation, monitoring, and evaluation of community-based sanctions and services for juveniles adjudicated or charged as delinquent and delinquency prevention program in the Juvenile Justice System.

ARTICLE III: RESPONSIBILITIES

- 1) Prepare and submit the comprehensive triennial plan, yearly updates with respect to the totality of services and programs comprising the county's juvenile justice service system;
- 2) Make recommendations to coordinate and integrate existing sanctions and services for juveniles adjudicated or charged as delinquent and delinquency prevention programs;
- 3) Assess and prioritize the needs of youth adjudicated or charged delinquent;
- 4) Assess existing delinquency prevention programs to determine whether such programs meet the needs of youth, are effective in meeting program goals and in ensuring financial accountability;
- 5) Determine, through the collection and maintenance of data, the nature and scope of juvenile delinquency and related problems in the county and identify the geographical regions within the county where such offenses and problems are most prevalent;
- 6) Propose a system of sanctions and services for youth adjudicated or charged as delinquent, that includes identifying geographical regions within the county where existing programs do not satisfy the needs of such youth, and developing proposals for closing gaps in the delivery of such sanctions and services;
- 7) Review, evaluate, and monitor through at least one site visit annually, existing sanctions and services under the jurisdiction, control, or proposed by the county youth services commission, for juveniles adjudicated or charged delinquent and existing delinquency prevention programs to determine effectiveness in meeting program goals and in ensuring financial accountability;
- 8) Recommend to the county governing body, the approval or disapproval of contracts with providers seeking to participate in the Partnership/Family Court Program;
- 9) Cooperate with other State, county and municipal agencies and other entities in the planning of ongoing efforts relating to the county's juvenile justice service system;
- 10) Inform the public of the scope of juvenile offenses, the needs of youth in the county and the

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availability of sanctions and services, and advocate for the needs of youth;

11) Serve as an advisory body of the county on issues relating to sanctions and services for juveniles adjudicated or charged as delinquent and delinquency prevention programs;

12) Coordinate the efforts of municipal and regional youth services commissions and ensure their participation in the county planning process;

13) Appoint liaisons to participate in planning and related activities with appropriate county bodies, such as the Human Services Advisory Council, the Mental Health Board, the local council on Alcohol and Drug Abuse, and the CIACC, as invited, to maximize efficient and effective use of Partnership funds;

14) Determine whether a need exists, and if so, sponsor the establishment of multidisciplinary teams (MDT's) to plan specific sanctions and services to individual youth:

i. As an alternative to detention for a juvenile charged as delinquent;

ii. As a recommendation for a disposition option for a judge of the Family Court upon an adjudication of delinquency; and

iii. As a component of aftercare following the commitment of a juvenile to the Juvenile

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Commission by a judge of the Family Court;

15) Coordinate the planning of aftercare sanctions and services for juveniles returning to the community following commitment to or placement with the Juvenile Justice Commission by a judge of the Family Court;

16) Use the Commission's web-based Juvenile Automated Management System (JAMS) for purposes of periodic reporting to the Commission of programmatic, contract and contractor, fiscal, monitoring, and all other information material to juveniles served by the Partnership/Family Court Program and any other programs administered by the Commission;

17) Prepare and submit written monitoring reports and evaluations: i. Monitoring the operations of programs receiving Partnership/Family Court Program funds and/or other funds administered by the Juvenile Justice Commission for compliance with program requirements; and ii. Evaluating the impact of those programs on targeted beneficiaries; and

18) Encourage the involvement of youth and families in the planning of services and sanctions and program development.

ARTICLE IV: MEMBERSHIP

1) The YSC shall consist of no less than 20 members appointed by and serving at the pleasure of the Salem County Board of Chosen Freeholders.

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2) At a minimum, voting membership shall include the following or their appointed designees:

Presiding Judge of the Family Part of the Superior Court who hears delinquency matters in the county
The vicinage Family Division Manager or the Assistant Family Division Manager;
The vicinage chief probation officer;
The highest elected official of county government;
The county prosecutor;
The regional public defender;
One official from the State agency responsible for issues of child abuse and neglect;
The county mental health administrator;
The County superintendent of schools;
The superintendent of the county vocational school;
The director of the county human services
Director of the youth shelter located in the county; **(Not Applicable as of 1/31/2018)**
Director of the Juvenile Detention Unit; **(Not Applicable as of 1/31/2018)**
Director of the FCIU Law enforcement representative who works with youth;
County alcoholism and drug abuse director;
Workforce Investment Board representative
Business community representative

3) Each mandated member in (2) above may be represented by a designee who is qualified by knowledge and/or experience to perform the duties of a member of the YSC. The names of designees shall be submitted to the YSC annually.

4) In addition, up to eleven members from the following groups who have demonstrated knowledge relevant to the county's population involved in, or at risk of involvement in, the juvenile justice system. Including but not limited to the education sector; mental health, family counseling, child advocacy, domestic violence, and/or victims' rights groups, parents or parent organizations, clergy; family law practitioners, as identified by the county bar association, the minority concerns vicinage advisory committee, civic organizations; representatives of major urban areas within the county, community youth; Municipal youth services commissions, and other interested persons who deal with children.

5) Ex-officio non-voting memberships shall include designated liaisons from the Juvenile Justice Commission and regional representatives from the Department of Human Services. Additional State departments may sit on a YSC in this ex-officio capacity including: Human Services, Labor and Workforce Development, Education, Health, Community Affairs, and Children and Families.

6) The membership of the YSC should reflect the racial, ethnic, and cultural demographic make-up of the County and the youth in the county served by the sanctions and services and the delinquency prevention programs planned, implemented, monitored, and evaluated by the commission.

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ARTICLE V: OFFICERS

- 1) The YSC shall have Co-Chairpersons, each of whom shall be a member of the youth services commission selected by its members in accordance with the youth services commission's bylaws.

- 2) The YSC Administrator shall oversee the day-to-day business of the YSC, manage public grant programs, and have knowledge of the continuum of youth at risk of or involved in the juvenile justice system. The administrator shall maintain membership in, and shall regularly attend meetings of, the New Jersey Association of County Youth Services Commission Administrators. The County shall provide adequate support for all YSC activity and fulfillment of YSC responsibilities.

ARTICLE VI: COMMITTEES

- 1) The YSC shall have the following standing committees:
 - i. The Steering / Executive Committee shall guide the course of the YSC and shall have the power to act on behalf of the full YSC in the event that a plenary YSC meeting cannot be held. This committee shall consist of the YSC Co-Chairpersons, the chairpersons of the standing committees, and other approved non-conflicted volunteers.

 - ii. Planning -shall be concerned with data review and analysis in the development of a comprehensive youth services plan, updates, and yearly application prepared in accordance with the provisions of N.J.A.C. 13:30-2.11;

 - iii. Allocations - shall continually monitor programs in terms of effectiveness and funding. To administer the competitive bid process, Allocations shall determine program specifications including funding for each program and review submitted service provider proposals from providers seeking to administer sanctions and services and/or delinquency prevention programs. To avoid possible conflict, Allocations Committee members shall not include service provider agencies. All recommendations shall be presented to the full YSC or Executive Committee for approval.

 - iv. Monitoring - shall evaluate sanctions and services for juvenile adjudicated or charged as delinquent, and delinquency prevention programs. The team shall at minimum perform the mandated monitoring tool for each contracted program.

 - v. The Multi-Disciplinary Team (JETs) - shall monthly review a Juvenile Detention Unit's daily report to make recommendations on a juvenile's case plan and dispositional status and act as conduit for implementation. JETs will assist the YSC planning unit to identify the service gaps, barriers, service needs, and the coordination issues for individual youths. At the discretion and request of the Family Court Judge, "SuperJETs"

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may be utilized as an Ad Hoc resource for specific cases.

vi. Nominations shall be at the pleasure of the Board of Chosen Freeholders. Working with the highest level of County Administration, JJC mandates shall be maintained. Consideration shall include attendance, a nominations survey, resumes, and other relevant matters to submit a list of potential members to service on the Salem County YSC each year.

vii. Education, training, community awareness and racial disparity issues will be addressed through networking distribution and other existing county committees and councils such as CIACC and JDAI.

2) Ad Hoc committees shall be called to work on specific timely matters such as Bylaws Revision, Funding, and Appeals when such matters occur. In the event of an appeal, the YSC Administrator shall designate YSC members free from any actual or appearance of a conflict of interest to review and discuss the appeal. The YSC shall maintain a written appeals policy approved by the JJC.

3) Non-conflicted Individuals who are not members of the youth services commission may be invited to sit on the committees, provided that a voting majority of each committee shall at all times be made up of members of the YSC.

ARTICLE VII: MEETINGS AND VOTING

1) The YSC and its standing committees shall meet no less frequently than six times annually, provided that no more than nine weeks shall elapse between meetings and at such other times as deemed necessary by the Co-Chair.

2) Meetings shall be held at such times and in such locations as to encourage maximum public attendance.

3) Each youth services commission shall comply with the provisions of the Senator Byron M. Baer Open Public Meetings Act. A meeting calendar shall be set and made public yearly via advertisement in the local newspaper in the beginning of the calendar year and posted with the Clerk of the Board of Chosen Freeholders' office.

4) No meeting shall be held unless presided over either by the chairperson or by a co-chairperson of the youth services commission.

5) At all YSC meetings, 33 percent plus one of voting members shall constitute a quorum for the conducting of business.

6) All official actions of the YSC shall be in the form of motions, duly recorded and carried out by a majority of those YSC members present and eligible to vote on a particular issue.

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7) Proxy and absentee voting shall not be permitted unless proxy has been officially designated as representing a member.

ARTICLE VIII: CONFLICT OF INTEREST

County counsel has certified that this conflict of interest policy is in compliance with applicable law and shall be distributed to YSC members on an annual basis.

1) A commission member shall not participate in voting on an item to be recommended to the Board of Chosen Freeholders for the County of Salem if:

- i. To vote on an issue or item that would appear to an average member of the public to be improper or inappropriate;
- ii. This vote would adversely affect the business entity which competes with the employers of the commission member;
- iii. The vote would directly or indirectly benefit an employer of the commission member, or business entity in which the commission member has an interest.

2) A commission member shall not participate in discussion of, provide advice to, or provide information to commission members if:

- i. To vote on an issue or item that would appear to an average member of the public to be improper or inappropriate;
- ii. This vote would adversely affect the business entity which competes with the employer of the commission member;
- iii. The vote would directly or indirectly benefit an employer of the commission member, or business entity in which the commission member has an interest.

3) Items to consider when determining what shall constitute the appearance of improper or inappropriate votes:

- i. Employment of individual who will cast vote;
- ii. Employment of any of the following individuals;
 - 1) All individuals who reside in the household of the commission member;
 - 2) Sons and daughters, (whether adopted or biological children of the commission member);
 - 3) Parents or grandparents of the commission member;
 - 4) Grandchildren, nieces, nephews, aunts and uncles;
 - 5) Any individual who is related to the commission member as a result of the marriage between the individuals listed in paragraphs one through five.

ARTICLE IX: VOTING PROCEDURE

1) Right of Abstention: although it is the duty of every member who has an opinion on a question

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to express it by his or her vote, she/he can abstain, since he/she cannot be compelled to vote.

2) Conflict of Interest: No member should vote on a question in which he or she has a direct personal or pecuniary interest not common to other members of the organization. For example, if a motion proposes that the organization enter into a contract with a commercial firm of which a member of the organization is an officer and from which contract he/she would derive personal pecuniary profit, the member should abstain from voting on the motion.

3) Abstentions shall be considered as a vote for the majority decision.

ARTICLE X: MISCELLANEOUS AMENDMENTS

These bylaws may be amended or repealed at any meeting of the YSC. Amendments must be approved by a two-thirds majority of the membership.

Adoption & Approved

1/31 / 2017 _Ad Hoc Bylaws Review Committee read & approved

2/ 7 /2018 YSC Approved

/ / / 2018 Board of Chosen Freeholders

/ / / 2018 Juvenile Justice Commission (Received)