



Board of Chosen Freeholders

YOUTH SERVICES COMMISSION & JUVENILE CRIME ENFORCEMENT COALITION

Administered By
Inter Agency Council of Human Services

98 Market Street, Salem, New Jersey 08079
Telephone: 856-935-7510 x 8314
Facsimile: 856-935-7747

Wednesday, August 02, 2017

Special Meeting Minutes
76 Market Street
Salem, NJ 08079

Open Public Meetings Statement/Call to

Order/Introductions- Chairperson Jean Kuhl called the meeting to order at 12:30pm and read the open public meetings statement. Also in attendance: Armando Gonzalez, Ashley Garner, Chuck Goldstein, Frank Carozza, Greg Wolf, Jim Whitt, Jean Kuhl, Jennifer Rodriguez, Jerry Oglesby, John Swain, Joe Katz, Kiandra Anthony, Lois Diamond, Melanie Ernest, Melissa DeCastro, Lauren Snyder, Caroline Knowler, Rebekah Rosado, Ron Hudak, Lt. Pennington, Sarah Kuhl, Priscilla Ocasio-Jimenez, Lani Allen-Davis, Erin Klein, Karen Vann, Gina Blevins, Joelle Kenney, Ina Jetter, Kristen Boyd, Michael Palmer and Maragret Delia.

Approval of the minutes- Jim Whitt (M) motioned, Chuck Goldstein (S) seconded to approve the YSC minutes from Wednesday, June, 07 2017; all in favor motion carried.

Committee Reports:

Planning/Allocation, Ron Hudak- The committee went through the data and identified programs to put in the Comprehensive Plan. The RFP's are being completed and is hopeful to have them distributed by the end of October the beginning of November.

Quality Assurance Committee, Armando Gonzalez in absence of Karen Vann- The monitoring met on Monday July 24 and the next meeting will be Monday August 7.

Juvenile Expediting Team (JET), Greg Wolf- The committee met on Tuesday, August 1st and the next meeting will be on Tuesday, September 9th. Only one of the juveniles in the shelter was in a crisis.

Administrator's Report- Melanie Ernest reported the Salem County Inter Agency Council is finalizing the 2018-2020 Comprehensive Plan. Melanie Ernest also reported, the Planning Committee did a great job. Ron Hudak added that the language for the RFP are important and identifying the programs that work and do not work.

JJC Liaison Report, Spencer Young- There are no current updates however; Spencer is pleased with all the hard work that has been done for the 2018-2020 Comprehensive Plan.

Provider's Reports:

Robins' Nest, Inc., Erin Klein- Connect II currently has 6 youth and served 16 youth to date; Grounded currently has 1 youth and 0 youth active in the Grounded program; Strengthen Family Bonds has 1 family and served 3 families to date; SAINT there was a graduating in June and with school on summer break there was not a session.

RAP, Michael Palmer- Currently RAP is not servicing youth from Salem County and has not received referrals.

YAP, Jennifer Rodriguez- Currently there are 5 youth actively enrolled and serviced 14 youth to date.

SODAT, Joe Katz- There are two pending evaluations one from court and one from probation. Also, Joe reported there are no youth active in the program and there may be a Cognitive session in the fall. **Armando Gonzalez** added five youth were ordered to the cognitive program to start August 15, 2017 however; 2 out of 5 youth are out of district and will have to talk to Judge Lopez regarding the out of district youth. The next Cognitive class starts in March however; the kids can be moved to the next spring class.

Ranch Hope, Jim Whitt- There is no activity



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Procedure for Recusal Guidelines

Recusal is the process by which a designee or vendor/provider who makes decisions on behalf of the member of the Salem County Youth Services Commission is excused from taking action in a certain situation because of a conflict.

A member or official must recuse himself or herself from a matter if he or she has:

- (1) Any financial interest, direct or indirect, that is incompatible with the discharge of the official or employee's public duties; or
- (2) Any personal interest, either direct or indirect, that is incompatible with the discharge of the official or employee's duties.

An incompatible financial or personal interest includes, but is not limited to, outside employment; a debtor/creditor relationship; a fiduciary relationship; a source of income; any matter pertaining to a relative or cohabitant; a relationship with a person providing funds, goods or services without compensation; any matter pertaining to a business associate or business investment; and a leadership role in a professional or trade organization; which interest might reasonably be expected to impair a member or official's objectivity and independent or judgment in the exercise of his or her official duties or might reasonably be expected to create an impression or suspicion among the public having knowledge of his or her acts that he or she may be engaged in conduct that violates his or her trust as an employee or official.

An incompatible financial or personal interest may exist in other situations which are not clearly within the provisions above, depending upon the totality of the circumstances. If an employee or official finds that an incompatible financial or personal interest exists on a matter, the employee or official must recuse himself or herself from the matter. The recusal must be absolute, that is, the employee or official must not have any involvement with the matter from which he or she recused himself or herself.



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Conflict of Interest Attestation & Designee Appointment Form

Youth Service Commission members and officials have an obligation to avoid actual or potential conflicts of interest in conducting Youth Services related business. The purpose of these guidelines is to provide general direction so that members can seek further clarification on issues related to the subject of acceptable standards of operation.

A conflict of interest occurs when an employee or official is in a position to influence a decision that may result in personal gain for that member or official, for an immediate family member, or for a business in which the employee or official or an immediate family member has a personal interest. For the purpose of this policy, immediate family includes a spouse or dependent child residing in the employee's or official's household.

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if a member or official has any actual or potential or personal conflict of interest, it is imperative that he or she disclose them to the Youth Services Commission Chairperson immediately. This notification applies but is not limited to; transactions involving purchases, contracts, or leases, whereas to prevent potential conflict of interest so that measures can be employed to protect all parties involved.

Personal gain may result not only in cases where a member or official or relative of an employee or official has a significant ownership in a firm with which the Youth Services Commission does business but also when an employee or member or relative of an employee or official receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Youth Services Commission funding.

I, _____ have read the Salem County Youth Services Conflict of Interest Statement & attest
(Print Name)

that I understand, and will abide by the mandated requirements listed above under Salem County Youth Services Commission Bylaws. I also acknowledge that I have reviewed this with my designee (if applicable) of whom I've listed below to fulfill my role and duties in the event of my absence. I also verify that I have received a copy of the recusal guidelines for review and distribution accordingly.

Signed: _____

Date: _____

Designee's Name: _____

Designee's Title: _____



SALEM COUNTY YOUTH SERVICES COMMISSION 2018 BY-LAWS EXCERPT

Article VII – Conflict of Interest Appeal Process

- A. The purpose of this article is to prevent the personal interests of YSC members or staff from interfering with the performance of their responsibilities to the YSC and its service providers which would result in personal, financial, professional and/or political gain on the part of such member at the expense of the YSC and/or its service providers' interest.
- B. It is the responsibility of each member/staff to disclose the following to the YSC:
1. A YSC member is related to another member of the YSC.
 2. A YSC member is related to a staff member of a provider or administrative agency.
 3. A YSC member is also a staff member/board member of a provider agency.
 4. A YSC member or a staff member of a provider agency or relative of either party mentioned herein receives payment from the provider agency of any subcontract, goods or services, such as consultant services.
 5. A YSC member is also a member of the governing body of or a contributor to a provider agency.
 6. A YSC member is a volunteer for a provider agency.
- C. The following procedures must be followed in the event any situation specified in Article VII (B) occurs:
1. All YSC members and staff shall complete a statement verifying that they have read and understand Article VII of these By-Laws and will list any and all potential affiliations. This statement will be completed upon joining the YSC. All members must disclose all affiliations on an annual basis or if any changes in affiliation occur during the calendar year.
 2. Potential conflicts will be reviewed by an Ad-Hoc committee where a determination will be made to see if an actual conflict exists.
 3. If a conflict is determined to exist, the individual(s) involved will not participate in open support/opposition and will abstain in a vote regarding same.
 4. Non-conforming individuals will be subject to removal from YSC or other appropriate sanction as determined by the Ad-Hoc committee.
 5. An individual may appeal his or her sanction to the entire YSC through a written request for a hearing within two weeks of the issuance of the sanction. The appeal hearing will commence at the next scheduled YSC meeting. An individual will be notified of the results of the appeals hearing, in writing, within ten (10) days of the hearing.
- D. A YSC member may not participate in the selection or administration of a procurement transaction in which federal or state funds are used where, to his or her knowledge, any of the following has a financial interest in that transaction:
1. YSC member or staff member.
 2. Any member of his or her immediate family.
 3. His or her partner.

4. An organization in which any of the above is an officer, director or an employee.
5. A personal organization with whom any of the above is negotiating or has any agreement concerning prospective employment.