

SUMMARY ACTION MINUTES

SPECIAL MEETING ORANGE COUNTY JUVENILE JUSTICE COORDINATING COUNCIL

Thursday, July 26, 2018, 3:30 P.M.

PROBATION DEPARTMENT
Training Room 5
1001 S. Grand Ave.
Santa Ana, California

STEVE SENTMAN, Chair
Probation

KELLI BELTRAN
Juvenile Court Representative

RICK MARTIN
Education Representative

MICHAEL PEREZ
Public Defender

KAREN RUAN
At Large Community Representative

STEVE YONEMURA
District Attorney

VACANT
Community Based Drug & Alcohol Rep.

DEBRA BAETZ
Social Services Agency

TODD ELGIN
Local Law Enforcement

BRETT O'BRIEN, Acting
Health Care Agency, Mental Health

JEFFREY PUCKETT
Sheriff-Coroner

TODD SPITZER
Orange County Board of Supervisors

VACANT
Community Based Organization Rep.

VACANT
Business Representative

ATTENDANCE: Members Elgin, Martin, Perez, Sentman, Spitzer, Yonemura, Lemire (Alternate for O'Brien), Restrepo (Alternate for Ruan) and Smith-Snapper (Alternate for Baetz)

EXCUSED: Members Baetz, Beltran, O'Brien, Puckett and Ruan

CLERK OF THE COUNCIL: Jamie Ross & Dora Guillen, Deputy Clerks

SUMMARY ACTION MINUTES

ADMINISTRATIVE MATTERS: (Items 1 - 2)

1. Welcome and Introductions
2. Discussion and approval of recommendations for the recruitment and selection of candidates to fill Orange County Juvenile Justice Coordinating Council vacancies and approve revised bylaws regarding recruitment process

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APPROVED AS AMENDED TO ADD TO ARTICLE V, SECTION 3: “AS WELL AS VOTING MEMBER AGENCY WEBSITES” BETWEEN “PROBATION DEPARTMENT’S WEBSITE” AND “FOR SOLICITATION”

PUBLIC & COUNCIL COMMENTS:

PUBLIC COMMENTS: None

COUNCIL COMMENTS: None

ADJOURNED: 3:38 P.M.

SUMMARY ACTION MINUTES

*** KEY ***

Left Margin Notes

1 Debra Baetz	A = Abstained
2 Kelli Beltran	X = Excused
3 Todd Elgin	
4 Rick Martin	
5 Brett O'Brien, Acting	N = No
6 Michael Perez	C.O. = Council Order
7 Jeffrey Puckett	
8 Karen Ruan	
9 Steve Sentman	
10 Todd Spitzer	
11 Steve Yonemura	
12 Alicia Lemire, Alternate	
13 Nazly Restrepo, Alternate	
14 Christine Smith-Snapper, Alternate	

(1st number = Moved by; 2nd number = Seconded by)

/s/
STEVE SENTMAN
Chair

/s/
Jamie Ross, Deputy
Clerk of the Council



JUVENILE JUSTICE COORDINATING COUNCIL AGENDA STAFF REPORT

MEETING DATE: July 26, 2018
SUBMITTING AGENCY/DEPARTMENT: Probation Department
DEPARTMENT CONTACT PERSON(S): Doug Sanger – Probation Department

SUBJECT: Recruitment process for Juvenile Justice Coordinating Council positions available to members of the public.

Budgeted: N/A **Current Year Cost:** N/A **Annual Cost:** N/A
Staffing Impact: N/A **# of Positions:** N/A **Sole Source:** N/A
Current Fiscal Year Revenue: N/A
Funding Source: N/A

RECOMMENDED ACTION(S)

Review and approve the draft By-Laws with the inclusion of the recruitment process for publicly available positions on the Juvenile Justice Coordinating Council (JJCC).

SUMMARY:

There has been no formalized process for the recruitment of publicly available positions on the JJCC. The Probation Department is recommending the adoption of a process to provide an opportunity to qualified members of the public to submit interest through the Probation Department website. Further, the Probation Department will send emails to members of the public who meet the qualifying criteria and direct them to the Probation Department website. Candidates who meet the criteria for a position on the JJCC will be referred to the JJCC for nomination and Board of Supervisors approval.

BACKGROUND INFORMATION:

Section 749.22 of the California Welfare and Institutions Code establishes the membership of the Juvenile Justice Coordinating Council (JJCC). While most positions are defined as representatives of county agencies, law enforcement agencies or the county office of education, there are four positions that are available to members of the public. There is an at-large community representative, a representative of a community-based drug and alcohol program and a representative of a community-based organization providing services to youth. In addition, federal law required the addition of a Juvenile Court and business community representative. Up to now, there has been no formalized process for the recruitment and selection of the publicly available positions. Individuals have either expressed an interest through the Probation Department to participate or a potential representative is identified and approached to determine if they are interested in participating.

FINANCIAL IMPACT:

None

STAFFING IMPACT:

None

REVIEWING AGENCIES:

Probation Department

EXHIBIT(S):

None.

ATTACHMENT(S):

Draft By-Laws

**BY-LAWS
OF THE ORANGE COUNTY
JUVENILE JUSTICE COORDINATING COUNCIL**

ARTICLE I

NAME

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

ARTICLE II

AUTHORITY

The organization is authorized by Welfare and Institutions Code Section 749.22 and Orange County Board of Supervisors' Resolution No. 96-830 dated December 3, 1996.

ARTICLE III

PURPOSE

The purpose of the Orange 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 Section 30061.
2. 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 Orange.

ARTICLE V

MEMBERSHIP

1. Along with the Chief Probation Officer who shall serve as Chairperson, voting members shall include a representative from the following:
 - The District Attorney's Office,
 - The Sheriff-Coroner's Office,
 - The Public Defender's Office,
 - The Board of Supervisors,
 - The Social Services Agency,
 - The Health Care Agency,
 - A community-based drug and alcohol program
 - A city police department
 - The County Department of Education or a school district
 - An at-large community representative
 - A non-profit community-based juvenile social services organization
 - Juvenile Court
 - A member of the business community.
2. The District Attorney's Office, the Sheriff-Coroner Department, the Public Defender's Office, the Board of Supervisors, the Social Services Agency, and the Health Care Agency shall each designate a representative from its respective office, department, board, or agency to serve as a member of this Council.
3. For all other member representatives indicated in Section 1 of this Article V, positions shall be posted on the Probation Department's website for solicitation of interest. The Probation Department will notify qualifying members of the public and refer them to the Probation Department website to submit their interest. Candidates who qualify for membership shall be referred to the Council for nomination ~~nominations shall be made to the Chairperson, approved by the Council,~~ and then forwarded to the Orange County Board of Supervisors for approval.
4. A member representative may resign at any given time by providing written notice to the Chairperson. The resignation shall become effective the date the notice is received or at a later time specified in the notice.
5. The District Attorney's Office, the Sheriff-Coroner Department, the Public Defender's Office, the Board of Supervisors, the Social Services Agency, and the Health Care Agency shall designate a new member representative whenever a member representative from its office, department, board, or agency resigns.
6. For all other members, upon the resignation of a member representative, the process described in section three (3) of this Article V shall be followed.
7. Alternate Members
 - a. Each Council member shall designate, in writing provided to the Chairperson, an alternate member to represent the member at a Council meeting in the event the Council member is unable to attend a Council meeting.

When representing a Council member at a Council meeting, the alternate shall have the same voting power as the regular Council member.

ARTICLE VI

OFFICERS

1. Officers of the Council shall be a Chairperson, and an Acting-Chairperson and such other officers as the Council may choose to elect.
2. Responsibilities of Officers:
 - a. Chairperson – In accordance with Section 749.22 of the Welfare and Institutions Code, the Chief Probation Officer shall serve as the Chairperson. The Chairperson shall supervise and direct the Council's activities, affairs and officers. The Chairperson shall 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 temporary absence of the Chairperson, the Chairperson's alternate member as designated pursuant to Section 7 of Article V shall be the Acting Chairperson and perform the responsibilities of the Chairperson.
3. Membership Terms

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, the Sheriff-Coroner Department, the Public Defender's Office, the Board of Supervisors, the Social Services Agency, and the Health Care Agency shall serve an indefinite term until the member representative resigns or a new member representative is designated by his or her office, department, board, or agency. All other member representatives shall serve an indefinite term until the member representative resigns or is replaced by the Board of Supervisors.

ARTICLE VII

MEETINGS AND PROCEDURES

Meetings of the Council and its committees shall be governed by the Brown Act and open to public as required by the Brown Act.

1. Regular Meetings

Regular meetings shall be held annually on the fourth Thursday of February at 3:30 p.m. at the Orange County Probation Department Office located at 1001 S. Grand Avenue Training Room 5 in Santa Ana, California, 92705.
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-hours notice must be given to the public.
3. Quorum and Voting Procedure
 - 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 (the current edition of: Robert's Rules of Order) to

conduct business.

4. Setting the Agenda

The Chairperson shall place 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) days prior to the scheduled meeting for which the member representative wishes to include the agenda item.

5. Public Comments

Public comments at meetings are limited to two (2) minutes for each agenda item for individuals and five (5) minutes for each agenda item for representatives of organizations. The Chairperson has the discretion of extend the time based on the complexity of the issue.

ARTICLE VIII

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.

DRAFT