

SUSSEX COUNTY YOUTH SERVICES COMMISSION (SCYSC) BYLAWS CHILDREN'S INTERAGENCY COORDINATING COUNCIL (CIACC)

Article I: NAME and ORGANIZATIONAL LOCATION

Previously known as the Sussex County Children's Inter-Agency Coordinating Council (CIACC) and the Sussex County Youth Services Committee (SCYSC), this body shall now be known as the Sussex County Youth Services Commission (SCYSC), see N.J.A.C. 13:90-2.3b, unless the Executive Director of the Juvenile Justice Commission (JJC) shall approve another agency other than the Commission, see N.J.A.C. 13:90-2.3c.

This Commission will be administered by the Sussex County Division of Youth Services under the Sussex County Department of Human Services to ensure that adequate County staff shall be designated to administer the duties and responsibilities set forth in N.J.S.A. 30:4C-67 et seq. (Bring Our Children Home Act) and N.J.A.C. 13:90-2.1 et seq. (Juvenile Justice Commission - Youth Services Commission (YSC)).

Article II: MISSION STATEMENT

The SCYSC's mission is to advocate for an accessible, responsive, integrated and coordinated system of care for the specific needs of youth and families residing in Sussex County, and to implement the duties and responsibilities set forth in N.J.S.A. 30:4C-67 et seq. (Bring Our Children Home Act) and N.J.A.C. 13:90-2.1 et seq. (Juvenile Justice Commission - Youth Services Commission). The priority population includes at a minimum, youth with special social and emotional needs and/or juveniles involved or at risk of involvement in the Family Court.

Article III: BACKGROUND

The SCYSC shall serve as a Freeholder Board appointed advisory body responsible for cross-systems planning for youngsters (age 0-21 years) with special social/emotional needs (a definition of children and youth with special emotional needs is included at the end of the Bylaws) and their families as well as planning for juveniles (0-18 years) who are currently involved or at risk of involvement with the Superior Court - Family Part.

The SCYSC will address two major state initiatives that impact youth and families on a local level. The two primary reform initiatives are the results of the Department of Human Services' Youth Incentive Program (YIP) and the Juvenile Justice Commission's (JJC) State/Community Partnership Grant Program.

The YIP was formed to improve the system of services for children with special emotional needs. The "Bring Our Children Home Act" was established in order to preserve the sanctity of the family unit and to prevent the unnecessary out-of-home placement of emotionally disturbed children, whether in NJ or out-of-state. County Inter-Agency Coordinating Councils (CIACC) were established by Administrative Order dated August 30, 1991, revised December 20, 1991 to assist with implementation of YIP. YIP has

developed a consolidated initiative to establish some baseline cross-system planning, client case assessment and service development within each County of the State. YIP aims to establish an incentive program for improving services to youth with special emotional needs throughout the State of New Jersey, rather than only through pilot projects in selected counties.

The JJC-YSC was formed through recommendations of the Governor's Advisory Council in December 1995 to centralize authority over juveniles involved with or at risk of involvement with the Superior Court-Family Part. The JJC was created for the planning, implementation and operation of a comprehensive program of sanctions and services for juveniles to protect the public, ensure accountability and promote rehabilitation of juvenile offenders as cited in N.J.A.C. 13:90-2.3.

For both of these initiatives, the County receives funds in order to develop programs at the local level to address the problems associated with these populations.

Article IV: GOALS

The SCYSC will provide a forum where the system of services for children can be developed, reviewed, revised and/or redirected through a collaborative decision making process to assure optimal service in the least restrictive setting (duties and responsibilities are defined in N.J.S.A. 30:4C-67 et seq., for the CIACC and N.J.A.C. 13:90-2.9 for the YSC). In meeting this purpose, the SCYSC shall do the following:

A. CIACC

1. Challenge the existing County, State and other public policies and practices to minimize the impact of local barriers to serving children/youth with special social/emotional needs in their community;
2. Identify local strategies and mechanisms to promote the integration and coordination of County, State or other resources serving youth with multiple problems and special emotional needs;
3. Provide input to Federal, State, regional and County authorities and entities regarding system performance and service need;

B. YSC

1. Coordinate and integrate existing sanctions and services for juveniles adjudicated or charged as delinquent and programs designed to prevent delinquency;
2. Assess and prioritize the needs of youth adjudicated or charged delinquent;
3. Assess existing delinquency prevention programs to determine and ensure that such programs satisfy the needs of youth in the County, are effective in meeting program goals and in ensuring financial accountability;
4. Determine, through the collection and maintenance of data, the breadth of juvenile offenses and problems in the County and identify the geographical regions within the County where such offenses and problems are most prevalent;
5. Identify gaps in the system of sanctions and services for youth adjudicated, or charged as delinquent, and develop and implement an appropriate plan for closing the gap;

6. Develop and implement delinquency prevention programs to meet the needs of youth in geographical regions within the County where existing programs do not satisfy the needs of the youth;
7. Seek to expand existing delinquency prevention programs to better meet the needs of the youth of the county and to ensure the maximum availability of service to the youth of the County;
8. Review, evaluate and monitor through at least one site visit annually, existing sanctions and services under the jurisdiction, control or proposed by the Commission for juveniles adjudicated or charged delinquent and existing delinquency prevention programs to determine effectiveness in meeting program goals and in ensuring financial accountability;
9. Cooperate with other State, County and Municipal agencies in the planning of ongoing efforts relating to delinquency prevention programs;
10. Inform the public of the breadth of juvenile offenses, the needs of youth in the County and the availability of sanctions and services, and advocate for the needs of youth;
11. Serve as the 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 from the Commission to participate in planning and related activities with appropriate County bodies, and cooperate with other State, County and Municipal agencies in the planning of ongoing efforts relating to delinquency prevention programs; and to maximize efficient and effective use of Partnership funds;
14. Determine whether a need exists, and if so, sponsor the establishment of multi-disciplinary teams to plan specific sanctions and services to individual youth as an alternative to detention for a juvenile charged as delinquent; as a recommendation for a disposition option for a judge of the Family Court upon an adjudication of delinquency; and as a component of aftercare, following the commitment of a juvenile to the Juvenile Justice 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 the Juvenile Justice Commission by a Judge of the Family Court;
16. Comply with all applicable rules of the Commission;
17. Recommend to the County governing body, the approval or disapproval of contracts with providers seeking to participate in the Partnership;
18. Monitor the operations of programs of sanctions, services and delinquency prevention receiving Partnership and/or other JJC funds with reference to compliance with rules established by the Commission;
19. Monitor and evaluate the impact of programs of sanctions, services and delinquency prevention receiving Partnership and/or other JJC funds and prepare annually, a written report with relevant documentation to the Commission as part of the biennial comprehensive plan and annual update;
20. Encourage the involvement of youth and families in the planning of services and sanctions and program development.

Article V: PRIORITY TARGET POPULATIONS

The SCYSC's focus is on developing a coordinated system of care for the following County populations, as per the current CIACC and YSC standards:

CIACC

Any youth whose emotional or psycho-social problems are so pronounced as to cause the youth to have difficulty functioning in the youth's home community and whose behavior causes the youth to come to the attention of a private or public institution such as the local school system, the Family Court, a church, or a community-based agency.

YSC

1. Children/youth who are adjudicated as delinquent;
2. Children/youth who are charged as a delinquent;
3. Children/youth who are involved or at risk of becoming involved with Superior Court-Family Part.

The SCYSC has the option to expand its scope to address the needs of other children/youth as long as the priority target population's needs have been met.

Article VI: MEMBERSHIP

Based on N.J.S.A. 30:4C-67 et seq. (CIACC) and N.J.A.C. 13:90-2.4, (YSC) membership, the Commission shall consist of:

Voting membership:

1. A representative from the County Governing body or designee
2. The presiding Judge of the Family Part of the Superior Court of the vicinage within which the County is located, or a Superior Court Family Judge who hears delinquency matters in the County, as his or her designee
3. County Prosecutor
4. Chief/Assistant Chief Probation Officer
5. Family Court Case Management team Supervisor
6. County Sheriff or assigned designee
7. Public Defender or assigned designee
8. The Director of the Family Crisis Intervention Unit
9. Superintendent of the County Technical School
10. A representative from the County Workforce Investment Board
11. A member of a local police department
12. The County Department of Human Services Administrator
13. The Youth Shelter Representative
14. The Juvenile Detention Center Representative
15. The County Mental Health Administrator
16. The County Alcoholism and Drug Abuse Coordinator
17. The Superintendent of Schools

18. A representative of the business community in the County
19. The Manager of the County District Office of the Division of Youth and Family Services (DYFS)
20. Child serving agencies Directors
21. Residential provider agency Director
22. Child Placement Review Board member
23. A representative of the School Based Youth Services Program
24. DYFS Resource Development Specialist
25. Child/Family Representation
26. A representative from an agency serving minorities
27. Child/Family Advocacy organization Representative
28. County JTPA/SDA Director (Job Training Partnership Act)

Ex-officio membership:

1. A representative from the State Department of Human Services
2. DYFS Assistant Regional Administrator/Regional Planner
3. State of New Jersey, Juvenile Justice Commission Liaison
4. DYFS County Service Specialist
5. Youth Services Coordinator
6. Division of Mental Health Service Regional Children’s Coordinator and/or Program Analyst

The members identified above may appoint designees to sit on the Commission in their absence, except for the presiding Judge of the Family Part of the Superior Court, provided that no more than one designee for any member may be appointed and further provided that the designee is qualified by knowledge and/or experience to perform the duties of a member of a commission. The names of the designees shall be submitted to the chairperson annually.

In addition to the members listed above, the membership of each Commission shall include persons who represent other public and private community-based organizations, such as clergy, youth representatives, domestic violence, and/or victims’ rights groups, and interested persons who deal with children.

Voting Procedures:

All votes will be done in person at the identified meeting. Proxy, fax and e-mail votes will not be accepted.

Attendance at Meetings:

1. Policy: The success of this advisory body depends on the full attendance and participation of all members. The Sussex County Board of Chosen Freeholders is most appreciative of the time and expertise contributed by the volunteer members of boards, committees and advisory councils. The professional guidance provided by these advisory bodies is essential to the efficient and responsible administration of County government.
2. Regulations: Three consecutive unexcused absences in any twelve-month period by any member

shall result in County of Sussex staff contacting that member to discuss his/her continuance on the SCYSC. After a determination is made, County staff will make a formal request to the Board of Chosen Freeholders to replace the member by resolution.

3. Resignation: Members may resign by submitting a letter at least one month prior to its effective date. In the event of a sudden change of circumstances, a member may submit a letter of resignation effective upon receipt by the County.
4. Members shall be appointed to complete unexpired terms.

Total Number of Membership:

The total membership shall be no less than 21 members, which includes voting and ex-officio.

Article VII: SCYSC CONFLICT OF INTEREST POLICY

1. Purpose: To outline and establish a conflict of interest policy for members of advisory bodies appointed by the Board of Chosen Freeholders.

2. Policy: To guarantee that funding decisions are made impartially and fairly and to assure public confidence in the funding recommendations made by advisory bodies, it is essential that the Board of Chosen Freeholders adopt and implement a Conflict of Interest Policy.

- a. Members serving on an appointed advisory body which assumes responsibility for making funding recommendations may not participate in proposal review discussions, deliberations, vote on recommendations or otherwise use their membership to influence decision-making on the funding and/or review of programs for which they, or their immediate families, are employed, serve as financial interest or have provided technical assistance for the development of the application.
- b. All members must disclose all affiliations on an annual basis or as any changes in affiliation occur during the calendar year.
- c. Meetings Open to the Public: Commission members who have a conflict of interest must abstain from discussion, deliberations, and voting on funding recommendations for the entire funding stream.

Meetings Closed to the Public: Commission members and/or proposal review committee members who may be in a conflict of interest shall not be in attendance at closed sessions during the review of the entire funding stream.

- d. The Chairperson of the advisory body shall be responsible for the enforcement of this policy.
- e. If a decision cannot be reached regarding the possibility of a conflict of interest, the County

Administrator shall review the issue and make a final determination.

Article VIII: TERM(S) OF CHAIRPERSON(S)

The SCYSC Chairpersons shall consist of the presiding Superior Court-Family Part Judge, a Sussex County Freeholder and another person elected by the membership of the SCYSC. The term of office for the elected person shall be two (2) years and will be elected by a quorum of the SCYSC.

Article IX: RESPONSIBILITIES OF CHAIRPERSON(S)

The Chairpersons are responsible for the following:

1. Presiding over all SCYSC meetings and serve as a spokesperson for the Advisory Board,
2. Calling special non-scheduled meetings as needed,
3. In conjunction with the County staff, setting all meetings schedules, meeting sites, agendas and special topic speakers for all meetings,
4. Ruling in Conflict-of-interest cases,
5. Appointing Chairpersons of sub-committees,
6. Delegating responsibilities or tasks to sub-committees

Article X: STANDING SUB-COMMITTEES

Every member of the SCYSC shall serve on at least one (1) sub-committee. Each sub-committee shall be comprised of at least five (5) members, three (3) being voting members. Members of the public can be invited to participate and provide information to all sub-committees. Sub-committees shall make recommendations and report to the full advisory board. The following are the standing sub-committees of the SCYSC:

Nominating and Bylaws Sub-committee:

This sub-committee is responsible for creating a slate of sub-committee chairpersons that will be appointed by the SCYSC Chairpersons and make a recommendation for the elected chairperson. They will also recommend people for membership on the SCYSC and review the Bylaws of SCYSC. This sub-committee shall meet minimally one time per year, however can meet more if the need arises. The term of the elected Chairperson will begin in January and last for two years.

Planning Sub-committee:

This sub-committee is charged with the development of funding recommendations for the YIP funding (i.e., Community Development) and the JJC funding (i.e., State/Community Partnership, Family Court and Juvenile Accountability). The development of these funding priorities will become part of various County service plans such as the Comprehensive Human Services Plan and the Drug Abuse Services Plan. This sub-committee will be responsible for completing the Comprehensive Youth Services Plan as well as any updates. It will serve as the primary planning body for the SCYSC and review and develop service priorities within the county service delivery system. They will also review information and

resources that meet the needs of the target population and integrate this information with identification of service needs emerging from the YRT.

Proposal Review Sub-committee:

This sub-committee's charge will be to review proposals and to recommend the allocation of funds that would become available through the Division of Youth Services. These recommendations will be made to the whole SCYSC body and upon their approval, to the Board of Chosen Freeholders for their final approval. The process utilized will comply with State and County procedures regarding the request for proposal (RFP) process.

Monitoring Sub-committee:

This sub-committee's charge will be to monitor the agencies that receive funds or oversee funds through the Division of Youth Services. This sub-committee can provide technical assistance to the contracted agencies, as needed.

Youth Review Team (YRT) Sub-committee:

1. The YRT serves as a multi-disciplinary team that plans specific sanctions and services to individual youth: as a diversion to be exercised by the Family Court; as an alternative to detention for a juvenile charged as delinquent; as a recommendation for a disposition option for a Judge of the Family Court upon an adjudication of delinquency; and as a component of aftercare following the commitment of a juvenile to the Juvenile Justice Commission by a Judge of the Family Court.
2. The core composition must include at a minimum, representation from the following:
 - Probation
 - Family Court
 - Juvenile Detention Center
 - Shelter or shelter alternative
 - DYFS
 - Prosecutor's office
 - Public Defender's office
 - Family Crisis Intervention Unit
 - Other relevant case-specific participants

Ad- Hoc Sub-committee:

Sub-committees can be created by the SCYSC as needed.

Article XI: RFP APPEALS PROCEDURE

RFP applicants will be informed, in writing by certified mail, of the SCYSC recommendations, reason for recommendations and appeals process within five (5) working days of the SCYSC meeting in which the provided recommendation was made. The applicant is eligible to appeal if one (1) or more of the following are present:

1. New important and significant facts have developed subsequent to the SCYSC review, which may significantly alter the decision rendered, or
2. The RFP procedure was inadequate in terms of a lack of adequate notice/public information and/or disclosure of the stated allocations or the appealing agency was discriminated against in the public RFP process.

A proposal applicant shall notify the SCYSC Coordinator and state reason(s) for appeal, in writing, of the agency's intention to appeal the SCYSC's action, within five (5) working days of receipt of notification letter.

The SCYSC Chairperson shall appoint an Ad-Hoc Committee at the time the appeals are received by the commission. The committee will be made up of the Allocations Chairperson, the SCYSC Coordinator and at least 3 voting members of the SCYSC.

This Committee will meet to review the appeals from agencies and will report back to the full SCYSC by the next meeting. The Committee shall meet within five (5) working days after the appeal is presented to SCYSC. The appellant will be invited for presentation purpose. This committee will only decide if the appeal meets the conditions to appeal and report back to the full SCYSC.

If the Committee states there is enough information for grounds for appeal, the SCYSC will decide if the Allocations process needs to be re-opened. The appellant will be notified of the decision within five (5) working days of the full SCYSC meeting.

If the appellant is not satisfied with the decision of the SCYSC, a written appeal may be made to the SCYSC Coordinator as per the RFP within five (5) days of receipt of the decision. The SCYSC Coordinator will forward this appeal to the appropriate County personnel within five (5) working days. The Board of Chosen Freeholders has the final vote in regard to recommendations for funding agencies

Article XII: STAFF

A coordinator shall be assigned by the County to oversee the CIACC/YIP activities and a coordinator shall be assigned by the County to the YRT/YSC/JJC activities. The coordinators shall be employees of the County of Sussex. The coordinators shall serve as ex-officio members of the Commission and on respective sub-committees.

Article XIII: MEETINGS AND SCHEDULE

1. The SCYSC meetings are pursuant to the Open Public Meeting Act, Chapter 231, P.L. 1975. Adequate notice as defined in 3D of Chapter 231 P.L. 1975 is followed by advertising the SCYSC meeting schedule in the local public newspaper. Meetings shall be held in conformance with N.J.A.C. 30:90-2.7
2. The SCYSC shall meet at least nine (9) times during the calendar year with the exception of July and August. A meeting may be held during those months in order to make up a meeting or in the event there was not a quorum at a particular meeting. Upon the prior approval of the Executive Director of the JJC, each Commission may satisfy the meeting requirements set forth above by alternating full Commission meetings with Committee meetings.
3. The meetings shall take place on the 3rd Wednesday of the specified month at 12:30 p.m.
4. Special meetings may be called by the Chair(s) or by request of ten (10) of the voting membership with four (4) days written notice.
5. No official business will be conducted at any meeting unless a quorum of ten (10) voting members is present.
6. In the event of snow, the SCYSC will be canceled if Sussex County Technical School is closed. The meeting will be rescheduled as needed with appropriate notice.
7. All meetings shall be open to the general public and the press except where information protected by rules governing patient or client confidentiality might be disclosed, or as provided by law.

Article XIV: BUDGET MODIFICATIONS

Budget Modification will be in accordance with the State Department of Human Services, Juvenile Justice Commission and County Standards.

Article XV: ADOPTION AND AMENDMENTS OF BYLAWS

Adoption: These Bylaws shall take effect immediately upon adoption of the following conditions:

1. Copies of the Bylaws are distributed to all voting SCYSC members at least two (2) weeks prior to the vote, with changes clearly noted in the text.
2. An affirmative vote of 2/3 of a quorum.
3. Approval by the Sussex County Board of Chosen Freeholders.
4. Each commission shall adopt bylaws which shall be submitted to the JJC for its review, to assure compliance with applicable rules.

Amendments:

These Bylaws may be amended at any regular or special Commission meeting provided that a

prior announcement of the proposed amendment(s) has been made at the most recent regular SCYSC meeting.

Article XVI: Statutory and Regulatory Compliance

The Sussex County Youth Services Commission shall comply with the State of New Jersey Statutes Annotated section 30:4C-67 et seq., and Administrative Code section 13:90-2.1 et seq., (and as amended from time to time) with regard to duties and responsibilities.

Definition of Children and Youth with Special Emotional Needs

Any youth whose emotional or psycho-social problems are so pronounced as to cause the youth to have difficulty functioning in the youth's home community and whose behavior causes the youth to come to the attention of a private or public institution such as the local school system, the family court, a church, or a community based agency. A child or adolescent is considered to have special emotional needs under this definition if he or she:

1. Exhibits one or more of the following characteristics - behavioral, emotional and/or social impairment that disrupts the child's or adolescent's academic and/or developmental progress and may also impact upon family, and/or interpersonal relationships; and
2. Has impaired functioning that has continued for at least one year or has an impairment of short duration and high severity; and
3. Is 0 to 18 years of age and continuing in or at risk of extended out-of-home placement, or is transitioning into independent living or the adult service system
4. Is under DYFS supervision and is likely to become dependent upon DHS agencies for extended out-of-home placement. This includes children for whom DHS is currently providing or will be providing placement services unless alternative community based services can be developed.

Or falls into one of the following categories:

1. Exhibits seriously impaired contact with reality and severely impaired social, academic and self-care functioning. Thinking is frequently confused, behavior may be grossly inappropriate and bizarre, and emotional reactions are frequently inappropriate to the situation.
2. Manifests long-term behavior problems that may include developmentally inappropriate behaviors, inattention, hyperactivity, impulsiveness, aggressiveness, antisocial acts, refusal to accept limits, suicidal behavior and substance abuse.
3. Experiences extreme anxiety, depression, irrational fears and concerns. Symptoms may include: eating and sleeping disturbances, sadness of suicidal proportion, maladaptive dependence on parents, persistent refusal to attend school, and/or avoidance of non-familial social contact.

NOTE: Youth whose primary condition or behavior is a developmental disability or special educational need, substance abuse, or delinquency may be included – if they are a part of the priority population

AND also meet the definition of special emotional needs.

Revision dates:
November 2000
July 2003
September 2004
July, 2012