

BYLAWS OF THE SOMERSET COUNTY YOUTH SERVICES COMMISSION

ARTICLE I - NAME

The name of this organization shall be the Somerset County Youth Services Commission (YSC).

ARTICLE II - PURPOSE

New Jersey P.L. 1995, c.282 established county youth services commissions in accordance with regulations promulgated by the Juvenile Justice Commission (JJC). These rules published in the New Jersey Register, Subchapter 2. County Youth Services Commissions N.J.A.C. 13:90-2.1 through 13:90-2.9, consolidate within a single county agency (YSC), the planning, implementation, monitoring and evaluation of the juvenile justice service system. The YSC will perform all the duties and responsibilities set forth in this Subchapter in order to qualify for funds from the Partnership Program including submitting every three years and obtaining Juvenile Justice Commission approval of a comprehensive plan of sanctions and services for juveniles adjudicated or charged as delinquent and delinquency prevention programs which promote the goals of the Partnership Program and which satisfies all additional requirements set forth in N.J.S.A. 52:17B-180(a)(2).

ARTICLE III - DUTIES AND RESPONSIBILITIES

1. Prepare, according to Juvenile Justice Commission guidelines, a comprehensive plan of sanctions and services for County youth adjudicated or charged as delinquent and delinquency prevention programs. Submit this plan every three years to the Board of Commissioners and to the Juvenile Justice Commission for approval.
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 and those at risk of involvement in the juvenile justice system.
4. Assess existing delinquency prevention programs to determine whether such programs satisfy the needs of youth in the County.
5. Determine, through the collection and maintenance of data, the nature and scope of 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 delinquent 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 funded programs through at least one site visit annually, existing sanctions and services under the jurisdiction or control, 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 governing body, the approval or disapproval of contracts with providers seeking to participate in the Partnership/Family Court grants.
9. Cooperate with other state, county, and municipal agencies in the planning of ongoing efforts relating to the County's juvenile justice system.
10. 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 services to the youth of the County.
11. 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.
12. Serve as the advisory body of the County on issues relating to sanctions and services for youth adjudicated or charged as delinquent and delinquency prevention programs.
13. Coordinate the efforts of municipal and regional YSC's and ensure their participation in the County planning process.
14. Appoint liaisons to participate in planning and related activities with appropriate County bodies, for example, the Human Services Advisory Council (HSAC), the Mental Health Board, the Local Advisory Council on Alcohol and Drug Abuse (LACADA), the County Interagency Coordinating Council (CIACC), the Professional Advisory Council/Providers Advisory Council on Alcohol and Drug Abuse (PACADA) as invited, to maximize efficient and effective use of Partnership funds.
15. Determine whether a need exists, and if so, sponsor the establishment of multi-disciplinary teams (MDT) to plan specific sanctions and services to individual youth: as a diversion to be exercised by the Family Court, as an alternative to detention for a youth 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.
16. Coordinate the planning of aftercare sanctions and services for youth returning to the community following commitment to the Juvenile Justice Commission by a judge of the Family Court.
17. Comply with all applicable rules of the Juvenile Justice Commission, including the use of the Juvenile Justice Commission's web-based Juvenile Automated Management System (JAMS).

18. Monitor the operations of programs of sanctions, services and delinquency prevention receiving Partnership funds with reference to compliance with rules established by the Juvenile Justice Commission and the County.
19. Monitor and evaluate the impact of programs of sanctions and services and delinquency prevention receiving Partnership/Family Court funds and prepare annually, a written report with relevant documentation to the Juvenile Justice Commission as part of the triennial comprehensive plan update.

ARTICLE IV - MEMBERSHIP

1. The YSC shall consist of no fewer than twenty-one (21) members and shall include both voting and non-voting members.
2. The membership shall include the:
 - (a) Presiding Judge of the Family Part of the Superior Court of the vicinage
 - (b) Highest elected official of County government
 - (c) Division Family Case Manager of the Family Part of Superior Court of the Vicinage or the Assistant Family Case Manager
 - (d) Chief Probation Officer
 - (e) County Prosecutor
 - (f) County Public Defender
 - (g) Manager of the District Office of the Division of Child Protection and Permanency
 - (h) County Mental Health Administrator
 - (i) County Superintendent of Schools
 - (j) Superintendent of the County Vocational School
 - (k) Director of the County Department of Human Services
 - (l) Director of the youth shelter

- (m) Director of the detention center
- (n) Director of the Family Crisis Intervention Unit established pursuant to N.J.S.A.2A: 4A-76
- (o) President of the County Juvenile Officers Association or other law enforcement representative who works primarily with youth
- (p) County Alcoholism and Drug Coordinator
- (q) Representative of the regional Workforce Investment Board (WIB) established under Executive Order No.36 (July 12, 1995)
- (r) Representative of the business community in the county
- (s) County Sheriff
- (t) At least two, but not more than eleven individuals in total, 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:
 - 1. The education sector;
 - 2. Mental health, family counseling, child advocacy, domestic violence, and/or victims' rights groups;
 - 3. Parents or parent organizations;
 - 4. Clergy;
 - 5. Family Law practitioners, as identified by the county bar association;
 - 6. The minority concerns vicinage committee of the Administrative Office of the Courts;
 - 7. Civic organizations;
 - 8. Representatives of major urban areas within the county;
 - 9. Community youth;
 - 10. Municipal Youth Services Commissions; and
 - 11. Other interested persons who deal with children.

Members identified in number two 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 are submitted to the YSC Administrator and forwarded to the Somerset County Commissioner's Office annually.

- 3. In addition to the members identified in number two above, the membership of the YSC may include as ex-officio members, Juvenile Justice Commission liaisons, regional

representatives of the Department of Human Services and its divisions, liaisons from agencies from a variety of systems that deal with youth and their families as well as all members of committees/subcommittees of the YSC, interested citizens and representatives of the Departments of Labor, Education, Health and Senior Services and Community Affairs.

4. Each member appointed pursuant to number two above shall be a voting member if so designated.
5. The YSC membership shall 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 YSC.
6. Failure of any YSC members apart from mandated members listed in Article IV, section 2, and/or the designated alternate to attend three (3) regular consecutive meetings, except for excused absences, may warrant removal from the YSC.
7. The term of office for each YSC member shall be three (3) years. All members shall be eligible to succeed themselves.

ARTICLE V - CHAIRPERSONS AND DUTIES

1. The Presiding Judge of the Family Part of the Superior Court and a County Commissioner shall serve as the co-chairpersons of the YSC.
2. The co-chairpersons shall:

Preside over all YSC meetings:

- (a) Set meeting schedules and agenda with advice and collaboration of the YSC Administrator
- (b) Call special, non-regularly scheduled, meetings
- (c) Serve as official spokesperson for the YSC
- (d) Rule in conflict-of-interest cases
- (e) Appoint all chairpersons of all standing and ad hoc committees with recommendations from the YSC Administrator
- (f) Delegate responsibilities or tasks to committees and commission members and staff with the advice and consent of the YSC Administrator

3. If neither Chairperson nor their designee is available to convene a YSC meeting, a chairperson of one of the standing committees may convene the meeting in their place.

Commented [AP1]: New item added to this list

ARTICLE VI - COMMITTEES

1. The YSC shall have the following standing committees to consider the issues set forth in the State's regulations for YSC's:
 - (a) Needs Assessment and Planning
 1. Develop the comprehensive youth services plan that includes a needs assessment of sanctions and services for youth adjudicated or charged as delinquent and of delinquency prevention programs. Submit their findings to the YSC for approval.
 2. Analyze Adolescent Information Form (AIF) data and other data pertinent to the target populations of youth and develop recommendations to enhance the service delivery system for these populations of youth and their families.
 - (b) Proposal Review
 1. Review proposals from providers seeking to provide sanctions and services and/or delinquency prevention programs.
 2. Select provider agencies and make recommendations of the same to the YSC and the Board of Commissioners.
 - (c) Program Monitoring
 1. Monitor and evaluate provider agencies of sanctions and services for juveniles adjudicated or charged as delinquent and delinquency prevention programs.
 2. Report findings to the YSC membership at the next scheduled meeting. The committee will make recommendations whether to re-fund the programs in midst of multiple year contracts.
 - (d) Program Development Committee
 1. Develop sanctions and services for juveniles adjudicated or charged as delinquent and delinquency prevention programs for identified service gaps.
 2. Receive data from the Needs Assessment/Planning Committee that identifies service enhancement needs to include in the design of a program blueprint.

3. Present that program blueprint to YSC for approval and promulgation to interested service providers.

(e) Education Training and Community Awareness

1. Educate and train professionals who deal with the target populations of youth in state-of-the-art techniques and strategies.
2. Inform the community of the nature and extent of juvenile delinquency and delinquency prevention issues.
3. Orient professionals as to the availability and nature of programs and other resources available to youth and their families in Somerset County.

(f) Governance

1. Nominate candidates for Commissioner appointment to the YSC and review membership and designee appointments yearly. Review potential members made by the County Commissioners.
2. Recruit new members ensuring compliance with the Bylaws and the Rules and Regulations governing YSCs.
3. Review Bylaws and make modifications as needed for approval by the YSC, Board of Commissioners, and the State Juvenile Justice Commission.

Committees, ad-hoc committees, and subcommittees may be designated by the YSC chairpersons and may include:

(g) Legislative

1. Research, study, and comment on all state and federal legislation that impacts on court-involved and at-risk youth.
2. Communicate comments and concerns to state and federal legislators.
3. Advocate for legislation that is in the best interest of children and their families. Make recommendations to the Needs Assessment and Planning Committee and to the YSC for service enhancement to these populations.

The YSC shall have the following Subcommittee that is placed under the Needs Assessment and Planning Committee:

(h) Racial Equity

1. Receive and review data from the Needs Assessment and Planning Committee relative to youth in the juvenile justice system.
2. Coordinate efforts with the Vicinage Minority Concerns Committee on youth in the juvenile justice system.
3. Develop recommendations for service enhancement and forward the same to the Needs Assessment Committee that addresses youth issues not only in the juvenile justice system but in the various service systems that effect delinquency prevention efforts.

(i) Substance Use

1. Receive and review data from the Needs Assessment and Planning Committee relative to children and families with substance use related issues.

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(j) Faith Based

1. Partnership between YSC members and members of various faith-based organizations to collaborate over issues concerning youth and families.
2. Identify areas of growth between the YSC and faith-based organizations to serve youth and families.

Commented [AP3]: Brand new sub-committee for the YSC

The chairperson(s) of each committee shall be recommended to be appointed by the chairpersons of the YSC from among the voting members.

1. Each voting and Commissioner appointed YSC member must serve on at least one committee. Committee membership shall include non-voting members and any interested person with expertise in the area under study.
2. Committees will report at the monthly meetings unless otherwise directed by the chairpersons of the YSC with consent of the full Commission.

ARTICLE VII – QUORUM

1. No official business can be conducted at any special or regular YSC meeting unless a quorum, one-half plus one of voting members, is present.
2. All decisions of the YSC shall be decided by a majority of the voting members present.

ARTICLE VIII - MEETINGS

1. The YSC shall meet no less frequently than six times annually provided that no more than nine weeks shall elapse between meetings and at such times and in such locations as to encourage maximum public attendance.
2. If the co-chairpersons or their designees is unable to convene the Commission meeting, a chairperson of a standing committee may convene the meeting in their stead.
3. Special meetings can be called by the chairpersons of the YSC and by request to the chairpersons by two-thirds of the voting membership.
4. Special meetings shall be conducted on the business specified in the request for the meeting.
5. The date, time and place for YSC meetings shall be established annually at the January meeting of each year.
6. The YSC shall comply with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.
7. Meetings may be held virtually provided that the information to join the meeting is made publically and will follow the agenda of a normally scheduled Commission meeting.

Commented [AP4]: Items 2 and 7 were added

ARTICLE IX - SPECIAL PROVISIONS

1. Members of the YSC shall abstain from voting on matters when a conflict may exist with that individual or the agency they represent.
2. Any member may challenge a Commission member's voting privilege in a matter, which is identified as a conflict of interest. The YSC shall have final authority to rule on these matters.
3. Members of the YSC shall serve as the Appeals Board. The appeals process identifies the Commission as the final recommending body for agencies and organizations applying for funds and/or undergoing program monitoring/evaluation.
4. The YSC shall adopt a written conflict of interest policy that shall be submitted to the Board of Commissioners and the Juvenile Justice Commission with a written statement by county counsel that the policy follows applicable law.

ARTICLE X - ADOPTION AND AMENDMENT

1. The YSC shall adopt bylaws, which shall be submitted to the Board of Commissioners and to the Juvenile Justice Commission for its review to assure compliance with applicable rules.

2. Bylaws shall take effect immediately upon adoption by a majority of the Commission members present at the time of review provided that the following conditions have been satisfied:

- a) Copy of the Bylaws shall be reviewed by County Council for approval prior to be reviewed by the YSC.
- b) Copies of the Bylaws have been distributed to members of the YSC's voting body and other interested non-voting members.
- c) The Bylaws have been submitted to the Board of Commissioners and the Juvenile Justice Commission for review and assurance of compliance with applicable rules.

3. Amendments to Bylaws shall be made by following the process below:

- a. All proposed amendments to the Bylaws shall be presented to the YSC in writing by the Governance Committee.
- b. Following the first reading, copies of the proposed amendments shall be sent to the Commissioner Director.
- c. Upon Commissioner approval, amendments may be adopted at the next regular or special meeting of the YSC by a majority of voting members present.
- d. Revision of any proposed amendment after the first reading of said amendment will require an additional reading and postponement of vote until the next regular or special YSC meeting.

ARTICLE XI - PROCEDURE

In the absence of any provisions herein, the proceedings of the YSC shall be governed by Roberts Rules of Order as revised.

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