

**BY LAWS OF THE MORRIS COUNTY
YOUTH SERVICES ADVISORY COMMITTEE**

ARTICLE I: NAME

The name of this organization shall be the Morris County Youth Services Advisory Committee (YSAC).

ARTICLE II: BACKGROUND

The YSAC shall serve as a Freeholder appointed advisory body responsible for cross-systems planning for youth and young adults (age 0-21 years) with special social/emotional needs** and their families as well as planning for juveniles (age 0-18 years) who are currently involved or at-risk of involvement with the Superior Court – Family Part.

Morris County’s Youth Services Advisory Committee addresses two (2) major state initiatives that impact youth on a local level. The two (2) primary reform initiatives are the results of the Juvenile Justice Commission’s State/Community Partnership Grant and the Youth Incentive Program.

The Juvenile Justice Commission (JJC) was formed through recommendations of the Governor’s Advisory Council to centralize authority over juveniles. The JJC was created for 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.

In addition, each county is eligible to receive funds allocated through State/Community Partnership Grant to develop programs at a local level to address such issues as detention overcrowding, increasing dispositional options, aftercare, sex offender treatment and prevention.

The Youth Incentive Program (YIP) was formed to improve the system of services for children with special emotional needs. After a lawsuit by the N.J. Child Advocates, the Bring the 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 Interagency Coordinating Councils (CIACCs) were established to assist with the 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 needs throughout the State of New Jersey, rather than only through pilot projects in selected counties.

ARTICLE III: MISSION

The YSAC is to serve as the mechanism to develop a responsive, accessible and integrated system of care for youth and young adults (ages 0-21 years) with special social/emotional** needs and their families, as well as juveniles (0-18 years) charged or adjudicated delinquent. This should be achieved through the involvement of parents, consumers and child serving agencies.

The YSAC will provide a forum where the system of services for children with special social/emotional needs** can be developed, reviewed, revised and/or redirected through a collaborative decision-making process to promote optimal service provided in the least restrictive setting possible. YSAC will also provide the planning, implementation, monitoring and evaluation of the juvenile justice service system. In meeting these purposes, the YSAC shall do the following:

- ❖ Monitor the existing county, state and other public policies and practices to minimize the impact of local barriers to serving children and youth with special social/emotional** needs in their home community.
- ❖ Identify gaps in the system of sanction and services for youth adjudicated or charged as delinquent and develop and implement an appropriate plan for closing the gap.
- ❖ Identify local strategies and mechanisms to promote the integration and coordination of county, state or other funding sources that are utilized for serving youth with special social/emotional needs.
- ❖ Coordinate the efforts of municipal and regional youth services commissions and ensure their participation in the county planning process.
- ❖ Assess system needs using information received from the Juvenile Review Committee (JRC) and other bodies to make recommendations regarding program development priorities.
- ❖ Cooperate with other State, county and municipal agencies in the planning of ongoing efforts relating to delinquency prevention programs.
- ❖ On an ongoing basis, implement and monitor the JRC which provides recommendations regarding service plans for juveniles adjudicated or charged delinquent.
- ❖ Appoint liaisons to participate in planning and related activities with appropriate county bodies, as invited, to maximize efficient and effective use of funds.
- ❖ Provide input to state, regional and county authorities and entities regarding system performance and service needs.

- ❖ 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. Inform the public of the needs of youth and the availability of sanctions and services and advocate for the needs of youth.
- ❖ Assess existing delinquency prevention programs and seek to expand those programs to better meet the needs of the youth of the county and to ensure the maximum availability of the most appropriate services to meet the individual need of youth of the county.
- ❖ Recommend to the Board of Chosen Freeholders of the County of Morris and the Department of Human Services, Division of Behavioral Health and Youth Services, the approval or disapproval of contracts with providers seeking to participate in the State/Community Partnership Grant, Family Court Grant, Juvenile Accountability Block Grant and Grant-In-Aid/Youth Services.
- ❖ Monitor and evaluate the operations and impact of programs of sanctions and services and delinquency prevention receiving State/Community Partnership funds and prepare annually, a written report with relevant documentation to the Juvenile Justice Commission as part of the triennial comprehensive county youth services plan and application and annual update.
- ❖ On an annual basis, submit a County Service Needs Assessment to DCBHS

ARTICLE IV: PRIORITY TARGET POPULATION

The YSAC will initially focus on developing a coordinated system of care for the following populations:

Any child, youth or young adult eligible for DCBHS services whose emotional or behavioral challenges are so pronounced as to cause the child, youth or young adult to have difficulty functioning in their home or community, and whose behavior causes the child, youth or young adult to come to the attention of a private or public institution.

Juveniles who are:

- A. Adjudicated as delinquent;
- B. Charged as delinquent;
- C. At-risk of becoming involved with Superior Court – Family Part.

The YSAC has the option to expand its scope to address the needs of other children and youth who have special social/emotional needs** or are at the risk of juvenile delinquency as long as the service needs of the priority target populations identified above are fully addressed.

ARTICLE V: MEMBERSHIP

- A. YSAC should represent the entire child serving systems such as mental health, child welfare, health, education, corrections, juvenile justice and developmental disabilities. The YSAC should also reflect the natural family supports such as community based organizations, churches, synagogues and family members and neighbors. They should also reflect a racial/ethnic balance of the target population. Every effort should be made to include this broad-based representation and the YSAC should be able to document how they have tried to achieve this goal.
- B. Composition of Membership: All YSAC members will be appointed by the Morris County Board of Chosen Freeholders. Committee membership shall include the following:
1. Youth Services Commission Administrator
 2. Presiding Judge – Family Part of the Superior Court
 3. Chief Probation Officer
 4. County Prosecutor
 5. County Public Defender
 6. Juvenile Justice Commission Court Liaison
 7. Case Manager – Family Part of the Superior Court/Juvenile Court
 8. County Superintendent of Schools
 9. Superintendent of the County Vocational School
 10. President – Juvenile Officers Association or other law enforcement representative who works primarily with youth/Police
 11. Workforce Investment Board Representative/Business Representative
 12. Highest Elected Official of County Government (Freeholder/Administrator)
 13. Manager – County DYFS District Office
 14. County Mental Health Administrator
 15. County Human Services Department Director
 16. Youth Shelter Director
 17. Youth Detention Center Director
 18. Director – Juvenile Family Crisis Intervention Unit
 19. County Alcoholism and Drug Abuse Director
 20. Sheriff
 21. Religious Affiliated, Fraternal Non-Profit or social service organization involved in crime prevention
 22. Child and Family Representation
 23. Local System Partners
 24. Community Based Organizations
 25. County Planning Entities
 26. Representatives of State Agencies

- C. In Addition, membership may include representatives the County or YSAC believes would provide a valuable contribution to planning for children, youth and young adults with emotional and/or behavioral challenges.
- D. A process should be developed to maintain the required membership.
- E. Attendance at Meetings: Attendance at meetings shall be monitored in accordance with the Morris County Attendance Policy No. 4:2.01, revised on March 22, 1989 by the Morris County Board of Chosen Freeholders. This policy is stated as follows:
1. Purpose: To outline attendance requirements for appointed members of the Board of Chosen Freeholders Advisory Bodies.
 2. Policy: The 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. Accordingly, the success of these advisory bodies depends on the full attendance and participation of all members.
 3. Regulations:
 - a. Committees Meeting Six (6) Times a Year or Less:
 1. Two (2) absences in any one year by any member shall result in the Chairperson contacting the member to discuss his/her continuation on the Committee.
 2. Any further absences in the same year shall result in the Chairperson notifying the County Administrator who shall discuss with the member his/her continuance on the Committee.
 3. After meeting with the committee member and assessing all the facts, the County Administrator may make a formal request to the Board of Chosen Freeholders to dismiss and replace the member.
 - b. Committees Meeting Nine (9) or More Times a Year:
 1. Three (3) absences in one year by any member shall initiate the same activities as described above under A.1, A.3 and A.3.
 4. Resignations
 - a. Members may resign by submitting a letter at least one (1) month prior to its effective date. In the event of a sudden change of circumstances, a

member may submit a letter with resignation effective upon receipt by the Chairperson.

F. Conflict of Interest: In order to avoid any perception of conflict of interest among YSAC members, conflict of interest of those members shall be monitored in accordance with the Morris County Conflict of Interest Policy No. 4:2.02, established April 8, 1987 and revised November 19, 1997. The policy is stated as follows:

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:
 1. Advisory body members who may be in conflict of interest must leave the boardroom and abstain from discussion, deliberations and voting on funding recommendations for the entire funding stream.
 - d. Meetings Closed to the Public:
 1. Advisory body 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.
 - e. The Chairperson of the advisory body shall be responsible for the enforcement of this policy.
 - f. 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 VI: TERM OF OFFICE

The term of office for the YSAC Chairperson and Co-Chairperson shall be one (1) year. The officers shall be elected annually. No officer shall serve more than three (3) consecutive terms in the office to which he or she is elected, unless appointment is mandated by the Juvenile Justice Commission Rules of Regulations.

ARTICLE VII: OFFICERS RESPONSIBILITIES

A. Chairperson:

1. The Chairperson shall preside over all YSAC meetings and serve as spokesperson for the Committee.
2. The Chairperson shall call special meetings as needed.
3. The Chairperson, in conjunction with the YSAC Conveners, shall be responsible for providing all meeting notices, meeting sites, agendas and special topic speakers for all meetings.
4. The Chairperson shall appoint chairpersons and members of standing and special committees.

B. Co-Chairperson:

1. The Co-Chairperson shall perform the duties of the Chairperson in his/her absence.
2. Succeed to the office of Chairperson for the balance of the term or until a successor is elected by the YSAC should the office become vacant.
3. Carry out any duties as directed by the Committee and/or Chairperson.
4. Report to the Chairperson regarding issues that impact the YSAC.

C. Absence of both Chairperson and Co-Chairperson:

Should both the Chairperson and Co-Chairperson be unable to attend a meeting, the Chairperson shall designate another member to act in his/her stead.

ARTICLE VIII: STANDING SUBCOMMITTEES

A. Legislative Subcommittee:

This subcommittee is responsible for reviewing current legislation regarding youth/juveniles in the State of New Jersey. In doing this, the subcommittee will choose certain legislation to track. This subcommittee will also be responsible for bringing the

recommendation for letters of support/concern to the Planning Subcommittee to be presented to the YSAC.

This subcommittee shall also serve as the Nominating Subcommittee. It shall convene in October and make a Nomination at the November YSAC Meeting. The Chairperson and Co-Chairperson shall be appointed for a calendar year term.

B. Quality Assurance Subcommittee:

The role of this subcommittee will be the development of funding recommendations for all proposals submitted to Morris County regarding at-risk children and youth. The recommendation process will comply with State and County procedures regarding the request for proposals (RFP) process, protocol (notification of award, appeals process, etc...) and the conflict of interest policy. The subcommittee will transmit recommendations to the full YSAC for their review and endorsement.

This subcommittee will participate in the Division of Child Behavioral Health Services quality assurance process:

1. receive quality assurance reports from DCBHS on a regular basis and make recommendations to improve service quality and outcomes
2. conduct site reviews for CIACC funded programs and report to DCHBS in a promulgated format

C. Planning Subcommittee:

This subcommittee will be responsible for completing the Juvenile Justice Commission Tri-Ennial Comprehensive County Youth Services Plan and Application and all updates. It will serve as the primary planning body representing YSAC target populations and service priorities within the development of such county service delivery plans as the Comprehensive Human Services Plan and the Alcohol and Drug Abuse Services Plan.

The subcommittee will also be responsible for coordinating various educational/training opportunities that will educate YSAC members, line staff within child serving agencies and the public in general. They will develop ways to interface with the community and inform them of available resources.

The subcommittee will also be responsible for developing and updating the YSAC By Laws. These By Laws may be amended in accordance with Article XI.

The subcommittee will also be responsible for developing and implementing priority setting process to guide YSAC program development. They use aggregate JRC data as the primary source of information to establish YSAC service priorities. They will review information and resources provided by other county planning groups serving children and youth with special/emotional needs ** and integrate this information with identification of service needs emerging from JRC.

The subcommittee will monitor and provide technical oversight to the JRC. They will evaluate the quality of services plan, review and respond to JRC data regarding service gaps and barriers and system accountability, accessibility, continuity and coordination, utilizing at a minimum, the JRC data identified above.

D. Disproportionate Minority Contact Subcommittee

The subcommittee's mission is to prevent disproportionality within the Morris County Juvenile Justice system by analyzing data and cases of minority youth to provide advocacy for those youth who may not have the family supports and/or financial means to do so for themselves. The committee aims to prevent racial disparity by analyzing data and charting trends within Morris County and following these minority youth through the processes of the Juvenile Justice system to see what variations exist and where these variations occur.

E. Family Advisory Subcommittee

The Family Advisory Subcommittee (FAS) is a subcommittee of the Morris County Youth Services Advisory Committee comprised of family members, YSAC members and youth who have experienced behavioral and/or emotional health needs. The mission is to leverage this experience and firsthand knowledge on a grass roots level to pro-actively engage in inclusive decision making with service providers and all community agencies that deliver mental health services to children, young adults and families in Morris County. The subcommittee also aims to assist the County in identifying gaps in services so as to advise the State in the allocation of funding priorities.

F. Education Partnership Subcommittee

It is the role of the Education Partnership to develop, promote and enhance collaborative efforts between the schools, the system partners in the child behavioral health system of care, the Division of Youth and Family Services, and other interested parties to improve the well being of children in Morris County, keeping them at home, in school, and out of trouble. The subcommittee meets as needed throughout the year to plan and implement 4-5 bimonthly cross-trainings per school year.

G. Special Subcommittees:

Special subcommittees may be appointed by the Chairperson as needed.

H. Juvenile Firesetter Prevention Program Subcommittee:

This subcommittee will oversee the coordination of juvenile firesetter prevention and treatment efforts between the local fire departments and local mental health centers. This

subcommittee will inform the YSAC of statistical information gathered as well as trends and service needs of juvenile firesetters.

ARTICLE IX: JUVENILE REVIEW COMMITTEE

- A. Membership: The Juvenile Review Committee (JRC) will have representation from the following areas:
1. The Morris County Department of Human Services
 2. Morris County Probation Services
 3. Juvenile Justice Commission Court Liaison
 4. Morris County Family Court
 5. Morris County Juvenile Detention Center
 6. Morris County Prosecutor's Office
 7. Morris County Public Defender's Office
 8. Other Relevant Case-Specific Participants
- B. As a diversion option to be exercised by the Family Court, the Juvenile Review Committee shall develop specific sanctions and services:
1. As an alternative to detention for a juvenile charged as delinquent.
 2. As a recommendation for a disposition option for a judge of the Family Court upon an adjudication of delinquency.
 3. As a component of aftercare following the commitment of a juvenile to the Juvenile Justice Commission by a judge of the Family Court.

ARTICLE X: YOUTH SERVICES ADVISORY COMMITTEE MEETING SCHEDULE

- A. *The YSAC will meet a minimum of ten (10) times per year.* Additional meetings may be called by the Chairperson or by a majority vote of the Committee. At the January meeting, the date, time and place for the year's schedule of meetings will be distributed.
- B. Official business can be conducted at Committee meetings only if a quorum of voting members is present. A quorum is defined as thirty percent (30%) of all voting members.

ARTICLE XI: ADOPTION AND AMENDMENT OF BY LAWS

- A. Adoption: These by laws shall take effect immediately upon adoption of the following conditions.
A copy of the by laws are distributed to all voting YSAC members at least two (2) weeks prior to the vote. A quorum of fifty one percent (51%) of YSAC members is necessary for adoption of the by laws.
- B. Amendments: These by laws may be amended at any regular or special Committee meeting provided that a prior announcement of the proposed amendment(s) has been

made at the most recent prior regular YSAC meeting. A quorum must have been present to hear the proposed amendment. Amendments cannot be approved unless a quorum (30%) of the voting membership is in attendance.

****SPECIAL SOCIAL/EMOTIONAL NEEDS:**

DEFINITION:

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 social/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 youngsters 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 DCF agencies for **extended** out-of-home placement. This includes children for whom DCF 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 disturbance, 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.**

**Revised January 2012*