

JUVENILE JUSTICE
AND
DELINQUENCY PREVENTION
COMMISSION

AGENDA

March 8, 2024, Noon to 2 PM

Jury Assembly Room

Ukiah Courthouse

100 N. State Street, Ukiah, CA 95482

1. Call to Order
 - a. Welcome and Introductions
 - b. Additions or Corrections to Agenda
2. Public Comment for items not on the Agenda
3. Review and Approval of Draft Minutes from February 9, 2024 meeting

Recommended action: Approve minutes
4. Review and Approval of Bylaws for Juvenile Justice and Delinquency Prevention Commission (JJDPC)

Recommended action: Approve Bylaws
5. Review of Recruitment Process and Addition of New Members on the JJDPC

Recommended action: Receive update on recruitment activities and status of new applications. Provide direction to administrative staff on review, vetting and acceptance of new applications and background checks
6. Probation Report

Recommended action: Receive the report and provide direction to staff, as needed

7. Juvenile Hall Report

Recommended action: Receive the report and provide direction to staff, as needed

8. Inspection of Juvenile Detention Facilities

Recommended action: receive update from JJRPC Commissioners

9. New Business

10. Review and Discuss Requests for Items to be included on Future Agenda, Including Agenda Date(s) and Provide Direction

11. Adjournment: The next JJRPC meeting will be held on April 12, 2024 from noon to 2 p.m. at the Mendocino County Superior Court Jury Assembly Room in Ukiah

Draft By-Laws
**Juvenile Justice and
Delinquency Prevention Commission
of
Mendocino County**

(Adopted December 18, 2009, Revised __DATE__2023)

Article I

Authority

Pursuant to section 225 Welfare and Institutions Code, there is a Juvenile Justice Commission Appointed by the Mendocino County Superior Court. Pursuant to Chapter 8.20 of the Mendocino County Code, the Mendocino County Board of Supervisors has designated the Juvenile Justice Commission to also serve as the Delinquency Prevention Commission under section 233 of the Welfare and Institutions Code.

Article II

Object

The responsibilities of the Commission are defined in sections 229, 229.5 and 233 of the Welfare and Institutions Code. Its general purpose is to inquire into the administration of the juvenile court law in the County, and to coordinate on a county-wide basis the work of community agencies engaged in activities to prevent delinquency. The Commission has the following functions:

- a. Annually inspect Juvenile Hall, any jail or lockup within the County used for confinement of a minor for more than 24 hours and all licensed group homes in Mendocino County and report the results of such inspections in writing to the Presiding Judge of the Juvenile Court, and the Board of State and Community Corrections.
- b. Conduct hearings on matters relevant to the implementation and administration of laws related to juveniles in the County.
- c. Assure that needed services are identified, developed, and provided for the children and youth of the County, particularly services that relate to the diversion of youth out of the juvenile justice system.

- d. Examine and make recommendations concerning policy and procedure in regards to the administration and implementation of juvenile justice and delinquency prevention.

Article III

Members

Section 1 Membership on the Commission shall be composed of not fewer than seven or more than fifteen citizens of the County.

Section 2 Members of the Commission shall be appointed by the Presiding Judge of the Juvenile Court or their designee, as authorized by Welfare and Institutions Code section 225. The Commission shall adhere to the goals in Article XI, Commitment to Diversity, as set forth herein.

Section 3 Appointment shall be made as authorized in Welfare and Institutions Code section 225.

Section 4 Each person appointed shall appear before the appointing judge or designee and qualify by taking an oath to faithfully perform the duties as a member of the Commission. The membership applications, background checks, and oaths shall be maintained by the court's Human Resources Division and shall be confidential.

Section 5 Any Member desiring to resign from the Commission shall submit his/her resignation in writing to the Chairperson of the Commission and a copy to the Presiding Judge of the Juvenile Court.

Section 6 Attendance of Members shall be taken and recorded in the Minutes of all regular Commission meetings. Any Commissioner who accumulates three unexcused absences from regular meetings during the calendar year shall be considered as having resigned from the Commission. Such resignation shall be communicated by the Chairperson to the Presiding Judge of the Juvenile Court and Chief Probation Officer of Mendocino County.

Article IV

Officers

Section 1 The Officers of the Commission shall be the Chairperson, Vice-Chairperson and Secretary. Officers of the Commission shall serve one year terms beginning in January. Officers shall be elected by the majority vote of the Commissioners at the annual January meeting.

Section 2 Nomination(s) for Chairperson, Vice-Chairperson and Secretary offices shall be made shall be made by the Members at the Commission's regular meeting held in November or upon vacancy of the office.

Section 3 No Member shall hold more than one office at a time and no Member shall be eligible to serve more than two full consecutive terms in the same office.

Section 4 If an officer position becomes vacant, the Chairperson, or Vice-Chairperson acting in absence of the Chairperson, shall ask for recommendations from Members to fill the unexpired term of office. In the event the Chairperson resigns or takes an extended leave of absence, or in the absence of the Chairperson, at scheduled or emergency meetings of the Commission the Vice- Chairperson shall conduct the Commission's affairs. Should the Commission desire to have the chairperson position filled, the Commission will vote whether to begin the process of electing a new chairperson.

Article V

Meetings

Section 1 The regular meetings of the Commission shall be held monthly unless otherwise designated by the Chairperson. At the annual January meeting at the beginning of each calendar year the Commission shall determine its monthly meeting dates and locations. Whenever possible, the Commission shall also provide remote access to its public meetings. The meeting schedule shall be posted on the County and Court websites.

Section 2 Efforts will be made to rotate the meeting sites to promote the Commission's accessibility to each area of the County.

Section 3 Special meetings may be called by the Chairperson.

Section 4 Regular meetings of the Commission are open to the public and shall be posted on the County's and Court's websites.

Article VI

Committees

Section 1 Juvenile Justice Committee composed of at least three Commission Members shall be appointed by the Chairperson of the Commission. The Chairperson shall also appoint the Vice-Chairperson to chair this Committee. Committee meeting time(s) and location(s) shall be established by the Committee Chairperson.

This Committee's duties shall include:

- a. to conduct the annual inspection of Juvenile Hall, jails or lockups detaining minors more than 24 hours and licensed group homes;
- b. to conduct public or closed hearings on matters relevant to the implementation and administration of laws pertaining to juveniles in the County;
- c. to propose, endorse, or oppose legislative or administrative proposals that may have an effect upon the administration of laws pertaining to juveniles in the county, and;
- d. to report all findings in an Annual Report, as directed by the Chairperson.

Section 2 Delinquency Prevention Committee composed of at least three Commission Members shall be appointed by the Chairperson of the Commission. The Chairperson shall also appoint a Committee Chairperson. Committee meeting time(s) and location(s) shall be established by the Committee Chairperson.

This Committee's duties shall include:

- a. to assure that needed youth services are identified, developed and delivered to juveniles of the County, particular services which relate to the diversion of youth out of the juvenile justice system;
- b. to conduct public or closed hearings on matters relevant to the implementation and administration of delinquency prevention programs in the County;
- c. to propose, endorse, or oppose legislative or administrative proposals effecting delinquency prevention efforts within the County, and;
- d. to report all findings in the Annual Report, as directed by the Chairperson.

Section 3 The Commission may establish special or ad hoc committees of its membership to perform task force functions on any matter within the jurisdiction of the Commission. Each standing, special or ad hoc committee shall elect its own officers, set meeting time(s) and location(s), define its task and submit its findings in writing to the Commission.

Article VII

Annual Reports

The Commission shall report annually (on a calendar year basis) to the Presiding Judge of the Juvenile Court the results of the inspections mandated by statute. The Commission shall review the draft report submitted by the Vice-Chairperson. The final version of the report shall be forwarded by the

Chairperson to the Presiding Judge of the Juvenile Court and the BSCC. The final report shall be approved by a majority of a quorum of the Commission.

At the discretion of the Chairperson, the Commission may prepare an Annual Report, summarizing the year's activities and make recommendations for the coming year. The Annual Report shall be forwarded to the Presiding Judge of the Juvenile Court.

Article VIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall guide the Commission in all matters to which said rules are applicable and in which said rules are not inconsistent with these by-laws and any special rules of order that the Commission may adopt.

Article IX

Release of Information

Press or media release(s) of information on behalf of the Commission shall be issued only by the Chairperson of the Commission or his/her designee. Nothing in this section shall be construed to prevent Commissioners from expressing themselves as individuals, but such action should, where appropriate, include a disclaimer that such expression is made in an individual capacity only and not as an official statement for the Commission.

Article X

Amendment of By-Laws

For the purpose of amending these By-Laws, a quorum is defined as a two thirds majority of the members of the Commission present at a regular meeting. These By-Laws may be amended at any regular meeting of the Commission by a two thirds vote of a quorum, provided that the proposed amendment has been submitted in writing at the previous regular meeting of the Commission.

Article XI

Commitment to Diversity

The Commission recognizes that any juvenile, regardless of income, race/ethnicity, geography and other factors, may become involved with the

juvenile justice system. The Commission is committed to educating itself on these juveniles' experiences and presenting issues of Mendocino County's diverse youth population. This commitment includes addressing the needs of historically marginalized and underserved groups such as people of color, lesbian-gay-bisexual-transgender-queer youth, and immigrant youth. The Commission is also committed to recruit members who reflect the ethnic, cultural and socioeconomic diversity of Mendocino County.

DRAFT

**JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION (JJDP)
COMMISSIONER APPLICATION REVIEW PROCEDURES**

The court is hosting the JJDP on the court's website. The court has developed an application form and authorization for background check. These forms are on the court's website. Applicants are instructed to complete the forms and return them to the court.

Upon receipt of an application and authorization for background check, the court will review the application form for completeness. The court will also perform a local background check to determine whether the applicant has any court cases in Mendocino County.

The court will provide a summary of the results of the review to the JJDP commissioners for their input in closed executive session. Once a determination has been made regarding each applicant, the court will notify the applicants of the decision.

If applicants will be moving forward with appointment to the JJDP, they will be asked to schedule an appointment with the Court Executive Officer to sign the Agreement of Confidentiality and the Certificate of Appointment. An oath of office will be administered by the Court Executive Officer at this time. Once these documents have been completed, the applicant will be invited to attend the next JJDP meeting as a commissioner.