

Chief Judge Directive 12-07

SENATE BILL 94 ELEVENTH JUDICIAL DISTRICT
POLICIES AND PROCEDURES

**By-Laws of the SB94
Juvenile Services Oversight & Planning Committee**

Effective Date:	September 19, 2012
Revision Date:	September 1, 2012
Review Date:	Annually

ARTICLE I - NAME

Section 1 – The name of the entity shall be the Eleventh Judicial District Senate bill 94 Juvenile Services Planning Committee, hereinafter referred to as the JSPC.

Section 2 – The principle office of the program shall be located at 136 Justice Center Road, Room 104, Cañon City, CO 81212.

ARTICLE II - PURPOSE

Section 1 – As authorized under CRS 19-2-211 of the 2006-2007 Colorado Children’s Code, the committee “shall meet as necessary to develop a plan for the allocation of resources for local juvenile services within the judicial district for the fiscal year.”

- A. Direct implementation of the Senate Bill 94 (SB94) Plan after approval from the SB94 Statewide Advisory Board.
- B. Operate as the functional committee responsible for establishing and/or reviewing standards, policies and procedures for all SB 94 programs within the Eleventh Judicial District.
- C. Require implementation of the rules, regulations and standards as set forth by the Division of Youth Corrections (DYC).
- D. Provide coordination between Judicial Services, Probation, Division of Youth Corrections, Department of Human Services, law enforcement, school districts, and other appropriate agencies in establishing and furthering the goals of the SB 94 Program.
- E. Oversee and authorize the disbursement of funds received by the State of Colorado, Division of Youth Corrections, for the purpose of fulfilling the mission on SB 94 as detailed in CRS 19-2-310.
- F. Serve as the central planning committee for suggestions and formulation of proposals concerning the future of SB 94 programs in the Eleventh Judicial District.

ARTICLE III - PURPOSE

Section 1 – The JSPC will operate under the procedures set forth under the CRS 19-2-211 Colorado Children’s Code.

Section 2 – The committee membership is approved and appointed by the Chief Judge of the Eleventh Judicial District pursuant to CRS 19-2-211.

Section 3 – The Division of Youth Correction has final authority over all budgets and contracts for the SB 94 program.

Section 4 – An annual plan shall be submitted for approval by the JSPC to the Chief Judge before it is submitted to the State of Colorado of Youth Corrections.

ARTICLE IV – FISCAL YEAR

Section 1 – The fiscal year of the JSPC shall be the twelve (12) months beginning the first day of July and ending the last day of June.

ARTICLE V – JSPC MEMBERS

Section 1 – Composition

The affairs and business of the program shall be managed and conducted by the JSPC which shall consist of not less than ten (10) nor more than twenty-five (25) members. The exact number will be determined by consensus of the JSPC members and with approval by the Chief Judge.

The following agencies are appointed to serve personally or through their properly designated representative, pursuant to CRS 19-2-211:

- A. The Chaffee, Custer, Fremont and Park County Departments of Human Services
- B. The District Attorney’s Office for the Eleventh Judicial District
- C. The Public Defender’s Office for the Eleventh Judicial District
- D. The Probation Department for the Eleventh Judicial District
- E. A local law enforcement agency
- F. A local school district
- G. A community mental health center
- H. A representative of the concerns of the municipalities
- I. Southern Region Division of Youth Corrections
- J. Private Citizens

Section 2 – Term

Committee members shall serve at the pleasure of the Chief Judge of the Eleventh Judicial District and may be removed with or without good cause shown by action of the Chief Judge of the Eleventh Judicial District.

Section 3 – Meetings

The JSPC shall meet at the time and place as shall called by the Chair or SB 94 Coordinator. Meeting notices will be e-mailed to all JSPC members. Notices shall state the time and place of the meeting, and specific agenda information where possible.

Roll call will be taken at each meeting to establish voting members present. A majority of members of the JSPC shall constitute a quorum. Any vote by a majority of a quorum shall be the vote of the entire JSPC. If a meeting of the committee has been convened with a quorum in attendance, a quorum shall be deemed to exist until the conclusion of such meeting. In the absence of a quorum, a majority of the members present may adjourn the meeting from time to time until a quorum is present.

Section 4 – Voting Provisions

A duly appointed member can authorize their properly designated representative to be present at JSPC meetings and vote by proxy on JSPC matters.

If a member agency has more than one representative present at a JSPC meeting, only one vote shall be counted.

The chair shall have the right to vote on any motion or matter than comes before the JSPC. When the JSPC considers policy matters, a tie vote will fall for lack of a majority.

If a quorum isn't present, absent JSPC members may be asked to submit votes via e-mail on agenda tems that attending members have unanimously agreed to.

Section 5 – Action Without a Meeting

The JSPC may act without a meeting if a quorum vote of the members approve such action and said action is duly ratified by members present at the next regular meeting of the committee. Action shall be effective if described in writing and received in writing by electronic mail or facsimile.

Section 6 – Conduct of Meetings

- A. Meetings of the JSPC are conducted pursuant to the Open Meetings Act, 24-6-402.
- B. Meetings of the JSPC shall be conducted according to traditional Parliamentary procedures: the chair will rule on disputes and may be overruled by two-thirds (2/3) vote of those present.
- C. Agendas for regular meetings will be prepared and distributed to the JSPC prior to each meeting whenever possible.
- D. Minutes will be distributed prior to the next regular meeting whenever possible.

Section 7 – Compensation of JSPC Members

No JSPC member shall receive, or be lawfully entitled to receive any monetary reimbursement from the normal operations of the committee. However, a member may from time to time, be reimbursed for

his/her actual expenses incurred in connection with the administration of other affairs of the committee (i.e. attendance at a conference on behalf of the committee).

Section 8 – Conflict of Interest

If a voting member of the JSPC has potential conflict of interest, either real or perceived, they must immediately inform the committee and are not entitled to vote or must abstain from voting on items in which this potential conflict of interest exists. Current contracted providers must have a signed Conflict of Interest Statement on record.

ARTICLE VI – OFFICERS

Section 1 – Officers of the JSPC shall consist of Chair and Co-Chair.

Section 2 – The JSPC Chair shall serve for two years, and is eligible to run for consecutive terms.

Section 3 – Selection of the Officers shall be made by JSPC at the first regular meeting of the fiscal year or each year where a majority of those voting shall elect the Officers. The Officers shall serve until the new Officers are duly elected.

Section 4 – Officer vacancy due to termination or resignation, shall be filled by a majority vote of the JSPC, unless it is the chair, in which case the Co-Chair will assume the Chair position. The newly elected Officer shall serve in that office only remainder of the term but shall be eligible to then run for a full term in said office.

Section 5 – duties of the JSPC Officers

A. The Chair shall preside at all meeting of the JSPC.

The Chair shall appoint Chairs of all committees and shall serve as an ex-officio member of all committees.

The Chair shall perform other duties designated by the JSPC.

B. The Co-Chair shall perform such duties as the Chair and/or the JSPC may designate. In the absence of the Chair, the Co-Chair shall perform the Chair's duties.

C. The SB 94 Coordinator shall be responsible for maintaining the minutes of all meetings.

D. The SB 94 Coordinator shall serve as support to the Chair.

ARTICLE VII – COMMITTEES

Section 1 – Standing Subcommittees of the JSPC

A. The Executive Subcommittee consists of the Chair, Co-Chair, Fiscal Agent, Judicial Representative and the SB 94 Coordinator as requested. The committee meets as needed in response to issues presented between committee

The Executive Subcommittee will serve as the Personnel Subcommittee. The committee will meet annually and as needed to review the job performance and salary of the SB 94 Coordinator. This review will ask for input from JSPC members. All recommendations are taken to the JSPC for discussion, review and approval.

B. The Finance Committee consists of general representation from the JSPC. The purpose of the committee is to review financial statements and recommend budget adjustments to the JSPC. The Finance Committee is responsible for making budget recommendations to the JSPC for the annual Plan (January of each year).

C. The Program Subcommittee consists of general representation from the JSPC. The purpose of the committee is to review program implementations of SB 94 programs.

ARTICLE VIII – AMENDMENTS

Section 1 – JSPC members shall be given fifteen (15) days written notice prior to any vote amending these by-laws.

Section 2 – Amendments to these by-laws shall take effect when they have been approved by no less than two-thirds (2/3) of the JSPC Committee.

The foregoing are the official by-laws of the Eleventh Judicial District Senate Bill 94 Oversight and Planning Committee.

It WITNESS WHEREOF, the parties listed hereunder have affixed their respective signature on the date hereunder written.

ATTEST: Eleventh Judicial District SB 94 Juvenile Services Oversight & Planning Committee

By:

/s/ Mike O'Rourke – Chair

/s/ (unreadable) – Co-Chair

/s/ Judith Schwarz – SB 94 Coordinator

Date: 9-19-2012

Court Order Issued By:

/s/ Charles M Barton

Eleventh Judicial District, Chief Judge

09-20-2012