



SUSSEX COUNTY
YOUTH SERVICES COMMISSION
BYLAWS

N.J.A.C. Chapter 13:90 – Juvenile Justice Commission
Readopted by R.2023 d.069, effective May 1, 2023

N.J.S.A. 30:4C-66 et seq – Department of Children and Families
County Inter-Agency Coordinating Council
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ARTICLE I.
NAME and ORGANIZATION LOCATION

The name of this organization shall be the Sussex County Youth Services Commission, and hereinafter referred to as the SCYSC or the commission. This commission combines the councils of the Youth Services Advisory Committee (SCAC) and the Children’s Inter-agency Coordinating Council (CIACC).

The Sussex County Youth Services Commission, shall be administered by the Sussex County Division of Community and Youth Services, under the Sussex County Department of Health and 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).

ARTICLE II.
AUTHORITY and PURPOSE

Pursuant to N.J.A.C. 13:90-2 Law and Public Safety, Juvenile Justice Commission and the N.J.S.A. 30:4C-67 Department of Children and Families, Children’s System of Care, County Inter-agency Coordinating Councils. The SCYSC is the advisory body appointed by the Sussex County Board of County Commissioners. Its purpose is to identify, plan, and oversee an accessible, integrated, and community-based comprehensive system of care to address the gaps, programs, and service needs for youth at risk of or court involved in Sussex County Family Court, and for those youth with developmental/intellectual, behavioral, and mental health needs.

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 Partnership/Family Court Grant Program (SCP/FC).

The YIP aims to improve the system of services for children aged zero to 21 with developmental/intellectual, behavioral, and mental health needs throughout the state of NJ. The “Bring Our Children Home Act” was established to preserve the sanctity of the family unit and to prevent unnecessary out-of-home placements, whether in NJ or out-of-state.

The JJC-YSC was developed to centralize authority over youth aged 11 to 21 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 youth, to protect the public, ensure accountability and promote rehabilitation of youth offenders as cited in N.J.A.C. 13:90-2.3.

For both initiatives, the County receives funds to develop local programs at to address the gaps in services associated with these populations.

ARTICLE III.
DUTIES and RESPONSIBILITIES

1. Prepare and submit the comprehensive triennial plan, alternate year updates, and annual funding applications provided for at N.J.A.C. 13:90–3.11, with respect to the totality of services and programs comprising the county’s juvenile justice service system;
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;
4. Assess existing delinquency prevention programs to determine whether such programs meet the needs of youth, are effective in meeting program goals and in ensuring financial accountability;
5. Determine, through the collection and maintenance of data, the nature and scope of juvenile 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 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 through at least one site visit annually, existing sanctions and services under the jurisdiction or control of, or proposed by, the county youth services commission, 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 county governing body, the approval or disapproval of contracts with providers seeking to participate in the Partnership/Family Court Program and any other funding administered by the Commission;
9. Cooperate with other State, county, and municipal agencies and other entities in the planning of ongoing efforts relating to the county’s juvenile justice service system;
10. Inform the public of the scope of juvenile offenses, the needs of youth in the county and the availability of sanctions and services, and advocate for the needs of youth by publishing the county’s plan or plan update and application on its website, within 60 days of the Commission’s approval of the plan or plan update and application;
11. Serve as an 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, if applicable;
13. Appoint liaisons to participate in planning and related activities with appropriate county bodies, such as the Human Services Advisory Council, the Mental Health Board, the local council on Alcohol and Drug Abuse, and the Children’s Interagency Coordinating Council (CIACC), as invited, 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 (MDT’s) to plan specific sanctions and services to individual youth:
 - a) As an alternative to detention for a juvenile charged as delinquent;

- b) As a recommendation for a disposition option for a judge of the Family Court upon an adjudication of delinquency; and
 - c) As a component of reentry following the commitment of a juvenile to the Juvenile Justice Commission by a judge of the Family Court;
 - d) Coordinate the planning of reentry sanctions and services for juveniles returning to the community following commitment to or placement with the Juvenile Justice Commission by a judge of the Family Court, if needed;
15. Use the JJC’s web-based Juvenile Automated Management System (JAMS) for purposes of periodic reporting to the JJC of programmatic, contract and contractor, fiscal, monitoring, and all other information material to juveniles served by the Partnership/Family Court Program and any other programs administered by the JJC;
16. Subject to review by the Executive Director, or designee, prepare and submit written monitoring reports and evaluations:
- a) Monitoring the operations of programs receiving Partnership/Family Court Program funds and/or other funds administered by the Juvenile Justice Commission for compliance with program requirements; and
 - b) Evaluating the impact of those programs on targeted beneficiaries;
17. Encourage the involvement of youth and families in the planning of services and sanctions and program development; and
18. Establish and implement methods for youth, families, and the community to have input, beyond their required membership on the youth services commission articulated pursuant to N.J.A.C. 13:90–2.4, in identifying the services and sanctions to be included in the comprehensive plan and plan updates.

ARTICLE IV,
MEMBERSHIP

Each county youth services commission shall consist of no fewer than 23 voting members. Statute mandated positions will have un-expiring terms. Positions 22 and 23 and ex-officio will have expiring terms every three years. The county youth services commission shall consist of the following voting members:

Statute Mandated Positions		SCYSC	CIACC	CJJSI
1	The Presiding Judge of the Family Part of the Superior Court of the vicinage or a Superior Court Family Part Judge who hears delinquency matters in the county, as his or her designee;	X	X	X
2	The vicinage Family Division Manager or the Assistant Family Division Manager or senior staff person, as designee	X	X	X
3	The vicinage chief probation officer or the vicinage assistant chief probation officer in charge of juvenile matters, as designee;	X	X	X
4	The highest elected official of county government or other elected official, or senior staff person, as designee	X		X
5	The county prosecutor or the highest-ranking assistant prosecutor handling juvenile matters, as designee;	X	X	X

6	The regional public defender or the highest ranking assistant public defender handling juvenile matters, as designee	X	X	X
7	One official from the State agency responsible for issues of child abuse and neglect	X	X	X
8	The county mental health administrator	X	X	
9	The county superintendent of schools	X	X	X
10	The superintendent of the county vocational school	X		
11	The director of the county human services department or such other department of county government directly responsible for providing services to youth	X	X	X
12	The director of the youth shelter located in the county	X		X
13	The administrator(s) of the detention center serving the county or for the counties that do not operate a detention center, their detention liaison	X	X	X
14	The director of the juvenile family crisis intervention unit established pursuant to N.J.S.A. 2A:4A-76;	X	X	X
15	The president of the juvenile officers association of the county or other law enforcement representative who works primarily with youth	X		X
16	The county alcoholism and drug abuse director;	X		
17	A representative of the regional workforce investment board (WIB), established under Executive Order No. 36 (July 12, 1995)	X		
18	A representative of the business community that serves at-risk and justice-involved youth in the county;	X		
19	A parent of an at-risk or justice-involved youth or a representative from an organization working on behalf of parents of an at-risk or justice-involved youth;	X	X	X
20	A youth with exposure to or experience in the juvenile justice system who has not yet reached the age of 26 years	X	X	X
21	A representative from a nonprofit community organization located in or working on behalf of one of the most densely populated areas within the county	X		

22	At least two, but not more than eight individuals in total, from the following groups. These individuals should have demonstrated knowledge relevant to the county's population involved in, or at risk of involvement in, the juvenile justice system			
i.	The education sector	X	X	
ii.	ii. Mental health, family counseling, child advocacy, domestic violence, and/or victim's rights groups	X	X	X
iii.	Clergy		X	
iv.	Family Law practitioners, as identified by the county bar association;			
v.	The Supreme Court Committee on Diversity, Inclusion, and Community Engagement of the Administrative Office of the Courts			

vi.	Civic organizations	X	X	X
vii.	Municipal youth services commissions			
viii.	Other interested persons who deal with children	X	X	X
23	At its discretion and based on its needed representation, up to six additional individual members who have knowledge, experience, or interest in local youth, the local community, or the juvenile justice system.			
(b)	A Juvenile Justice Commission Court Liaison shall be a non-voting ex-officio member of a county youth services commission	X		X
(c)	one representative of each of the following State agencies may sit on a youth services commission as non-voting ex-officio members:			
1	The Department of Human Services		X	
2	The Department of Labor and Workforce Development		X	
3	The Department of Education		X	
4	The Department of Health		X	
5	The Department of Community Affairs		X	
6	The Department of Children and Families		X	

ARTICLE V,
OFFICERS and RESPONSIBILITIES

1. The SCYSC shall have two Chairpersons, each of whom shall be a member of the SCYSC and in good standing.
2. Each Chairperson shall be elected by majority vote of the SCYSC for a term of two (2) years. The Chairpersons may be re-elected by vote for two (2) consecutive terms.
3. The Chairpersons cannot be the supervisor of the youth services commission administrator.
4. The Chairpersons are responsible for the following:
 - a. Presiding over all SCYSC meetings and serve as the spokespersons for the SCYSC
 - b. Presiding over the Executive sub-committee
 - c. Calling special non-scheduled meetings as needed
 - d. Ruling in conflict-of-interest cases
 - e. Delegating responsibilities of tasks to sub-committees

ARTICLE VI,
STAFF

The day-to-day business of the SCYSC shall be the responsibility of an administrator, employed by the County of Sussex. The administrator shall be the county liaison to the NJ Juvenile Justice Commission and NJ Children’s System of Care and all other local entities serving youth and families; prepare reports and related documents; completion of all tasks set forth in relevant contracts; and assure that federal and state regulations, statutes, and county processes are properly adhered to. The administrator shall serve as ex-officio member of the SCYSC and on respective sub-committees.

ARTICLE VII.
MEETINGS

1. The SCYSC meetings are pursuant to the Open Public Meeting Act, Chapter 231, P.L. 1975.
Adequate Notice as defined by Section 3D of Chapter 231, P.L. 1975, has been made by publication in the New Jersey Herald and has been submitted to the Sussex County Clerk in compliance with said Act."
2. All meetings will follow Robert's Rules of Order unless otherwise notified.
3. Meetings are held in conformance with N.J.A.C. 30:90-2.7 and N.J.A.C. 30:90-2.8, which requires the meeting to be presided over by the chairperson or a co-chairperson of the SCYSC.
 - a. N.J.S.A. 30:4C-67 et seq, CIACC requirements; at minimum, eight (8) meetings will be held during the calendar year
 - b. N.J.A.C. 30:90-2.7-2.8, JJC requirements; at minimum, six (6) meetings will be held during the calendar year
 - c. No less frequency than every nine (9) weeks
4. Meetings shall take place on the third Wednesday of the specified month at 12:30pm. All meeting dates and platforms will be available on the Sussex.nj.us website
 - a. Virtual meetings will be held via Zoom virtual platform
 - b. In-person meetings will be held in the Board of County Commissioner's meeting room, One Spring St, Newton, NJ unless otherwise notified
5. Voting Procedures
 - a. No official business will be voted on at any meeting without a quorum of fifty (50%) plus one voting member in attendance.
 - b. All voting pertaining to funding will be conducted through a Roll Call vote.
 - c. All voting pertaining to allocating up to 1/3 of partnership funding for client specific services will be conducted through a Roll Call vote of 2/3 majority membership.
6. Attendance at meetings is essential to the efficient and responsible administration of the SCYSC.
 - a. All non-mandatory members (pursuant to 13:90-2.4) will be appointed by the Board of County Commissioners for a three (3) year term.
 - b. Three (3) consecutive absences in any twelve-month period by any member shall result in county staff contacting that member to discuss continuance on the SCYSC.

ARTICLE VIII.
SUB-COMMITTEES

Each sub-committee shall be comprised of at minimum three (3) voting members of the SCYSC. Other non-voting members of the public can be invited to participate and provide information to sub-committees. Each sub-committee shall have a chairperson responsible for presenting the sub-committee's work and recommendations to the Executive Committee. Upon Executive Committee approval, the chairperson shall present to the SCYSC.

The standing sub-committees are as follows:

1. The Executive Committee

- a. Comprised of the SCYSC Chairpersons and Chairpersons of each sub-committee
 - b. Approve meeting agenda items, review committee progress and corresponding reports
 - c. Approve presentations from the public
 - d. Approve recommendations from the sub-committees for the SCYSC vote
2. The Bylaws Committee
- a. Review the Bylaws of the SCYSC every three (3) years or sooner as needed
 - b. Ensure compliance with all relevant statutes, regulations, and standards set forth by the NJ Juvenile Justice Commission and the NJ Children’s System of Care
3. The Planning Committee
- a. Review data required by the comprehensive planning guidelines, and additional local data on an ongoing basis to identify trends, needs and service gaps for youth within Sussex County
 - b. Develop sanctions and service programs and strategies to address the trends, needs and service gaps of youth at risk, or court involved
4. The Allocation Committee
- a. Review all Requests for Proposals received by the county purchasing department in response to the open competitive bidding process.
 - b. Provide recommendations to SYCS to allocate funding amounts to those programs and strategies and develop requests for proposals based on the Comprehensive Youth Services Plan and Application and Plan update.
5. The Monitoring Committee
- a. Complete at least one annual formal monitoring of each program funded by the SCYSC.
 - b. Provide recommendations to the SCYSC for the renewal of contracts upon Plan Update years two and three.
 - c. Develop corrective action plans where necessary
6. The Youth Review Team Committee (Multi-Disciplinary Team)
- a. The YRT Committee is closed to the general public committee due to the confidentiality of individual youth. Stakeholders may participate by request/invitation only when it is necessary to plan for an individual youth. The core composition shall include representation from the following
 - i. The Juvenile Detention Center/Detention Alternatives/Youth Shelter
 - ii. Juvenile Probation services
 - iii. Family Court services
 - iv. DCP&P court liaison
 - v. Family Crisis Intervention Unit
 - vi. Care Management Organization court liaison
 - vii. Family Support Organization court liaison
 - viii. SCP/FC funded program staff

Other participants shall be invited to attend for case planning only

 - ix. Family Court Judge
 - x. Juvenile Prosecutor
 - xi. Juvenile Public Defender
 - b. All members will sign a Confidentiality Agreement
 - c. Plan youth specific sanctions and services recommendations for the family court

- judge
- d. Component of aftercare planning for youth returning from a commitment to the Juvenile Justice Commission.
- 7. County Council of Juvenile Justice System Improvement
 - a. Core focus on juvenile justice system improvement and policy and practice reform by staying true to the JDAI Core Strategies
 - b. Promote more efficient and effective systems to deter and address juvenile delinquent behavior
 - c. Provide recommendations to the SCYSC to fund innovative programming designed to focus on system improvement and reform efforts
 - d. Create sub-committees to advance specific system improvements of the core strategies
- 8. Education Partnership Committee
 - a. Alliance and collaboration between local service providers and school districts to provide information to school staff, families, and other agencies on local services, resources, and training.
 - b. Provide presentations to local school districts on services available from the NJ Department of Children and Families.
- 9. Community Advisory Committee
 - a. Prioritizing the community, youth, and family voice in aspects of planning, allocation of funds, and system improvement through SCYSC participation.
 - b. Provide education and training on the youth justice system and the Children's System of care through community events.
 - c. Explore initiatives to address racial and ethnic disparities within each system.

ARTICLE IX,
CONFLICT OF INTEREST

The SCYSC shall adopt a written conflict of interest policy to be submitted to the JJC with a written statement by county counsel that the policy is in compliance with applicable law.

1. To ensure that funding decisions are made impartially and fairly and to assure public confidence in the funding recommendations made by advisory bodies.
2. 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, have financial interest in, or have provided technical assistance for the development of the application.
3. All members must disclose all affiliations annually or as any changes in affiliation occur during the calendar year.
4. Meetings Open to the Public:
 - a. Members who have a conflict of interest must abstain from discussion, deliberations, and voting on funding recommendations for the entire funding stream.
5. Meetings Closed to the Public:
 - a. 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.

6. The Chairperson(s) of the advisory body shall be responsible for the enforcing this policy.
7. 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.
8. A commission member shall not participate in voting on an item to be recommended to the Board of Commissioner for the County of Sussex if:
 - a. To vote on an issue or item that would appear to an average member of the public to be improper or inappropriate;
 - b. This vote would adversely affect the business entity which competes with the employers of the commission member;
 - c. The vote would directly or indirectly benefit an employer of the commission member, or business entity in which the commission member has an interest.
9. A commission member shall not participate in discussion of, provide advice to, or provide information to commission members if:
 - a. To vote on an issue or item that would appear to an average member of the public to be improper or inappropriate;
 - b. This vote would adversely affect the business entity which competes with the employer of the commission member;
 - c. The vote would directly or indirectly benefit an employer of the commission member, or business entity in which the commission member has an interest.
10. Items to consider when determining what shall constitute the appearance of improper or inappropriate votes:
 - a. Employment of individual who will cast vote;
 - b. Employment of any of the following individuals:
 - i. All individuals who reside in the household of the commission member;
 - ii. Sons and daughters, (whether adopted or biological children of the commission member);
 - iii. Parents or grandparents of the commission member;
 - iv. Grandchildren, nieces, nephews, aunts and uncles;
 - v. Any individual who is related to the commission member as a result of the marriage between the individuals listed in paragraphs one through five.

ARTICLE X, APPEALS PROCEDURE

An appeals process for those applicants who apply for SCYSC funding through an open competitive bidding process (RFP) shall be maintained. An 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
3. The appealing applicant was discriminated against in the public RFP process.
 - a. The applicant shall notify the SCYSC Chairperson in writing within five (5)

- working days of receipt of notification letter
 - i. state reason(s) for appeal
- a. of the agency's intention to appeal the SCYSC's action
- 4. The SCYSC Chairperson shall appoint an Ad-Hoc Committee at the time the appeals are received.
 - a. The Ad Hoc committee shall be made up of representatives of the Allocations committee, the SCYSC Coordinator, and the SCYSC Chairperson(s)
 - i. This committee will review the applicant's appeal and decide only if the appeal meets the conditions to appeal
 - ii. If the Committee decides the conditions for are met, 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.
- 5. If the appellant is not satisfied with the decision of the SCYSC, a written appeal may be made to the SCYSC Chairperson within five (5) days of receipt of the decision.
 - a. The SCYSC Chairperson will forward this appeal to the appropriate county staff within five (5) working days.
 - b. The Board of County Commissioners has the final vote with regard to recommendations for funding agencies.

ARTICLE XI,

SCP/FC/JDAI PROGRAM BUDGET MODIFICATIONS AND EXTENSIONS

All state/community partnership, family court program, and JDAI Innovations funding budget modifications and extensions will be in accordance with NJ Juvenile Justice Commission and county standards.

ARTICLE XII,

ADOPTION and AMENDMENTS OF BYLAWS

The SCYSC shall adopt bylaws and shall update the bylaws at least once every three (3) years and submit them to the NJ Juvenile Justice Commission annually for its review, to assure compliance with applicable rules. These Bylaws shall take effect immediately upon adoption of the following:

1. Copies of the Bylaws are distributed to all voting SCYSC membership at least ten (10) days prior to the vote
2. An affirmative vote of 2/3 of a quorum
3. Approval by Sussex County Counsel and the Board of County Commissioners

These Bylaws may be amended at any regular or special SCYSC meeting upon the following:

1. Notice of the proposed amendment(s) shall be given in writing to all voting SCYSC membership at least ten (10) days prior to the vote
2. An affirmative vote of 2/3 quorum
3. Approval by Sussex County Counsel and the Board of County Commissioners