



# Juvenile Justice Advisory Group

## Executive Committee

<b>11.14.2014</b>		
	<b>9:00 am to 2:00 pm</b>	<b>MDOC, 25 Tyson Dr., Augusta</b>
<b>Members</b>	Ned Chester, Nickole DeMerritt, Dalene Dutton, Jacinda Goodwin, Margaret Longworth, Pender Makin, Jonathan Shapiro, Barry Stoodley, Christine Thibeault	
<b>Attendees</b>	Ned Chester, Nickole DeMerritt, Dalene Dutton, Margaret Longworth, Pender Makin, Jonathan Shapiro, Barry Stoodley, Christine Thibeault	
<b>Absent</b>	Jacinda Goodwin	
<b>Approval of September 26, 2014 Minutes</b>		
Discussion		
	Move to approve meeting minutes for September 26, 2014	
Conclusions	Christine Thibeault moved, Jonathan Shapiro 2 <sup>nd</sup> Dalene Dutton, abstain	
<p><b>Vote not made for July 25<sup>th</sup></b> Executive Meeting minutes. Issue was tabled until next meeting in order to give everyone time to review the minutes.</p>		
Action Items	Person	Deadline
Minutes for September 26, 2014 accepted.		
Carry forward vote on July minutes.		
<b>Review Agenda</b>		
<b>Barry</b>		
Discussion	Nothing added.	
Conclusions		
Action Items	Person	Deadline
<b>Financial Report</b>		
<b>Kathryn</b>		
Discussion	Formula 2012 unobligated expenses moved into 2011 which does not close until March of 2015. Formula 2013 also closes in March 2015.	
<p>As the JJAG drafts its new 3 Year Plan, it wishes to revisit how it expends funding pursuant to the upcoming 3 Year Plan.</p>		
<p>JABG funding: 2011 grant closes on January 30<sup>th</sup> of 2015; 2012 grant closes June 30<sup>th</sup> of 2015; 2013 grant closes June 30<sup>th</sup> of 2016.</p>		
Conclusions	Motion to accept Formula Budget Dalene Dutton moved, Ned Chester 2 <sup>nd</sup> Accepted	

<p>Motion to accept JABG Budget Christine Thibeault moved, Ned Chester 2<sup>nd</sup> Accepted</p>		
Action Items	Person	Deadline
Carry forward plans to review funding of direct programming.		
JJAG Meeting Schedule		
Barry	...in the face of low participation, pursuant to the previously agreed upon plan.	
Discussion		
<p>There was some discussion around the earlier idea that a dynamic meeting location would get the JJAG out there and in the field where the action is happening. Due to low attendance, the previously agreed upon plan is being reviewed. Members seem to favor a more static meeting location.</p> <p>One suggestion was to have the meeting place be static but also to keep the idea open to travel and hold regular or executive meetings in other locations in the field.</p> <p>With full JJAG meetings four times a year, attendance is crucial.</p> <p>Consideration is being given for returning to the old meeting schedule where the JJAG meets regularly, once a month, with committee meetings to follow.</p> <p>Committee meetings held once a month in a regular meeting place was suggested.</p> <p>Option: Committees report in the first hour of the full meeting. Then committees have an hour or two after the business meeting in which to hold their meetings.</p>		
Conclusions		
<p>The general recommendation of the Executive Committee is the JJAG move back to 10 meetings a year at a predetermined location which may be the Maine Criminal Justice Academy. Committees may meet during or after the meeting. As committees meet under this structure, they may also meet more than the monthly scheduled sessions at MCJA.</p>		
Action Items	Person	Deadline
Reflections of the above conversation will be sent to JJAG members before next meeting for review.		
This will be put forth for discussion and vote at the next JJAG meeting.		

Committee Schedules	
Barry	Meeting schedules are to be posted for all JJAG members. Committee Chairs should have schedules available to provide to Kathryn.
Discussion	
<p>Schedules should be created and posted at least 6 months out to allow people to plan. Committee Chairs and Vice Chairs are responsible for setting and distributing committee calendars.</p>	

Conclusions			
Action Items		Person	Deadline
<b>By-Laws</b>			
Barry	Complete the revision of By-Laws for consideration and approval at Dec. JJAG meeting.		
Discussion			
Final recommendations for the JJAG's bylaws will be made by the Executive Committee to the JJAG at the December 5 <sup>th</sup> JJAG meeting.			
Conclusions			
Action Items		Person	Deadline
The final draft of our bylaws will be an agenda item for the JJAG's December 5 <sup>th</sup> meeting.		Barry/Kathryn	
<b>Nominating Committee Resignations, Revision of Governance &amp; Mission</b>			
Barry	-to include questions, format & interview procedure for prospective members. This must be expedited in order to maximize membership and participation.		
Discussion			
Some of the functions of the JJAG's Nominating Committee have been amended in the new iteration of JJAG bylaws.			
A Nominating Committee member has now resigned from the JJAG. Barry will nominate a new Chair and Vice Chair after December's approval of the new Bylaws.			
In the interim, current JJAG candidates will be reviewed by interim chair, Ned Chester. Nominating Committee will have report on progress made at the December 5 <sup>th</sup> meeting.			
Conclusions			
Action Items		Person	Deadline
Distribute, to the Nominating Committee interim chair, all open/available JJAG positions as well as all information that has been gathered in regards to each candidate (applications, resume, etc..)		Kathryn	11/24
<b>System Improvement – prioritization of ideas generated</b>			
Barry	All members are asked to contribute in writing in advance of EC meeting. This will provide guidance to Systems Improvement Committee		
Discussion			

## Systems Improvement Guidance

- Gaps in the system for youth who are too aggressive
- Information sharing
- Identifying at risk children early on
- Developing a unified approach to mental health and criminality
- Improvements in juvenile defense
- School connectedness, what role the JJAG can play
- Pervasive education and training for mental health hospitals and residential centers
- Lack of safe, secure housing for Maine youth
- DOE & DOC collaboration
- Locked facilities should be more open to collaboration from therapeutic and school services
- Generous families outside DOC may be able to house youth
- Kids not in secure or safe housing tend to find other high-risk options
- Forensic services for seriously dangerous but mentally ill youth
- Quality care for youth being transported to and from the courthouse
- Public service announcements raising awareness for Maine's most vulnerable kids

There was continued discussion to move toward monthly full JJAG meetings that are focused on committee work.

### Conclusions

The above list shall be prioritized, beginning with the Executive Committee. The Executive Committee shall make recommendations to the JJAG and suggestions about its prioritizations of the list above. The JJAG will ultimately ratify the recommendations.

Discussion: Carry this forward to December JJAG meeting - What if the JJAG moved back to regular monthly meetings and at the beginning of each monthly meeting time would be allocated to committees? It is recommended that Systems Improvement be given the first block of time under the new meeting structure – Systems Improvement being one of the JJAG's largest obligations.

New proposed format:

Full JJAG meets 10 times a year. 4 meetings a year are for full JJAG business. 6 times a year are for committee business.

The first committee-focused JJAG meeting could focus on Systems Improvement. After the first hour discussing committee priorities committees will break out into separate meetings to do the committee work.

### Action Items

Person

Deadline

Reversion to previous JJAG meeting schedule with updates to meeting structure

No objections were stated for the New proposed format > Dec 5<sup>th</sup> JJAG meeting for discussion

### Update on JJAG Compliance Monitoring Position and DOC DMC Position

Kathryn

Discussion

Interview committee will need to be formed in order to process applicants to the JJAG's Compliance Monitoring position.

### Conclusions



Conclusions	
Action Items	

**Committee Reports: Training & Education**

Pender & Margaret	In lieu of a verbal update, a written update with minutes will be fine.
Discussion	

TE continues to meet monthly. TE has identified the capacity to hold four In-Person THINK TANK events and now seeks approval from the Executive Committee to move forward with details such as places and times for these events. These opportunities are designed to keep the juvenile justice conversations open. TE would like to engage public speakers for these community forums.

An agenda might look like this:  
Morning of workshops: Collaborative and Proactive Solutions®, adolescent brain development, restorative practices  
Afternoon: Community forum

The Maine Principal’s Association meeting is coming and Ned, Christine, and Jonathan will present along with Mike Mack. Regional Corrections Manager in Region 1.

A core issue identified is kids with disabilities in lock-ups.

The committee suggests that disproportionate ‘poverty’ contact and disproportionate ‘disability’ contact are two subjects to be considered moving forward.

Conclusions	
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Develop template for identification of public speaking opportunities and how members may wish to be involved in the Think Tank activity.

Action Items	Person	Deadline

**Committee Reports: Youth Engagement**

Dalene	In lieu of a verbal update, a written update with minutes will be fine.
Discussion	

N/A

Conclusions	
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Action Items	Person	Deadline

**Committee Reports: Marketing & Outreach**

Nickole	In lieu of a verbal update, a written update with minutes will be fine.
Discussion	

Awaiting approval of previously submitted materials.

Conclusions	
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Action Items	Person	Deadline

Committee Reports: DMC		
Ned & Jonathan	In lieu of a verbal update, a written update with minutes will be fine.	
Discussion		
<p>DMC Committee continues to be available to speak on the juvenile justice system at community meetings. Members have presented at three Community Health Outreach Worker/Community meetings in Portland. The committee is waiting for the DMC coordinator position to be filled by the DOC. Interviews for the Compliance Monitor position will be conducted in the next couple weeks.</p> <p>The Juvenile Community Review Board in Lewiston is working out information sharing issues with the Attorney General's office. At issue is MRS 3308-A and the inability to share information on a kid. Local partnerships are demonstrating progress in pulling together the community.</p> <p>The JJAG has provided a curriculum on juveniles for all law enforcement officers to the Criminal Justice Academy.</p>		
Conclusions		
Action Items	Person	Deadline

Tri-State Advisory Group Conference		
Attendees	Follow-up from Tri-State Conference, including JJAG Mission Statement.	
Discussion		
<p>The development of a mission statement from the Tri-State Advisory Group Conference will be on the table at the JJAG's December meeting.</p>		
Conclusions		
Action Items	Person	Deadline
Get minutes from Tri-State Meeting out to JJAG membership and add to December agenda	Kathryn	11/28/14
Maine 2015 to 2018 Plan for Juvenile Justice & Delinquency Prevention		
Kathryn	JJAG Three Year Plan work assignments, timeframes and guidelines.	
Discussion		
<p>Kathryn will send out assignments to committee chairs in preparation for a new 3 Year Plan.</p>		
Conclusions		
Action Items	Person	Deadline
Kathryn will send out assignments to committee chairs in preparation for a new 3 Year Plan.	Kathryn	11/26/14
Interns via Professor Mike Roque, Phd, Bates College		

Discussion		
<p>Kathryn will be checking with everybody as the opportunity for internships fast approaches. Contact will be made to identify what your needs are so we can develop expectations for interns.</p> <p>We have an intern coming to the JJAG from Thomas college and look forward to her research on ACEs and Trauma Informed Care. The hope is to provide information to those who may not be aware of this issue.</p>		
Conclusions		
Action Items		
Intern development, committee needs.	Kathryn	11/26/14

<b>Annual Report</b>		
Discussion		
<p>Please review the JJAG's annual report. Please report back to Kathryn, Jason, or Barry with any proposed changes by Wednesday November 26<sup>th</sup>. After executive approval, it will be sent to the full JJAG for acceptance.</p>		
Conclusions		
Action Items		
Please review the JJAG's annual report. Please report back to Kathryn, Jason, or Barry with any proposed changes by Wednesday November 26 <sup>th</sup> .	All	11/26/14

Adjourned 12:25