

Final Review of Revised Bylaws and Strategic Planning Process Discussion

DOUGLAS COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL

JUNE 26, 2024

Workgroup Meeting Timeline

January 2024:

- CJCC Members provided feedback about the formation of workgroup charter and membership

February 27, 2024:

- Workgroup held orientation meeting to review and amend charter

March 12, 2024:

- Workgroup charter presented to CJCC for approval

Meetings Held:

- March 18
- March 26
- April 12
- April 26
- May 13
- May 29
- June 21

| National Standards Sections | Link to Standards Commentary | Proposed Meeting Date to Review and Status |
|--|---|--|
| Official Name of Council: Designated name of CJCC, should include the name of the jurisdiction the CJCC serves | Standard 2.1(b) | Draft Revision Completed |
| Purpose of the CJCC: Fundamental reason the Council exists, including Mission and Vision Statements | Standard 1.1 Standard 1.2 Standard 2.1(b) | Draft Revision Completed |
| Authority of the CJCC: Authorization under which the Council was formed | Standard 2.1(b) | Draft Revision Completed |
| List of Members by Position: Number of CJCC members, position titles, and expectations of members | Standard 3 | Draft Revision Completed |
| Officers and Duties: Leadership structure of the CJCC, including officers' titles and assigned responsibilities, Selection process for officers, and length of term | Standard 4 | Draft Revision Completed |
| Executive Committee Members and Duties: Number of executive committee members, member selection process and term, and committee's assigned responsibilities | Standard 5 | Draft Revision Completed |
| Requirements for Committees and Workgroups: Process for forming committees and workgroups, selecting members, and assigning and monitoring responsibilities | Standard 6 | Draft Revision Completed |
| Rules for Speaking and Voting: Guidelines for meeting procedures that also specify when and how voting will occur | Standard 7 Standard 8 | Draft Revision Completed |
| Requirements for Disclosing Conflict of Interest: Criteria and process for members to disclose personal interests outside of their official position that may be a source of conflict on specific matters before the council | Standard 8.3 | Draft Revision Completed |
| Staff Responsibilities: Duties required of CJCC staff to support the council, executive committee, and any committee or workgroup | Standard 12 Standard 13 | Draft Revision Completed |
| Guidelines for Strategic Planning and Annual Reports: Formal expectations for producing a CJCC strategic plan and an annual report that summarizes the work of the council | Standard 9 Standard 10 Standard 11 | Draft Revision Completed |
| Requirements for Amending Bylaws: Procedure for revising CJCC's bylaws | Standard 2.2 Standard 2.4, Standard 2.5 | Draft Revision Completed |

Changes Already Reviewed

Authority, Section 2:

- Clarifies CJCC's authority

Purpose, Section 3:

- Vision, Mission, and Guiding Principles of the CJCC
- Includes responsibilities of the CJCC

Requirements for Disclosing Conflict of Interest, Section 4D:

- Establishes procedure to identify any pecuniary or personal conflicts

Officers and Duties, Section 5:

- Adds back in the position of Vice Chair
- Includes expectations, selection process and timeline

Changes Already Reviewed, cont.

Executive Committee Members and Duties, Section 6A:

- Establishes an Executive Committee of the Chair, Vice Chair, and a Member at Large position

Requirements for Committees and Workgroups, Section 6B

Guidelines for Strategic Planning and Annual Reports, Section 8:

- Strengthens the process and timeline for completion of each
- Strengthens the use of data and community outreach

Staff Responsibilities, Section 9

Requirements for Amending Bylaws, Section 10

Changes Since May CJCC Meeting, Section 4:

Section 4, Members:

Reduced membership from 23
to 15

- 10 Positional Members
- 5 Representative Members,
including 3 Community
Members

Clarified Use of Designees

| Discipline/Representative Body | Position |
|---|--|
| Law Enforcement (2) | - Douglas County Sheriff - Police Chief (Selected by Chiefs of Police to a 2-year term) |
| Courts (2) | - Chief District Court Judge, 7 th Judicial District - Lawrence Municipal Court Judge |
| Prosecution (1) | Douglas County District Attorney |
| Defense Counsel (1) | Chief Defender, 7 th Judicial District |
| Community Supervision Services (2) | - Criminal Justice Services Department Director - Chief Court Services Officer |
| Community Treatment Providers (2) | - Designated Community Mental Health Center (1), CEO, Bert Nash - Community Substance Use Disorder Provider (1), CEO, DCCCA |
| Board of County Commissioners (1) | Selected by Board of County Commissioners |
| City of Lawrence Commissioners (1) | Selected by Lawrence City Commission |
| Community Member at Large (1) | Appointed by the Board of County Commissioners |
| Community Members Impacted by the Criminal Justice System (2) | Appointed by the Board of County Commissioners |

Section 4, Cont.

Member Duties, Section 4(D): In order for the CJCC to fulfill its vision, mission, and strategic initiatives, it shall be each member's responsibility to:

- Attend and actively participate at meetings (e.g. share updates);
- Be informed on and prepared to discuss matters coming before the CJCC;
- Bring forward issues or strategies for discussion and consideration;
- Collaborate with other members on improvements to the system;
- Serve on subcommittees when appointed;
- Communicate changes in agency policies or procedures that may impact the system;
- Participate in the implementation and assessment of strategies or programs as approved by the CJCC;
- Utilize evidence-informed policies and practices within their organization and actively participate in the shared leadership necessary to advance improvements to the criminal legal system;
- Participate in the development, adoption, and implementation of a strategic plan; and
- Share relevant data to help the CJCC, its members, and the community to better understand system trends, policies, and practices.

Section 7, Meetings

Quorum:

- 50% + 1 of filled seats of CJCC membership

Voting to be reserved for significant procedural matters related to governance of CJCC:

- Election of Officers
- Amending Bylaws
- Adoption of Strategic Plan
- Each member has a vote

Meeting Minutes

Looking Ahead

