

## **RESOLUTION NO. 24-16**

### **A RESOLUTION (RESCINDING RESOLUTION 19-07) ESTABLISHING THE DOUGLAS COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL; AND PROVIDING FOR ITS PURPOSE, MEMBERSHIP, MEETINGS, AND BYLAWS**

**WHEREAS**, the Board of County Commissioners of Douglas County, Kansas (the “Douglas County Commission” or the “Board”), deems it in the best interests of the community to establish a Criminal Justice Coordinating Council, and to provide for its purpose, membership, meetings, and bylaws,

**NOW, THEREFORE, BE IT RESOLVED** by the Douglas County Commission:

#### **Section 1. Name**

The name of this council is the Douglas County Criminal Justice Coordinating Council, referred to as the CJCC, or the Council, in the following bylaws.

#### **Section 2. Authority**

The CJCC was established by the Board of County Commissioners of Douglas County, Kansas by Resolution number 16-07 on March 9, 2016. The bylaws of the CJCC were amended by Resolution number 16-11, adopted on April 27, 2016, and by Resolution 19-07, adopted on February 27, 2019. The bylaws were further amended to better align with national standards by Resolution number 24-16, adopted on June 26, 2024.

The CJCC has no legal authority to order changes to the Douglas County criminal justice system, but it may bring about change through consensus by the participating agencies. The CJCC reviews policies, programs, best practices, and data within the criminal justice system and makes recommendations to justice system and human service partners. Elected and appointed officials have the authority to implement such recommendations as they deem appropriate, and no vote or recommendation shall be binding on any member or agency without their expressed consent.

#### **Section 3. Purpose**

##### **A. Vision**

A just and equitable experience for all that balances the criminal justice footprint with public safety expectations in Douglas County.

##### **B. Mission**

The Douglas County Criminal Justice Coordinating Council is an advisory board that provides an open, transparent, and collaborative forum for justice system partners, stakeholders, and community members to come together to share information, problem

solve, and make evidence-informed recommendations to improve the criminal legal system.

### **C. Guiding Principles**

The CJCC and its members are committed to providing the shared leadership necessary to advance the safety and wellbeing of all citizens of Douglas County, the effective and just treatment of defendants and clients, the protection and healing of victims and survivors, the prevention of crime, and the reduction of recidivism. To that end, the CJCC is guided by the following principles:

- Creating a criminal justice system that is fair, just, and equitable.
- Enhancing public safety and trust.
- Thinking systemically and strategically.
- Communicating and sharing information.
- Collaboration, building consensus, and sharing responsibility.
- Utilizing data and research.
- Pursuing innovative and evidence-based solutions.
- Maximizing existing resources and taxpayer funds.
- Informing and involving the community.
- Including diverse perspectives in all regards.
- Embracing transparency and accountability.

### **D. CJCC Responsibilities**

The CJCC is responsible for assisting to improve the fair and equitable administration of justice and enhancing the effectiveness of the Douglas County criminal justice system. To that end, the CJCC will:

- Utilize member expertise to guide and support the criminal justice system in the advancement of policies, procedures, programs, and services that address public safety goals.
- Utilize cross-system data to increase knowledge of system challenges, establish priorities, monitor system trends and outcomes, inform decision-making, and identify resource needs.
- Provide performance reporting for consideration of the agencies represented on the CJCC and system stakeholders.
- Educate, inform, and engage the community about the council, the criminal justice system, and council initiatives.

## **Section 4. Membership**

### **A. Members by Position**

There are ten (10) CJCC members who are members due to the position they hold. These individuals serve on the CJCC for as long as they occupy the position entitling them to membership. In the event of a vacancy, the outgoing member or affiliated organization

may designate a representative from the organization to serve as a member until such time as the position is filled.

Positional Members of the CJCC include the following:

<b>Discipline</b>	<b>Position</b>
Law Enforcement (2)	Douglas County Sheriff  Police Chief (Selected by the Chiefs of Police from Lawrence, Baldwin City, Eudora, and the University of Kansas to serve a two-year term beginning in January of odd-numbered years after confirmation by the Chair.)
Courts (2)	Chief District Court Judge, 7 <sup>th</sup> Judicial District  Lawrence Municipal Court Judge
Prosecution (1)	Douglas County District Attorney
Defense Counsel (1)	Chief Defender, 7 <sup>th</sup> Judicial District, Board of Indigents' Defense Services
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 Center  Community Substance Use Disorder Service Provider (1); CEO, DCCCA

**B. Representative Members**

There are five (5) CJCC members whose membership is representative of multiple and varied perspectives. These members are selected to serve on the CJCC by the respective governing bodies or by the Board of County Commissioners to represent the community.

Representative Members of the CJCC include the following:

<b>Representative Body</b>
Board of County Commissioners (1); Selected annually in January
City of Lawrence Commissioners (1); Selected annually in December
Community Member at Large (1); Appointed to a two-year term in January of odd-numbered years by the Board of County Commissioners
Community Members Impacted by the Criminal Justice System (2); Appointed to a two-year term in January of odd-numbered years by the Board of County Commissioners

The three Community Member seats will be appointed by the Douglas County Board of County Commissioners to serve a two-year term, eligible for reappointment to one additional two-year term. Community members interested in being considered for these seats on the CJCC will complete an application, available on the County and CJCC website. The Executive Committee will review all applications received and provide recommendations to the Board of County Commissioners for their consideration in making these appointments. Recommendations by the Executive Committee will reflect increasing the diversity, equity, and inclusion on the CJCC of community representation, historically marginalized voices, and those who have been impacted by the criminal legal system, as well as elevating perspectives relevant to current CJCC initiatives. The BOCC will collectively make these three appointments in January of each odd-numbered year. Terms for the two community member seats on the CJCC will begin on February 1 of each odd-numbered year.

The CJCC Membership will be confirmed by the Chair each January and the list of members will be posted publicly by the February meeting of the CJCC each year.

### **C. Designees**

Every effort should be made by both positional and representative members to attend all CJCC meetings for consistency and to effectively advance the work of the Council.

However, in the event of an unforeseen scheduling conflict, a positional member may identify a designee to attend on their behalf, if they choose. Designees of positional CJCC members shall be an executive-level staff of the agency, shall be able to speak on behalf of the agency, and shall have decision-making authority of the member in their absence. If a positional member anticipates the need for a designee to attend a CJCC meeting on their behalf, notice shall be provided by the member to the CJCC Coordinator and CJCC Chair. Designees are not permitted in the absence of a representative member.

### **D. Member Duties**

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, to the extent that such participation does not conflict with the best interests of the member's constituency or agency;
- 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.

**E. Conflict of Interest Disclosure**

Any member participating in CJCC, Executive Committee, standing committee, or workgroup activities that has a financial or property interest in any matters that come before the Council shall declare a conflict of interest to the Executive Committee or the CJCC Coordinator. The member shall abstain from voting on such matters, if applicable, and shall refrain from attempting to influence the decisions of the CJCC and other CJCC members on matters where a conflict of interest exists.

**Section 5. Officers and Duties**

**A. Officers:**

The CJCC shall be led by two officers, a Chair and Vice Chair, selected from the positional membership body. The Chair and Vice Chair will be selected from different disciplines as outlined in Section 4(A). A prerequisite of nomination as an officer shall be one (1) full year of service on the CJCC by the start of the term for which the nomination is made. CJCC officers should lead the CJCC with a systems perspective and act in the best interest of the system as a whole.

**Chair**

The duties of the Chair are as follows:

1. Preside over all meetings of the CJCC and the Executive Committee, ensuring orderly discussion of issues.
2. Establish and appoint committees, workgroups, or task forces, as deemed necessary, subject to confirmation by the CJCC.
3. Represent the CJCC at governmental, community, legislative, or other public meetings and events, as necessary, in conjunction with the CJCC Coordinator.
4. Serve as spokesperson for the CJCC to the media, in conjunction with the Douglas County Public Information Officer and Public Information Officers from CJCC member agencies, as necessary and appropriate.
5. Encourage members to attend and participate in meetings of the CJCC.
6. Provide direction to CJCC Coordinator.

**B. Vice Chair**

The Vice Chair is to perform all duties of the office of the Chair, in the event of the Chair’s absence or inability to serve, and to perform other duties as may be delegated by the Chair.

**C. Selection Process and Terms**

- a. Chair and Vice Chair positions will be selected through a nomination and election process. Nominations can be made by any member of the CJCC

during the last meeting of the CJCC in even-numbered years. Nominations will be made for each officer position separately.

- b. The member receiving the most votes for each officer position, when a quorum is present, will be considered elected for the respective officer position. Elections will occur during the last meeting of the year in even numbered years.
- c. Officers will serve a term of two (2) years, will assume their roles beginning in January of odd numbered years and will be eligible for nomination and reelection for one additional consecutive term.
- d. When possible, the outgoing officers shall assist with the transition to incoming officers.

**D. Vacancies**

In the event of a vacancy in an Officer position due to resignation, removal from office, or other reason, the position shall be filled at the next regularly scheduled CJCC meeting through the nomination and election process outlined above in Section 5(C). The newly elected officer will serve the remainder of the term vacated.

**Section 6. Committees and Workgroups**

**A. Executive Committee**

**a. Members**

Members of the Executive Committee shall be the Chair, Vice Chair, and a Member at Large, with support from the CJCC Coordinator.

**b. Member at Large**

The Member at Large shall be selected through the nomination and election process as described above in Section 5(C); however, this position will be elected annually in the last CJCC meeting of each year, will serve on the Executive Committee for a one (1) year term, and will be eligible for nomination and reelection for one additional consecutive term. The Member at Large can be a positional or representative member of the CJCC.

**c. Duties**

The Executive Committee shall be responsible for the following:

1. Develop agendas for CJCC meetings and ensure that matters are ready for the CJCC, in consultation with the CJCC Coordinator.
2. Oversee the governance of the CJCC through the adherence to these Bylaws.
3. Provide oversight for the development of CJCC Strategic Plans and the completion of the CJCC Annual Reports.
4. Propose to the CJCC the formation and membership of workgroups and standing committees; provide high level oversight to workgroups and standing committees, ensuring that updates are provided to the CJCC in

a timely manner; and assisting the CJCC Coordinator with advancing the work of such groups.

5. Provide guidance and support necessary to the CJCC Coordinator, standing committees, and workgroups to make progress on and updates to the CJCC's strategic plan.
6. Stay abreast of public safety issues that may arise and provide guidance to the CJCC to help balance progress on strategic initiatives while also addressing additional public safety concerns.
7. Provide direction to the CJCC Coordinator, contribute feedback to the Coordinator's performance evaluation, and participate in the hiring of the CJCC Coordinator in conjunction with the County Administrator.

## **B. Standing Committees and Workgroups**

The CJCC shall form and utilize standing committees and/or workgroups to advance the work of the council.

### **a. Definitions:**

**Standing Committees:** Standing committees (or "Committee" in this section) may be utilized for the purpose of addressing complex, ongoing priorities of the CJCC. Standing committees will be reviewed by the CJCC at least annually to determine whether any changes are necessary or whether the existing committees are still needed.

**Workgroups:** Workgroups may be utilized for the purpose of addressing task-specific, time-bound initiatives of the CJCC that are more narrow in scope. Workgroups will disband upon completion of the specific task as identified in their creation.

- b. **Creation:** The CJCC Executive Committee will propose to the full CJCC membership standing committees or workgroups to address issues and facilitate the CJCC's initiatives. Standing committees and workgroups will be created by consensus of the full CJCC membership.
  1. When establishing a standing committee or workgroup, the CJCC will define in writing the goals and objectives of the committee or workgroup. The charters of standing committees and workgroups will be posted on the CJCC website.
  2. The outcomes or recommendations of standing committees or workgroups will be presented to the CJCC for feedback and decision-making.
- c. **Members:** Membership of standing committees and workgroups may include CJCC and non-CJCC members with the desired subject matter expertise or lived experience.
  1. Standing committees and workgroups must include at least one CJCC member and may include others from the local criminal justice system, related service providers, and the community, as appropriate.

2. While not considered a member of standing committees or workgroups, the CJCC Coordinator will provide staff support to the Chair, Vice Chair, and members of committees and workgroups.
- d. **Structure:** Standing committees and workgroups shall select a Chair and Vice Chair, one of which must be a CJCC member. Standing committee and workgroup Chairs shall be tasked with:
1. Presiding over the meetings of the committee or workgroup,
  2. Keeping committee or workgroup members on task and apprised of relevant information to the committee or workgroup's responsibilities,
  3. Providing reports to the CJCC or Executive Committee about the committee or workgroup activities and progress, and
  4. In coordination with the CJCC Coordinator, setting the meeting schedules, setting the agenda for meetings, and ensuring completion of the meeting notes.

Vice Chairs of standing committees or workgroups shall fulfill the duties of the Chair in their absence and shall assist the Chair as needed to advance the work of the standing committee or workgroup.

## **Section 7. Meetings**

### **A. Regular Meetings**

The CJCC and the Executive Committee will establish regular meeting times at least every other month throughout the year, at locations and times agreed upon by the CJCC and the Executive Committee, respectively.

### **B. Special Meetings**

Special meetings of the CJCC may be called by the CJCC Chair, Vice Chair, or by a majority of the CJCC members present at a regularly scheduled CJCC meeting. Special meetings shall be scheduled at least three days in advance except in circumstances of an emergency meeting, in which case 24-hour notice shall be provided.

### **C. Quorum and Voting**

A quorum of the CJCC shall be a simple majority (50% + 1) of the filled seats of the CJCC membership. Once a quorum has been established, decisions requiring a vote will be made by a majority vote of the members present.

The CJCC is advisory in nature and shall strive for consensus on items before the Council, unless otherwise specified in these bylaws and consistent with the Kansas Open Meeting Act. Voting will be reserved for significant procedural matters related to the governance of the CJCC, including the election of officers, amendments to the bylaws, and adoption of the strategic plan. Each of the fifteen (15) members of the CJCC will have one vote.

### **D. Open Meetings and Meeting Minutes**

In conducting its business, the CJCC shall comply with all applicable Kansas laws, including but not limited to open meetings laws and public records laws. Meetings of the



CJCC shall adhere to Kansas Open Meeting Act law. The schedule of CJCC meetings for the year will be confirmed and posted publicly prior to the first CJCC meeting in February of each year. Meeting agendas for the CJCC meetings will be posted at least 24 hours before the scheduled meeting.

A record shall be kept of the official actions of the CJCC in the form of meeting minutes, prepared by staff. Minutes will be distributed for review to all members prior to the next CJCC meeting. If no objection is made to the minutes at that next meeting, the minutes will be deemed approved. Once approved, the minutes will be posted to the CJCC website.

## **Section 8. Strategic Planning**

### **A. Process**

The CJCC shall adopt a strategic plan covering three full calendar years, beginning January 2025. The strategic planning process will initiate following the completion of the prior strategic plan when available, and at least four months prior to the adoption in the last meeting of the calendar year (e.g. development will begin in August, adoption occurs in December, and implementation begins in January). The strategic plan should include specific goals, priorities, and tasks for implementation of initiatives identified through a participatory and data-driven process of the CJCC. Performance measures will also be developed by the CJCC to monitor progress and outcomes of identified priorities. There shall be at least an annual review by the CJCC to ensure progress and to make necessary modifications. The most recent version of the strategic plan will be posted on the CJCC website, and shared with all CJCC members, standing committees, workgroups, and the community. The CJCC strategic plan, including updates and progress on initiatives, will also be presented to the Douglas County Board of County Commissioners at least once per calendar year in conjunction with the release of the annual report.

### **B. Annual Report**

The CJCC shall produce and publicly disseminate an annual performance report covering each calendar year, starting with calendar year 2025, facilitated by the CJCC Coordinator. This report will contain an overview of the CJCC, summary of the CJCC's initiatives, particularly those related to the strategic plan, and pertinent performance metrics from across the criminal justice system. Performance metrics will include measures that reflect system volume, emerging trends, and progress towards the council's goals. The annual report will be used by the CJCC to identify areas across the system that require attention of the council, inform decision-making, and identify resource needs. The annual report will be shared with the community to increase awareness and knowledge of the CJCC, the council's achievements over the previous year, and the challenges that remain. The annual report will be completed for review by the Executive Committee in March and will be presented to the full CJCC each year in April. The annual report shall, in part, guide the strategic planning of the CJCC.

**Section 9. CJCC Staff**

The Board of County Commissioners of Douglas County supports the CJCC by providing the CJCC Coordinator, who reports to the County Administrator, and who serves to assist the council in the fulfillment of its vision, mission, and responsibilities. The CJCC Executive Committee provides guidance and direction to the CJCC Coordinator on council matters. The CJCC Coordinator will staff the CJCC consistent with the duties and responsibilities outlined in the Criminal Justice Coordinator job description.

**Section 10. Amending Bylaws**

These bylaws will be reviewed at least every five (5) years to ensure accurate and updated reflections of the purpose, organizational structure, and operational procedures of the CJCC. Bylaws may also be reviewed for proposed amendments as any changes to positional membership, staff responsibilities, or other changes to the Council occur. Proposed amendments to these bylaws will be developed through a workgroup, which will be created via the process outlined above in Section 6(B). Proposed amendments to the bylaws will be included on a CJCC meeting agenda for review and approval by the CJCC membership at a regularly scheduled meeting when a quorum is present. Once the CJCC has voted to accept the amendments, the CJCC Coordinator and the Executive Committee will present the amendments to the Douglas County Board of County Commissioners, who have the final approval of any amendments made to these bylaws. Once approved, the current bylaws will be posted on the CJCC website.

**Section 11. Effective Date**

This resolution shall be effective after its adoption by the Board of County Commissioners and will begin on January 1, 2025.

Adopted this 26<sup>th</sup> day of June, 2024.

**BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS:**

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Karen Willey, Chair

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Shannon Reid, Vice Chair

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Patrick Kelly, Member

ATTEST:

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Jameson D. Shew, County Clerk