



**Passaic County Youth Services Commission
December 12, 2019 Minutes**

Voting members present:

1. Freeholder Cassandra “Sandi” Lazzara
2. Hon. Rudolph A. Filko
3. Melanie Nowling, Esq.
4. Francine Vince
5. Carolyn McCombs
6. Cynthia Heller
7. Gino Arevalo
8. Dawn Moody
9. Duwan Bogert
10. Le’Var Starr
11. Lt. Ralph Danna for D/Sgt. Cristobal
12. Jayna Patel
13. Matthew P. Jordan, Esq.
14. Marqueesha Guthrie
15. Susan Butterfield
16. Kerry Klug
17. Carlos Rodriguez
18. Brenda Browne
19. Lakisha Chambers for Samirah Johnson
20. Stephen Radke
21. Humberto Cuadrado
22. Zhyiana Allen

Voting members absent:

1. Larry Alvarez
2. Jason Harding
3. Cristina Barnes-Lee
4. D/Sgt. Kelly Pacelli
5. Raymond Branca

Others present:

1. Amanda Compton-Dover
2. John D. Givens
3. Elizabeth Cano
4. Donna Glinkin
5. Gabriel Montero
6. Jennifer Wood
7. Sondas Abid
8. Jaclyn Marcella
9. Myrna Villanueva
10. Ryan Mcnamee
11. Tashai McFarlane
12. Jenny Vuksic

The meeting was called to order by Lazzara, at 12:40 PM.

Lazzara made the announcement of the Open Public Meetings Act.

Roll Call was made.

Hon. Rudolph A. Filko	Present
Melanie Nowling, Esq.	Present
Dawn Moody	Present
Freeholder Cassandra "Sandi" Lazzara	Present
Jason Harding	Absent
Judy Fallon	Absent
Stephen Radke	Present
Brenda Browne	Present
Carlos Rodriguez	Present
Ray Branca	Absent
Francine Vince	Present
Lakisha Chambers in for Samirah Johnson	Absent
Dennis Hughes	Absent
Gino Arevalo	Present
Lt. Ralph Danna in for D/Sgt. Laila Cristobal	Present
Duwan Bogert	Present
Cynthia Heller	Present
Le'Var Starr	Present
Humberto Cuadrado	Present
D/Sgt. Kelly Pacelli	Absent
Carolyn McCombs	Present
Jayna Patel	Present
Matthew Jordan	Present
Marqueesha Guthrie	Present
Kerry Klug	Present
Susan Butterfield	Present

Committee member introductions.

A motion was made by Jordan and seconded by Lazzara to open the public portion of the meeting. All in favor, motion passed unanimously.

A motion was made by Jordan and seconded by Butterfield to close the public portion of the meeting. All in favor, motion passed unanimously.

Approval of Minutes

A motion was made by Filko and seconded by Cuadrado to approve the minutes dated November 7, 2019. Motion passed unanimously.

Lazzara stated that an email was sent to all sub-committee chairs and members regarding a mandatory meeting and many of the committees were not represented. The meeting was scheduled to work on the by-laws and all sub-committee's input is needed. Moving forward, when a mandatory sub-committee meeting is scheduled the chairs and members need to be present and/or a designee.

Under Monitoring Committee Reports, all reports were completed for the year.

Under Allocations Committee, Nowling stated that they have not met since their last YSC meeting.

Under Executive Committee Reports, Nowling reported that all sub-committee chairs should be attending all YSC, sub-committee, and executive meetings. Everyone need to be present pursuant to the code and if there are 3 or more absences, you can be ejected from the committee.

Nowling further stated that there needed to be clarification on who is a voting and non-voting member. Discussion on voting/non-voting memberships continued.

Vince reported that at their mandatory sub-committee meeting they discussed the by-laws. Corrections to the by-laws were presented for the YSC committee members to review and in the January meeting, comments/recommendations and/or concerns will be discussed and in February the final draft will be completed so that the committee can then vote on it in our meeting in March. Vince further stated that she will submit the draft to county council to review as well. A copy of the by-laws were distributed to all members.

Nowling stated that in regards to sub-committee memberships, and sub-committee meeting dates and time because they were unable to have the mandatory sub-committee meeting they are expecting that all sub-committees are meeting on a bi-monthly basis and that the YSC chairs are included on the meeting agendas and the minutes after the meetings and emailing your sub-committee about your meeting dates. Nowling further stated that she has only heard back from one committee for 2020 meetings.

Under Planning Committee Reports, no reports.

Under Youth Services Commission Administrators, Givens passed out their expense report to members and providers. Discussion on expense report continued.

Francine reported that as of January 1st, 2020, a new process is in place.

1. Monday, December 16, 2019, Allocation Letters will be sent out to all providers indicating that you are being recommended for funding. We are not able to send out official award letter until we get our award from JJC.

2. A contract package will also be sent out and will explain the requirement for reporting and everyone will be billing on a monthly basis for 2020.
3. A checklist will also be sent to all providers.
4. There will also be a single county email address where all of the invoices will be sent to and based on who is assigned to your contract, one person will retrieve the information and process it. (The more complete your invoice is, the quicker you will be paid.)

Under Juvenile Justice Commission reports, Compton-Dover reported that for the first time both Innovations and Comprehensive have received their approval letter. Compton-Dover further stated that with their extensions they are waiting to hear back from JJC for M&S Psychotherapy and LSVP programs. It was verbally approved but it should come through shortly. Also providers can request additional funding if you plan to spend down not if you have money left over. If you have a wish list, you can submit it to the YSC and Allocations anytime. You do not have to submit it at the end of the year. Compton-Dover also reported that at their local JDAI meeting that was held on the end of November and the council voted to have the Passaic County Youth and Family Enrichment program for 2020 to be an intergovernmental agreement in which the county has to officially accept it. Compton-Dover also stated that next year is their 3 year plan, and they will be meeting up a lot. The planning committee will need for all providers to keep their own data (referrals/demographics), even if it is not YSC related.

Under Juvenile Detention Alternatives Initiative Innovations, Filko stated that they will be meeting up in the beginning of next year to discuss the proposals. Nowling stated that if anyone has any ideas for new programs and services where they can utilize the JDAI funds for related to family/community engagement and reducing minority contact with the system, please let Nowling and Filko know.

Under New Business,

Wood from Probation gave their presentation regarding their life skills program. Filko stated that we should look into opening up an Evening reporting Center in Passaic since there is an increase in gang activity, street activity and aggressive behavior in the City of Passaic.

Abid from Options gave their presenting regarding their Drug and Alcohol Counseling Services.

Barnes-Lee was not present, therefore not able to give their presentation.

Cano and Montero from M&S Psychotherapy gave their presentation on their TASC and Juvenile Sex Offender Programs.

Under Program Announcements,

New Destiny: McCombs reported that they will be hosting an event next week on Thursday, December 19, 2019 where they were able to take a couple of tough guys who said they would never dance and they will be performing and we will provide photography from their performance.

Passaic Station House: Lt. Danna reported that they graduated 15 for their regular SHAP Program and that concludes their 2nd one for the year. Lt. Danna further stated that with the additional \$11,000 that the YSC awarded them they are fully engulfed in doing their vaping SHAP where they train about 24 kids every Saturday and have 2 more sessions left.

Givens stated that they had a successful Youth Services Conference and Vince wanted to thank the Freeholder's for funding it annually. Heller stated that she came on board later on in the year and is thankful to the committee for having a great conference.

Lazzara made a motion to adjourn the meeting.
All in favor

The meeting was adjourned at 1:45 PM.

Attest:

Marilyn DeValle