



**Passaic County Youth Services Commission
November 7, 2019 Minutes**

Voting members present:

1. Freeholder Cassandra “Sandi” Lazzara
2. Hon. Rudolph A. Filko
3. Melanie Nowling, Esq.
4. Jason Harding
5. Carolyn McCombs
6. Cynthia Heller
7. Gino Arevalo
8. Chrystal Cleaves designee for Duwan Bogert
9. Le’Var Starr
10. D/Sgt. Laila Cristobal
11. Jayna Patel
12. Matthew P. Jordan, Esq.
13. Kerry Klug

Voting members absent:

1. Larry Alvarez
2. Francine Vince
3. Dawn Moody
4. Carlos Rodriguez
5. D/Sgt. Kelly Pacelli
6. Humberto Cuadrado
7. Stephen Radke
8. Raymond Branca
9. La’Quan Hargrove, designee for Director Hughes
10. Brenda Browne
11. Samirah Johnson
12. Marqueesha Guthrie
13. Susan Butterfield

Others present:

1. Amanda Compton-Dover
2. Elizabeth Cano
3. Ronna Bouton
4. Sondas Abid
5. Jaclyn Marcella
6. Cristina Barnes-Lee
7. Linda Doering
8. Kimmeshia Rogers-Jones
9. Zhyiana Allen
10. Ronna Bouton
11. Marilyn DelValle

The meeting was called to order by Lazzara, at 3:03 PM.

Lazzara made the announcement of the Open Public Meetings Act.

Committee member introductions.

Roll Call was made.

Hon. Rudolph A. Filko	Absent (was present later on for votes)
Melanie Nowling, Esq.	Present
Dawn Moody	Absent
Freeholder Cassandra “Sandi” Lazzara	Present
Jason Harding	Absent (was present later on for votes)
Judy Fallon	Absent
Stephen Radke	Absent
Brenda Browne	Absent
Carlos Rodriguez	Absent
Ray Branca	Absent
Francine Vince	Absent
Samirah Johnson	Absent
La’quan Hargrove designee for Dennis Hughes	Absent
Gino Arevalo	Present
D/Sgt. Laila Cristobal	Present
Chrystal Cleaves designee for Duwan Bogert	Present
Cynthia Heller	Present

Le'Var Starr	Present
Humberto Cuadrado	Absent
D/Sgt. Kelly Pacelli	Absent
Carolyn McCombs	Present
Jayna Patel	Present
Matthew Jordan	Present
Marqueesha Guthrie	Absent
Kerry Klug	Present
Susan Butterfield	Absent

Roll call was made and they do not have a quorum, the committee will vote on the items later on when they do have a quorum since the Judge and Public Defender are still in court and both are voting members.

Approval of Minutes

A motion was made by Cleaves and seconded by McCombs to approve the minutes dated October 10, 2019.

Motion passed unanimously.

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

Under Allocations Committee, the updated quarterly fiscal report was passed around to all committee members and was discussed. *See attached.* Nowling reported that for our next meeting we should have the monthly and not the quarterly fiscal report available. Nowling further stated that all providers should have received a voucher checklist for them to send in with their vouchers. All provider's fiscal department must sort and submit on a monthly basis:

1. Checklist for Vouchers
2. Vouchers and/or Invoices
3. Signed Annex B.'s
4. All necessary back-up to support expenses

Nowling also stated that all providers should only be submitting vouchers and/or invoices for services listed in their contracts. If any provider needs further information regarding what is and is not covered in their contracts you can reach out to either the County, Freeholder Lazzara, or Nowling.

Nowling reported that she drafted the Purpose and Role of Passaic County Youth Services Commission based off of state regulations, legislation, and county by-laws. *See attached.* Nowling further stated that they are also working on putting together information that will specifically explain a budget modification and extension request procedures. A meeting will be scheduled with all providers to explain it more in depth. *Extension/modification discussion continued.* Barnes-Lee expressed her experience with requesting a modification this past July and how there was a lot of back and forth between the city and the Allocations committee and still does not have the modification approval. Barnes-Lee asked the committee, why do they have to wait to receive an award letter every year when the county is approved for a 3 year plan why can't the program providers be awarded for 3 years so that they do not have to wait mid-year to start their programs? Compton-Dover explained that the state does not tell them that they have to wait, and Nowling expressed that this will not be an issue moving forward. Nowling further stated that you can continue every year without an approval letter since it is a 3 year contract and then with the understanding that it may take 4 months for you to be reimbursed for any expenditures. In regards to Barnes-Lee modification request, Nowling stated that as soon as they have a quorum they will have Barnes-Lee make the request orally and vote on it as a body today.

Compton-Dover stated that some of the things that they are asking for is because when JJC comes in as a state and does a Fiscal Monitoring and just shows up and ask the YSC Administrators and the county to provide us certain quarterly information that includes all of your back up documents to prove why we are reimbursing the county. *Discussion regarding fiscal monitoring continued.* The county will be audited again in 2020.

Under Executive Committee Reports, Nowling reported that at the Executive Committee all chair and co-chairs of each sub-committee are expected to attend this meeting. Nowling further stated that all sub-committees should be scheduling their meetings and those dates should be sent to the YSC chairs. Nowling also stated that she will be sending out an email to all sub-committee chairs and co-chairs, YSC chairs, YSC Administrators and Compton to meet and go over what your role as chair and co-chair is and to go over the by-laws. *Discussion regarding sub-committees.*

Under Planning Committee Reports, McCombs stated that there is a request for membership by Morgan James Sawyer, he is the Executive Director of the Family Support Organization for Passaic County and his paperwork was submitted to the entire committee and it came back unanimous yes vote via email to join the Youth Services Commission. Compton stated that even though during this meeting there was yet a quorum to vote, the email votes for those that were not in attendance can count towards the vote therefore they had enough people for a quorum.

Lazzara stated that Zhyiana Allen is currently working as an intern from PCTI (Passaic County Technical Institute) in the Freeholder's Office and one of the positions recommended for the Youth Services Commission is a student liaison and she would like to recommend Allen to be our student representative. Compton-Dover further stated that they had spoken about the position also maintain as a voting member, so the position of student intern maintains as a voting member as opposed as the person so that they do not have to revote every year.

A motion was made by Arevalo and seconded by Heller to recommend James Sawyer to the Freeholder's for appointment for the Youth Services Commission.

All in favor, motion carried.

A motion was made by Lazzara and seconded by Nowling to recommend Zhyiana Allen to the Freeholder's for appointment for the Youth Services Commission.

All in favor, motion carried.

Under Youth Services Commission Administrators, Vuksic stated that they are in the process of updating the by-laws and they met last week and will be giving the committee a more recent copy on Tuesday to review.

Under Juvenile Justice Commission reports, Compton-Dover reported that she has nothing further to discuss.

Under Juvenile Detention Alternatives Initiative Innovations, Nowling stated that they received their grant award letter and are waiting to RFP out and will be meeting up again on November 21, 2019.

Under Allocations Committee conts.

Barnes-Lee stated that for Evening Reporting Center, she is requesting for a change in line items: an increase in supplies in the total of \$4,000 in order to purchase 3 laptops and an increase in activities for \$1,000 and a decrease in food for \$5,000. Barnes-Lee also stated that they will also need an extension to be able to purchase the supplies since it will take the city about two months to process the request.

A motion was made by Starr and seconded by McCombs to approve the budget modification and extension for the Evening Reporting Center Program.

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

Motion passed with 2 abstention, 13 absent, and 11 in favor.

Barnes-Lee stated that for the LSVP Program they had to take away from payroll due to staffing issues, and will need for supplies \$2,529 for 2 laptops and request \$3,400 for the food line to do other activities for the group separately with the parents. For transportation they will need \$3,500 for van repairs. Compton-Dover stated that moving forward repairs will not be covered by JJC grant funding. If the county decides to pay for repairs the state will not reimburse the county, the grant is allowed to cover a lease payment or rental payment for transportation but not maintenance. *Discussion on repairs/request.*

Nowling stated that the committee would be able to vote on the supplies (\$2,529) and food (\$3,400) request made by Barnes-Lee but not for transportation and an extension to be able to purchase the laptops since it will take the city up to two months to process the request.

A motion was made by McComb and seconded by Cleaves to approve the modified request for supplies and food to exclude transportation and for an extension.

Hon. Rudolph A. Filko	Abstain
Melanie Nowling, Esq.	Yes
Dawn Moody	Absent
Freeholder Cassandra "Sandi" Lazzara	Yes

Jason Harding	Yes
Judy Fallon	Absent
Stephen Radke	Absent
Brenda Browne	Absent
Carlos Rodriguez	Absent
Ray Branca	Absent
Francine Vince	Absent
Samirah Johnson	Absent
La'quan Hargrove designee for Dennis Hughes	Absent
Gino Arevalo	Yes
D/Sgt. Laila Cristobal	Yes
Chrystal Cleaves designee for Duwan Bogert	Yes
Cynthia Heller	Yes
Le'Var Starr	Yes
Humberto Cuadrado	Absent
D/Sgt. Kelly Pacelli	Absent
Carolyn McCombs	Yes
Jayna Patel	Yes
Matthew Jordan	Abstain
Marqueesha Guthrie	Absent
Kerry Klug	Yes
Susan Butterfield	Absent

Motion passed with 2 abstention, 13 absent, and 11 in favor.

Under New Business,

The program presentations have been moved to the next meeting due to it getting too late.

Under Program Announcements,

There were no program announcements due to it getting too late.

Lazzara made a motion to adjourn the meeting.

All in favor

The meeting was adjourned at 4:15 PM.

Attest:

Marilyn DelValle