



**Passaic County Youth Services Commission
September 19, 2019 Minutes**

Voting members present:

1. Hon. Rudolph A. Filko
2. Melanie Nowling, Esq.
3. Dawn Moody
4. Brenda Browne
5. Carolyn McCombs
6. Larry Feather
7. Carlos Rodriguez
8. Gino Arevalo
9. D/Sgt. Laila Cristobal
10. D/Sgt. Kelly Pacelli
11. Chrystal Cleaves designee for Duwan Bogert
12. Lakisha Chambers designee for Samirah Johnson
13. Humberto Cuadrado
14. Stephen Radke
15. Raymond Branca

Voting members absent:

1. Larry Alvarez
2. Jason Harding
3. Le'Var Starr
4. La'Quan Hargrove, designee for Director Hughes
5. Francine Vince

Others present:

1. Ryan Mcnamee
2. Tashai McFarlane
3. Gabriel Montero
4. John D. Givens

5. Cristina Barnes-Lee
6. Jennifer Wood
7. Cynthia Heller
8. Detective A. Rodriguez
9. Marilyn DelValle

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

Nowling made the announcement of the Open Public Meetings Act.

Committee member introductions.

Nowling reported that the YSC meeting will be given on a monthly basis @ 12:30 PM and that everyone should have received an email stating this information.

Approval of Minutes

A motion was made by Cuadrado and seconded by Arevalo to approve the minutes dated July 18, 2019. Motion passed unanimously.

Nowling reported that before they go into the committee reports she would like to make sure that everyone that is a chair or co-chair from any of the YSC sub-committees are meeting. She would like to make sure that all sub-committees are meeting and be able to report out at our monthly YSC meetings.

Under Monitoring Committee Reports, McFarlane reported that the monitoring committee went to Options for a follow-up visit. Options has met the corrective action plan and progress is being made. The monitoring team has recommended moving forward with funding for 2020 (Corrective Action Attached). The monitoring team is scheduled to visit Family Intervention Services to follow-up on the Passaic County Family and Youth Enrichment Program on September 23, 2019 @ 11:00 AM.

Under Allocations Committee, Nowling reported that we need to vote on a budget modification for the Youth Services Bureau, Life Skills Vocational Program. Barnes-Lee is requesting to move a line item to include 2 part-timers that will replace a full-timer that is no longer there and also to add Barnes-Lee to cover an hour and a half per day for the rest of the year to get everything back in order.

Nowling stated that this request is to move a line item, and they are not requesting additional funding. Givens stated that Barnes-Lee has to send in a modification request so that they can send the information down to JJC for approval.

McCombs moved to accept the reallocation recommendations and seconded by Cleaves. Motion passed unanimously

Judge Filko stated that he would like to get some people from Drug Court to speak to the YSB Life Skills Vocational Program class since many of the LSVP participants test positive for marijuana.

Nowling reported that in order for the YSC committee to have the most updated information to determine who is spending down their funds and funds can be reallocated or if an extension has to be made, vouchers have to be submitted on a monthly basis. Nowling further stated that the county is creating an

itemized checklist for all providers to send in with their monthly vouchers and their ANNEX B.'s. The checklist will be emailed to all program providers.

Nowling reported that the RFP for the Youth recovery Coach will be going out again.

Under Executive Committee Reports, Givens reported that they have identified who will be replacing Freeholder Best. Freeholder Cassandra "Sandi" Lazzara will be taking over for the remainder of the year. Nowling stated for the upcoming three year plan in 2021, the RFP process is going to change. The way it works now the RFP is posted the county is putting the amount they will be funding and agencies submit their proposals trying to coordinate it with that amount. Moving forward, there will be a lump sum amount and the service provider will submit a proposal with the amount that they are requesting and itemizing why they need that amount. That amount is then reviewed and approved by the Youth Services Commission.

Under Planning Committee, McCombs reported that they received a request to have a new member join the planning committee. Her name is Jayna Patel and she is an attorney with about 12- 15 years' experience and has a long history with working with youth. The planning committee would like to make a recommendation and have 5 of the 6 members that voted yes to invite her to join the committee.

Filko moved and seconded by Pacelli to recommend and have Jayna Patel's name go before the Freeholder's for appointment to the Youth Services Commission.
Motion passed unanimously

Under Youth Services Commission Administrators, Givens stated the importance of all program directors to be trained in JAMS so that they can train their own employees.

Nowling stated that all program providers should be making their submissions to Jenny Vuksic, not Sonya Combs or John D. Givens. All submissions such as vouchers, invoices, ANNEX B.'s, and any other financial document and/or backup. Givens stated that he wanted to make a correction in regards to what Nowling stated, to hold up on that until they speak to Director Francine Vince since they have a dual problem in the system now and there is an individual out as well. Givens further stated that in order to keep the paperwork flowing Nowling would have to speak to Vince about it. He also stated to have all submissions sent to him and Marilyn DelValle and we will have them processed.

Under Juvenile Detention Alternatives Initiative Innovations, Nowling reported that they received verbal indication that they were approved and are waiting for the formal letter from JJC to start with their new programs.

Under New Business, the following programs gave their presentation:

- Carolyn McCombs for New Destiny (After School Prevention and Parenting Program)
- D/Sgt. Laila Cristobal for City of Passaic (Station House Adjustment Program)
- D/ Rodriguez for City of Paterson (Station House Adjustment Program)

Filko suggested that perhaps the Sheriff's department would be interested in running a Sheriff's Station House Adjustment program, where they can help other municipalities. Discussion on Station House Adjustment Program.

Nowling stated that an email went out asking all program providers if they will be using all of their funds, need additional funding and/or may need an extension to email her back to let her know. The allocations committee are having a meeting on October 8, 2019 and would like to hear from everyone before then.

Under Program Announcements,

New Destiny, McCombs reported that they will be doing a photography program. The juveniles will be trained by professional photographers and they also have an African gentleman who is a dancer who is coming in to work with the girls and boys of the program and have an end of the year performance and also have a gallery of the photographs.

Family Intervention Services, Arevalo reported that they will be running their parenting/strengthening families group in upper Passaic County in conjunction with family Success Center. FCIU will need some of their staff trained in court etiquette.

Passaic Station House, D/Sgt. Cristobal reported that they will be starting their program in October.

Paterson Station House, D/ Rodriguez reported that they will be working with Eva's and their food pantry. The juveniles will be working with the PBA to distribute turkeys for Thanksgiving and Toy Drives for Christmas.

High Supervision/Home Detention, Givens reported that they are working to establish a parent support group for the kids who are on the bracelet.

Options, no one from the program was present.

MDT/MDT Re-Entry, no one from the program was present.

Probation/Life Skills, Wood reported that they did something different and went to the Passaic Station House program to use the Drunk Busters Go Carts.

Youth Services Bureau/LSVP, Barnes-Lee reported that they had their first graduation in July.

M&S Psychotherapy, Montero reported that they had a small issue with one of the parents they could not get in touch with but after they received a letter from the judge, the parent called and all was resolved.

Family Enrichment Program, Arevalo reported that all reports were submitted and the monitoring team will do their follow-up on Monday, September 23, 2019.

Probation, POP/Girls group, Wood reported that in the summer they did not have girls group since they have had one every month. POP will have a group on Saturday, September 28, 2019.

Nowling reported that they will be meeting to discuss the 3 year plan and for everyone to start thinking about any changes to services or things that they may need. Program providers do not have to do the same thing every year, they can also provide a different service.

Filko discussion about services to juveniles in other municipalities.

Givens stated to all sub-committee members that he and Vuksic have to know when they are all having their meetings so that things can flow so that he can be present at their meetings.

Motion was made by Wood and seconded by Pacelli to adjourn the meeting.
All in favor

The meeting was adjourned at 1:40 PM.

Attest:

Marilyn DeValle