



**Passaic County Youth Services Commission
February 19, 2020 Minutes**

Voting members present:

1. Freeholder Cassandra “Sandi” Lazzara
2. Hon. Rudolph A. Filko
3. Ryan Mcnamee
4. Francine Vince
5. Carolyn McCombs
6. Cynthia Heller
7. Donna Glinkin
8. Myrna Villanueva for Dawn Moody
9. Duwan Bogert
10. Le’Var Starr
11. D/Sgt. Laila Cristobal
12. Jayna Patel
13. Marqueesha Guthrie
14. Cristina Barnes-Lee
15. Kerry Klug
16. Brenda Browne
17. Jason Harding
18. Raymond Branca
19. Zhyiana Allen
20. D/Sgt. Kelly Pacelli
21. Stephen Radke
22. Carlos Rodriguez

Voting members absent:

1. Samirah Johnson
2. Humberto Cuadrado
3. Susan Butterfield
4. James Sawyer

Others present:

1. Amanda Compton-Dover
2. John D. Givens
3. Jennifer Wood
4. Chrystal Cleaves
5. Gabriel Montero
6. Gino Arevalo
7. Jaclyn Marcella
8. Tashai McFarlane
9. Jenny Vuksic
10. Bonnie Roy
11. Linda Bass

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

Roll Call was made.

Hon. Rudolph A. Filko	Present
Ryan Mcnamee	Present
Myrna Villanueva for Dawn Moody	Present
Freeholder Cassandra “Sandi” Lazzara	Present
Jason Harding	Present
Larry Alvarez	Absent
Stephen Radke	Present
Brenda Browne	Present
Carlos Rodriguez	Present
Raymond Branca	Present
Francine Vince	Present
Samirah Johnson	Absent
Donna Glinkin	Present
D/Sgt. Laila Cristobal	Present
Duwan Bogert	Present
Cynthia Heller	Present
Le’Var Starr	Present
Humberto Cuadrado	Absent
D/Sgt. Kelly Pacelli	Present
Carolyn McCombs	Present
James Sawyer	Absent
Jayna Patel	Present
Marqueesha Guthrie	Present
Cristina Barnes-Lee	Present
Kerry Klug	Present
Susan Butterfield	Absent
Zhyiana Allen	Present

Lazzara made the announcement of the Open Public Meetings Act.

Approval of Minutes

A motion was made by Filko and seconded by Guthrie to approve the minutes dated January 15, 2020. Motion passed unanimously.

Under Monitoring Committee Reports, McFarlane reported that the monitoring committee met on February 5, 2020 and they discussed the monitoring schedule for 2020. McFarlane passed around a monitoring sign-up sheet so that the voting members can sign up since 2 voting members are required to attend each program monitoring. McFarlane further stated that those individual signing up to attend either of the Paterson or Passaic Station House Adjustment Programs are also required to attend a Saturday Observation Day. Compton-Dover explained the monitoring process to the YSC committee since there are new voting members.

Under Allocations Committee, Mcnamee reported that they met last Wednesday, February 12, 2020 and reviewed all of the contracts. The committee had some questions and needed clarity of some things. Those points were typed up by Vuksic and forwarded to Vince to reach out to the contracted providers to adjust the contracts accordingly. Mcnamee also stated that the Recovery Coach money in the amount of \$35,000 went out for RFP twice with no applicants and want to see if the YSC committee wants to vote to send it out again for RFP or to reallocate it to current contracted programs who may need additional funding throughout the year. Discussion on Recovery Coach followed.

Vince made a motion and seconded by Starr to endorse the Allocations recommendation to reallocate the Recovery Coach funds in the amount of \$35,000. Contracted providers are to send in their proposals by March 4, 2020 and the Allocations Committee will review them on March 11, 2020.

Hon. Rudolph Filko	YES
Ryan Mcnamee	YES
Myrna Villanueva for Dawn Moody	YES
Freeholder Cassandra "Sandi" Lazzara	YES
Jason Harding	Was Not Present Yet
Stephen Radke	YES
Brenda Browne	YES
Carlos Rodriguez	YES
Raymond Branca	YES
Francine Vince	YES
Samirah Johnson	Absent
Le'Var Starr	YES
Donna Glinkin	YES
D/Sgt. Laila Cristobal	YES
Duwan Bogert	YES
Cynthia Heller	YES
Humberto Cuadrado	Absent
D/Sgt. Kelly Pacelli	YES
James Sawyer	Absent
Carolyn McCombs	YES
Jayna Patel	YES
Susan Butterfield	Absent
Kerry Klug	YES
Marqueesha Guthrie	Stepped Out
Cristina Barnes-Lee	YES
Zyhiana Allen	YES

Motion passed unanimously to approve the Allocation recommendation to reallocate funds from the Recovery Coach (\$35,000) to contracted providers. Contracted providers are to send in their proposals by March 4, 2020 and the Allocations Committee will review them on March 11, 2020.

Under Executive Committee Reports, Mcnamee reported that the committee reviewed the sub-committee list and made some changes to the committee appointments and made some changes. The sub-committee list was emailed and a copy is included in everyone's package today

Under Planning Committee Reports, McCombs reported that they met today, February 19, 2020 and they are finalizing the survey that will be going out. Discussion on survey continued and they will be meeting on March 10, 2020 and again on March 18, 2020.

Under Youth Services Commission Administrators, Givens reported that they are in the first quarter and they have a new process for 2020 for voucher and invoice submissions. Vince stated that they created a single email address where all invoices are sent to: hsinvoices@passaiccountynj.org. All invoices and supporting documents should all be submitted to that email address. Vince further stated that all invoices and supporting documents for January billing should have been submitted to us by February 15, 2020. Jams is not up and running yet but once it is, all programs are to send in proof that they have submitted their JAMS along with their invoices and supporting documents. If anything is missing, you will hear from Mcfarlane. Givens stated that once the award letter go out they will be meeting up with all of the providers to:

1. Go over the services that you are providing
2. Reporting system
3. Backup documentation submission
4. Allocation Committee recommendations on the contracts

A copy of the 2019 expenditures was passed out to all program providers. Givens stated that FIS has not sent in their expenditures for 4th quarter 2019.

Under Juvenile Justice Commission reports, Compton-Dover reported as a follow-up that a new liaison that will starting soon. Compton-Dover also stated that Senate Bill 48 was approved and passed that made some changes to the juveniles that are committed to the JJC in one of our secured facilities that final signed version that was put into law is now available for anyone who may want it.

Under Juvenile Detention Alternatives Initiative Innovations, Mcnamee reported that they discussed the RFP for the Family and Youth Intervention Program and they were due back on February 14, 2020 and there were no proposals submitted. Vince further stated that they cannot accept any more proposal and it would have to go out for another rebid if that is what they were directed to do by the JDAI counsel. Discussion on Family and Youth Intervention Program.

Under Old Business, Lazzara stated that they were supposed to get a copy of the new By-Laws and the revisions. Vince stated that she will look into it and send them out so that they can be voted on at our next Youth Services Commission meeting.

Under Program Announcements,

FIS (Parenting Support and Education and Sexting Education Program): Arevalo reported that in March they will begin their first sexting and cyberbullying session at the Passaic Station House and the Strengthening Families will start in March with 4 C's.

Discussion regarding Cyberbullying and Sexting referrals and Station House Adjustment Programs.

Heroes in the Field: Ledesma gave a report about what his program is all about. Vince stated that this portion is for program providers and Ledesma should give a report during the Open Public Portion of the meeting.

New Destiny: McCombs reported that in celebration of African American History Month they are showing the movie "Harriet" at School #6 for free on February 20, 2020 @ 4:00 PM.

Heller reported that Marcella is leaving Circle of Care and will no longer be the Community Resource Manager.

Givens reported that all program providers have 2 people trained and registered in the JAMS System.

Youth Services Bureau: Barnes-Lee reported that they will be having their Family Night tomorrow, Thursday, February 20, 2020 and will be showing the movie "Harriet". At their next Family Night, they will also have someone from the Census Department come out and talk about it.

Passaic Station House: D/Sgt. Cristobal reported that they will be starting a program on March 14, 2020 and have 16 juveniles for that session and have 9 waiting for another session.

A motion was made by Filko and seconded by Compton-Dover to adjourn the meeting.
All in favor

The meeting was adjourned at 1:45 PM.

Attest:

Marilyn DelValle