



**Passaic County Youth Services Commission
November 18, 2020 Minutes**

Voting members present:

1. Freeholder Cassandra “Sandi” Lazzara
2. Melanie Nowling, Esq.
3. Jennifer Wood for Dawn Moody
4. Kerry Klug
5. La’Quan Hargrove
6. Stephen Radke
7. D/Sgt. Laila Cristobal
8. Brenda Browne
9. Shanell Toomer
10. Chrystal Cleaves for Duwan Bogert
11. Cynthia Heller
12. Humberto Cuadrado
13. Larry Alvarez
14. Carolyn McCombs
15. Gino Arevalo for Donna Glinkin
16. Marqweesha Guthrie
17. Jason Harding

Voting members absent:

1. Zhyiana Allen
2. Jayna Patel, Esq.
3. Cristina Barnes-Lee
4. D/Sgt. Kelly Pacelli
5. Francine Vince
6. Susan Butterfield
7. Hon. Rudolph Filko

8. Raymond Branca
9. Carlos Rodriguez
10. James Sawyer

Others present:

1. Amanda Compton-Dover
2. Le'Var Starr
3. Marilyn DelValle
4. Lt. James Lane
5. Jennifer Wood
6. Tashai McFarlane
7. Jenny Vuksic
8. Gabriel Montero
9. Jeannette Pimental
10. Rachel Kinne
11. Bonnie Roy
12. Ryan Mcnammee
13. Wendy Hartmann
14. Chrystal Cleaves
15. Sondas Abid
16. Kimmeshia Rogers-Jones

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

Hon. Rudolph A. Filko	Absent
Melanie Nowling, Esq.	Present
Dawn Moody (alternate, Jennifer Wood)	Present
Freeholder Cassandra "Sandi" Lazzara	Present
Jason Harding	Present
Larry Alvarez	Present
Stephen Radke	Present
Brenda Browne	Present
Carlos Rodriguez	Absent
Raymond Branca	Absent
Francine Vince	Absent
Shanell Toomer	Present
Donna Glinkin (alternate, Gino Arevalo)	Present
D/Sgt. Laila Cristobal	Present
Duwan Bogert (alternate, Chrystal Cleaves)	Present
Cynthia Heller	Present
La'Quan Hargrove	Present
Humberto Cuadrado	Present
D/Sgt. Kelly Pacelli	Absent
Carolyn McCombs	Present
James Sawyer	Absent
Jayna Patel	Absent
Marqueesha Guthrie	Present

Cristina Barnes-Lee	Absent
Kerry Klug	Present
Susan Butterfield	Absent
Zhyiana Allen	Absent

The Open Public Meeting announcement was made and was publicized on the Passaic County Website.

Approval of minutes

There was a motion to move the minutes by Lazzara and seconded by Klug to approve the minutes dated October 21, 2020.

Motion carried

Under Sub-Committee Reports

Under Monitoring Reports, McFarlane reported that all the provider programs were monitored for the year. McFarlane further stated that she currently has (8) monitoring summaries that need to be voted on.

Options Counseling: Monitoring Team has revised and deemed the monitoring unsatisfactory due to the following reasons: Program Goals and Objectives: Section 3.1, Standard Not Met: Objective #1 The number of youth doesn't match the information in the JAMS report. Objective #2 all families are met during assessment although no other engagements were offered due to COVID 19. It was reported that 3 families were not responsive. Section 3.2 Standard Not Met: Recommendation to create an excel spreadsheet to track outcomes of youth on the grant. Program Services: Section 4.1, Standard Not Met: Youth was not made available to interview. Section 4.2, Needs Improvement: The program reported that they met with families during intake. Staff Training and Development: Section 5.2 & 5.3, Standard Not Met: Staff was not made available for an interview. Contractual Obligations: Section 8.2, Number of youths served is not compliant with the contract. Section 8.9: Changes were made to meet the needs telephonic, but a request was not made through the YSC. Section 8.10: JAMS intakes were not completed. Policy/Procedure: Section 9.3, Needs Improvement: Needs improvement on submitting accurate records of expenditures. Client Services: Section 10.2, the program needs to establish a clear tracking system for referrals.

A motion was made by Guthrie and seconded by Cuadrado to approve the Options Summary. Motion carried with no abstentions.

Options Corrective Action:

1. Provide a tracking sheet
2. Provide proof of 10 youth that were in the program
3. Improve billing process: timely and legible billing

A motion was made by Wood and seconded by Klug to approve the Corrective Action Plan.

Motion carried with no abstentions

Passaic Police Department: The program is operating in person, but the monitoring was virtual due to COVID 19. The youth in the program were interviewed. Overall, the youth understood the services provided in the program. They also like the activities that the program offered them. The staff understood the program's mission, goals, and objectives. Staff also feels they have received adequate training to do their job effectively. The program does not have electronic files. The monitoring team has revised and deemed monitoring satisfactory. All their objectives were met.

A motion was made by Cuadrado and seconded by Lazzara to approve the Passaic Police monitoring summary. Motion carried with 1 abstention.

Paterson Police Department: This monitoring was virtual due to COVID 19, but the program is operating in person at the Paterson public library. The youth enjoyed the program and the activities that were provided. The staff understood the program's mission, goals, and objectives. The program does not have electronic files. The monitoring team has revised and deemed the monitoring satisfactory. All their objectives were met.

A motion was made by Guthrie and seconded by Cleaves to approve the Paterson Police monitoring summary. Motion carried with 0 abstentions.

POP/Girls Group: Due to COVID 19 the monitoring was virtual. The program files were not reviewed due to technological constraints. Staff members are fully aware of program's mission, goals, and objectives. POP conducted one presentation up until the monitoring. It is also noted that the AOC restricted the departments from having virtual meetings with parents. All their objectives were met.

A motion was made by Alvarez and seconded by Cuadrado to approve the POP/Girls Group monitoring summary. Motion carried with 1 abstention.

Life Skills Program for Probation Youth: Due to COVID 19, the monitoring was virtual. A youth in the program was interviewed. The youth enjoyed the services that were provided in the program. A few youths in the program had minor issues connecting to the Zoom sessions. They also liked the activities that the program offered them. Staff understood the program's mission, goals, and objectives. Due to technological constraints the files were not accessible. The monitoring team has revised and deemed monitoring satisfactory. All their objectives were met.

A motion was made by Cleaves and seconded by Radke to approve Life Skills for Probation Youth monitoring summary. Motion carried with 1 abstention.

High Supervision/Home Detention: Due to COVID 19 this monitoring was hybrid. Juvenile officers reach out to the families by phone. Home visits are still face to face. Also, they are seeing families once a week as need. The program does not have electronic files. A youth was interviewed, they understood the type of services provided by the program. Staff understood the program's missions, goals and services provided. The monitoring team has deemed the monitoring satisfactory. All their objectives were met.

A motion was made by Klug and seconded by Guthrie to approve the High Supervision /Home Detention monitoring summary. Motion carried with 0 abstentions.

Case Expediter: Due to COVID 19 this monitoring was hybrid. Staff understood the roles of the position. The monitoring team has revised and deemed monitoring satisfactory. All their objectives were met.

A motion was made by Wood and seconded by Alvarez to approve the monitoring summary. Motion carried with 0 abstentions.

MDT/Client Specific: Funds were not utilized from this grant. A motion was made by Guthrie and seconded by Wood to approve the monitoring summary for MDT/Client Specific. Motion carried with 0 abstentions.

Under Allocations Reports, Nowling stated that the committee met on November 12, 2020 and there was 1 Budget Modification that was sent via email to be voted on from Probation's JDAI POP/Girls Group program on October 21, 2020. This modification was approved via email, but the vote will need to be ratified at today's meeting. A motion was made by Heller and seconded by Arevalo to accept the email vote to approve Probation's JDAI POP/Girls Group budget modification. *See attached budget modification and email vote results.* Motion carried with 1 abstention.

There was 1 more modification request submitted by Paterson Police and since this request was less than \$220, there was no need to vote on it by the YSC and Starr stated that it was approved by the Allocations Committee and they will allow Paterson Police to deliver their services.

Under Executive Reports, Nowling reported that the committee met on November 12, 2020 and they went over the Membership List for 2021 and the list was sent out to all voting members on October 21, 2020 by Marilyn DelValle to make sure that everyone's primary and alternate person was correct. Compton-Dover stated that all the contacts and alternates must be correct and rectified because it is part of the plan and application that was sent down to JJC. *See attached 2021 membership list*
A motion was made by McCombs and seconded by Arevalo to approve the rectified Membership List for 2021. Motion carried with 0 abstentions.

Under Planning Committee Reports, Nowling thanked the Planning Committee for drafting and sending down the plan to JJC early and having little corrections. Starr also acknowledged McCombs, Moody, and everyone for working extremely hard during this difficult time to move this plan forward and are waiting to receive revisions to move the plan forward.

Under Education, Training, and Advocacy Committee, Nowling stated that this committee must have a new co-chair since they only have a chair. Kimmeshia Rogers-Jones from the YAP Program, volunteered to co-chair the Education, Training, and Advocacy Committee.

Under Youth Services Commission Administrators, Starr reported that their RFP for the Triannual plan will be advertised tomorrow, November 19, 2020 in the Herald News and the prebid meeting will be held on December 2, 2020 via WebEx. Link will be emailed to all providers. Bids must be returned by December 11, 2020 and then they will be creating their RFP review committee to review them within a week. Starr further stated that the Youth Services Conference Registration link is now live and have about 80 individuals registered already. The conference is being held on December 3rd, and 4th 2020 virtually via ZOOM. There will be a keynote and 2 break-out sessions on Thursday and a Keynote, 2 breakouts and a parent's panel session on Friday. The keynote presentations and parent panel session will be on the County's Facebook page Live. Starr also stated that all providers received their expenditure reports to review and to please send in all expenditures diligently. Nowling further stated that attached to the meeting invite was the expenditure report and each provider program needs to make sure that whoever is responsible for submitting expenditures send them to Marilyn DelValle. There are programs that are not

submitting expenditures and providing services that will not be paid if these expenditures are not sent in for payment. The final date for expenditures for the year 2020 is January 15, 2021. Anything submitted after the last submission date, will not be paid.

Under Juvenile Justice Commission, Compton-Dover stated that we are one of the only counties that have all their sub-committees up and running. Allocations took care of the funding and getting the RFP drafted, Monitoring found out that they had to complete their monitorings the last week of August and now all monitorings are done for the year. The Passaic County YSC sub-committees are working to make sure that the work is distributed amongst all the members and to make sure that things get done on time.

Under Juvenile Detention Alternative Initiative, Nowling reported that there were a few revisions that had to be done and were submitted for the Innovations Plan for 2021 and have not heard back from JJC to see if the revisions were accepted.

Under Program Announcements:

Passaic Police: D/Sgt. Cristobal reported that they successfully graduated 16 students. Cristobal also stated that her staff just completed a new training called “Handle with Care”.

Newark YMCA: Toomer reported that they are partnering up with Team Management to provide workshops twice a week regarding Self Esteem Boosters, STD’s, and other topics.

The next Youth Services Commission Meeting will be held on December 16, 2020.

Meeting was adjourned at 1:33 PM

Attest:

Marilyn DelValle