

# NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

## OPERATING INSTRUCTION NUMBER 35

January 31, 2003

### NEBRASKA COALITION FOR JUVENILE JUSTICE

**PURPOSE:** To describe functions of the Nebraska Coalition for Juvenile Justice (NCJJ) and interrelationships with the Commission.

1. **SCOPE:** Applicable to Commission, NCJJ, and Commission staff.
2. **REFERENCES:**
  - (A) Juvenile Justice and Delinquency Prevention Act, paragraph 223(a).
  - (B) Nebraska State Statutes 43-2402-12
3. **GENERAL:** Paragraph 223(a) of the Juvenile Justice and Delinquency Prevention Act (JJDP A) requires the Governor to appoint members to the NCJJ to advise the Commission on juvenile justice needs and programs. The Act requires the Group to: at least annually submit recommendations to the Governor and Legislature with respect to matters related to its functions; review and comment on all juvenile justice and delinquency prevention applications submitted to the Commission; and to monitor deinstitutionalization of status offenders, removal of juveniles from adult jail and lockups, disproportionate confinement of minorities, and adult/juvenile separation in detention/confinement facilities.

Nebraska Revised Statute 43-2402-12 Establishes the Nebraska Coalition for Juvenile Justice in Statute and embodies the intent of the Federal Juvenile Justice and Delinquency Prevention Act as well as the state Juvenile Services Act for membership and responsibilities.

4. **NCJJ RESPONSIBILITIES:**
  - (A) Monitor the criminal and juvenile justice system to permit development of mechanisms to further reduce the role of juveniles in crime and to identify areas susceptible to relief by implementation of programs designed for that purpose.
  - (B) Provide recommendations to the Commission on juvenile justice matters.
  - (C) Be involved pro-actively in the planning of improvements to the juvenile justice system.

- (D) Review all Crime Commission juvenile justice grant applications and provide input and recommendations for Commission funding considerations.
- (E) Develop a three year and annually updated juvenile justice plan for utilization of the allocation of funds.
- (F) Provide specialized technical assistance to units of local government and to local advisory groups constituted for similar purposes.
- (G) Provide guidance to the Commission in the development of juvenile justice guidelines and standards.
- (H) Prepare an annual report about activities and accomplishments of the Coalition and make recommendations on juvenile justice matters for submission to the Governor and Legislature.

**5. MEETINGS:**

- (A) The NCJJ will meet a minimum of four times a year.
- (B) The NCJJ serves an advisory role to the Commission. The intent is for the NCJJ to participate and have input in all Commission decisions relating to juvenile justice activities.
- (C) Crime Commission staff will advise NCJJ members to the date, time and place of meetings, secure the meeting site, and record the minutes of meetings for the Coalition.
- (D) The conduct of the Coalition will be in accordance with Robert's Rules of Order. Actions involving money require an individual vote of each Coalition member which is recorded by the secretary.
- (E) A quorum of any regular, special or emergency meeting shall be one-third of the full membership of the Coalition.
- (F) Only members of the Coalition as appointed by the Governor, will count toward a quorum and have the power to vote. Members who statutorily are allowed to appoint a designee must indicate to the Chairperson in writing that they wish to resign and appoint a named designee. The Chairperson will then forward their resignation and desired appointee to the Governor's office for approval.

- (G) All NCJJ meetings are subject to Public Meeting Law and Crime Commission Operating Instructions governing open public meetings.
- (H) An emergency meeting may be called by the Chairperson upon 24 hours notice. An emergency exists only when a decision must be made in fewer than the required 10 day period for notice of a public meeting and when such emergency exists due to extenuating circumstances not controllable by Crime Commission staff, NCJJ or funding applicants.
- (I) In the event that a full Coalition meeting or Sub-Committee meeting must be canceled due to lack of attendance, emergency, weather, etc., every effort should be made to give meeting cancellation notice at least 48 hours in advance. Should inclement weather arise on the day of the meeting Coalition members should contact the Crime Commission office and/or the juvenile justice specialists voice mail to determine the status of the meeting before departing.  
If the Chair of the Coalition or a Sub-committee is unable to chair a meeting, they should make every effort to contact the vice chair or designate someone to facilitate the meeting in their absence before actually canceling the meeting.
- (J) Members who know they will not be able to attend the meeting should notify the Crime Commission office staff no later than 3 working days prior to the meeting to be considered excused. In an emergency or in climate weather later notice will be accepted.

**6. MEMBERSHIP:**

- A. Members are, according to federal law and state statute, appointed by the Governor to serve at his/her pleasure. When a member of the Coalition has missed four consecutive regularly scheduled meetings, excused or unexcused, the Chairperson may request the Governor to replace the individual.
- B. In accordance with Nebraska Revised Statute 43-2411 (2) the Coalition shall select a Chairperson, Vice Chairperson, and such other officers as it deems necessary. Selection of officers shall occur every two years and be voted on at the last quarterly meeting of the second year term.
- C. Selection of Officers: Prior to the third quarterly meeting of the second year term, nomination forms will be included in the mail out information to the Coalition for Chairperson and Vice-

chairperson. Interested individuals may submit their own name for officer consideration as well as members may also nominate other Coalition members for officer consideration. Nomination forms will be given to Crime Commission staff at the third quarterly meeting or via mail by the deadline noted in the mail out materials. Crime commission staff will notify all nominated people to verify their interest in the position. If Coalition members are not interested in the position, they will be asked to submit a letter to Crime Commission staff stating their wish to decline. Crime Commission staff will prepare the ballots and include them in the fourth quarter meeting mail out. Ballots will be collected at the fourth quarter meeting. Members who know they will be absent from this meeting should submit their written ballot to the Crime Commission staff prior to the meeting to be included in the count. The Chair and Crime Commission staff will count the ballots and announce the results. In case of a tie, Coalition members will re-vote. In case of a second tie, the Executive Committee will vote to break the tie.

- D. In accordance with Neb. Rev. Statute 43-2411(4) the Coalition may appoint task forces or subcommittees to carry out its work. Task force and subcommittee members shall have knowledge of, responsibility for, or interest in an area related to the duties of the Coalition.
- E. The following are standing sub-committees: Disproportionate Minority Confinement (DMC), Executive, Grant Review, Three Year Plan, and Youth. Subcommittee members can be reimbursed for travel to subcommittee meetings. In order for there to be reimbursement there must be an agenda and minutes from the meeting including a list of subcommittee members present. Non-members of the Coalition can be solicited to participate on subcommittees as needed to complete the functions of the subcommittee, however reimbursement for expenses will not be available.
- F. Membership on subcommittee's is voluntary and/or by appointment from the chair of the Coalition, with the exception of the Executive Committee. The Executive Committee shall be comprised of the Chairpersons of all other sub-committee's, the Vice-Chair, and immediate past chair if that individual is a current member of the Coalition. Subcommittees shall each select a chair, vice-chair and secretary with the exception of the Executive Committee. Subcommittees will each determine how to select the officers and officers will serve for two year terms. NCJJ members are encouraged to participate on at least

one sub-committee. Sub-committee membership shall be determined once every year.

- G. Activities of each committee shall be reported to the Coalition quarterly by the committee chairperson or designee.

**7. ADMINISTRATION:**

- (A) Staff support shall be provided by the Crime Commission's Juvenile Justice Specialist and other Grants Division staff as necessary. Staff shall organize and carry out the functions of the NCJJ in coordination with the chair.
- (B) A copy of the minutes of each meeting shall be available to the public and provided to NCJJ members within 10 days from the date of the last Coalition meeting as per Public Meeting Laws. The original minutes will be maintained in the Commission files.

**8. FUNDING:**

- (A) Funds for the NCJJ will be included in the Commission budget as justified and through the portion of the JJDP A award to the state allocated to the purposes of the NCJJ.
- (B) NCJJ funds shall be used to reimburse members for travel related to NCJJ meetings, sub-committee meetings or travel to the national Coalition for Juvenile Justice or Office of Juvenile Justice and Delinquency Prevention trainings. NCJJ members must abide by State of Nebraska rules for in and out of state travel. Crime Commission staff will provide detailed guidelines to members selected to travel.
- (C) Coalition members shall submit to the Crime Commission expense reimbursement forms, required documentation of expenses and required reports within 60 days from the date of the event. Coalition members who travel will be required to adhere to the state personnel rules governing in and out of state travel including least cost airfare, meal per diem, etc.
- (D) Members will be selected to attend training conferences based on the following: meeting attendance, other training recently attended, topic of the training, new member, level of activity on subcommittee's. Coalition members shall approve members

attendance at training conferences and special meetings. If a member is unable to attend the conference every effort will be made to contact other interested members. Members who cancel at the last minute may be responsible for costs already incurred for the conference.

**9. GRANT AWARD PROCESS:**

- (A) The NCJJ will abide by the Crime Commission operating instructions governing the grant process. Operating Instructions #10;11;12;14;19;38 are attached. The NCJJ will make recommendations for funding to the Crime Commission for final consideration.

**10. CONFLICTS OF INTEREST:**

- (A) Conflict of Interest is defined for the purposes of this document as a situation in which a public official, an employee, or a professional, has a private or personal interest which is sufficient to influence a decision or appears to influence the objective exercise of his or her official duties.
- (B) Members who may have an interest in a project seeking funding should state this to the NCJJ. The member shall not participate in the discussion, and shall not vote. If there is a question of whether a member has a significant interest in a project, the NCJJ Chairperson will confer with the Accountability and Disclosure Commission prior to the meeting regarding the conflict of interest and other applicable rules to determine the course of action.
- (C) Members of the NCJJ are officials in the Executive branch of state government and are subject to the provisions of state statute 49-1499 Accountability and Disclosure Act.

Allen L. Curtis  
Executive Director

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**Distribution: All staff, Commission members, and NCJJ  
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