



YOUTH COMMITTEE HANDBOOK

2021



IDAHO
JUVENILE
JUSTICE



COMMISSION

Youth Committee Handbook

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IDAHO JUVENILE JUSTICE COMMISSION'S YOUTH COMMITTEE



Youth are agents of change that have the power to impact the world. From your unique experiences to your fast reaches of social networking and the ever evolving nature of technology, the youth of Idaho are powerful forces to be reconed with.

Members of the Idaho Juvenile Justice Commission's Youth Committee have a passion to not only serve but to assist and advance juvenile justice reform in Idaho. We know that youth have the ability to empower other youth and create social change. As a committee, you can help identify issues within the juvenile justice system and help to find solutions that will benefit youth in Idaho.

The Idaho Juvenile Justice Commission (IJJC) serves as the state's advisory group responsible for performing duties required by the Juvenile Justice and Delinquency Prevention Act. Members of the Commission are appointed by the governor and are chosen from many fields.

To read about the IJJC's 3 Year State Plan, the latest Commission Resource Guide, and the Commission Bylaws, visit the Commission's [website](#).



YOUR ROLE

AS A YOUTH COMMITTEE MEMBER

As a youth member, you will take part in crafting important improvements to the juvenile justice system in Idaho. You have a unique and important perspective and play a vital role on the Idaho Juvenile Justice Commission.

If you have been involved in the system, you have a deep understanding of what it is like to be a young person involved in the juvenile justice system in Idaho. You are a remarkable resource to the committee by sharing your voice and thoughts for any improvement from your experience.

If you have never been involved in the system, you understand what it is like to be a young person in Idaho and in your community. You understand what it is like unlike anyone else on the Commission right

now, and hold a special perspective on the hardship's youth in Idaho face.

As a youth member, you will participate in writing the 3-Year Plan for the Youth Committee and help to strategically collaborate with your fellow Youth Committee members on putting this plan into action.

For more information on your role and responsibility as a Youth Committee member, visit the [Coalition for Juvenile Justice's Youth Manual](#).



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JK Rowling

HOW TO BE AN EFFECTIVE YOUTH COMMITTEE & SAG MEMBER

There are many ways you can make the most of your role as a Youth Committee member. You will be most effective by being involved and working to be knowledgeable about juvenile justice and how the Idaho Juvenile Justice Commission is involved in all local jurisdictions.

The Idaho Juvenile Justice Commission is responsible for monitoring our state's compliance with the federal requirements. There are 33 requirements that our state must satisfy each year. Four of these requirements are deemed to be "core" to the protection of youth involved in the system.

The Core Protections include:

1. Deinstitutionalization of Status Offenders: Youth charged with a status offense may not be securely detained.
2. Sight and Sound Separation: When youth are held in an adult jail or lock-up, "sight and sound" contact with adult inmates is prohibited.
3. Jail and Lockup Removal: Youth may not be detained in adult jails or lock-ups except for limited periods of time before or after a court hearing.
4. Racial and Ethnic Disparities: States must address and reduce racial and ethnic disparities withing the juvenile

justice system.

There are always several initiatives the Idaho Juvenile Justice Commission is working on that you may get involved with. It is important that the Youth Committee continues to work in support of the Core Requirements. There are several initiatives the Youth Committee can take to support the State's compliance. Some ideas include:

- Offering grants to community programs
- Submit recommendations to the Idaho Juvenile Justice Commission for the Governor and state legislature on system improvements
- Creating opportunities for current system involved youth to have a voice in improving the juvenile justice system
- Creating educational opportunities or prevention programs

There are several staff at the Idaho Department of Corrections who are always happy to brainstorm ideas with you, or help guide the way on creating a new and exciting initiative.

To see current grant opportunities and activities of the SAG subcommittees, visit the [Idaho Juvenile Justice Commission website](https://www.idahojuvenilejustice.com/).

As an active member of the Youth Committee, you are most effective when you are knowledgeable about a variety of procedures, requirements and other important details. These include:

- The Youth Committee Constitution
- Parliamentary Procedure
- Three-Year Plans & their process
- Youth Committee Projects
- Commonly used acronyms in juvenile justice

Please take your time reading through each section in this handbook.



YOUTH COMMITTEE CONSTITUTION

PREAMBLE

"We, the members of the Idaho Juvenile Justice Commission Youth Committee, as a standing committee of the Idaho Juvenile Justice Commission, establish this constitution to serve as a voice for the youth of Idaho."

ARTICLE I – NAME

The name of this organization is the Youth Committee of the Idaho Juvenile Justice Commission, also referred to as the Youth Committee.

ARTICLE II – AUTHORITY

The Youth Committee was created by the Idaho Juvenile Justice Commission (Commission) under the authority of the Governor of the State of Idaho. The Commission was originally established by Governor's Executive Order 81-4 dated March 5, 1981, and continues to date by virtue of subsequent executive orders.

ARTICLE III – PURPOSE

The purpose of the committee is to serve as a voice for the youth of Idaho. The Youth Committee Mission is to Represent and Empower Youth in Idaho. The Youth Committee will effectively represent youth from all districts, including Native American tribes, and will keep the Idaho Juvenile Justice Commission informed on issues and needs of youth.

The Youth Committee will present an Action Plan to the Commission at least every three (3) years. This plan will identify the goals and objectives of the Youth Committee, and will help to develop the projects or activities for the Youth Committee. The committee's focus is to help youth who are or are at risk of being in the juvenile justice system.

ARTICLE IV – MEMBERSHIP

Composition: The Youth Committee shall consist of five (5) to twelve (12) members. Members must be a minimum of fifteen (15) years of age and may serve on the Youth Committee until

Terms of membership: The term is three (3) years from time of appointment. Members interested in continuing past the three year term must resubmit their resume and a new application for appointment to the Youth Committee first, and then to the Commission for a passing motion of preapproval before sending the request to the Governor's Office.

Meeting attendance: Any member of the Committee who misses three (3) consecutive meetings without being excused by the committee Chair for good cause may have their membership terminated.

Compensation: Members may be reimbursed for travel expenses incurred by them in carrying out their duties at the rate established by the State of Idaho. Additionally, youth members may receive honorariums pursuant to Idaho Code §59-509 and subject to the limitations of Idaho Code §67-2008, in an amount not to exceed fifteen dollars (\$15) per day, for being present during 100% of a committee meeting.

ARTICLE V – ORGANIZATION

The Youth Committee officers shall consist of a Chair and Vice Chair, both of which shall be elected by the committee to serve for a term of up to three (3) years. There is no limit as to how many terms the Chair or Vice Chair may serve.

Staff of the Idaho Department of Juvenile Corrections will serve as advisors for the Committee. Staff will work with the Chair to help develop meeting agendas, provide the budget, and give guidance as needed. Staff will also take meeting minutes and help to distribute information to all members.

Duties of Officers: The Chair shall convene all meetings of the Youth Committee and preside over such meetings. The Chair is prohibited from making or seconding a motion before the committee. The Chair shall coordinate the activities and affairs of the committee. The Chair shall report to the Commission as requested, and will be given a seat on the Commission's Executive Committee.

If the Chair is unable to be present, the Vice Chair shall perform all the duties of the Chair, except hold a seat on the Executive Committee of the Commission.

and agendas on the Commission's website. No special meeting shall be held without giving notice of the meeting and agenda at least twenty-four (24) hours in advance, unless an emergency exists.

Minutes of meetings shall be kept by a designated secretary and distributed to youth members in advance of the following meeting.

Quorum: For the purpose of conducting official Youth Committee business, a necessary quorum shall be defined as a simple majority of the membership. A majority vote of a quorum is required for any Youth Committee action. Quorum is half of the membership plus one (majority).

Voting: Only members of the Youth Committee may introduce motions and vote. Consensus will be used as a means of reaching decisions. The Chair shall not vote except to break a tie.

ARTICLE VII – AMENDMENTS

Amendments to this Constitution may be initiated by the Youth Committee or the Commission. The Idaho Juvenile Justice Commission considers and votes on recommended amendments. Commission approval is necessary before amendments take effect.

PARLIAMENTARY PROCEDURE

In meetings, parliamentary procedure is used to keep track of the things the committee is working to accomplish and facilitate discussion in a way that avoids conflict. In parliamentary procedure there is a chairperson that moves through the assigned agenda and manages the discussion of the topic. When engaging in conversation during a parliamentary procedure, all comments are addressed to the chairperson instead of each other. This is done to reduce conflict and make conversation smoother.

When deciding on an action item, there must be a motion, a second, and a vote. The steps are generally as follows:

Making a Motion

1. Member addresses the Chair.
2. Chair recognizes the member.
3. Member: "I move that _____ (states motion)."
4. Another member must second the motion. "I second the motion."
5. Chair states motion: "It has been moved by (name) and seconded that _____."

6. Discussion: If the motion is debatable, every member has the right to debate; the Chair refrains from debate while presiding. The Chair carefully determines the order in which members are recognized to speak, giving first opportunity to the proposer of the motion. Care should be given to assure that discussion is related to the question.
7. The Chair says, "If there is no further discussion, the motion of _____ (restate motion)."
8. Vote: The Chair says, "All those in favor of _____ (the motion stated) say 'aye.' Those opposed say 'nay.'"
9. Result of the vote is stated by the Chair. "The motion is carried" or "the motion is lost."

You will quickly become accustomed to Robert's Rules of Order during meetings. If you ever have any questions, IDJC staff will always be happy to help you address the group appropriately.



THREE-YEAR PLANNING & GRANT FUNDING

Every State Advisory Group develops a Three Year Plan and submits it to the Office of Juvenile Justice and Delinquency Prevention, or OJJDP. Although it is called a Three Year Plan, it is something that is updated every year by the Commission. The Youth Committee follows this same procedure and develops a Three Year Plan specific to activities of the committee that is updated every year. The goal for every Three Year Plan is to outline the goals of the Commission and the Youth Committee based on the current data or trends within the state. These plans are required to receive grant funding. In return, grant funds can only be used for items outlined in the Three Year Plan submitted each year to OJJDP.

Often, due to budget and Commission activities, each group may be working off plans from previous periods. Essentially, this means that although it is the year 2021, the Youth Committee may be completing the Three Year Plan developed or updated in 2019 and is basing activities on that budget instead. Thankfully, IDJC staff manages the budget for the Youth Committee and is charged with keeping the committee up to date on any changes in funds. Take a deep breath and know this is taken care of for you!

This grant funding is awarded by OJJDP and budgeted specifically for the Youth Committee through the Commission. Any spending for projects or other needs for the Youth Committee must be approved by majority vote of the Commission and Youth Committee prior to being used. It is always the goal to spend every penny in an effort to better the juvenile justice system in Idaho; if funds are not spent they must be returned to OJJDP.

If, for any reason, the state is out of compliance with any Core Protection previously reviewed, the amount of funding that Idaho may receive is cut by a certain percentage. Additionally, the state may also be limited in how the remaining funds may be spent.

The staff at IDJC encourages all Youth Committee members to attend all Idaho Juvenile Justice Commission meetings where budgets are reviewed before the Commission by IDJC staff. It is a fantastic time to hear questions other Commission members have, as well as to learn how these budgets function and are structured year to year.

CURRENT PROJECTS

Currently, the Youth Committee is focused on building membership among youth in the state. Our goal is to recruit more youth to join the Youth Committee and increase the Youth Committee's involvement in all corners of Idaho. We know that with a stronger and more robust Youth Committee, we can have a bigger impact on changing the juvenile justice system in Idaho for the better.

A second ongoing project has been creating and dispersing the Youth Facilities Newsletter. These newsletters are designed to be sent to individuals in IDJC's facilities and are filled with articles that help youth connect to resources, learn about the importance of positive role models, read stories about staying hopeful and overcoming adversity, and many other topics helpful to the youth. We also include fun activities like object searches and word searches to encourage continuous readership. As a whole, our goal with this newsletter is to empower youth in state facilities to take charge of their recovery and encourage all to be the best versions of themselves.

A third ongoing project is the Youth in Detention Facility Survey and Tour. In 2019, the Youth Committee invited national presenter Hasan Davis to visit every detention

center around the state. Hasan presented about his journey to recovery and self-actualization. Afterwards, the Youth Committee members handed out a survey. The goal of this survey was to collect data on things impacting youth in our when they leave a detention center or state facility. It was important for the Youth Committee to understand which areas of the community may need can targeted resources to improve recidivism rates. These surveys also provide a great opportunity for the Committee to provide detained youth a voice on what they deal with that we may not be aware of. The survey and tour were both major successes. Although the pandemic in 2020 and 2021 did not allow this project to continue, the Committee is planning another survey tour in 2022.

COMMONLY USED ACRONYMS IN JUVENILE JUSTICE

To be able to follow along accurately during Commission and Committee meetings, and to be able to easily navigate trainings, etc., there are several acronyms used often that will be of benefit to learn. A full list of acronyms can be found in the appendix, pages 15.

IDAHO'S JUVENILE JUSTICE DISTRICT COUNCILS

In 1984, seven District Council's were created as an extension of the Idaho Juvenile Justice Commission to advocate for effective juvenile justice at the local level. The role of all District Councils is to facilitate and support community efforts for change. They also provide the opportunity to educate local stakeholders about services needed for targeted populations. They also work to build capacity by supporting training for Best Practice approaches through their Council funds.

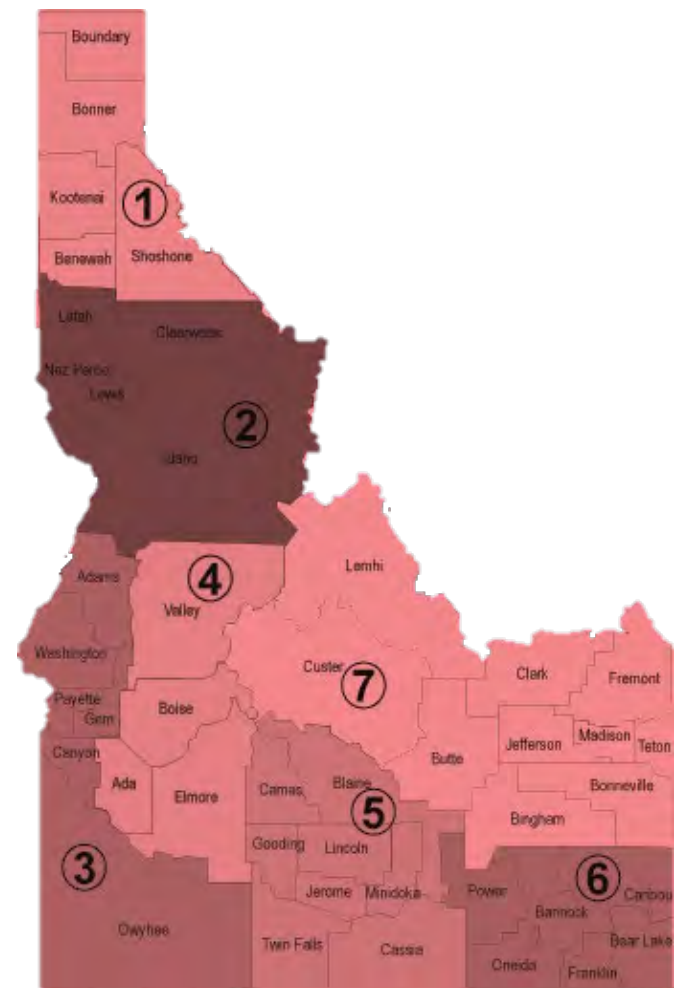
There are also an Idaho Juvenile Justice Tribal Council that was formed to advise and make recommendations to the IJJC relating to Idaho's American Indian youth who become involved in the juvenile justice system.

The Tribal Council has two representatives from each of the following tribes:

- Coeur d'Alene Tribe
- Kootenai Tribe
- Nez Perce Tribe
- Northwest Band of Shoshone Nation
- Shoshone-Bannock Tribes
- Shoshone-Paiute Tribes

Like the Youth Committee, all Councils develops a 3 Year Action Plan based on the Balanced Approach framework that is focused on their local community, instead of the statewide perspective the Commission focuses on.

If you are interested in joining your local District Council, reach out to the IJJC support staff at IDJC.



<u>District 1 Juvenile Justice</u> <u>Council</u> Chair: Stacy Brown Counties: Benewah, Bonner, Boundary, Kootenai, and Shoshone County	<u>District 2 Juvenile Justice</u> <u>Council</u> Chair: Amy Guier Counties: Clearwater, Idaho, Latah, Lewis, and Nez Perce County	<u>District 3 Juvenile Justice</u> <u>Council</u> Chair: Dahlia Stender Counties: Adams, Canyon, Gem, Owyhee, Payette, and Washington County	<u>District 4 Juvenile Justice</u> <u>Council:</u> Chair: Amanda Leader Counties: Ada, Boise, Elmore, and Valley County
<u>District 5 Juvenile Justice</u> <u>Council:</u> Chair: Korey Soloman Counties: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls County	<u>District 6 Juvenile Justice</u> <u>Council</u> Chair: Shannon Fox Counties: Bannock, Bear Lake, Caribou, Franklin, Oneida, and Power Counties	<u>District 7 Juvenile Justice</u> <u>Council</u> Chair: Darin Burrell Counties: Bingham, Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton County	<u>Tribal Council:</u> Chair: Natella Shaw Tribes: Coeur d'Alene Tribe, Kootenai Tribe, Nez Perce Tribe, Northwest Band of Shoshone Nation, Shoshone- Bannock Tribes, and Shoshone-Paiute Tribes

COMMONLY USED ACRONYMS IN JUVENILE JUSTICE

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CJJ - Coalition for Juvenile Justice

DSO - Deinstitutionalization of Status Offenders

IDJC - Idaho Department of Juvenile Corrections

IJJC - Idaho Juvenile Justice Commission

JJDPA - Juvenile Justice and Delinquency Prevention Act

JJRA - Juvenile Justice Reform Act

R/ED - Racial and Ethnic Disparities

OJJDP - Office of Juvenile Justice and Delinquency Prevention

SAG - State Advisory Group (in Idaho, this state advisory group is called the Idaho Juvenile Justice Commission)