



# Wisconsin Governor's Juvenile Justice Commission

## MEMBER HANDBOOK

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# GJJC Overview

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## JJDPA and Title II

The Juvenile Justice and Delinquency Prevention Act (JJDPA) established the Title II Formula Grants program that supports local and state efforts to prevent delinquency and improve the juvenile justice system. The act established multiple core requirements, which the state must meet to be compliant with the JJDPA and eligible to receive funds.<sup>1</sup> The requirements are:

1. Deinstitutionalization of Status Offenders
2. Jail Removal
3. Sight and Sound Separation
4. Racial and Ethnic Disparities (R/ED)
5. Removing Juveniles Charged as Adults (223 (a)(11)(B))

The JJDPA requires states to designate a State Advisory Group (SAG) to support the state in developing funding priorities and ensuring the public, and especially youth, have a say in juvenile justice system reform.

The Governor's Juvenile Justice Commission (GJJC) serves as the State Advisory Group and Wisconsin Department of Justice (WI DOJ) serves as the Designated State Agency (DSA), as required by the JJDPA. The SAG supports the DSA in administering federal Title II, Part B, Formula Grant funds and maintaining compliance with the core requirements in the JJDPA.

In September 2019, Governor Tony Evers re-created the GJJC through Executive Order #43. The GJJC is comprised of juvenile justice professionals, including law enforcement, tribal representatives, corrections professionals, attorneys, judges, mental health practitioners, youth justice advocates, young Wisconsinites, and individuals who have lived experience in the juvenile justice system.

## GJJC Primary Duties

- a. Administer the Commission by meeting regularly, maintaining attendance and adequate membership.
- b. Participate in the development of the three-year plan stating the goals, objectives, and funding priorities for Title II funds.
- c. Participate in the development of the R/ED Plan to address ethnic and racial disparities in the juvenile justice system.
- d. Advise the Governor and legislature on matters concerning juvenile justice.
- e. Obtain input from juveniles in the system through different outreach methods.
- f. Review and comment on grant proposals and monitor programs.
- g. Understand the flow of the juvenile justice system in Wisconsin.
- h. Complete Ethics for Public Officials and Public Records trainings.

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<sup>1</sup> The Additional Resources Section of this handbook provides additional information on the core requirements.

## Meetings

The GJJC currently meets four times per year (quarterly). The meetings are usually 9:00am to 12:00pm. Many are virtual, and specific quarterly meetings are held in person. The Standing Subcommittees meet five to six times per year. They have been held virtually since 2020.

# GJJC Bylaws

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## I. Name

The bylaws shall refer to the Governor's Juvenile Justice Commission (GJJC) as "the Commission".

## II. Purpose

The Commission serves as the federally-mandated state advisory group (SAG) under the federal Juvenile Justice and Delinquency Prevention Act (JJDP) as amended by the Juvenile Justice Reform Act (JJRA) of 2018.

The Commission's duties are to participate in the development and review of the state's juvenile justice three-year plan; set funding priorities, review and comment on juvenile justice grant applications; monitor compliance with the JJDP; review the progress and accomplishments of the juvenile justice initiatives funded under the three-year state plan; and to advise the Governor and legislature on juvenile justice matters.

## III. Vision and Mission (Approved March 13, 2018)

### **Vision**

We envision a state in which all youth and families are safe, healthy, educated, supported equitably, and provided opportunities to achieve their full potential.

### **Mission**

The GJJC strives to positively impact youth and families by promoting individual opportunities through state and local partnerships, emphasizing evidence-based, trauma informed, and culturally competent practices. This will be accomplished by enhancing collaboration, sharing information, leveraging resources, and providing leadership and expertise to policy makers.

## IV. Membership

- A. *Appointment*: Membership is limited to 15 to 33 members who are appointed by the Governor in accordance with provisions of the Juvenile Justice and Delinquency Prevention Act. Members serve at the pleasure of the Governor.
- B. *Attendance*: Commission members are expected to attend full Commission meetings. In the event that a member is unable to attend a meeting due to conflicts or emergent circumstances, the member must notify the commission chair and Department of Justice (DOJ) staff prior to the meeting time. It is critical for planning for DOJ to be aware of who will be in attendance. In addition, each member brings unique perspectives that benefit subcommittee action.
- C. *Removal*: GJJC members serve at the pleasure of the Governor. Should DOJ have difficulty reaching quorums or have inadequate representation due to excessive absenteeism without prior notification, the Administrator of the Division of Law Enforcement Services (DLES) of DOJ, in consultation with the Chair, may recommend to the Governor that a member be replaced.

- D. *Resignation*: GJJC members who no longer wish or are unable to serve on the Commission must submit a formal letter of resignation to the Governor, DOJ staff, and the Commission Chair.
- E. *Conflict of Interest*: Members of the Commission shall not participate in the review, comment, or scoring of any concept paper, application, grant, contract, or any other matter in which they have a financial or other beneficial interest. Members of the Commission shall avoid any action which might adversely affect the confidence of the public in the integrity of the Commission or the Commission's initiatives. All members participating in grant application reviews are required to sign a conflict of interest form indicating awareness and knowledge of this requirement.
- F. *Motion Dissent*: Members of the Commission may submit written testimony to DOJ Staff to explain a vote to dissent on a motion. The written testimony will be recorded with the meeting minutes.

## V. Officers

- A. *Chairperson*: The Governor shall appoint the chairperson of the Commission. The chairperson must be a representative from the private sector. The chairperson presides at the Commission meetings, sets the agenda in conjunction with the DOJ Juvenile Justice Program staff, and appoints subcommittee chairs and members.
- B. *Vice-chairperson*: The vice-chairperson shall be appointed by the Chairperson in conjunction with the DLES Division Administrator. In the absence or inability of the chairperson, the vice-chairperson acts as the temporary chairperson.

## VI. Staff

Staff of the Justice Programs Bureau of the Department of Justice shall provide support, technical assistance, and recommendations for action to the Commission. Staff is responsible for the implementation of the Juvenile Justice and Delinquency Prevention Act and other juvenile justice initiatives in accordance with the policies and direction of the Commission.

## VII. Meetings

- A. *Scheduling*: The Commission and its subcommittees shall meet at least quarterly. Commission and subcommittee meetings are scheduled by the chair of the Commission and subcommittee chairs, respectively, in conjunction with the DOJ Juvenile Justice Program Staff. Meetings may be held via telephone conference call or other electronic means as long as they are in compliance with the requirements of the state.
- B. *Quorum*: Each member of the Commission is entitled to one vote on any issue before the Commission. Absent an objection by a member to take action, a majority of the Commission members must be present at the commencement of any regularly scheduled meeting.
- C. *Agenda*: The chairperson and DOJ Juvenile Justice Program Staff shall be responsible for setting the agenda for all commission meetings. Preparation and distribution of the

agenda for all commission meetings and subcommittee meetings should be released through DOJ staff. Members may contact the chair or DOJ staff with requests for items to be placed on the agenda.

- D. *Conduct and Rules of Order*: All matters of procedure not covered by these bylaws shall be governed by Robert's Rules of Order Newly Revised.

## VIII. Subcommittees

The chairperson may, with the approval of the Commission, create standing subcommittees to carry out particular functions of the Commission. The chairperson may also create ad hoc subcommittees without prior approval of the Commission, to conduct the functions of the Commission. The chair must inform the Commission of the creation of the ad hoc subcommittee, and with a two-thirds vote, the Commission may dissolve the subcommittee or modify its function at a subsequent Commission meeting.

- A. *Membership*: Standing subcommittees should have at least five members and no more than fifteen members, including the chairperson. Members may indicate preferences to the chair of the Commission regarding which subcommittee(s) they are interested in, but membership is subject to the discretion of the chairperson. The Commission chairperson shall appoint the chair of each subcommittee. All subcommittee members shall serve at the pleasure of the subcommittee chair and may be removed in consultation with DOJ Staff and the Commission Chair.
- B. *Non-Commission Membership*: Standing Subcommittees may have non-Commission members to provide subject matter expertise. Non-commissioner members are not required. The subcommittee chair may invite and appoint non-commission subcommittee members in consultation with DOJ staff.
- C. *Member Expectations*: All subcommittee members are expected to regularly attend scheduled meetings. Subcommittee members must notify the subcommittee chair and DOJ staff if they are unable to attend a meeting at least 24 hours before the meeting.
- D. *Annual Commitment*: At least annually, each standing subcommittee chair, in collaboration with DOJ Staff, will circulate an annual membership commitment to current subcommittee members. Any subcommittee member that is unable to attend meetings, participate in subcommittee activities, does not respond, or declines to participate may be removed from the subcommittee roster.
- E. *Removal*: If subcommittee members are absent for more than half of regularly scheduled meetings each year without notifying DOJ staff, the subcommittee chair or DOJ staff will:
- a. Contact the subcommittee member to determine whether the member is willing and able to continue participating in the subcommittee and remind them of scheduled meetings.
  - b. If the member is not able to regularly attend meetings or actively participate in subcommittee work, the subcommittee chair may remove the member from the subcommittee, in consultation with DOJ staff and the Commission Chair.

The Executive Subcommittee shall consist of the chair and vice-chair of the Commission and the chairs of any existing standing subcommittees. The Executive Subcommittee may act on behalf of the Commission for purposes specifically authorized by the Commission and/or in emergency situations. All Executive Subcommittee actions must be reported to the full Commission at the subsequent full Commission meeting.



## IX. Amendments

These bylaws may be amended by a two-thirds vote of members present at a regularly scheduled meeting of the Commission.

**APPROVED: 05/16/2017, 09/20/2017, 03/13/2018, 05/09/2023.**

## State Advisory Group Roster Provisions

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### JJDPA

The Juvenile Justice and Delinquency Prevention Act (JJDPA) established requirements for the make-up of the State Advisory Groups. A State's State Advisory Group (SAG) must include representatives that meet the following membership categories.

### Categories

- I. **Locally Elected Official:** At least one locally elected official representing general-purpose local government.
- II. **Law Enforcement and Juvenile Justice:** Representatives of law enforcement and juvenile justice agencies, including juvenile and family court judges, prosecutors, counsel for children and youth, and probation workers.
- III. **Child and Youth Serving Public Agency:** Representatives of public agencies concerned with delinquency prevention and treatment, such as welfare, social services, child and adolescent mental health, education, child and adolescent substance abuse, special education, services for youth with disabilities, recreation, and youth services.
- IV. **Child, Youth, and Family Serving Nonprofit:** Representatives of private nonprofit organizations, including persons with a special focus on preserving and strengthening families, parent groups and parent self-help groups, youth development, delinquency prevention, and treatment, neglected or dependent children, quality of juvenile justice, education, and social services for children.
- V. **Juvenile Justice Volunteer:** Volunteers who work with delinquent youth or youth at risk of delinquency.
- VI. **Alternatives to Incarceration Programming:** Representatives of programs that are alternatives to incarceration, including organized recreation activities.
- VII. **School Violence:** Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion.
- VIII. **Mental Health and AODA:** Persons, licensed or certified by the applicable state, with expertise and competence in preventing and addressing mental health and substance abuse needs in delinquent youth and youth at risk of delinquency.
- IX. **Victim/Witness Advocacy and Sexual Abuse and Trauma Expertise:** Representatives of victim or witness advocacy groups, including at least one individual with expertise in addressing the challenges of sexual abuse and exploitation and trauma, particularly the needs of youth who experienced disproportionate levels of sexual abuse, exploitation, and trauma before entering the juvenile justice system.
- X. **Indian Tribal Representative:** For a state in which one or more Indian Tribes are located, an Indian tribal representative (if such a representative is available) or other individual with significant expertise in tribal law enforcement and juvenile justice in Indian tribal communities.

## Additional Requirements

- **SAG Size:** Not less than 15 members and not more than 33 members appointed by the chief executive officer of the state.
- **Private Citizen Majority:** A majority of SAG members (including the chair) must NOT be full-time employees of the federal, state, or local government. A majority of SAG members must be private citizens.
- **Youth Voice:** At least one-fifth of member individuals must be under the age of 28 at the time of initial appointment.
- **Justice Involved Voice:** At least three members must have lived experience in the juvenile justice system (are currently, or have been previously, under the jurisdiction of the juvenile justice system). If it is not feasible, members may be the parent or guardian of someone who has been or is currently under the jurisdiction of the juvenile justice system.

## Standing Subcommittees

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### I. Executive Subcommittee

The Executive Subcommittee is comprised of the Commission chair, Commission vice-chair, and the standing subcommittees' chairs and cochairs. This subcommittee provides general direction for the Commission and acts on behalf of the Commission if action is required between the regularly scheduled full-Commission meetings.

### II. Policy, Legislation and Compliance (PLC) Subcommittee

The Policy, Legislation and Compliance Subcommittee stays informed about legal changes relating to juvenile justice and recommends juvenile justice policies, policy positions and drafts statements for the Commission to adopt. Furthermore, this subcommittee is responsible for working with the Wisconsin DOJ on ensuring compliance with the Juvenile Justice and Delinquency Prevention Act (JJDP). The subcommittee is made up of both Commissioners and non-commission stakeholders.

### III. Ethnic and Racial Disparities (ERD) Subcommittee

The Ethnic and Racial Disparities Subcommittee collaborates with Wisconsin DOJ to collect and analyze statewide racial and ethnic disparity data, develop and implement an action plan to reduce disparities, and recommend funding projects that address racial and ethnic disparities throughout the juvenile justice continuum. The subcommittee will provide oversight for the creation and implementation of state ethnic and racial disparities strategies; will make recommendations to the full commission based on its review of programs and projects; and will assist in communicating the work of programs and projects to state and federal policy makers. The subcommittee is made up of both Commissioners and non-commission stakeholders.

# General Rules of Order for Commission Meetings

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Commission meetings are run according to Robert’s Rules of Order Newly Revised. These rules are designed to promote an orderly way for groups to discuss and take action on items—they are not designed to nor do they necessarily prevent disagreements or debate.

## General Conduct of the Meeting

The Commission chair manages the meeting and has the authority to make a final decision on interpreting any questions related to the rules of order. There is a process (appeal) by which the Commission can vote to “overrule” the interpretation of the chair. If a member has a question about a procedure, they can raise a “point of order” and state their concern.

Prior to speaking, a member should seek recognition by the chair. Generally, this simply means raising a hand (physically, in in-person meetings, or virtually, in virtual meetings) at the appropriate time to be recognized. If for some reason the chair does not see the member’s hand, they can speak up to be recognized.

It is the chair’s job to make sure that members are recognized when appropriate and to make sure that all members have a chance to speak once before a member speaks twice to the same issue. Exceptions to this may be made when a member or the chair asks a member to clarify or expand on a remark. The chair usually will not speak to a motion/item until after everyone else has spoken at least once.

During roll call, member and subcommittee sharing, business, and proposing and voting on motions, only Governor appointed members and DOJ staff may speak. Members and staff must raise their hand and receive acknowledgement from the chair before speaking. All public attendees, stakeholders, and non-voting members of subcommittees may not speak during the general business portion of the meeting. Their comments are reserved for the Public Comment segment of the agenda.

## Making, Amending, and Voting on Motions

To bring a piece of business to the table, a member must make a motion. Follow the steps below:

1. A member makes a motion: “I move to…” E.g. “I move to approve the minutes from last meeting.”
2. A different member seconds the motion (must be done by a member other than the one proposing a motion or the chair): “I second the motion.”
3. The chair repeats the motion and opens discussion.
4. After discussion, the chair calls for a vote: “all in favor say ‘aye’”... “all opposed, say ‘no’”... “any abstaining?”
5. After a voice or roll call vote, the chair calls the result: “motion passed/failed.”

When a member makes a motion, they should state it as clearly and succinctly as possible so staff can record the motion correctly and everyone knows what the motion is. Be careful about using terms like “so moved” or “what she said” after something has been discussed, as the question may be what the “so” or “she said” really was intended to be.

The chair will repeat or summarize the motion and ask for a “second” (sometimes the second comes in before this, and that’s OK). A motion that does not receive a second does not proceed further.

The chair should repeat the motion. If the maker or seconder of the motion does not agree with what the chair says, it should be corrected at that time, prior to further discussion. If any member is unclear about the motion, the member can make a point of order or “point of information/clarification” and ask for clarification. It is the motion as stated by the chair that is acted upon.

Once the motion has been restated, the chair “opens the floor” to questions, comments, and discussion by members. Discussion on a motion should not occur until the motion has been seconded and restated, though discussion on the business topic can and often does precede a motion proposing action.

Once discussion on a motion has begun, non-members (i.e. staff, visitors) may not speak unless recognized by the chair or asked a specific question by a member.

Once discussion on a motion has begun, the motion can only be changed by amending it. This may be done in one of two ways:

- By proposing a “friendly amendment” in which someone wishes to add clarifying or additional language to a motion that is acceptable to all members. To do this a member seeks recognition and when recognized by the chair, asks the chair if they can offer a friendly amendment. The chair shall decide whether to proceed, repeat the motion with the amended language, and ask whether the entire commission or subcommittee agrees with the proposed amendment. If anyone objects to the friendly amendment, the Commission or subcommittee may proceed to a formal amendment or continue without amending the motion.
- By proposing a formal amendment. A formal amendment is one which makes substantive changes to the original motion. First, a member must seek recognition and ask to propose a formal amendment which must be seconded before proceeding. If there is no second, the amendment does not proceed. Once seconded, the chair shall repeat the amendment and start a discussion on the amendment. Upon conclusion of such discussion, the chair shall call for a vote on the amendment. If a majority of members present votes for the amendment, discussion of the motion as amended shall ensue. If the vote to amend does not pass by a majority, discussion returns to the original motion as offered.

Discussion of the motion proceeds until the chair decides there has been sufficient discussion and moves to vote on the motion. There is no “call the question” that requires discussion to stop and a vote be taken immediately. However, after substantive discussion, a member may “move to close the debate” or “call the question”. If that motion is seconded, the Commission must first vote on whether to close the debate. This is done in one of two ways:

- The chair may ask if anyone objects to closing the debate. If no one objects, the chair may simply state, “absent any objection, we are prepared to move to a vote.”
- If any member objects, the chair will explain that if this motion passes there will be no more discussion on the item that is “on the table” and then ask for a vote. A vote of at least two-thirds of the members is required to close the debate.

Voting is typically done by asking for those in favor, those opposed, and any abstentions. For a motion to pass a majority must vote in its favor. Abstentions are noted but do not count as a vote. In the event of a tie, the chair may vote on the motion.

- Chair: “All in favor of [states the motion or action to be taken] say ‘aye’” [pause to record responses];
- “All opposed say ‘nay’” [pause to record responses];
- “Any abstaining?” [pause to record responses];
- “The motion passes/fails.” A majority is required to pass the motion for most items, unless otherwise determined.

A member may make a motion to postpone a vote on an issue. The motion should include how long the issue will be postponed as well as what information is desired before the discussion may resume. The motion requires a second, is debatable, can be amended, and a majority vote is required to approve a postponement.

A motion to separate or divide items within a motion can be made. An example may be a situation in which a motion is made by a subcommittee to approve multiple letters of support, and it appears that the majority of the items on the list are acceptable but one or more may not be. There may be a desire to separate out the one item that is causing the greatest concern and treat that by itself, allowing a vote on the items that remain. Such a motion requires a second, may be amended and needs approval by a majority vote. Once approved, the chair will return to the original motion, minus the separated item(s), seek discussion and vote before returning to the separated item(s) for discussion and action.

A motion to recess for a specific period of time or until a specific time may be made by any members. Such a motion needs a second, is not debatable, may be amended, and needs approval by a majority vote.

A motion to rescind or cancel prior action by the Commission requires a second, may be amended, and requires a two-thirds vote. Such a motion may occur in one of two circumstances:

- The motion is made at the same meeting with the same members present as were present when the action was taken.
- The motion is made at a subsequent meeting only if members were given prior notice that action to rescind or cancel the previous action was going to be considered.

A motion to reconsider a previous action may be made only by a member who voted in favor of the motion previously and may only be done in the same meeting, or when members have been given notice that such a motion will be considered. Such a motion is used only when new information may result in a changed outcome on the prior action. This requires a second and a majority vote.

A motion to adjourn a meeting may be made by a member. Such a motion requires a second, is not debatable, and requires a majority vote.

## Robert's Rules of Order: Common Motions Table

You Want to:	You Say:	Interrupt?	2 <sup>nd</sup> ?	Debate?	Amend?	Vote?
Introduce business (e.g. approve minutes, approve a draft letter, etc.)	I move that...	No	Yes	Yes	Yes	Majority
Amend a motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Suspend further consideration on an item	I move to table...	No	Yes	No	No	Majority
Take up matter previously tabled	I move to take ... from the table	Yes	Yes	No	No	Majority
Postpone consideration of an item	I move to postpone this matter until...	No	Yes	Yes	Yes	Majority
End debate	I move the previous question...	No	Yes	No	No	2/3
Reconsider a disposed item	I move we now reconsider our action on...	Yes	Yes	Matches original motion	No	Majority
Consider something out of its scheduled order	I move we suspend the rules and consider...	No	Yes	No	No	2/3
Vote on a ruling by the chair	I appeal the chair's decision	Yes	Yes	Yes	No	Majority
Refer to subcommittee	I move to refer the motion to...	No	Yes	Yes	Yes	majority
Request information	Point of information	Yes	No	No	No	None
Ask for vote by roll call or hand count	I call for a division of the house	Must be before new motion	No	No	No	None unless an objection
Object to considering some undiplomatic or improper matter	I object to consideration of this question	Yes	No	No	No	2/3
Object to a procedure or personal affront	Point of Order	Yes	No	No	No	Chair decides
Make a complaint (noise, room temperature etc.)	Point of privilege	Yes	No	No	No	None
Take a break (recess)	I move that we recess until...	No	Yes	No	Yes	Majority
End the meeting (adjourn)	I move to adjourn	No	Yes	No	No	Majority



## **GJJC Community Agreements and Meeting Etiquette**

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Members are appointed to the Commission because they each have a valuable perspective on matters related to juvenile justice. The members developed community agreements that set the tone of their meetings and discussions. Each of the agreements below represent things that each member can do and expect their fellow members to do so that the Commissioners to feel safe, supported, open, productive, and trusting SO THAT the Commissioners can serve our state's youth, do their best work, and achieve their common vision.

### **Effective Meetings**

1. Attend meetings: each individual's presence is important, and members must make sure to be present at meetings to share their voice. If a member cannot attend, they shall communicate their absence to DOJ staff and the Commission/subcommittee chair.
2. Set a clear agenda and stick to it. Items not on the agenda should be shared during announcements or added to a future meeting's agenda.
3. Prepare for meetings: read materials before the meeting including agenda, draft minutes, and items up for discussion or vote. Let DOJ staff know if there is a need for more information that can be brought to the meeting and shared with all members. Members shall let staff know in advance of the meeting if they have a conflict of interest with an agenda item.

### **Productive Conversations**

1. Build community with icebreakers.
2. Respect the rights of other members to have different opinions and engage in respectful discussions.
3. Take turns while speaking to allow others who may be new or shy to share their knowledge. Members shall raise their hand in in-person meetings and use the "raise hand" feature in Zoom to request acknowledgement in virtual meetings.
4. Listen to others and don't interrupt.

### **Technology Use**

1. Members shall ensure they have strong internet to avoid cutting out. Test microphones and speakers before the meeting.
2. Use mute correctly and know where the button is. Members shall unmute after they are called on to speak and mute when they are finished talking to limit background noise.
3. Members shall keep their camera on, especially when they are talking to help stay engaged and be more present during meetings. Members can turn their camera off when they need to step away from their desk for emergencies or to attend to personal needs.
4. Use the chat responsibly: share links and specific information, ask simple and specific questions (what does the acronym "DCF" stand for?), post affirmations ("great job!" "thank you!"). Members shall raise their hand and unmute to ask more detailed questions or share a substantive insight or comment on the discussion topic.

5. Limit distractions: members working at home or in the office should close their door, use headphones, and keep their screen focused on the meeting at hand.

### Decision-Making

1. Make decisions as a team: individual members should not commit the Commission to a course of action or policy position when conversing with others unless the GJJC has voted and approved that position or action during a full meeting.
2. Recognize the decisions are made by a majority vote and should be supported by all members once a decision is made. An individual member may disagree with the result, but it's best if everyone can move forward positively (or at least not negatively!).
3. Make decisions only after each member has all the facts and keep an open mind.
4. Insist that all Commission business be ethical, honest, open, and fair. Follow all relevant ethics, public records, and conflicts of interest laws and regulations. Avoid hidden agendas and conflicts of interest. If a member has a personal stake in a vote, they must abstain (not vote).
5. Give state agency partners the respect and consideration due to skilled professional personnel. Value their input but feel free to question the rationale for recommendations or ask for more information.
6. Respect and understand the general Rules of Order that work best for group discussions of issues and stay focused on the matter at hand.

# GJJC Three – Year Planning and R/ED Plan Development

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The Commission collaborates with Wisconsin DOJ Staff to develop the three year and R/ED plans for submission to OJJDP with the Title II application.

## Three-Year Plan

OJJDP sets out the general requirements and components of the state's three-year plan. This often includes reference to statutes and regulations that cover different purpose areas, goals, and areas of improvement within the state. The three-year plan must specifically outline and explain the actions the state plans to take to achieve each of the goals and objectives established by the federal solicitation and statutes.

The Commission collaborates with DOJ staff to establish concrete priorities for the next three years. The Commission will then determine associated SMART (Specific, Measurable, Achievable, Realistic, Timely) goals and their corresponding objectives that will assist the DOJ and the Commission with achieving the established priorities during the grant period.

In addition to the general programmatic priorities, the Commission will collaborate with DOJ Staff to set funding priorities based on the Purpose Areas established by the OJJDP Solicitation. The Commission will select purpose areas through which they would like to fund subgrants. The Commission may also select model programs and practices that fit the selected purpose areas and overall priorities. The Model Programs Guide can be especially important to identify evidence-based and promising programs in Wisconsin, as OJJDP has a strong preference for funding these types of programs.

## Racial and Ethnic Disparities (R/ED) Plan

One of the Core Requirements is Racial and Ethnic Disparities. All states wishing to participate in the JJDP and receive Title II formula funding must submit an R/ED plan that analyzes the specific ethnic and racial disparities in the juvenile justice system at four or more of the following points of contact:

1. Arrest
2. Diversion
3. Pre-Trial Detention
4. Secure Confinement/Correctional Confinement
5. Transfer to Adult Court

The R/ED Plan must also provide information on specific goals and activities the state will take to address the disparities. The Ethnic and Racial Disparities (ERD) Subcommittee plays an integral role in developing and implementing this plan. The subcommittee can recommend funding priorities, develop educational resources for juvenile justice, law enforcement, court, and correctional professionals, and connect youth justice departments with services for youth.

## Funding and Grants

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The GJJC annually establishes funding priorities, subject to the availability of federal juvenile justice funds. The funding priorities are established during quarterly commission meetings and subcommittee meetings and are incorporated into the Three-Year Plan and federal Title II Formula Grant application.

### Funding Sources

The federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) awards grants to the states through the Title II Formula Grant and various discretionary groups. Discretionary grants are awarded through a competitive process.

In Wisconsin, the Department of Justice (DOJ) is the state administering agency (SAA) and designated state agency (DSA) for the Title II Formula Grant. For more details on formula grants and Title II, contact the Wisconsin DOJ Juvenile Justice Specialist or see the Additional Resources section for more information.

### Overview of the Subgrant-Making Process

The Commission is the state advisory group responsible under federal law for collaborating with the Wisconsin DOJ to administer the Title II Formula Grant.

Depending on the availability of federal funds each year, the Commission decides on the funding priorities, purpose areas, and model programs for the year. The programs eligible for funding must fall within the priorities established in the Commission's three-year plan and annual updates.

DOJ staff will develop and post a Grant Announcement with the specific requirements of the grant on the [DOJ Grants Website](#). Applicants will have a set time period to complete all required sections and submit the application in [Egrants](#), Wisconsin DOJ's online grant management portal.

DOJ staff review the applications to ensure compliance with the funding announcement requirements. Members of the GJJC Grants Workgroup review and score applications according to grant review procedures. The scores are used by DOJ staff to make final funding recommendations to the Attorney General. All final grant award decisions are made by the Attorney General.

# GJJC Policy on Fair and Impartial Review of Juvenile Justice Grant Applications

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## General Policy

Grant applications will receive fair and impartial consideration through a competitive review process. Each proposal is reviewed individually, using established criteria, and is evaluated in relation to other applications under consideration. The goal of the grant review process is to identify the projects that best meet federal funding goals, state priorities and program design, and the three-year plan goals and objectives. Individuals participating in the review process shall avoid conflicts of interest, bias, or any inappropriate considerations in the evaluation of grants and shall not review grants in which it appears that a conflict of interest, bias, or any inappropriate consideration exists.

Grant applications will be reviewed by a workgroup comprised of Governor appointed GJJC members. Workgroup members will be referred to as reviewers for the purpose of this policy. The workgroup must include:

1. Government employees (full-time state, county, or local government officials or employees including civil servants, elected or appointed officials).
2. Public members (nonprofit employees, volunteers, or other member that is not a full-time government employee).

The workgroup should include, if possible,

1. Individuals with experience with grants including as a grant applicant, grant recipient/project director, grant distributor/program manager, or grant monitor at the federal, state, or local level.
2. Individuals with experience providing direct service to youth, conducting juvenile justice training, implementing juvenile justice system reforms, or collaborating with diverse stakeholders and decision-makers.
3. Youth or parents of youth commissioners.

## Ethics for Public Officials

The Governor's Juvenile Justice Commission is a statutory body with specific responsibilities with regard to approving awards of federal funds. Commissioners are considered "public officials" subject to the Wisconsin Code of Ethics for Public Officials and Employees<sup>2</sup> when they are acting on behalf of the GJJC. Specific statutory provisions governing commission members (also called "commissioners" or simply "members") are summarized below and are attached.

Public officials, including members of commissions, should not:

- Act officially in a matter in which privately interested.
- Use public position for private benefit.
- Accept transportation, lodging, food, or beverage except as specifically authorized.
- Solicit or accept rewards or items or services likely to influence.
- Use confidential information for private benefit.
- Use public position to obtain unlawful benefit.

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<sup>2</sup> Wisconsin Code of Ethics for Public Officials and Employees, Chapter 19, subch.III, Wis.Stats. (See Attachment 1 and <http://ethics.state.wi.us/StandardsofConduct/StandardsConduct.htm>.)

- Enter into public contracts without notice.
- Accept anything of pecuniary value from a lobbyist or a lobbyist's employee.

As a part of the grant application review process, each reviewer must complete the annual State Ethics for Public Officials training, must have a signed Confidentiality and Conflict of Interest form on file, and for reviewers whose Confidentiality and Conflict of Interest form was signed more than 1 year prior to the grant year must receive training on the content of the form. Only governor appointed Commissioners may participate in the grant application review process.

### Operating Principles Relating to Commissioner Actions

Reviewers are encouraged to carefully consider their relationship, whether personal or professional, with any unit of government, corporation or organization appearing before the workgroup.

The Ethics Code prohibits reviewers, even those who are volunteer board members of non-profit organizations, from participating in the discussion and voting on grants related to that organization. Reviewers who are in this situation should declare their intent to recuse themselves and the record will show that they did not participate in the discussion and vote.

When a reviewer believes that the relationship may present even an appearance of a Conflict of Interest, the reviewer is encouraged to abstain from the discussion and vote even though there may be no direct or indirect benefit for the member or the member's family, as a result of workgroup action.

Reviewers may ask to be excused from discussions or deliberations on any topic without declaring a specific reason.

Reviewers may request the State of Wisconsin Ethics Commission's opinion at any time if they are unsure whether a perception of a conflict of interest exists among Commission members.

There is no conflict of interest for a reviewer employed by a state agency unless the Commissioner's job is specifically affected by the decision.

### Guidelines to Ensure Impartial Review of Grant Applications

As reviewers review grant applications, it may be necessary to seek additional information to help in assessing the application. To ensure that each grant application is evaluated impartially, the following guidelines should govern each reviewer's review:

- Reviewers must not, to the extent possible, interact or communicate with grant applicants during the review process. If a reviewer would like additional information about a specific application, applicant or anything related to the application, the question(s) must be directed to DOJ Juvenile Justice Program Staff rather than to the applicant or anyone associated with the applicant. If an applicant contacts a reviewer, the reviewer will promptly inform the applicant of their inability to communicate with them and direct them to DOJ Staff. The reviewer must also promptly notify DOJ staff of the applicant contact.
- Reviewers should not discuss grant applications with other reviewers until final decisions and awards have been made.
- Reviewers must not divulge, publish, or otherwise make known the identities of the applicants or any information about applicants being considered to any unauthorized person.

# GJJC Grant Application Review Process

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## Eligibility Review

1. WI DOJ staff screen all applicants to determine whether the applicant entity and proposed program are eligible for grant funding based on federal and state guidelines as well as the minimum criteria established in the grant announcement.
2. DOJ staff will work with applicants to resolve any concerns regarding eligibility (such as collecting an applicant's Unique Entity Identifier or UEI).
3. If the applicant is deemed eligible, the application proceeds to the next stage of the review process.
4. DOJ staff will notify Workgroup members of any ineligible applicants. Workgroup members will have the opportunity, via a request to DOJ staff, to review and comment on the applications.
5. **A determination of eligibility is NOT a guarantee of grant funding.**

## Workgroup Pre-Review Meeting

The workgroup members and DOJ staff will meet prior to the application review to complete necessary training, review grant scoring materials and procedures, and ensure all necessary confidentiality and conflict of interest forms and procedures are completed.

1. DOJ staff will review the conflict-of-interest form with all members. DOJ staff will direct members to the online ethics for public officials training. Workgroup Members who do not have a signed form will provide DOJ staff a signed copy of the conflict of interest and confidentiality. Forms will be saved in members' files.
2. DOJ staff will provide the workgroup with a list of applicant entities and programs. Workgroup members must review the list and notify DOJ staff if there is a direct or indirect conflict of interest. Workgroup members will not be permitted to read or review applications for which they have a direct or indirect conflict of interest.
3. DOJ staff will notify Workgroup members of any ineligible applicants. Workgroup members will have the opportunity, via a request to DOJ staff, to review and comment on the applications.
4. DOJ staff will provide the workgroup with the grant announcement criteria and Grant Review Scoring Matrix. DOJ staff will train workgroup members how to review grant applications and fill out the matrix.

## Workgroup Application Review

Complete and eligible applications will be reviewed by members of the GJJC Grants Working Group. Applications will be evaluated based on the criteria established in the grant announcement and the Grant Review Scoring Matrix. Funding recommendations must take into consideration availability of funding and GJJC Three-Year Plan Priorities.

1. DOJ staff will assign applications to workgroup members for review. Applications must be reviewed by at least three workgroup members and both fiscal and programmatic DOJ staff. Applications are assigned to reviewers that do not have a direct or indirect conflict of interest with that application as determined during the pre-review meeting. Where possible, applicants will be assigned to both a governmental and public member.

2. If at any time during the review process a member determines that they have a conflict (e.g., realize they have a relationship with a proposed partner, subgrantee or contractor, or a staff person proposed in the applicant budget) they must flag the conflict immediately to DOJ staff and that application will be reassigned to an alternate reviewer.
3. Workgroup members will score assigned applicants using the criteria established in the grant announcement and the Grant Review Scoring Matrix.

## DOJ Staff Review

After the workgroup application review, DOJ staff will collect and prepare scoring materials. The scoring materials will be used by DOJ staff to determine funding recommendations.

1. DOJ staff will tabulate workgroup member scores.
2. DOJ staff will conduct risk assessments on top applicants—applicants with the highest scores and whose total requested funding amount is equal to or less than the total available funding.
3. If needed, DOJ will schedule an ad hoc follow-up Workgroup Meeting to break scoring ties, clarify large divergences in scores, or address other issues.
4. DOJ staff will save all workgroup scores and recommendations in grant files.
5. Workgroup funding recommendations are NOT a guarantee of grant funding. Final decisions regarding funding awards are determined by the Wisconsin Attorney General.

## Grant Awards

1. DOJ staff will recommend awards according to the workgroup funding recommendations, the budget and programmatic criteria established in the grant announcement, federal and state grant funding regulations, and risk assessment scores.
2. DOJ staff will route award documents to the Attorney General's Office for approval and final award decisions. Once approved, DOJ staff will award grants according to internal DOJ grant procedures.
3. DOJ will announce award decisions to the workgroup and GJJC once award documents are signed by both parties.

## Workgroup Post-Review Meeting

DOJ staff will schedule a workgroup meeting for members to evaluate the application and review scoring process for improvements.

1. DOJ staff will present combined scores and risk assessment scores for each applicant to the workgroup.
2. DOJ will present award decisions to the workgroup. Awards recommendations will be made to the applicants with the highest score, lowest assessed risk, and whose total requested amount is equal to or less than the available amount.



## Commonly Used Acronyms and Terms

† = Grants

<b>ADA</b>	Assistant District Attorney
<b>ADV</b>	Advocate
<b>BJA</b>	Bureau of Justice Assistance
<b>BJP</b>	Bureau of Justice Programs
<b>BJS</b>	Bureau of Justice Statistics
<b>BYS</b>	Bureau of Youth Services-DCF
<b>BJIA</b>	Bureau of Justice Information and Analysis
<b>CFR</b>	Code of Federal Regulations
<b>CIB</b>	Crime information Bureau
<b>CIT/CIP</b>	Crisis Intervention Team and Crisis Intervention Partners training
<b>CJJ</b>	Coalition for Juvenile Justice: a national youth advocacy organization
<b>CLS</b>	Copper Lake School for Girls
<b>CAGE</b>	Commercial And Government Entity (CAGE) Code
<b>CCAP</b>	Consolidated Court Automation Programs
<b>CCAS</b>	Center for Coordinated Assistance to States
<b>CJCC</b>	Criminal Justice Coordinating Council (state or local)
<b>CORE Reporting System</b>	Comprehensive Outcome, Research, and Evaluation Reporting System
<b>CHIPS</b>	Child in Need of Protection and/or Services
<b>COMPAS</b>	DOC's statewide automated risk and needs assessment and unified case planning system.
<b>DA</b>	District Attorney
<b>DV</b>	Domestic Violence
<b>DCF</b>	Department of Children and Families
<b>DCI</b>	Division of Criminal Investigation
<b>DHS</b>	Department of Health Services
<b>DJC</b>	Division of Juvenile Corrections
<b>DLS</b>	Division of Legal Services

<b>DMC</b>	Disproportionate Minority Contact, also abbreviated as R/ED for Racial and Ethnic Disparities.
<b>DOA</b>	Department of Administration
<b>DOC</b>	Department of Corrections
<b>DOJ</b>	U.S. Department of Justice
<b>DSA</b>	Designated State Agency
<b>DSO</b>	Deinstitutionalization of Status Offenders-one of the core requirements of the JJDP
<b>DLES</b>	Division of Law Enforcement Services
<b>DRAI</b>	Detention Risk Assessment Instrument
<b>DUNS</b>	Data Universal Numbering System
<b>DCTAT</b>	Data Collection and Technical Assistance Tool
<b>EBP</b>	Evidence Based Practice
<b>ERD</b>	Ethnic and Racial Disparities, also abbreviated as R/ED for Racial and Ethnic Disparities.
<b>FY</b>	Fiscal Year
<b>FFR</b>	Federal Financial Report
<b>FSR</b>	Financial Status Report
<b>FPOC</b>	Financial Point of Contact
<b>FACJJ</b>	Federal Advisory Committee on Juvenile Justice-a national committee that advises OJJDP on juvenile justice matters
<b>GA</b>	Grant Announcement
<b>GAM</b>	Grant Adjustment Modification-Federal
<b>GAN</b>	Grant Adjustment Notice
<b>GMS</b>	Grants Management System
<b>GPR</b>	General Program Revenue
<b>GJJC</b>	Governor's Juvenile Justice Commission
<b>HT</b>	Human Trafficking
<b>IBR</b>	Incident-Based Reporting
<b>ICW</b>	Indian Child Welfare
<b>ICAC</b>	Internet Crimes Against Children
<b>JJ</b>	Juvenile Justice
<b>†JAG</b>	Justice Assistance Grant—formerly known as Byrne Grant—Adult Criminal Justice Program
<b>Jail Removal</b>	JJDP Core Requirement: removal of juveniles from adult jails and lockups

<b>JRI</b>	Justice Reinvestment Initiative
<b>JDAI</b>	Juvenile Detention Alternatives Initiative
<b>JIPS</b>	Juvenile in Need of Protective Services
<b>JJRA</b>	Juvenile Justice Reform Act of 2018
<b>JSDR</b>	Juvenile Secure Detention Registry
<b>JJDPA</b>	Juvenile Justice and Delinquency Prevention Act
<b>†JMHCP</b>	Justice and Mental Health Collaboration Program
<b>LE</b>	Law Enforcement
<b>LEA</b>	Law Enforcement Agency
<b>LEO</b>	Law Enforcement Officer
<b>LHS</b>	Lincoln Hills School for Boys
<b>LESB</b>	Law Enforcement Standards Board
<b>LGBTQ</b>	Lesbian, Gay, Bisexual, Transgender, Queer
<b>MU</b>	Monitoring Universe, used for compliance with JJDPA
<b>MOU</b>	Memorandum of Understanding
<b>MCPRAI</b>	Milwaukee County Pretrial Risk Assessment Instrument
<b>NIC</b>	National Institute of Corrections
<b>NIJ</b>	National Institute of Justice
<b>NCJA</b>	National Criminal Justice Association
<b>NICS</b>	National Instant Criminal Background Check System
<b>NCJFCJ</b>	National Council of Justice and Family Court Judges
<b>OIG</b>	Office of Inspector General
<b>OJP</b>	Office of Justice Programs
<b>OMB</b>	Office of Management and Budget
<b>OOG</b>	Office of Open Government
<b>OSS</b>	Office of School Safety
<b>OVC</b>	Office for Victims of Crime
<b>OVW</b>	Office on Violence Against Women
<b>OCFO</b>	Office of Chief Financial Officer
<b>OCVS</b>	Office of Crime Victim Services
<b>OSPD</b>	Office of State Public Defender
<b>OSSP</b>	Outreach and Services Strategic Plan

<b>OJJDP</b>	Office of Juvenile Justice and Delinquency Prevention-the federal agency that oversees the JJDP
<b>PHI</b>	UW Population Health Institute
<b>PLC</b>	Policy, Legislation and Compliance Committee of the GJC
<b>PMT</b>	Performance Measurement Tool
<b>†PREA</b>	Prison Rape Elimination Act
<b>PROS</b>	Prosecutor
<b>R/ED</b>	Racial and Ethnic Disparities. Also refers to the JJDP core requirement.
<b>RRI</b>	Relative Rate Index – used to determine the extent of disproportionate minority contact
<b>SA</b>	Sexual Abuse/Sexual Assault
<b>SV</b>	Sexual Violence
<b>SAA</b>	State Administering Agency
<b>SAC</b>	Statistical Analysis Center
<b>SAG</b>	State Advisory Group – the JJDP term for the Governor’s Juvenile Justice Commission
<b>SAM</b>	System for Award Management
<b>SID</b>	State Identification Number
<b>SAFE</b>	Sex Offender Apprehension and Felony Enforcement
<b>Separation</b>	JJDP Core Requirement: sight and sound separation between juveniles and adult inmates.
<b>SORP</b>	Sex Offender Registration Program
<b>SRCC</b>	Secure Residential Care Center
<b>STOP</b>	Services, Training, Officers, and Prosecutors
<b>SRCCCY</b>	Secure Residential Care Center for Children and Youth
<b>TA</b>	Technical Assistance
<b>TRO</b>	Temporary Restraining Order
<b>TSB</b>	Training and Standards Bureau
<b>†Title II</b>	Federal grant Wisconsin receives by complying with the JJDP; administered by the Governor’s Juvenile Justice Commission
<b>UEI</b>	Unique Entity Identifier (replaced the DUNS number)
<b>URL</b>	Uniform Resource Locator
<b>VCO</b>	Valid Court Order – an exception to the prohibition against holding status offenders in secure detention.
<b>WI DOJ</b>	Wisconsin Department of Justice

<b>WATCP</b>	Wisconsin Association of Treatment Court Professionals
<b>WIJIS</b>	Wisconsin Justice Information Sharing
<b>WSIPP</b>	Washington State Institute for Public Policy
<b>YEI</b>	Youth and Families Engagement Committee of the GJC

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**Grants Specialist – VACANT**

## Additional Resources

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### Websites

Center for Coordinated Assistance to States (CCAS): <https://ojjdp.ojp.gov/tta-provider/center-coordinated-assistance-states-ccas>.

CCAS provides resources, training, and technical assistance to states and State Advisory Groups (SAGs) regarding OJJDP and implementing the JJDPA.

Governor's Juvenile Justice Commission (GJJC): <https://gjjc.widj.gov/>

The main website for all information regarding the GJJC. Includes meeting details and materials like agendas and virtual meeting details.

Office of Juvenile Justice and Delinquency Prevention (OJJDP): <https://ojjdp.ojp.gov/>

The Federal agency responsible for monitoring and assisting the states with implementing the JJDPA and Title II Formula Grants.

Wisconsin Department of Justice (WI DOJ/DOJ): <https://www.doj.state.wi.us/>

The Designated State Agency (DSA) and State Administering Agency (SAA) for Title II Formula Grant funds. DOJ staff members provide staff support to the GJJC including drafting agendas, minutes, and coordinating the Title II Formula Grant application.

### Resources

Core Requirements: <https://ojjdp.ojp.gov/about/core-requirements>

The core requirements of the Juvenile Justice and Delinquency Prevention Act (JJDPA) to which states receiving Title II Formula Grant Funds must comply.

Juvenile Justice Code Wisconsin Statute Chapter 938:

<https://docs.legis.wisconsin.gov/statutes/statutes/938>

The relevant statute that governs Wisconsin's juvenile justice system.

Program Areas (PA) 2023 Title II: <https://ojjdp.ojp.gov/funding/fy2023/titleII/fy23-program-budget-areas.pdf>

State Advisory Group Toolkit (OJJDP resource): <https://ojjdp.ojp.gov/library/publications/building-state-advisory-group-capacity-toolkit-effective-juvenile-justice>

Title II Formula Grants Programs: <https://ojjdp.ojp.gov/programs/formula-grants-program>