



# Wisconsin Governor's Juvenile Justice Commission

## MEMBER HANDBOOK

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## Commonly Used Acronyms and Terms

† = Grants

ADA	Assistant District Attorney: a county prosecutor
Adjudicate Delinquent	A finding by a court that a juvenile/youth did commit a delinquent act.
Admin Code	Administrative Code or Administrative Rules. These are promulgated by state agencies to implement or interpret statutes enforced or administered by the agency. <a href="https://docs.legis.wisconsin.gov/misc/lc/information_memos/2024/im_2024_09">https://docs.legis.wisconsin.gov/misc/lc/information_memos/2024/im_2024_09</a> .
BJA	Bureau of Justice Assistance: a grant making unit of the U.S. Department of Justice.
BJIA	Bureau of Justice Information and Analysis: a research and data analysis unit of the Wisconsin Department of Justice.
BJP	Bureau of Justice Programs: a grant making unit of the Wisconsin Department of Justice.
BJS	Bureau of Justice Statistics: a research and data analysis unit of the U.S. Department of Justice.
BYS	Bureau of Youth Services: the youth justice and youth services unit of the Wisconsin Department of Children and Families.
CAGE	Commercial And Government Entity (CAGE) Code
CCAP	Consolidated Court Automation Programs
CFR	Code of Federal Regulations
CHIPS	Child in Need of Protection and/or Services
CIB	Crime information Bureau: the unit in the Wisconsin Department of Justice responsible for collecting and maintaining criminal history information.
CIT/CIP	Crisis Intervention Team and Crisis Intervention Partners
CJJ	Coalition for Juvenile Justice: a national youth advocacy organization
CLS	Copper Lake School for Girls: Wisconsin's juvenile correctional facility for female inmates.
CMU	Compliance Monitoring Universe, used for compliance with JJDP
COMPAS	Correctional Offender Management Profiling for Alternative Sanctions: DOC's statewide automated risk and needs assessment and unified case planning system.
CPS	Child Protective Services
CW	Child Welfare
DA	District Attorney: a county prosecutor
DCF	Department of Children and Families (WI)
DCI	Division of Criminal Investigation (WI DOJ)
Delinquent Act	An act committed by a juvenile that would be a crime/criminal if committed by an adult.
DHS	Department of Health Services (WI)
Disposition	A decision by the court detailing the sanctions or required programming youth are responsible for when adjudicated delinquent.
DJC	Division of Juvenile Corrections (WI DOC)
DLES	Division of Law Enforcement Services (WI DOJ)
DLS	Division of Legal Services (WI DOJ)
DMC	Disproportionate Minority Contact, also abbreviated as R/ED for Racial and Ethnic Disparities.

DOA	Department of Administration (WI)
DOC	Department of Corrections (WI)
DOJ	Department of Justice. Can be federal (U.S.) or state (WI)
DRAI	Detention Risk Assessment Instrument
DSA	Designated State Agency
DSO	Deinstitutionalization of Status Offenders - one of the core requirements of the JJDPa requiring that status offenders and non-offenders must not be placed in secure detention centers.
DV	Domestic Violence
EBP	Evidence Based Practice
ERD	Ethnic and Racial Disparities, also abbreviated as R/ED for Racial and Ethnic Disparities and DMC for Disproportionate Minority Contact.
FA	Funding Announcement: the application forms and required application components posted on Wisconsin's online grants management system for agencies to submit their applications. Contains information published in the Grant Announcement.
FACJJ	Federal Advisory Committee on Juvenile Justice-a national committee that advises OJJDP on juvenile justice matters
FFR	Federal Financial Report
FPOC	Financial Point of Contact
FSR	Financial Status Report
FY	Fiscal Year
GA	Grant Announcement: the packet published announcing that grant funds are available to local agencies and describing required application components and eligibility criteria. Equivalent to the federal NOFO. Also referred to as a Funding Announcement.
GAM	Grant Adjustment Modification-Federal
GAN	Grant Adjustment Notice
GJJC	Governor's Juvenile Justice Commission
GMS	Grants Management System
GPR	General Program Revenue
HT	Human Trafficking
IBR	Incident-Based Reporting. Often referred to as WIBR for Wisconsin Incident-Based Reporting. This is a method for collecting and reporting arrest data to WI DOJ BJIA.
ICAC	Internet Crimes Against Children
ICWA	Indian Child Welfare Act
†JAG	Justice Assistance Grant—formerly known as Byrne Grant—Adult Criminal Justice Program
JCA	Juveniles Charged as Adults: a core requirement of the JJDPa requiring that juveniles charged as adults must not be placed in jails unless criteria are met.
JDAI	Juvenile Detention Alternatives Initiative
JDC	Juvenile Detention Center: a county-run juvenile facility equivalent to an adult jail. These facilities are governed by <a href="#">Administrative Code 346</a> . They provide placements for youth pre-trial. Some JDCs provide long-term post-dispositional programming for youth.
JIPS	Juvenile in Need of Protective Services
JJ	Juvenile Justice
JJDPa	Juvenile Justice and Delinquency Prevention Act
JJS	Juvenile Justice System
†JMHCP	Justice and Mental Health Collaboration Program

JR	Jail Removal – a core requirement of the JJDPa requiring that juveniles alleged to be delinquent, status offenders, and non-offenders must be removed from adult jails and lock ups.
JRI	Justice Reinvestment Initiative
JSDR	Juvenile Secure Detention Registry
LE	Law Enforcement
LEA	Law Enforcement Agency
LEO	Law Enforcement Officer
LESB	Law Enforcement Standards Board
LGBTQ	Lesbian, Gay, Bisexual, Transgender, Queer
LHS	Lincoln Hills School for Boys. A juvenile correctional facility in Wisconsin for male inmates.
MCPRAI	Milwaukee County Pretrial Risk Assessment Instrument
MJTC	Mendota Juvenile Treatment Center. A Type 1 secure juvenile facility managed by the WI DHS to house youth under juvenile justice jurisdiction with severe mental health disorders.
MOU	Memorandum of Understanding
NCJA	National Criminal Justice Association
NCJFCJ	National Council of Justice and Family Court Judges
NIC	National Institute of Corrections
NICS	National Instant Criminal Background Check System
NIJ	National Institute of Justice
NOFO	Notice of Funding Opportunity: a federal document announcing grant funds available to state and local agencies to apply for. The document contains the required components and eligibility criteria of applications. Equivalent to the state Grant Announcement.
OCFO	Office of Chief Financial Officer
OCVS	Office of Crime Victim Services (WI DOJ)
OIG	Office of Inspector General
OJJDP	Office of Juvenile Justice and Delinquency Prevention-the federal agency that oversees the JJDPa
OJP	Office of Justice Programs (U.S. DOJ)
OMB	Office of Management and Budget
OOG	Office of Open Government (WI DOJ)
OSPD	Office of State Public Defender (WI)
OSS	Office of School Safety (WI DOJ)
OVC	Office for Victims of Crime (U.S. DOJ)
OVW	Office on Violence Against Women (U.S. DOJ)
PLC	Policy, Legislation and Compliance Committee of the GJJC
PMT	Performance Measurement Tool
†PREA	Prison Rape Elimination Act
R/ED	Racial and Ethnic Disparities. Refers to the JJDPa core requirement. See also DMC and ERD.
SA	Sexual Abuse/Sexual Assault
SAA	State Administering Agency
SAC	Statistical Analysis Center
SAG	State Advisory Group – the JJDPa term for the Governor’s Juvenile Justice Commission

SAM	System for Award Management
SJO	Serious Juvenile Offender disposition. A specific disposition that allows youth who've committed serious crimes to be served under juvenile jurisdiction.
S & S; Separation	JJDPA Core Requirement – a core requirement of the JJDPA requiring sight and sound separation between juveniles and adult inmates in secure facilities.
SID	State Identification Number
SORP	Sex Offender Registration Program
SRCC	Secure Residential Care Center
SRCCCY	Secure Residential Care Center for Children and Youth. These are county-run facilities that function as alternative placements to state-run juvenile correctional facilities (Type 1).
Status Offense	An act committed by a youth that is illegal for youth to commit but would not be criminal if committed by an adult. Examples include truancy, running away, or incorrigibility.
SV	Sexual Violence
†Title II Formula Grant	Federal grant Wisconsin receives by complying with the JJDPA; administered by the Governor's Juvenile Justice Commission. The grants fund innovative local projects and programs to prevent delinquency, divert youth from the justice system, and improve outcomes for justice involved youth and their families.
Truancy	The act of staying away from school without good reason; absenteeism.
TSB	Training and Standards Bureau (WI DOJ)
TTA	Training & Technical Assistance
Type 1	A category of juvenile correctional facility/secure youth facility operated by the WI DOC. Houses youth convicted and sentenced under the Serious Juvenile Offender (SJO) disposition and those convicted as adults.
UEI	Unique Entity Identifier
VCO	Valid Court Order – an exception to the prohibition against holding status offenders in secure detention.
WI DOJ	Wisconsin Department of Justice
YJ	Youth Justice
YVC	Youth Voice Commission: a workgroup of the GJJC comprised of youth GJJC members and external youth stakeholders.

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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:

- Deinstitutionalization of Status Offenders (DSO)
- Jail Removal (JR)
- Sight and Sound Separation (S & S)
- Racial and Ethnic Disparities (R/ED)
- Removing Juveniles Charged as Adults (JCA)

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

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

### 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.

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

# GJJC Bylaws

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## I. Name

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

## II. Purpose

- a. The Commission serves as the federally mandated state advisory group (SAG) under the federal Juvenile Justice and Delinquency Prevention Act (JJDPA).
- b. 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 JJDPA; 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

- a. 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.
- b. 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*: Members serve at the pleasure of the Governor. The Governor appoints members in accordance with provisions of the Juvenile Justice and Delinquency Prevention Act and the Executive Order establishing the Commission.
- b. *Attendance*: Commission members must attend full Commission meetings. When a member is unable to attend a meeting or portion of the meeting due to conflicts or emergent circumstances, the member must notify the commission chair and Department of Justice (DOJ) staff at least 24 hours prior to the meeting time. Members may be excused during the meeting due to emergencies with notice to the Chair and DOJ staff.
- 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.

## V. Officers

- a. *Chairperson*: The Governor shall appoint the chairperson of the Commission. The chairperson must not be a full-time government employee. The chairperson presides over the Commission meetings, sets agendas in conjunction with the DOJ Juvenile Justice Program staff, and appoints subcommittee chairs.

- b. *Vice-chairperson:* The vice-chairperson shall be appointed by the Chairperson in conjunction with the DLES Division Administrator. The vice-chairperson must not be a full-time government employee. In the absence or inability of the chairperson, the vice-chairperson acts as the temporary chairperson.

## VI. Staff

- a. Department of Justice – Bureau of Justice Programs staff shall provide support, technical assistance, and recommendations for action to the Commission. Staff are 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 Bureau of Justice Programs 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 Bureau of Justice Programs Staff shall be responsible for setting the agenda for all commission meetings. DOJ staff shall prepare and distribute the agenda for all commission meetings and subcommittee meetings
- 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

- a. 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.
- b. *Membership:* Standing subcommittees should have at least five members and no more than fifteen members, including the chairperson. Members may indicate preferences to the subcommittee chair and DOJ staff regarding which subcommittee(s) they are interested in, but membership is subject to the discretion of the subcommittee chairperson. The Commission chairperson shall appoint the chair of each subcommittee. All subcommittee members shall serve at the pleasure of the subcommittee chair.
- c. *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.
- d. *Member Expectations:* All subcommittee members must regularly attend scheduled subcommittee 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.

- e. *Annual Commitment:* At least annually, each standing subcommittee chair, in collaboration with DOJ Staff, will circulate an annual membership commitment to current subcommittee members. The Subcommittee Chair may remove any subcommittee member that is unable or declines to attend meetings, unable or declines to participate in subcommittee activities, or does not respond to contact attempts from the subcommittee roster, in consultation with DOJ staff and the Commission Chair.
- f. *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:
  - i. 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.
  - ii. 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.
- g. 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. Position Development Review, and Approval Procedures

- a. *Definitions*
  - i. Body: the Governor's Juvenile Justice Commission or GJJC standing subcommittee relevant to the issue.
  - ii. Executive: members of the Executive Subcommittee including the GJJC Chair, GJJC Vice Chair, and Chairs of each of the standing subcommittees.
  - iii. Sponsor: the individual or group who requested an issue be considered by a body.
- b. *Stage 1: Identify Issues for Consideration*
  - i. Members of the Governor's Juvenile Justice Commission (GJJC), members of any of the GJJC Subcommittees, and DOJ Staff are permitted to identify issues for discussion and consideration by the GJJC or its Subcommittees and workgroups.
  - ii. Sponsor must notify both the Executive of the relevant body and DOJ staff of all requests for the body to consider or discuss a specific issue. Requests can be made by email, phone, text, or during a meeting with the relevant individuals present.
  - iii. Decisions about whether (and which) a body will consider an issue are made by the following:
  - iv. The Chair or Co-Chair or Chair and Vice Chair of the standing subcommittees will approve agenda items for their respective subcommittee.
  - v. The Executive Subcommittee will approve agenda items for the full GJJC.
- c. *Stage 2: Collect Information on the Issue*
  - i. Before the issue is considered during a meeting, the sponsor must collect relevant information on the issue and share it with DOJ staff and the Executive.
  - ii. The sponsor or DOJ staff may consult with other members or subject matter experts to collect relevant information on the issue.
  - iii. Basic relevant information on the issue must be shared with the body members at least one (1) week before the meeting in which the issue will be first considered.
- d. *Stage 3: First Consideration at a Meeting*

- i. The sponsor(s) and Executive must present the issue for consideration and facilitate the discussion. DOJ Staff will ensure appropriate materials are available for the meeting.
  - ii. Initial consideration should include discussion of the following points:
    - 1. Should the body weigh in on the issue under consideration?
    - 2. Should the position be in favor, against, or something else?
    - 3. What is the purpose of the position and what format should the position take?
    - 4. Statement: Describes the body's position and informs relevant stakeholders, decision makers, and members of the public of the position.
    - 5. Resolution: Establishes the need for an action, identifies the necessary action, and creates an official stance of the body.
    - 6. Letter: Outlines the body's position and requests action from a specific decision maker(s).
    - 7. Is there any aspect of the issue that requires additional information gathering? Are there any stakeholders or subject matter experts not yet consulted that should be consulted? If so, what information or stakeholders/subject matter experts?
- e. *Stage 4: Workgroup Formation and Document Development*
  - i. DOJ Staff will assist with forming and coordinating a workgroup. Required members include: the sponsor and body members with special expertise or perspective on the issue. The executive of the body must be invited to participate but is not a required member.
  - ii. The workgroup must collaborate to select the appropriate document format for the position purpose and develop a draft. The draft must be sent to DOJ staff for editing and distribution. The draft should address the information gathered during Stage 2 and the feedback shared during Stage 3.
- f. *Stage 5: Second Consideration*
  - i. The proposed position draft must be distributed to the body membership at least 1 week before the second consideration meeting. Second consideration generally occurs within the body that conducted the first consideration (i.e., a standing subcommittee). When timelines require it, second consideration can occur within the Executive Subcommittee (when specifically authorized), or the full GJJC.
  - ii. Members of the body must review the draft document prior to the meeting.
  - iii. Members of the body may recommend or make additions or corrections to the draft through a friendly amendment or by making and passing a motion to amend the document.
  - iv. The position is approved when: a quorum of members is present at the meeting and a motion to approve the document passes.
  - v. The position is rejected when: a quorum of members is not present, a motion to reject the document passes, or a motion to approve the document fails.
  - vi. Stages 4-5 may be repeated as many times as needed to bring a proposed position to vote or the issue is dismissed. If a motion was made regarding the position during the first consideration, a motion to reconsider or rescind that motion is required to dismiss the issue and end the position development process. If no motion regarding the position was made during the first consideration, the position development process may be dismissed without a motion.
- g. *State 6: Approving an Official Stance of the GJJC*

- h. GJJC Full Commission Consideration and Approval
  - i. After a position proceeds through stages 1-5 in a Subcommittee, and the position is approved by the Subcommittee, the Executive Subcommittee must add the position to a full GJJC agenda.
  - ii. The GJJC considers the position during a meeting at which there is quorum.
  - iii. The position becomes an official stance of the GJJC when: a quorum of members is present at a full commission meeting and a motion to approve the document passes.
  - iv. The position is rejected when: a motion to reject the document passes or a motion to approve the document fails.
  - v. Position proposals passed by the full GJJC can then be sent to the relevant audience, sent to the body membership, and posted on the website.
- i. GJJC Authority Delegation
  - i. The full GJJC may authorize a Subcommittee to develop and approve an official stance of the GJJC on a designated issue on behalf of the GJJC. The GJJC confers this authority by passing a motion to do so during a full GJJC meeting in which a quorum of members is present. In this case, the Second Consideration during a Subcommittee meeting will count as the final approval and represent the official position of the GJJC.

## X. Grant Review and Comment Procedure

- a. *Eligibility Review*
  - i. WI DOJ staff screen all applicants to determine whether the applicant and proposed program are eligible for grant funding based on federal and state guidelines and the minimum criteria established in the grant announcement.
  - ii. DOJ staff will work with applicants to resolve any concerns regarding eligibility (such as collecting an applicant's Unique Entity Identifier or UEI).
  - iii. If the applicant is deemed eligible, the application proceeds to the next stage of the review process.
  - iv. A determination of eligibility is NOT a guarantee of grant funding.
- b. *Form Workgroup*
  - i. All workgroup members must be GJJC Commissioners.
  - ii. The workgroup should include at least five members and should include:
  - iii. Government employees (full-time state, county, or local government officials or employees including civil servants, elected or appointed officials).
  - iv. Public member (nonprofit employees, volunteers, or other Commissioner that is not a full-time government employee).
- c. *Workgroup Expectations*
  - i. 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.
  - ii. Members must complete required annual State Ethics for Public Officials training.
  - iii. Members must have a signed Conflict of Interest and Confidentiality form on file indicating awareness and knowledge of this requirement.
- d. *Workgroup Pre-Review Tasks:*

- i. The workgroup members and DOJ staff will communicate 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.
  - ii. 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.
  - iii. 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.
  - iv. 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.
  - v. 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.
- e. *Workgroup Application Review:*
  - i. Members of the GJJC Grants Workgroup will review eligible applications. 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.
  - ii. DOJ staff will assign applications to workgroup members for review. Applications must be reviewed by both fiscal and programmatic DOJ staff. Applications are assigned to reviewers that do not have a conflict of interest with that application as determined during the pre-review tasks.
  - iii. 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.
  - iv. Workgroup members will score assigned applicants using the criteria established in the grant announcement and the Grant Review Scoring Matrix.
- f. *DOJ Staff Review:*
  - i. After the workgroup application review, DOJ staff will collect and finalize scoring materials.
  - ii. DOJ staff will tabulate workgroup member scores.
  - iii. If needed, DOJ will communicate with the workgroup to break scoring ties, clarify large divergences in scores, or address other issues.
  - iv. DOJ staff will save all workgroup scores and recommendations in grant files.
  - v. Workgroup funding recommendations are NOT a guarantee of grant funding. Final decisions regarding funding awards are determined by the Wisconsin Attorney General.
- g. *Grant Awards*
  - i. DOJ staff will make award recommendations according to the workgroup funding recommendations, the budget and programmatic criteria established in the grant announcement, and federal and state grant funding regulations.

- ii. DOJ staff will route award documents to the Attorney General for approval and final award decisions. Once approved, DOJ staff will award grants according to internal DOJ grant procedures.
- iii. DOJ will announce award decisions to the workgroup and GJJC once award documents are signed by both parties.

## XI. Amendments

- a. 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, 8/12/2025.



## 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

- Locally Elected Official: At least one locally elected official representing general-purpose local government.
- 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.
- 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.
- 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.
- Juvenile Justice Volunteer: Volunteers who work with delinquent youth or youth at risk of delinquency.
- Alternatives to Incarceration Programming: Representatives of programs that are alternatives to incarceration, including organized recreation activities.
- School Violence: Persons with special experience and competence in addressing problems related to school violence and vandalism and alternatives to suspension and expulsion.
- 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.
- 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.
- 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 and vice 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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### 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.

### 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.

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

The Policy, Legislation, and Compliance Subcommittee actively tracks systemic, legislative, policy, and procedural issues related to the Wisconsin juvenile justice system. PLC drafts and recommends positions for the Commission to adopt, per the procedures outlined in the bylaws. In addition, this subcommittee is responsible for working with Wisconsin DOJ to monitor compliance with the core requirements of the JJDP. The subcommittee is made up of both Commissioners and non-commission stakeholders.

## General Rules of Order for Commission Meetings

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

<b><u>Rights and Responsibilities</u></b>	
<b>Chair</b>	<b>Commissioners</b>
Manages the meeting.	Participates in the meeting.
Authority to make a final decision interpreting questions related to the rules of order.	Can appeal to overrule the interpretation of the chair on questions related to the rules of order.
Addresses concerns raised by a “point of order” about procedures.	Can raise a “point of order” to state a concern about a procedure.
Recognizes members when appropriate and ensures all members have a chance to speak fairly. Generally, each member should have a chance to speak once before a member speaks twice on the same issue. Exceptions can be made when a member or the chair is asked to clarify or expand on a remark. The chair generally speaks on a motion or item after each member has had the chance to speak once.	Must seek recognition from the chair prior to speaking by raising a hand virtually or physically.
Except during Public Comment, only Governor appointed members, DOJ staff, and invited presenters may speak.	

### Making, Amending, and Voting on Motions

#### Making Motions

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

Motion made by COMMISSIONER 1: “I, [name], move that the subcommittee draft a resolution in support of the JJDPR.”

Motion seconded by COMMISSIONER 2 (must be done by a member other than the one proposing a motion or the chair): “I, [name], second the motion.”

Discussion opened by CHAIR: “the motion on the table is that the subcommittee draft a resolution in support of the JJDPR. Any discussion?”

Vote on the motion is called and discussion ended by 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.

Vote results are announced by the CHAIR: by voice vote “motion passes/fails,” by roll call “motion passes/fails by number for and number against”. 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.

<u>Motion Dos and Don'ts</u>	
DO state motions clearly and succinctly. This ensures the motion is recorded correctly and all members understand the motion.	DON'T use terms like “so moved” or “what she said” to make a motion. This may lead to confusion about what the motion was intended to be.
DO state your name when making a motion or seconding a motion. The names of Commissioners making and seconding motions is required to be recorded in meeting minutes.	DON'T assume that DOJ staff can identify each member by voice when recording motions and seconds.
DO repeat the motion after it is seconded and correct the Chair if it is repeated incorrectly.	DON'T assume that all members heard and understood the motion. Members can make a point of order or point of information to receive clarification on the motion.
DO discuss the motion on the table. Commissioners may discuss the business topic prior to a motion being made.	DON'T discuss a motion until it is seconded and restated.

### Amending Motions

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 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.

### Ending Discussion and Voting

Discussion of the motion proceeds until the chair decides there has been sufficient discussion and moves to call for a vote on the motion. If after substantive discussion, the chair has not called for a vote on the motion, 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.

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

You Want to:	You Say:	2 <sup>nd</sup> ?	Debate?	Amend?	Vote?
Introduce business (e.g. approve minutes, approve a draft letter, etc.)	I move that...	Yes	Yes	Yes	Majority
Amend a motion	I move to amend the motion by...	Yes	Yes	Yes	Majority
Suspend further consideration on an item	I move to table...	Yes	No	No	Majority
Take up matter previously tabled	I move to take ... from the table	Yes	No	No	Majority
Postpone consideration of an item	I move to postpone this matter until...	Yes	Yes	Yes	Majority
End debate	I move the previous question...	Yes	No	No	2/3
<p>Reconsider a disposed item: must meet the following criteria:</p> <p>May be made only by a member who voted in favor of the motion previously,</p> <p>May only be done in the same meeting, or when members have been given notice that such a motion will be considered.</p> <p>May be made only when new information may result in a changed outcome on the prior action.</p>	I move we now reconsider our action on...	Yes	Matches original motion	No	Majority
	If above passed: I move [original motion is restated as previously considered]	Yes	Matches original motion	Yes	Majority
<p>Rescind or cancel prior action: must meet one of the following criteria:</p> <p>May be made at the same meeting with the same members present as were present when the action was taken OR</p> <p>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.</p>	I move to rescind prior action on...	Yes	Matches original motion		2/3

Consider something out of its scheduled order	I move we suspend the rules and consider...	Yes	No	No	2/3
Vote on a ruling by the chair	I appeal the chair's decision	Yes	Yes	No	Majority
Refer to subcommittee	I move to refer the motion to...	Yes	Yes	Yes	majority
Request information	Point of information	No	No	No	None
Ask for vote by roll call or hand count	I call for a division of the house	No	No	No	None unless an objection
Object to considering some undiplomatic or improper matter	I object to consideration of this question	No	No	No	2/3
Object to a procedure or personal affront	Point of Order	No	No	No	Chair decides
Make a complaint (noise, room temperature etc.)	Point of privilege	No	No	No	None
Take a break (recess)	I move that we recess until...	Yes	No	Yes	Majority
End the meeting (adjourn)	I move to adjourn	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 the state's youth, do their best work, and achieve their common vision.

### Effective Meetings

- 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, as noted in the bylaws.
- 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.
- 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

- Build community with icebreakers.
- Respect the rights of other members to have different opinions and engage in respectful discussions.
- 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.
- Listen to others and don't interrupt.

### Technology Use

- Members shall ensure they have strong internet to avoid cutting out. Test microphones and speakers before the meeting.
- 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.
- 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.
- 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.
- 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

- 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.

- 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!).
- Make decisions only after each member has all the facts and keep an open mind.
- 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).
- 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.
- 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 action steps that will assist 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 Notice of Funding Opportunity (NOFO). The Commission will select purpose areas through which they would like to fund subgrants and identify general priorities to guide subgrant opportunity development.

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

All states wishing to participate in the JJDPA 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:

- Arrest
- Diversion
- Pre-Trial Detention
- Dispositional Commitment
- Transfer/Waiver 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.

## Additional Resources

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### Websites

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

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

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 administering Title II Formula Grants.

Wisconsin Department of Justice (WI DOJ/DOJ): <https://www.wisdoj.gov/Pages/Home.aspx>

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>

Information on the core requirements of the Juvenile Justice and Delinquency Prevention Act (JJDPa).

Juvenile Justice Code, Wisconsin Statutes Chapter 938: <https://docs.legis.wisconsin.gov/statutes/statutes/938>

Overview of the Title II Formula Grants Program: <https://ojjdp.ojp.gov/programs/formula-grants-program>