

WYOMING STATE ADVISORY COUNCIL ON JUVENILE JUSTICE

STRATEGIC PLAN | 2015 - 2018

Priority Community Involvement	
Goal	<p>By June 2016, SACJJ will improve community stakeholder involvement at the full SACJJ meetings. This will be measured by attendance taken at meetings (number of participants, number of different entities present). Goal Sponsor: Executive Committee</p>
Objective	<p>By November 2015, SACJJ will have an approved written plan to improve community stakeholder involvement at full SACJJ meetings focusing on increasing both the number of participants in attendance and the different types of entities in attendance. The plan will include the following:</p>

<p style="text-align: center;">Action</p>	<ul style="list-style-type: none"> ➤ A deadline for the Executive Committee to review the current list of invitees held by the DFS coordinator. ➤ A deadline for the Executive Committee, in conjunction with the Outreach Committee, to develop a revised list of invitees to include past invitees and other necessary/desired parties/groups including those that are not strictly related to punitive sectors of the juvenile justice system. ➤ A process or checklist to ensure that local Community Juvenile Services Boards, DFS local offices, county attorneys, judges and other stakeholders (including non-punitive groups) receive invitations to meetings in their area/jurisdiction. ➤ A process or checklist to ensure that the Executive Committee, prior to every full SACJJ meeting, identifies any additional parties/groups beyond the established invitee list to be invited to the upcoming SACJJ full meeting with the assistance of SACJJ members. This would most likely include those entities specific to a certain community, but not necessarily applicable to all communities. ➤ A process or checklist to ensure that after the executive committee meeting, the Executive Committee forwards its list of invitees for the upcoming community to the DFS SACJJ coordinator. ➤ A process or checklist to ensure that the DFS SACJJ coordinator sends invitations to the list of invitees identified by the Executive Committee. (Invitations to these groups/parties determined by Executive Committee will include a request for invitees to pass along the invitation to other interested parties, as appropriate).
<p style="text-align: center;">Goal</p>	<p>By December 2017, the SACJJ will maintain and increase contact with community stakeholders in juvenile justice across the state. Goal Sponsor: Executive and Outreach Committees</p>

Objective	By December 2015, the Executive Committee will develop a guideline for SACJJ members to follow in order to increase contact with community stakeholders through dissemination of information.
Action	<ul style="list-style-type: none"> ➤ This guideline will include a description of the types of information that are appropriate for dissemination. ➤ This guideline will include instructions to SACJJ members on whether and when and to whom to forward information shared. ➤ The Executive Committee will present this guideline to other members of the SACJJ. ➤ By June 2016, the Youth and Outreach Committees will evaluate the SACJJ website and prepare a proposal of suggested changes & enhancements for discussion and review by the full council. If approved, any changes or enhancements will be completed on the website by December 2016.
Objective	The SACJJ will continue the annual award for “Best Practices in Juvenile Justice” to recognize outstanding communities for their efforts in juvenile justice.
Action	<ul style="list-style-type: none"> ➤ The SACJJ Chairperson and Outreach Committee will present the award, annually, to the selected county, in collaboration with VOA, at the Fall SACJJ meeting. ➤ The Outreach Committee, in collaboration with VOA, will ensure a press release acknowledging the award and selected county is released within two weeks of the presentation.
Objective	The SACJJ will increase its efforts to recognize communities statewide for juvenile justice efforts.

Action	<ul style="list-style-type: none"> ➤ By December of each calendar year, the Outreach Committee will draft, and the Executive Committee will send, annual letters to community stakeholders in appreciation for work being done in the area of juvenile justice. These annual letters will recognize juvenile justice efforts, progress and excellence in the communities. These letters will be sent to stakeholders identified by the Executive Committee (County Attorneys/CJSBs/Other) in each county and will include the dates of each SACJJ meeting that year.
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Priority Invested and Active Membership	
Goal	<p>By December 2016, the SACJJ will increase the overall participation and involvement of all SACJJ members in the meetings and work of the Council. This will be measured by attendance at full meetings, number of committee meetings between full meetings, attendance at committee meetings, number of agenda items presented by different committees. Goal sponsor: Executive and Youth Member Committees.</p>
Objective	<p>By June 2016, the SACJJ will increase the number of meetings being attended by, and overall participation of, appointed youth members to the Council. This will be measured by attendance of youth members and number of agenda items at each full SACJJ meeting presented by youth members.</p>

Action	<ul style="list-style-type: none"> ➤ The Outreach and Youth Members committees will collaboratively explore youth involvement alternatives to improve youth member retention and recruitment. They will develop a plan, with ideas to present to all SACJJ members for input. ➤ The Youth Members Committee will create a list identifying existing youth organizations/clubs/groups, as well as the Wyoming Boys' School and Girls' School, who may be appropriate outlets for recruitment of youth members to the SACJJ. These outlets could also be utilized to collect more youth-perspective input to share with the SACJJ as a whole.
Objective	<p>Explore alternative methods of participation for SACJJ members who are not able to be physically present at full meetings.</p>
Action	<ul style="list-style-type: none"> ➤ By January 2016, the Executive Committee will explore opportunities and challenges associated with video conferencing or teleconferencing options for full meetings and report back to the entire SACJJ for a decision to move forward. This exploration will involve input from the DFS SACJJ Coordinator who assists in meeting location planning.
Objective	<p>Beginning before its December 2015 meeting, the SACJJ will gather input on community participation and agenda items from all members prior to each full meeting.</p>
Action	<ul style="list-style-type: none"> ➤ Prior to each Executive Committee meeting, the Executive Committee will request agenda items from SACJJ members and inquire to SACJJ members what community participation should be included at the upcoming meeting.

Objective	Beginning at the April 2016 SACJJ meeting, all committees will be required to present a report at the full SACJJ meetings. This committee report will detail the action taken by the committee between the full SACJJ meetings, or reason for no action by the committee. These committee reports will be permanent agenda items.
Action	<ul style="list-style-type: none"> ➤ Each set committee will meet/conference call/communicate via email between each scheduled full meeting, as led by the designated committee chairperson. ➤ The committee chairperson, or designee, will draft an update from this meeting/call/communication and present this update at the Council's next full meeting.
Goal	<p>By December 2016, the SACJJ will have an established training program and process for all new members, to help them understand the roles, responsibilities and work of the Council. This goal will be measured by the completion of training curriculum (written plan), and the percentage of new members who received the required training and notebook in the allotted timeframe each year. Goal sponsor: Executive Committee.</p>
Objective	A new member training curriculum will be developed by September 2016, with coordination of committees as deemed appropriate by the SACJJ Chairperson.

Action	<ul style="list-style-type: none"> ➤ The Executive Committee, and other committees as appropriate, will develop a 4 hour training for new members addressing roles and responsibilities of the Council, its statutory authority, a brief history of the Council, current efforts and work, information about committee work, and general information about juvenile justice services and processes in Wyoming. ➤ An informational Council notebook will be given to new members during new member training and also made available through electronic means. ➤ All newly appointed members of the SACJJ are required to receive new member training within six (6) months of their appointment. (Re-appointments will not be required).
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Priority Continued Improvement of the Juvenile Justice System in Wyoming	
Goal	<p>By December 2018, the SACJJ will have worked with communities to reduce the Number of Court Involved Youth by assisting communities and making recommendations, where appropriate, for the adoption of effective diversion programs. This will be measured by the reduction in court-involved youth in each community measured and statewide, (must have baseline data) and increased number of effective diversion programs. Goal sponsor: Best Practices Committee.</p>
Objective	<p>Identify current community-based programs which target juveniles to prevent entry into formal court systems and identify resources and authority to create additional programs.</p>

Action	<ul style="list-style-type: none"> ➤ The SACJJ will request that VOA survey each county and provide a report of current resources/programs used statewide by July 2016. ➤ By July 2017, the SACJJ will review the information provided by VOA and create recommendations or next-steps surrounding these programs, as appropriate. This report will also be shared with county stakeholders across the state pursuant to the recommendations.
Objective	Recommend a reduction of court-involved youth by 10% by January 2017, to be determined by recommendations in previous objective's report.
Action	<ul style="list-style-type: none"> ➤ The SACJJ will assess data, from the ROM tool with DFS or other associated data, on the amount of court-involved youth over a 3-year time period. ➤ Analyze and recommend ways to promote programs/methods that reduce court-involved youth, as evidenced by assessment of existing services.

Priority Data	
Goal	<p>By June 2017, the SACJJ will, in collaboration with DFS, improve the data reporting of statewide juvenile justice data. This will be measured by implementation of the plan proposed with DFS to the Governor's Office regarding the ROM tool and baseline data study, and the reports generated from that tool and study. Goal sponsor: Data Committee</p>
Objective	By September 30, 2016, the SACJJ will complete the first review of statewide data collected by the ROM tool with DFS.

Action	<ul style="list-style-type: none"> ➤ The SACJJ will vote on DFS' data proposal of the ROM tool by June 2015. ➤ The SACJJ, specifically the Data Committee, will collaborate with DFS to identify participating counties, develop standard definition of terms, implement the proposed plan (voted on in June 2015), and to train community members in data collection. ➤ After implementation of the ROM tool by DFS, the SACJJ will begin to look at data collected by the system at each meeting. By June 2017, the SACJJ will have begun developing a report, compiling data collected by the ROM tool, and will disseminate this report to stakeholders by January 2018.
Objective	In collaboration with DFS, a baseline study will be developed as part of the proposed funding allocation for juvenile justice data collection by DFS. The SACJJ will assist with the development and collection of information for this study, as needed.
Action	<ul style="list-style-type: none"> ➤ The SACJJ Data Committee will meet with DFS by December 2015 to establish a timeline and initial details for the baseline study. ➤ Upon the completion of the baseline study, the SACJJ will disseminate the results and information found in the study to stakeholders by January 2018.

Priority SACJJ Authority	
Goal	<p>By December 2016, the SACJJ will clearly define the roles and responsibilities of the Council. This will be measured by the completion of the documents required below: recommendations letter to governor, legislature etc; roles and responsibilities document. Goal Sponsor: Executive and Legislative Committees.</p>

Objective	By March 2016, the SACJJ Legislative Committee will conduct a statutory review of SACJJ statutory authority and recommend amendments, if any, to the Joint Judiciary committee.
Action	<ul style="list-style-type: none"> ➤ By December 2015, the SACJJ Legislative Committee will review the SACJJ authorizing statutes and write a report to be given to the full council detailing any recommended changes to the statutes. ➤ By March 2016, the SACJJ will have amended the report written by the SACJJ legislative committee to include any changes/recommendations and will provide that report to the Governor, state agency stakeholders and, if approved by the Governor, the Joint Judiciary Interim Committee.
Objective	By January 2016, the Executive Committee will draft a document to be reviewed and approved by the full council, defining the roles and responsibilities for SACJJ members.
Action	<ul style="list-style-type: none"> ➤ The Executive Committee will review appropriate documentation, statutes, regulations, state agency and governor guidance and other commitments etc. to define the roles and responsibilities of the SACJJ board members, and the relationships with the SACJJ will have with collaborative partners. ➤ Once roles and responsibilities are defined, the Executive Committee will draft a document to be presented to the full council at the January 2016 meeting. ➤ The SACJJ will adopt/amend, then approve the handout/document at the January 2016 meeting and will commit to the defined roles and responsibilities. ➤ The document will become part of the council member notebooks and will be provided to each new board member at new member training.

Objective	By December 2016, the SACJJ will fully comply with its statutory requirements, or report to the governor and the legislature which requirements with which it is unable to comply and the reason for its inability to comply.
Action	<ul style="list-style-type: none"> ➤ For the 2015 annual report, the Executive Committee will report on the activities of the SACJJ including its activities in compliance with its statutory authority and requirements. ➤ By June 2016, the Legislative Committee will review the statutory authority and make recommendations as to what committee each statutory authority/requirement should be assigned. Upon the assignment of the specific statutory authority/requirement, the committees will report their findings to the Executive Committee of the work done by the SACJJ that year to meet the authority/responsibility. These reports to the Executive Committee will be due November 1 of each year. Beginning in 2016, these reports will be included in the annual report of the SACJJ.
Objective	Upon any significant change in statutory authority, the SACJJ will need to make amendments to its roles and responsibilities document and bylaws.
Action	<ul style="list-style-type: none"> ➤ Upon any statutory changes made during the 2017 legislative session, the Executive Committee will determine whether the changes necessitate a revision to SACJJ bylaws and roles and responsibilities document. ➤ The Executive Committee will facilitate a discussion regarding the need for revisions to the bylaws and document which bylaws need to be revised by the June 2017 meeting. ➤ At the June 2017 meeting, the Executive Committee will assign the work of revising the bylaws to specific committee.