

### **I. GENERAL PROVISIONS**

Each county or group of counties participating in the Criminal Justice Partnership Program will establish a County Criminal Justice Partnership Advisory Board that will act in an advisory capacity to community-based corrections programs. The County Criminal Justice Partnership Advisory Board will act as liaison with the board(s) of county commissioners.

Statutory Authority: G.S. 143B-273.10,11

### **II. MEMBERSHIP**

A county board or multi-county board will consist of no fewer than 10 members and will, to the greatest extent possible, include the following:

- A. A county commissioner; In the case of a multi-county advisory board, one county commissioner from each participating county will serve as a member.
- B. A county manager, or the county manager's designee;
- C. A judge of the superior court;
- D. A judge of the district court;
- E. A district attorney, or the district attorney's designee;
- F. A criminal defense attorney;
- G. A public defender;
- H. A county sheriff, or the sheriff's designee;
- I. A chief of a city police department, or the police chief's designee;
- J. A probation officer;
- K. A community service coordinator;
- L. One mental health services representative;
- M. One public health services representative;
- N. One substance abuse services representative;
- O. One employment and training services representative;
- P. One community-based corrections representative;
- Q. One victim services representative;
- R. A member of the business community;
- S. A member of the community who has been the victim of a crime; and
- T. Members at large, including persons who are recovering from chemical dependency or are previous consumers of substance abuse treatment services.

### **III. APPOINTMENTS**

In the case of a single county board, the board of county commissioners will appoint the members. In the case of a multi-county board, the board of county commissioners from each participating county will appoint one commissioner as a member. These members will appoint the other members. The board of county commissioners may designate an existing board that meets these requirements to serve as the County Criminal Justice Partnership Advisory Board. The group

authorized to make the initial appointment may remove a member, with cause.

Before an appointment is made to the County Criminal Justice Partnership Advisory Board, the appointing authority will publish advance notice of the appointments and will request that the names of persons interested in being considered for appointment be submitted to the appointing authority.

In appointing the members of a county board, the county will make every effort to ensure that minority persons and women are fairly represented.

#### **IV. TERMS**

The initial members of the county board appointed by the board or boards of county commissioners will serve staggered terms. One-third will be appointed for a term of one year, one-third will be appointed for a term of two years, and one-third will be appointed for a term of three years. Members appointed by virtue of their office serve only while holding the office or position held at the time of appointment. A vacancy occurring before the expiration of the term of office will be filled in the same manner as original appointments for the remainder of the term. Members may be re-appointed without limitation. All appointments made at the expiration of the initial term will be for a period of three years.

#### **V. OFFICERS/ MEETING SCHEDULE**

The members of the county board will, within 30 days after the last initial appointment is made, meet and elect one member as chairman and one member as vice-chairman and appoint a secretary-treasurer. Subcommittees will be formed and will meet as deemed necessary by the board. For purposes of transacting business, a majority of the membership constitutes a quorum. A board member's designee will be required to have a written proxy signed by the board member being represented in order to act as an official voting member.

The county board will meet at least quarterly and may also hold special meetings at the call of the chairman.

#### **VI. DISCLOSURE/CONFLICT OF INTEREST**

Any member of the county board who has an interest in a governmental agency or unit or private nonprofit agency which is applying for a State-County Criminal Justice Partnership Act grant or which has received a grant and which is the subject of an inquiry or vote by a grant oversight committee will publicly disclose that interest on the record and will take no part in discussion or have any vote in regard to any matter directly affecting that particular grant applicant or grant recipient. "Interest" in a grant applicant or grant recipient is defined as a formal and direct connection to the entity, including, but not limited to, employment, partnership, serving as an elected official, board member, director, officer or trustee, or being an immediate family member of someone who has such a connection to the grant applicant or grant recipient.

Responsibility of the Department of Correction Criminal Justice Partnership Program will be limited to reporting perceived conflicts of interest, in writing, to the County Criminal Justice Partnership Advisory Board Chair and to the county's designated authorizing official.

### **VII. COUNTY SUPPORT**

The board or boards of county commissioners will provide necessary oversight to the County Criminal Justice Partnership Advisory Board established for that county or counties.

### **VIII. DUTIES**

The County Criminal Justice Partnership Advisory Board will have the following powers and duties:

- A. To participate in a planning process to develop a Community-Based Corrections Plan with the purpose of:
  1. Examining the local criminal justice system;
  2. Identifying problem areas;
  3. Identifying offender groups for programs;
  4. Proposing strategies for improving the local criminal justice system;
  5. Identifying a specific community-based program that is needed;
  6. Planning a method for integrating the needed community-based program into the existing local criminal justice system;
  7. Developing criteria for evaluating the impact of the community-based program; and
  8. Improving coordination at the local level between state and county community-based corrections programs.
- B. To submit the initial plan to the board or boards of county commissioners for approval within one year of the last appointment to the county board. This plan will include all of the required elements listed above.
- C. To review and revise the Community-Based Corrections Plan and make a formal recommendation to the board or boards of county commissioners at least annually concerning the plan, its budgetary implications, and its implementation and operation during the ensuing year.
- D. To review and approve *all* applications for funding, including both implementation and discretionary funding.
- E. To monitor and evaluate the impact of the community-based corrections program and prepare a written report.