



## **Facility Advisory Board to the State of Maryland Department of Juvenile Services**

### **Guidelines**

#### **Section 1: Name**

The name of the organization shall be the **Facility Advisory Board** to State of Maryland Department of Juvenile Services, and will be referred to as Facility Advisory Boards or (FAB) throughout this document.

#### **Section 2: Mandate**

Human Services Article § 9-230 of Annotated Code of Maryland provides authority for DJS to establish Facility Advisory Boards at DJS Youth Facilities.

#### **Section 3: Purpose**

The purpose of each Facility Advisory Board to advise the Secretary, the Deputy Secretaries, the Assistant Secretary for Residential Services, and the Facility Superintendent in matters that relate to the effective operation and improvement of the facilities.

Matters may include advice regarding personnel resources, facility programs and services such as recreation, health and mental hygiene, education, counseling, family involvement, the use of community resources, and special programs, and physical plant.

#### **Section 4: Composition**

Each Facility Advisory Board shall consist of individuals who the Secretary and State Advisory Board deem appropriate to provide insight with respect to matters that relate to the effective operation and improvement of the facilities.

Facility Advisory Board members shall represent a cross section of the community in which our youth are served; comprised of religious leaders, judges, attorneys, educators, business owners, local community members, political leaders, young adults, public safety officials, and concerned citizens.

#### **Section 4: Composition cont.**

The Facility Advisory Boards should, whenever possible, include someone under the age of 25, and one or more representatives of families of youth who are or have been previously detained in the facility. DJS shall determine the number of members for each Facility Advisory Board based on such factors as community interest and expertise, facility size, programming, and meeting capacity.

The Facility Advisory Board shall consist of no more than 20 voting members and 3 ex-officio members.

The Facility Advisory Boards shall be composed of standing committees charged with specific areas of responsibility and accountability to the facility and DJS. The Facility Advisory Boards shall develop standing committees reflecting the needs of the facility, youth and their families.

The Facility Advisory Boards will serve as a point of interface between the youth and their communities; promoting public understanding and support for the needs of the youth and the direction of DJS. Facility Advisory Boards may advise DJS of community based programs, linkages and services in their community.

The Facility Advisory Boards shall effectively connect with the larger community in providing specific and special needs for the youth through community involvement, tutoring, mentoring, and special activity support.

#### **Section 5: Meetings**

Meetings should be held at the DJS facility unless DJS determines an alternative meeting location. Meetings shall be held on a quarterly basis. In the event that circumstances or agenda items occur that may cause more frequent meetings, DJS and the Chairperson will determine whether additional meetings are required.

As provided in the Government Art. §10-502 (h) (1) (ii), the Facility Advisory Board falls under the definition of “public body” in the Open Meetings Act. Meetings must be open and notice of its sessions must be given under SG, §§10-505 and 10-506.

The Open Meetings act allows for closing of portions of meetings for specific discussions. The Chairperson or DJS shall move the meeting into executive session whenever it has been determined that the Facility Advisory Board will be discussing a matter that may involve the right to confidentiality.

## **Section 6: Vacancies**

DJS shall make reasonable efforts to publicize the availability of Facility Advisory Board positions, both in establishing initial membership and filling vacancies that arise from time to time.

DJS shall insure that vacancies are filled as soon as possible in order to maintain Facility Advisory Board membership at full strength. When membership vacancies occur following the establishment of a Facility Advisory Board, the board can make recommendations to DJS on an appropriate candidate to fill the vacant position.

The Secretary may designate a DJS official who is authorized to act on behalf of the Secretary in filling any vacant Facility Advisory Board position following initial appointments. Names of members appointed to fill such vacancies shall be submitted to the State Advisory Board for ratification of the appointment. Members shall serve for a term of two years. Any member who is unable to complete their term on the Facility Advisory Board shall notify the Chairperson and DJS and resign in writing.

## **Section 7: Election**

Elections will occur within the first 90 days of the first meeting of the year. A majority vote of the members present at the time of the vote shall constitute adequate members to facilitate an election. Nominations must be made prior to the election, and should be submitted to DJS. Ex-officio members should serve at the pleasure of the Secretary.

## **Section 8: Chairperson, Vice Chairperson & Secretary**

The members of each Facility Advisory Board shall elect a Chairperson, Vice Chairperson and Secretary pursuant to procedures or guidelines adopted by the Facility Advisory Board.

The Chairperson shall open, conduct, and close the Facility Advisory Board meetings as well as perform any other duties associated with the office of the Chairperson. The Chairperson shall coordinate with DJS in the preparation of the agendas.

The Vice Chairperson shall officiate in the absence of the Chairperson and perform any other duties associated with the Office of Vice Chairperson.

The Secretary should record minutes of all Facility Advisory Board meetings, and provide copies to DJS and Board members within 10 business days. Minutes shall be approved at the following meeting by the members present, and maintained by DJS.

## **Section 9: Committees**

### **Program Development Committee**

Members of this committee shall be charged with activities related to researching effective ways to encourage program development, family support, professional support, community based programs, diversion services, educational support, and health services for detained youth.

### **Representation Committee**

Members of this committee shall consist of representatives from the Court, Police/Sheriff Department, Social Services, Public Defender and State's Attorney's Office, Educational System and Mental Health, and shall assist in the bridging the gap between DJS and other agencies.

### **Communication Committee**

Members of this committee shall be responsible for communicating with local communities surrounding the facility, offering advice regarding available community programs and promoting citizen participation.

### **Youth Advisory Board Committee**

Members of this committee shall be responsible for creating and maintaining a relationship with the Youth Advisory Board (YAB), and coordinating a quarterly meeting to include the (YAB) input.

## **Section 10: Rules of Parliamentary Procedure**

The rules contained in the current edition of Robert's Rules of Order Newly Revised 10<sup>th</sup> ed. shall govern the Facility Advisory Board in all cases to which they are applicable and which they are not inconsistent with these guidelines and any special rules of order the Facility Advisory Board may adopt.

## **Section 11: Compensation**

Members of the Facility Advisory Board shall not receive compensation or reimbursement for expenses incurred in the performance of Advisory Board functions.

### **Section 12: Conflicts of Interest**

Members of the Facility Advisory Board may not have direct or indirect interest in any contract for building repair, equipping or providing materials, supplies, or services to DJS or have any other financial interest in a contract with DJS.

### **Section 13: Amendments**

These guidelines may be amended at any meeting of the Facility Advisory Boards upon the approval of the Secretary of the Department of Juvenile Services' and affirmative vote of two-thirds of the voting members present and voting, provided that the notice of such meeting shall include notice of the proposed amendment(s).