

**Burke County Juvenile Crime Prevention Council By-Laws**  
**August 17, 2021**

**Article I**

**Name**

The name of this committee shall be the Burke County Juvenile Crime Prevention Council.

**Article II**

**Purpose**

This committee is formed by the Burke County Board of Commissioners to coordinate the services of various agencies, which serve youth who are in trouble with the law or who are at risk for difficulty with the law. The committee serves in an advisory capacity to the County Commissioners and assumes specific delegated responsibilities in the name of the Commissioners as delineated in these by-laws. The committee serves the needs of youth by:

Identifying the problems and needs of youth in trouble with the law in Burke County or returning to the community following commitment.

Determining what programs exist to meet the needs.

Recommending and supporting the continuation of existing effective programs and the creation of additional programs by which juvenile delinquency and youth may be prevented.

Monitoring and reporting on these programs for youth, which are designed to prevent institutionalization and provide alternative, community –based opportunities.

**Article III**

**Functions and Responsibilities**

To advertise and publish the availability of funds under the Juvenile Justice Reform Act of 1998 administered by the North Carolina Department of Public Safety, Division of Adult Correction and Juvenile Justice (DACJJ).

To seek to provide technical assistance to the public and private agencies and non-profit organizations in understanding and meeting the requirements of application of DACJJ funds.

To act as a review committee for project applications under the DACJJ programs and to improve programs and set priorities for submission to the County Commissioners and other funding authorities.

To assess, at least biennially, the needs and responsiveness of the community to the problem of youth as they affect the target population.

To monitor and evaluate the effectiveness of DACJJ programs in carrying out their stated goals and assuring that expenditures are appropriately utilized.

To provide, at least annually, to the County Commissioners a report of the accomplishment and status of projects funded under these programs.

To educate the community to existing services for delinquency prevention or treatment.

To keep abreast of other legislation or privately endorsed funding programs, which affect the target population and to provide information and assistance to agencies or non-profit groups in making applications.

The councils may examine the benefits of joint program development within the same judicial districts.

To assume other responsibilities as assigned by the Burke County Commissioners if deemed passable by the membership of the Juvenile Crime Prevention Council.

## **Article IV**

### **Membership**

The members shall be appointed by the Burke County Board of Commissioners to serve a two-year term. Except for ex-officio members required by state statute to serve on the council, members may be reappointed for two additional terms with a total of six years' service. Membership shall represent all geographic areas of the County. The voting membership, which is composed of up to 26 members, shall include, if possible:

- Local School Superintendent or designee
- A Chief of Police
- Local Sheriff
- District Attorney or designee
- Chief Court Counselor or designee
- Director of Mental Health or designee
- Director of Social Services or designee
- County Manager or designee
- Substance Abuse professional
- Member of the faith community
- County Commissioner
- Two persons under age 18 (State Youth Council is not available in Burke County); or one person who is under the age of 21 and one member of the public representing the interest of families of at-risk juveniles.
- Juvenile Defense Attorney
- Chief District Court Judge, or designee judge
- Member of the business community
- Health Director or designee
- United Way or nonprofit agency representative
- Parks and Recreation Representative
- Up to 7 members appointed by the County Commissioners

The Board of Commissioners of a county shall modify the council's membership as necessary to insure that the membership represent the racial and socio-economic diversity of the community and to minimize potential conflicts of interest by members.

## **Article V**

### **Conflict of Interest Policy**

Juvenile Crime Prevention Council (JCPC) members are public officers. N.C. General Statute 14-234 requires that (1) No public officer or employee who is involved in making or administering a contract of behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law; (2) A public officer or employee who will derive a direct benefit from a

contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract; and (3) No public officer or employee may solicit or receive any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

Accordingly, no JCPC member or managing staff may receive directly or indirectly, any funds disbursed from the State of North Carolina, except for duly authorized staff compensation and benefits, and reimbursement for expenses actually incurred in connection with the Council's business and in accordance with final approved grant agreements.

WHEREAS, Burke County/JCPC Collaborative desires to require its members to avoid conflicts of interest or the appearance of impropriety in the disbursement of State funds;

PROVIDED, no member of the JCPC shall be deemed to benefit directly or indirectly from any contract or grant funded in whole or in part by State funds if he/she receives only the salary or stipend due to him/her in the normal course of employment with, or service to, said JCPC.

FURTHERMORE, said JCPC has written conflict of interest policies and reporting procedures applicable to members who have any interest or any authority regarding the resources of JCPC. These policies have been communicated to members and full disclosure has been provided for any possible appearance of conflict of interest that may exist.

Council members shall not use their official affiliation with the JCPC to secure preferential treatment for any juvenile. Council members shall not use confidential information regarding juveniles or their families, JCPC agencies or other council members for personal gain or benefit.

**Policy:**

North Carolina Department of Juvenile Justice policy requires members of the Juvenile Crime Prevention Council (JCPC) members to notify the JCPC when a conflict of interest exists.

**Conflict of Interest:**

Council members must disclose a (potential) conflict of interest when the council member:

1. Is related to a program staff member;
2. Is related to another JCPC member;
3. Has/may have personal, financial, professional, and/or political gain at the expense or benefit of the JCPC, other than the benefit of therapeutic intervention for the juveniles and families served by JCPC funded programs;
4. Or a council member's family member participates in activities or, is a member of, or is an employee of a business entity that may be viewed as having direct or indirect influence over the JCPC's business;
5. Or a council member's family member may be viewed as having direct or indirect financial gain from personal or business investments/interest in real property held by that council member;
6. Received honorarium or other compensation outside of the scope of employment and operations that creates or appears to create bias;

7. Secured employment with a competing applicant for JCPC funding; and
8. Has a relationship other than professional with a JCPC funded program or applicant for funding, or any staff member or volunteer working for the program / applicant.

**Notification:**

Annually each appointed member of the JCPC will be required to complete a DACJJ Conflict of Interest form. During the year, when a conflict arises (due to employment, board service, etc.) the member is required to notify the JCPC chair.

Review of all disclosures will be on the agenda of scheduled Council meetings. The JCPC chair will call for a vote on whether or not the member disclosing potential conflict of interest will be involved in any given voting decision.

**Discussion and Voting:**

When such an item is the subject of a motion before the Council, and is open for discussion, those members of the Council who acknowledge such a conflict of interest shall identify themselves and state their intention to abstain from discussion and voting.

In the event a participating member of the Council perceives that a conflict exists with a member of the Council who has not voluntarily identified himself or herself, the Council member may bring such conflict to the attention of the Council and request that individual abstain from discussion and voting. If there is a dispute as to whether or not the Council member in question has an actual conflict of interest the Leadership Council shall have the option of ruling the member whose vote is in dispute shall be entitled to vote under the challenge, such ballot and dispute to be resolved only in the event the challenged ballot is determinate of the outcome of the vote.

**Recordkeeping:**

JCPC action taken as a result of a conflict of interest (form DPS 13.001b) shall be made a part of the public record by entering it into the meeting minutes.

Additionally, the County Manager and Finance Director will be notified of conflicts of interest.

**Article VI**

**Meetings**

The JCPC will abide by North Carolina General Statute 143-318.9-18, commonly called the open meetings statutes. Regular meetings will be held (at least six (6) in a fiscal year) and special meetings will be called with at least five calendar days' notice.

Meetings may be conducted on an internet platform following the guidelines of the attached resolution.

Public notice of JCPC meetings will be accomplished by an annual calendar adopted by July 1 for the fiscal year; via the JCPC website; by email to the membership and programs; and by notice in the local newspaper. All Public Notices will always include an open meeting statement that any citizen or group may attend.

Changes to the JCPC Meeting Schedule and/or cancellations will be made public by email and notice to the local newspaper.

The Council will ensure accurate minutes are recorded for all meetings and provide copies to the Office of the County Manager.

## **Article VII**

### **Attendance**

Any committee member missing two consecutive meetings of the committee shall be asked to give just cause. Absence from three consecutive meetings shall constitute grounds for removal. Members representing agencies may appoint an alternate to attend, but will be removed under the same regulation for missing three consecutive meetings.

## **Article VIII**

### **Leadership Council**

The Leadership Council shall be chairs designated from each committee and Vice Chair of the JCPC. An Administrative Assistant will be contracted to provide support to the Leadership Council and the respective committees. The Governance Committee shall present a slate of Leadership nominees to be presented to the JCPC at the regular March meeting to be voted on by the membership by the month of April. The slate of nominees will include a chair, a vice chair, and a chair for each committee. Nominations may be made from the floor. Election shall be by simple majority vote. The term of office shall be from July 1 through June 30.

The duties of the Leadership Council shall be as follows:

They shall call, preside, and prepare the agenda for all meetings and represent the Juvenile Crime Prevention Council at all official, related activities. They shall coordinate and control the management of the committee in keeping with these by-laws. They shall appoint the membership to committees and designate the objectives and responsibilities of the committees.

The duties of the Administrative Assistant shall be as follows:

He/she shall keep accurate records of the transactions of the Council. He/she shall oversee the distribution of information concerning availability of project proposals. He/she shall keep accurate accounts of membership attendance and take appropriate action under the attendance requirements under the direction of the chair of committee activities.

## **Article IX**

### **Funding Policy**

The Funding Policy defining the Council's process for reviewing and prioritizing applications for funding is a separate appendix to the JCPC by-laws.

## **Article X**

### **Committees**

The Leadership Council shall appoint the following committees for the term of their office with advice and consent of the membership. The committees and their duties shall be as follows:

Governance – shall coordinate membership and committee assignments for members; oversee the committees in adhering to these by-laws and Juvenile Crime Prevention Council Certification; and monitor and evaluate the effectiveness of DACJJ funded programs. The Governance chair presides over JCPC meetings, and the Leadership Council. In the absence of the Governance chair, the vice-chair shall serve as chair. The Leadership Council, at the request of the JCPC, may appoint any special subcommittee necessary and appropriate.

Communications and Outreach – responsible for the resource and needs assessment of the Annual Plan; shall facilitate communication with DACJJ, JCPC members, and DACJJ funded agencies; and educate the public to existing services of delinquency prevention or treatment

Finance – Shall seek to provide assistance to public and nonprofit organizations in understanding and meeting the requirements of application for DACJJ funds; advertise and publish the availability of DACJJ funds; establish written policies and procedures for funding; establish the Timeline for Request for Proposals; monitor the JCPC Administrative budget and expenditures; and keep abreast of other legislation or privately endorsed funding programs which affect the target population.

## **Article XI**

### **Parliamentary Procedures**

Roberts Rules of Order, Revised, shall provide the established procedure for conducting all meetings. The by-laws may be amended at any regular meetings of the committee by a majority vote of the committee members present, provided all members have been notified of the proposed amendment five business days in advance.

A quorum is defined as a simple majority of the duly appointed members of the JCPC. No action will be taken without a quorum. If a duly appointed member is available via telephone during the meeting, that will count as attending the meeting.

Proxy: A duly appointed member may send a proxy in his/her stead when the member has delivered written notice to the Governance Chair or Administrative Assistant prior to the meeting. E-mail is acceptable. The proxy attending the meeting will count towards determining a quorum present for the meeting. The Governance chair is required to announce and introduce the proxy at the beginning of the meeting. Any conflict of interest the proxy may have shall be announced. The proxy will be required to complete a conflict of interest form prior to any business. The proxy will be allowed to vote on any business that is announced prior to the meeting.

### **Policy for Review and Funding of Burke JCPC Applications**

1. Purpose: Juvenile Crime Prevention Council (JCPC) funds are used to provide community based services for youth who are defined by the Division of Juvenile Justice (DACJJ) as delinquent, undisciplined, or youth at risk. Funding priority is given to those programs meeting the dispositional needs of juvenile court and the priorities established by the Burke Juvenile Crime Prevention Council as identified in the planning process and advertised in the annual request for proposals.

2. Applicant Requirements: Programs providing treatment or intervention services must meet the eligibility requirements for youth to be served as established by the DACJJ. Program staff members are also expected to work with JCPC members and DACJJ staff to develop programs that utilize acknowledged "best practices" for at risk and court involved youth. Programs must have a Standardized Program Evaluation Protocol (SPEP) service type or be an "evidence based" model.

3. Request for Proposals (RFP): The Burke JCPC will review the annual Request for Proposals (RFP) prior to its advertisement. RFPs may be publicly advertised on the Burke County web site and directly mailed or e-mailed to all existing service providers, the United Way office, or other agencies serving youth, and the school system and published in the local newspaper if deemed necessary. The RFP may also be posted

in the location for other Public Notice in the County. The RFP will allow a minimum of 30 days from the date of publication until the application due date, and will include (at a minimum):

- a. The funding priority of services established by the JCPC
- b. The due date for the application
- c. Where the application can be obtained.
- d. Date, time, and location of the annual bidder's conference.
- e. A prioritization of risk factors

4. Exclusions: An application **or agreement** will be excluded from consideration for funding due to any of the following reasons:

- a. Late submission (after the RFP published deadline date)
- b. Incomplete information (including any documents or information listed on the RFP)

A log will be maintained listing all agencies intending to apply and those agencies turning applications or agreements in by the due date.

5. Additional Round of Proposals: The JCPC may choose to request additional rounds of proposals if all funds have not been awarded or if funds have been reserved to be utilized in specific priority areas not covered by prior applications received.

6. Application Orientation: Annually and at the beginning of the request for proposals time frame, a bidder's conference will be held. New applicants are required to attend. A new applicant is defined as any agency that is not funded by the JCPC at the time the RFP is distributed.

Applications must be complete including all narrative and budget information required on the-DACJJ NCALLIES web site forms. The Area Consultant can provide technical assistance to the JCPC by offering an Applicant Orientation which provides detailed instructions on completing the application as well an introduction to JCPC and the legislative intent of their development. The JCPC may require, strongly recommend, or offer the Orientation to applicants.

7. Applicant requirements: Applicants must meet all DACJJ requirements. Applicants shall submit to the Burke JCPC Administrative Assistant by the established deadline the following:

- a management letter stating "no overdue taxes due"
- A current list of their Board of Directors, and
- Notification of any conflicts of interest that exist.

Additionally, new programs, or programs that are not funded at the time of the RFP deadline, are required to submit three letters of support from outside their agency, a copy of their annual audit or financial statement and proof of their 501(c)(3) status to the JCPC and.

8. Presentation: All agencies whose applications meet the program requirements will be given an opportunity to present their proposal to the Finance Committee or the JCPC. The JCPC/Finance Committee may establish the format for the presentation (i.e. time limit, content they wish to see covered).

9. Criteria: The JCPC will review the applications and Finance Committee recommendations, and award funding based on priority needs, quality of services, and cost per unit (of same-type projects).

10. Conflict of Interest: In order to avoid conflict of interest, any JCPC member who is also a service provider is requested not to speak of other applications submitted in their area of service delivery and to refrain from voting on proposals in that area.

11. Award Notification Procedures:

Agencies will be notified of funding recommendations and decisions in the following steps:

(a) Finance Committee recommendation will be sent to the program via e-mail. The notification will include the date, time and location of the JCPC meeting when the Finance Committee will present their recommendation. All programs are required to attend. NOTE: Within 72 hours of notification of the Finance Committee's funding plan, programs must submit written notification to the Finance Chair and JCPC Chair, that the recommended funding plan will significantly impact staffing and/ or programming as originally submitted.

(b) The JCPC vote, either accepting or not accepting the Finance Committee recommendation will be sent via email to each program manager. That correspondence will include the tentative date that the JCPC funding plan recommendation will be presented to the Burke County Board of Commissioners.

(c) The Burke County Board of Commissioners must approve the JCPC funding plan. Their decision will be announced at the following Council meeting.

12. Grievance: If a program has a grievance resulting from a Finance Committee action they must: submit a written or e-mail statement to the Finance Chair and JCPC Chair; the grievance must be given within 72 hours of receiving the Finance Committee's notice of the allocation decision to be presented to the JCPC; the grievance must state specifically the Funding Policy element which they believe to have been disregarded. If subsequent action is not satisfactory, the grievance may be taken to the DACJJ Area Consultant. Notice of the grievance will be given to the County Manager and County Attorney within 48 hours of its receipt by the JCPC Chair.

13. Application Process and Deadline Dates: Deadline dates for submission of the program application will be listed on the Burke County JCPC Timeline and RFP given to programs at the December Council meeting.

Programs must submit application and supporting documentation by the deadline in order to be considered for funding. This includes hard copies and NCALLIES submissions as required by the RFP.

Upon Approval by the Finance Committee for recommendation to the Council and approved by the Council, programs must make any revisions to their application in NCALLIES by the deadline noted in the Timeline. Failure to submit the information into the State NCALLIES program by the deadline given will result in the following consequences: Upon review of the circumstance by the Finance Committee, each program funded by the Burke JCPC may be allowed one discrete waiver of a deadline during their tenure with the Burke JCPC; by recommendation of the Finance Committee or by having previously been granted a waiver, an automatic 10% reduction in their budget recommendation to the Council and County Commissioners will be incurred; Submission of the documents into NCALLIES will automatically be required within (5) five working days of the previous deadline; Said 10% funds will be set aside in the funding allocation plan and open to use by funded programs during that fiscal year. Failure to meet the deadline of the grace period will require the total budget to be set aside in the funding recommendations to the Council and County Commissioners and said funds will be open to applications for use by the current or previously funded programs.



14. After adoption of the annual funding plan and approval by the County Commissioners, all budget revisions will adhere to the attached budget revision policy supplied by the state Department of Public Safety. In addition, a copy of the NCALLIES Budget Revision form must also be emailed to the Finance Chair and the Administrative Assistant a minimum of five (5) working days prior to the Council meeting at which the program would like the matter considered.

**RESOLUTION CONCERNING ADOPTION OF RULES OF PROCEDURE FOR ELECTRONIC MEETINGS  
DURING COVID-19 STATE OF EMERGENCY**

**WHEREAS**, Burke County Juvenile Crime Prevention Council (herein referred to as the "Council") is operating under a declared State of Emergency in response to the spread of the COVID-19 virus as of 12:34 p.m. on March 20, 2020; and

**WHEREAS**, the Council recognizes the importance of maintaining public attendance and input, to the extent possible, at all official meetings of the Council, even during this time of unprecedented emergency due to the spread of COVID-19 in our County, State and Nation; and

**WHEREAS**, continuing and evolving conditions including the continued spread and forecasted increase in the number of persons in the community who are infected with the COVID-19 virus with resultant threat to the general public health of the community, and further including limits on the number of persons in public places by the Governor of the State of North Carolina, particularly including Executive Order No. 121 that imposed a "stay-at-home or place-of-residence" Order except incident to performance of Essential Services and limiting the number of persons that may be in a single room or single space to on more than ten (10) persons, a modification of Section 1(a) of Executive Orders Nos. 117 and 120; and

**WHEREAS**, the Council wishes to remain consistent with the following guidance received from the State and Federal authorities:

1. The Centers of Disease Control guidelines on "social distancing" during this emergency that recommended a minimum buffer of six (6) feet between persons.
2. Executive Order 117, as amended by Executive Order No. 121 of Governor Roy Cooper, limits mass gatherings of the public in a single room or single space at the same time to 10 people or less, including Commissioners and County Staff, but that such a maximum number is subject to space availability in light of the social distancing requirements of Executive Order No. 121 that requires the public at all times and as much as reasonably possible to maintain social distancing of at least six feet (6') from other persons with the exception of family or household members; and

**WHEREAS**, the Governor has issued Executive Order No. 125 authorizing and encouraging remote shareholder meetings and permitting boards of directors of corporations organized, existing and acting pursuant to the laws of the State of North Carolina, in their sole discretion, to determine that all or any part of the shareholders meeting may be held solely by means of remote communication, subject to compliance with certain conditions set forth in Executive Order No. 125 and that such Executive Order is guidance as to the need for flexibility in permitting reasonable accommodation to allow continuation

of business activities to the extent possible during the current public health crisis caused by the COVID-19 virus; and

**WHEREAS**, N.C.G.S. 143.318.10 states that an "Official Meeting" of a public body such as the Board of Commissioners of Burke County or this Council, means a meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purposes of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the business within the jurisdiction, real or apparent, of the Council; and

**WHEREAS**, N.C.G.S. 143-318.13(a) permits a public body to hold an official meeting by use of conference telephone or other electronic means provided the public body provides a location and means whereby members of the public may listen to the meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE JUVENILE CRIME PREVENTION COUNCIL:**

1. That effective immediately and retroactively to March 20<sup>th</sup>, 2020 the Council will limit the total number of persons allowed within any Council or Council's sub-committee during official meetings to ten (10) persons to comply with social distancing and mass gathering requirements as set forth in the Executive Order No. 117 as amended by Executive Order 121 as recited above.
2. Further, to ensure the greatest possibility of public participation, Council staff and volunteer members, including committees, will only be present on an as-needed basis for presentation to Council and will otherwise be excused from meeting participation. To the extent possible, presentations by Committee Heads, employees and volunteers may be accomplished by remote presentation by videoconference, audio telephonic, or other electronic means whereby the remote participant is able to hear and be heard in accordance with N.C.G.S. 143-318.13(a).
3. That the Council adopts the following "Rules of Procedure for Electronic Meetings of the Juvenile Crime Prevention Council" during the COVID-19 State of Emergency as declared by the Governor of North Carolina. These Rules of Procedure of Electronic Meetings are supplemental to By-Laws as previously adopted by the Council for its meetings.

**RULES OF PRECEDURE FOR ELECTRONIC MEETINGS  
OF THE BURKE COUNTY JUVENILE CRIME PREVENTION COUNCIL**

A. Meetings to Which These Rules Apply.

These Rules of Procedure for Electronic Meetings ("Electronic Rules") shall apply to any regular, special or emergency meeting of the Council, subject to the conditions set forth the herein governing Electronic Meetings.

B. Definition of Electronic Meeting.

An Electronic Meeting is any meeting wherein the Council Members participate in the meeting through telephone, videoconference, or other electronic telecommunications application which allows simultaneous communication by multiple parties, or other similar

means that allow the members of the Council to hold a meeting without all members of the Council being physically present in the same room.

C. Notice of Electronic Meeting.

If an electronic meeting is necessary, a public notice of the electronic meeting shall be sent as part of any notice required by N.C.G.S. 143-318.12. This public notice, in addition to the information required by N.C.G.S. 143-318.12 shall provide:

The location where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with N.C.G.S. 143-318.13; provided that this public notice shall prominently state that attendance at said location will be limited to ten (10) persons pursuant to Executive Order No. 117, as amended by Executive Order, if such in-person meeting is to be held in addition to the Electronic Meeting.

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statutes. If the Electronic Meeting is being used for any part of a regular meeting on the meeting schedule adopted by the Council, then the information required above shall be provided in a separate notice to be published in accordance with N.C.G.S. 143-318.12(b)(2), and shall be posted on Burke County's website and social media accounts, if possible. If livestreaming of the meeting on social media is anticipated, the notice shall contain information as to how to access the livestreaming on social media of the meeting.

D. Quorum

Council members present in person or electronically shall be included in the calculation for determining whether a quorum exists. If a Council member who is participating electronically withdraws or disconnects, or is disconnected, then the rest of the meeting may be completed provided there remains a quorum of the Council members present either in person or electronically. Any Council member who withdraws or is disconnected from the meeting shall no longer be included for purposes of quorum calculation until he or she is re-connected to the meeting. Upon re-connection to the meeting, such Council member shall again be counted for purposes of determining whether a quorum exists.

E. Process of Opening Meeting

Immediately prior to opening the meeting, the Chairman, Vice-Chairman, or other presiding officer shall communicate with the Council members who are participating electronically and ensure that he/she is prepared to go forward. The electronic attendance of Council members at the meeting shall be verified by roll call of the Council by the presiding officer of the meeting, Chairman or Vice-Chairman, or other presiding officer and verification by the Administrative Staff or in the absence of the Administrative Staff by the State Consultant, at the commencement of the meeting. Verification shall be by voice identification of each Council member attending electronically by the presiding officer and verified by the Administrative Staff, by the State Consultant. Following verification of attendance until adjournment of the meeting, the communication line or application shall be kept open.

F. Voting and Discussion.

Council members physically present or present for the meeting through electronic means are eligible to vote for all items considered by the Council during the meeting. Voting shall be

by individual roll call upon each question presented and shall by a response of "yes", "no", "yea", "nay", or "abstain" (in circumstances where abstention is permitted) such that the Administrative Assistant or his/her designee may record the vote. Prior to taking a vote upon any issue or question, the Chairman or presiding officer shall inquire of the Council members attending remotely by electronic means whether he/she has been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those Council members attending the meeting via electronic means to gain the attention of the Chairman or other presiding officer in order to be recognized for discussion. A Council member attending through electronic means that withdraws or is disconnected from the meeting without being excused from further attendance shall not be considered an affirmative or negative vote on any issue or question before the Council.

#### G. Minutes

The minutes of the meeting shall designate the name of each Council member or staff member who participated physically or electronically and shall identify the nature or means of the electronic communication. The duration of participation in the meeting by any Council member who withdraws from or is disconnected from the meeting, as well as the time of reconnection to the meeting, shall be noted in the minutes.

#### H. Recording

Where reasonably possible, G.S. 143-318.1, there shall be a livestream simulcast broadcast of the electronic meeting upon social media of the County. This livestream broadcast shall be preserved for so long as reasonably possible for later public viewing upon social media to the extent available. In addition, to the extent reasonably possible by media platforms used for purposes of participation by electronic videoconferencing, the electronic meeting shall be recorded and preserved as a public record of the Council.

4. This resolution shall be in effect for all future meetings of the Juvenile Crime Prevention Council until rescinded upon cessation of the State of Emergency or further modification by duly adopted resolution of the Council.

Adopted this the 14<sup>th</sup> day of November, 2020.

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Dr. Steven Moody, Chairman  
Burke County Juvenile Crime Prevention Council

Attest:

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A.J. Coutu, Administrative Assistant

Last version approved by the Board of Commissioners: January 16, 2002

Amended by the Burke County JCPC: August 10, 2011

Approved by the Burke County Board of Commissioners: December 20, 2011

Amended by the Burke County JCPC: August 14, 2013

Approved by the Burke County Board of Commissioners: September 17, 2013

Amended by the Burke County JCPC: September 10, 2014

Approved by the Burke County Board of Commissioners: October 21, 2014

Amended by the Burke County JCPC: September 9, 2015

Approved by the Burke County Board of Commissioners: October 20, 2015

Amended by the Burke County JCPC: November 13, 2019

Approved by the Burke County Board of Commissioners: December 17, 2019

Approved by the Burke County JCPC: November 14, 2020

Approved by the Burke County Board of Commissioners: December 15, 2020

Amended by the Burke County JCPC; July 14, 2021

Approved by the Burke County Board of Commissioners: August 17, 2021

Attachment 1, DPS Procedure

### **JCPC Program Agreement Revisions**

Procedures for 2 Types of Revisions:

#### **1. Notification Revision**

Program Agreement Revisions for the following reasons require only notification of the JCPC and the County and do not require approval of the JCPC.

a) Adjustments in non-JCPC/DPS revenues

b) Line item adjustments, including adjustments between cost centers; however, EXCLUDING any items a) through f) listed below requiring prior approval

PROCEDURE

- Programs will send an email to the JCPC Chair, County Finance Officer, and Area Consultant alerting them that a program agreement revision for one of the above stated reasons has been submitted in NC ALLIES
- The consultant will review and send a return email indicating the revision has been accepted
- Signatures of the JCPC Chair and the County signer acknowledge receipt of the notification revision

FOR PROGRAMS WITH MULTI-COUNTY AGREEMENTS: If the program is part of a multi-county agreement, the multi-county revision should be attached to the e-mail indicated above. If only a multi-county revision is being submitted, the program must send an e-mail with the attached multi-county revision to the same parties indicated above. The program will upload the multi-county revision after consultant review and receipt of e-mail indicated above.

#### **2. Revisions which require approval of the JCPC**

Program Agreement Revisions for the following reasons require approval of the JCPC and the County before expenditures are made.

- a) Elimination of a function or modification of staffing of the program; including any significant changes to salary or benefits;
- b) Assignment of a staff member to a service delivery function not included in the previous program agreement or revision;
- c) Proposed purchase of any equipment with a unit cost of over \$500
- d) Change in JCPC revenues
- e) In-County transfers (shift of JCPC funds from one DPS JCPC funded program in the County to another DPS JCPC funded program in the County); and
- f) Adding DPS discretionary or other DPS funds.

PROCEDURE

- The program will create and submit a program agreement revision in NC ALLIES, notify the JCPC Chair and the Area Consultant of the revision
- The JCPC and the County will review the revision according to its local protocol
- The JCPC Chair will notify the Area Consultant that the JCPC and the County consent to the revision and the dates of approval

FOR PROGRAMS WITH MULTI-COUNTY AGREEMENTS: If the program is part of a multi-county agreement, the multi-county revision should be provided to the Chair and Consultant at the same time as notification of the county revision.

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[PLEASE SEE ABOVE BURKE COUNTY JCPC BY-LAWS AND POLICY FOR REVIEW AND FUNDING OF BURKE JCPC APPLICATIONS SECTION 13 AND 14 WHICH ADDRESS THE LOCAL PROTOCOL.]