

**AGENDA ITEM:**

**RESOLUTION AUTHORIZING THE SUBMITTAL OF THE FUNDING PLAN AND OTHER INFORMATION RELATED TO THE JUVENILE CRIME PREVENTION COUNCIL PROGRAM FOR FY 2017-18 TO THE NORTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION**

**CURRENT STATUS:**

Each year the County receives funding through the NC Department of Public Safety Division of Juvenile Justice and Delinquency Prevention. This year, \$508,064 was made available to the County to support Juvenile Crime Prevention Council programs. As part of the requirements to receive funding, certain materials are required to be approved by the Board and submitted to the NC DPS.

**BACKGROUND SUMMARY:**

The Juvenile Crime Prevention Council (JCPC) has approved the materials to be submitted. The Board must approve these materials prior to submittal to the NC DPS.

**COMMUNITY IMPACT/INQUIRIES:**

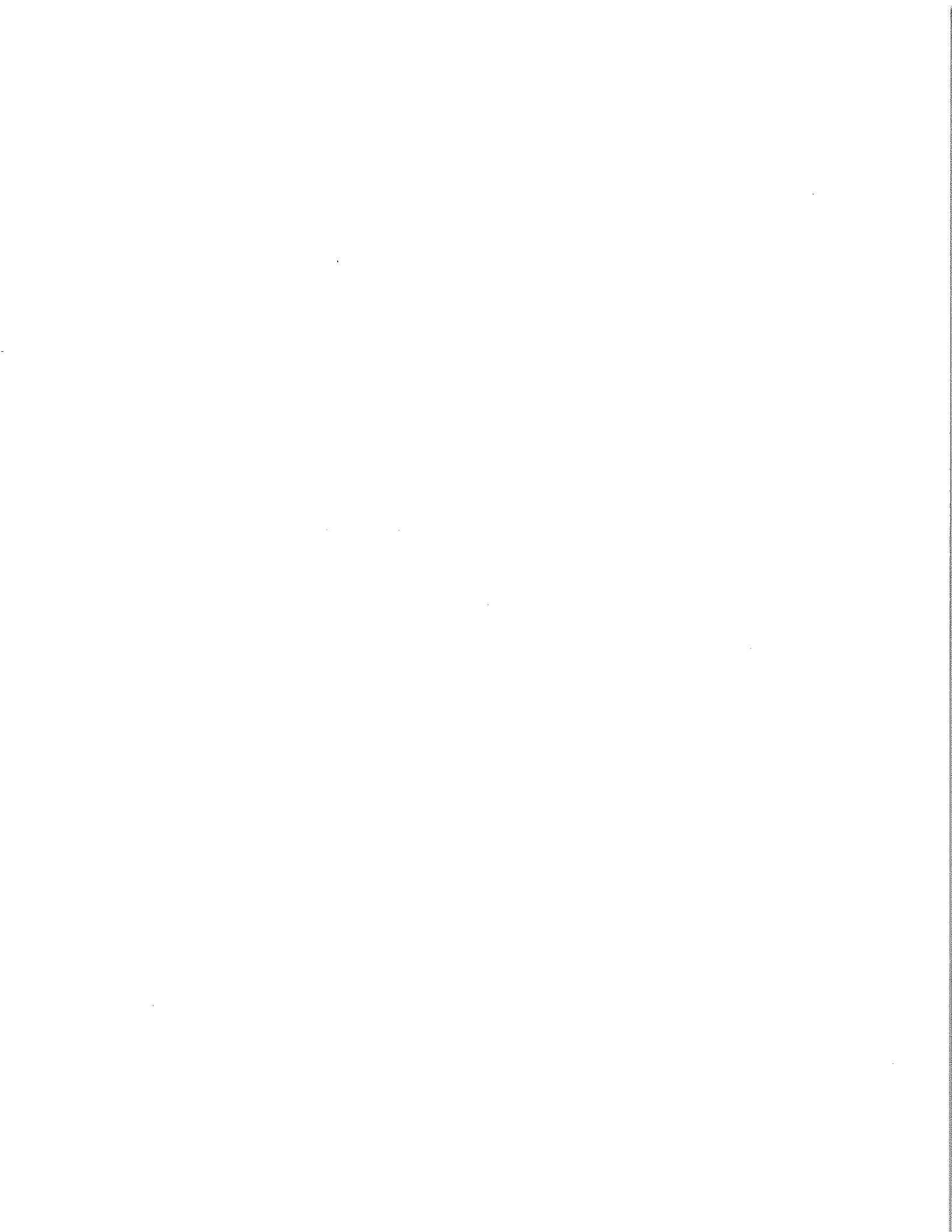
Youth will receive assistance and programming that may deter them from committing further crimes.

**RECOMMENDATIONS:**

Place on consent agenda and approve.

**REVIEWED BY: FINANCE \_\_\_ LEGAL \_\_\_ PLANNING X MANAGER \_\_\_**

**PREPARED BY: Melissa Moses, JCPC Coordinator**



# **Juvenile Crime Prevention Council County Annual Plan**

**County**

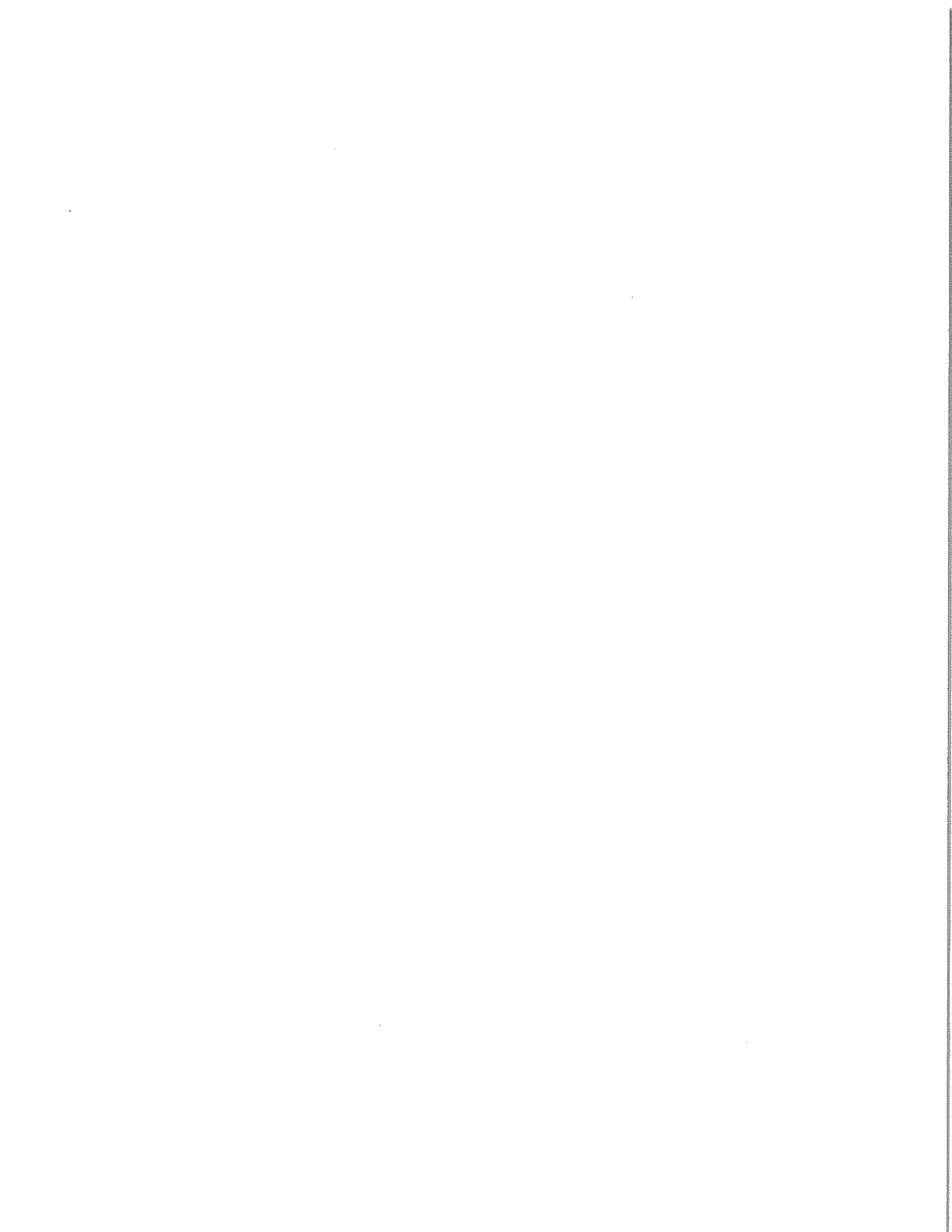
**2017-18**

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- VI. Funding Decisions Summary
- VII. Funded Programs SPEP score and PEP

Attachments:

Bylaws  
Allocations Policies and Procedures  
Request for proposals affidavit of publication



## Executive Summary

The Buncombe County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities as set forth in the General Statutes of the State of North Carolina, has completed the activities required to develop this County Plan for fiscal year 2017 - 2018.

The JCPC has identified the issues and factors which have an influence and impact upon delinquent youth, at-risk youth, and their families in Buncombe County. Further, the JCPC has identified the strategies and services most likely to reduce/prevent delinquent behavior.

**Priorities for Funding:** Through a risk and needs assessment and a resource assessment, the JCPC has determined that the following services are needed to reduce/prevent delinquency in Buncombe County.

- Priority 1: Restitution/Community Service**
- Priority 2: Sex Offender Treatment**
- Priority 3: Temporary Foster Care**
- Priority 4: Teen Court**
- Priority 5: Experiential Skills**
- Priority 6: Interpersonal Skills**
- Priority 7: Runaway Shelter**
- Priority 8: Mentoring**
- Priority 9: Tutoring**
- Priority 10: Group Home**
- Priority 11: Structured Day**

**Monitoring and Evaluation:** Each program funded in the past year by the JCPC has been monitored. The monitoring results and program outcomes evaluations were considered in making funding allocation decisions.

**Funding Recommendations:** Having published a Request for Proposals for these needed services for a minimum of thirty (30) days, the JCPC has screened the submitted proposals and has determined which proposals best meet the advertised needed services. As required by statute, the JCPC recommends allocation of the NC Department of Public Safety, Division of Juvenile Justice funds to the following programs in the amounts specified below for FY 17-18 (See JCPC Funding Allocations page):

I.	Buncombe County Teen Court	\$62,859.00
II.	Earn and Learn	\$221,527
III.	Home Based Services for Juvenile Sex Offenders	\$123,632
IV.	Kids at Work	\$98,156
V.	Temporary Foster Care	\$35,409
VI.	Trinity Place	\$366,430

The JCPC further recommends that the following amount be allocated from the NC Department of Public Safety, Division of Juvenile Justice funds for the administrative costs of the Council for FY 17-18: \$15,500

Respectfully Submitted,

Danielle Arias, Chair  
Buncombe County Juvenile Crime Prevention Council  
May 18<sup>th</sup>, 2017

# Buncombe County

## NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 508,064      Local Match: \$ 195,170      Rate: 30%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% from DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	JCPC Administrative	\$15,500						\$15,500	
2	Buncombe County Teen Court	\$48,327			\$14,532			\$62,859	23%
3	Earn and Learn	\$168,727			\$52,800			\$221,527	24%
4	Home Based Services for Juvenile Sex Offenders	\$95,101		\$28,531				\$123,632	23%
5	Kids at Work	\$60,000			\$18,040	\$20,116		\$98,156	39%
6	Temporary Foster Care	\$35,409			\$10,623			\$46,032	23%
7	Trinity Place	\$85,000	\$45,000	\$25,644		\$210,786		\$366,430	77%
8									
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18									
<b>TOTALS:</b>		<b>\$508,064</b>	<b>\$45,000</b>	<b>\$54,175</b>	<b>\$95,995</b>	<b>\$230,902</b>		<b>\$934,136</b>	<b>46%</b>

The above plan was derived through a planning process by the Buncombe County  
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2017-2018.

Amount of Unallocated Funds \_\_\_\_\_

Amount of funds reverted back to DPS \_\_\_\_\_

Discretionary Funds added \_\_\_\_\_

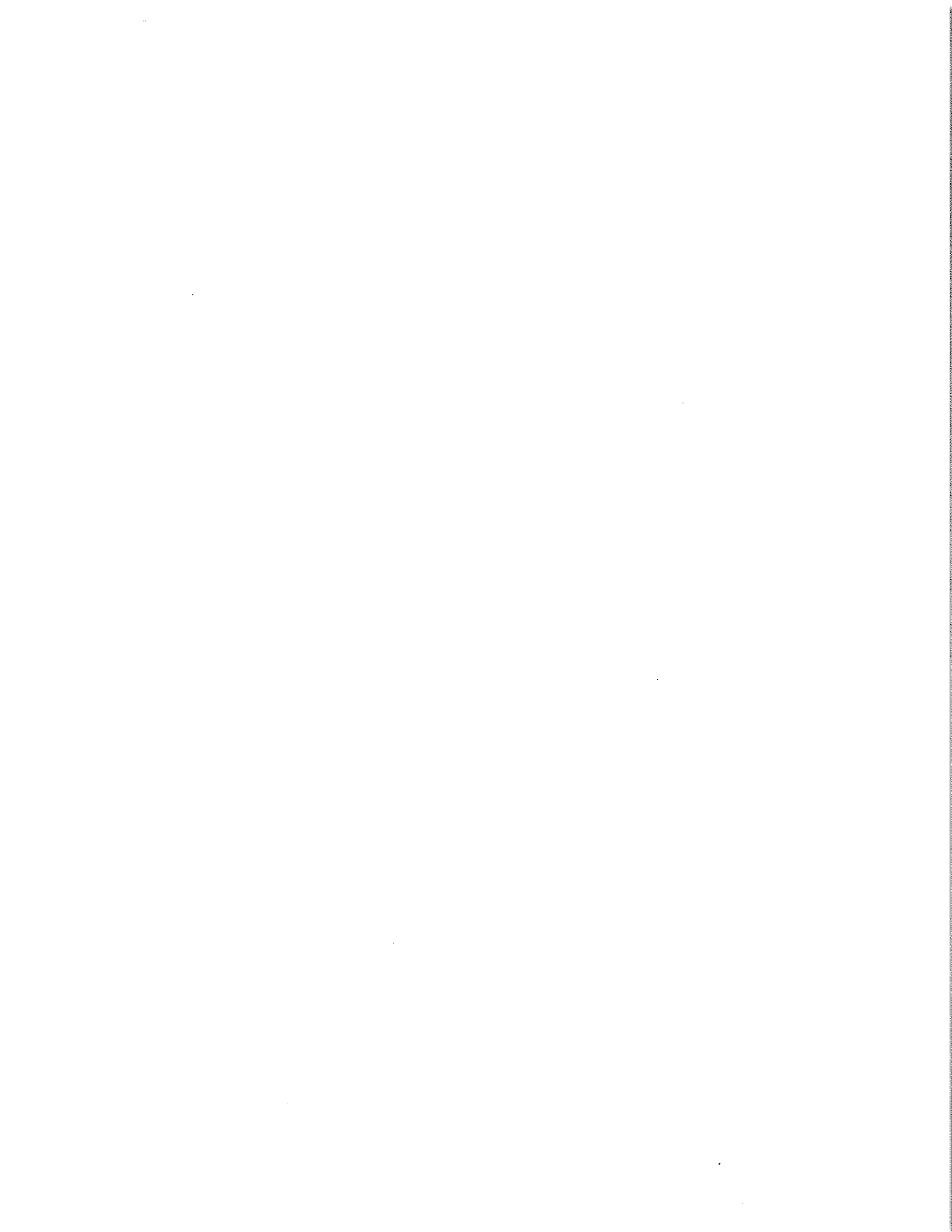
check type       initial plan       update       final

-----DPS Use Only-----

Reviewed by _____	Date _____
Area Consultant	
Reviewed by _____	Date _____
Program Assistant	
Verified by _____	Date _____
Designated State Office Staff	

\_\_\_\_\_  
 Chairperson, Juvenile Crime Prevention Council      (Date)

\_\_\_\_\_  
 Chairperson, Board of County Commissioners      (Date)  
 or County Finance Officer





## Juvenile Crime Prevention Council Organization

	Name	Organization	Title
JCPC Chairperson	Celeste Ordiway	VAYA Health	Regional Manager MH/SU Care Coordination
JCPC Vice Chair	Suzanne Avett	Buncombe County Health and Human Services	Lead Attorney
Allocations Chair	Cynthia Clark	Buncombe County Planning	Buncombe County Planner III
Allocations Vice Chair	Natasha Adwaters	Children First	Director of Community Support
Monitoring Chair	Jen Ramming	OpenDoors of Asheville	Executive Director
Monitoring Vice Chair	Danielle Arias	RHA	Director
Planning Chair	Heather Welch	Buncombe County Schools	Resource Officer Supervisor
Planning Vice Chair			

Meeting Date	Number of Members in Attendance	Quorum Present? Yes/No
July 21 <sup>st</sup> , 2016	12	Yes
September 15 <sup>th</sup> , 2016	18	Yes
November 17 <sup>th</sup> , 2016	14	Yes
January 19 <sup>th</sup> , 2017	14	Yes
March 16 <sup>th</sup> , 2017	18	Yes
May 18 <sup>th</sup> , 2017		



**SUMMARY REPORT OF THE  
BUNCOMBE COUNTY RISK AND NEEDS ASSESSMENT COMMITTEE**

- I. Demographic and Other Observations**
- II. Risk Assessment Summary**
- III. Needs Assessment Summary**
- IV. Resource Assessment Summary**
- V. Summary of Gaps and Barriers in the Community Continuum**
- VI. Proposed Priority Services for Funding**

**Part I. Demographic and Other Observations**

<i>Juvenile Demographics</i>	<i>2012-13</i>	<i>2013-14</i>	<i>2014-15</i>	<i>2015-16</i>
Juvenile Population ages 6-17	33198	33455	33679	33972
Juveniles seen in Intake	499	399	397	321
Juveniles Put on Diversion Plans or Contracts	222	176	192	150
Juveniles Approved for Court	256	192	182	151
Juveniles Adjudicated	159	139	132	134
Juveniles Put on Protective Supervision	43	35	40	41
Juveniles Put on Probation	113	93	91	83
Number of Detention Admissions	76	59	45	56
Number of Juveniles Committed to YDC	0	0	0	0
Number of Juveniles put on Post Release Supervision	1	1	1	0

(from DJJDP Overview of Juvenile Court Data for Buncombe County)

From Buncombe County and Asheville City Schools:

- The graduation rate is improving, greater than 85% for both Buncombe County Schools and Asheville City Schools.
- Prescription medication abuse remains a problem in the schools.
- The number of homeless students is increasing.
- Within Buncombe County Schools the number of offenses in ISS was 7,075, in OSS was 2,936, and there was 0 expulsions. The number of reportable acts is decreasing: 288 in 2014, 246 in 2015, and 217 in 2016.
- There were 1,476 courses recovered through the County schools offerings.

From Health and Human Services Data:

- The number of children in foster care is increasing. In August, there were 343 children in foster care. Thirty percent of the youth in foster care are between 0-2 years old. One of the main reasons for this is parents' substance abuse.
- It is anticipated that there will be an even greater number of children in foster care when policy changes regarding parental contact and court involvement go into effect this year.

From LME Annual Report:

- Therapeutic foster care and respite care is in high demand. There is now an enhanced rate of pay for caregivers of youth with acuity to encourage caregivers to consider youth with higher level needs.
- A child crisis facility is a gap that is being addressed in 2017. The facility will offer stabilization and help reduce the number of hours youth in crisis spend in the ER.

## **Part II. Risk Assessment Summary**

The Risk and Needs Assessment Committee reviewed data gleaned from the Juvenile Risk Assessment instrument administered by Juvenile Court Counselors after juveniles are referred with a complaint alleging that a delinquent act has occurred and prior to adjudication of the juvenile. The Juvenile Risk Assessment is an instrument used to predict the likelihood of the juvenile being involved in future delinquent behavior. For some youth, some of the individual item ratings may be heavily dependent upon information reported by the juvenile or the parent(s). For these items (*represented by percentages with a star next to them*), there is a likelihood of under-reporting the incidence of a particular behavior and the actual incidence may be higher than suggested by these figures. In those cases, the figure should be interpreted as a measure of the minimum level of occurrence.

### **Buncombe County Risk Factor Observations: FY 2015-2016**

R2- Number of Undisciplined or Delinquent Referrals at Intake (prior 12 months) – Elevated Observations: 41% of assessed youth have 1 or more prior referrals (increase from previous year's rate and higher than state's rate). 19% of assessed youth have two or more prior referrals (increase from the previous year's rate).

R5- Runaway from Home or Placement (prior 12 months) – Elevated Observations: 19% of assessed youth are runaways from home or placement (2 years increase trend and higher than state's rate the past 4 years).

R6 – Known Use – Alcohol, Illegal Drugs (prior 12 months) – Elevated Observations: \* 40% of assessed youth have known substance use and need further assessment or treatment (higher than the state's rate the past 4 years).

R7 –School Behavior Problems (prior 12 months) – Elevated Observations: 86% of assessed youth have school behavior problems (decrease from previous year's rate and higher than the state's rate). 79% of assessed youth have serious to moderate school behavior problems (decrease from previous year's rate but higher than state's rate the past 4 years).

R8 – Relationships with Peers – Elevated Observations: 59% of assessed youth lack prosocial peers or sometimes to regularly associate with others involved in delinquent activity (decrease

from previous year's rate and lower than the state's rate). 25% of assessed youth regularly associate with others involved in delinquent activity (higher than state's rate the past 4 years).

R9 – Parental Supervision – Elevated Observations: 12% of assessed youth have parents unable or unwilling to supervise (2 years increase trend but lower than state's rate the past 4 years).\

### **Part III. Needs**

The Risk and Needs Assessment Committee also reviewed data gleaned from the Juvenile Needs Assessment instrument administered by Juvenile Court Counselors prior to court disposition of a juvenile. The Juvenile Needs Assessment is an instrument used to examine a youth's needs in the various domains of his life: The Individual Domain, The School Domain, The Peer Domain, and the Community Domain. This instrument was designed to detect service intervention needs as an aid in service planning. As with the Juvenile Risk Assessment, some of the individual item ratings may be heavily dependent upon information reported by the juvenile or the parent(s). For these items (*represented by percentages with a star next to them*), there is a likelihood of under-reporting the incidence of a particular behavior and the actual incidence may be higher than suggested by these figures. In those cases, the figure should be interpreted as a measure of the minimum level of occurrence.

#### **Buncombe County Elevated Needs Observations: FY 2015-2016**

Y1 – Peer Relationships – Elevated Observations: 45% of assessed youth sometimes to regularly associate with delinquent peers (increase from previous year's rate but lower than the state's rate the past 4 years). 3% of assessed youth have gang association (increase from previous year's rate).

Y2 – School Behavior/Adjustment – Elevated Observations: 67% of assessed youth have serious to moderate school behavior problems (increase from previous year's rate).

Y4 – Substance Abuse within Past 12 Months – Elevated Observations: \*41% of assessed youth have known substance abuse/use issues with further assessment or treatment needed (increase from previous year's rate and higher than the state's rate the past 4 years).

Y6 – Abuse Neglect History- Elevated Observations: 32% of assessed youth have evidence of abuse/neglect (increase from previous year's rate and higher than state's rate the past 4 years). 4% of assessed youth are victims of abuse with no support (increase from previous year's rate).

Y8 – Mental Health Needs – Elevated Observations: 86% of assessed youth have mental health needs (increase from previous year's rate and higher than state's rate the past 4 years). 42% need more mental health assessment and/or treatment (increase from previous year's rate and higher than the state's rate the past 4 years).

F1- Conflict in the Home- Elevated Observations: 31% of assessed youth have conflict in the home (increase from the previous year's rate and higher than the state's rate the past 4 years).

F2 – Family Supervision Skills – Elevated Observations: 52% of assessed youth have parents with marginal to inadequate family supervision skills (increase from previous year's rate but lower than the state's rate the past 4 years).

F4- Family Substance Abuse- Elevated Observations: \*12% of assessed youth have family members with alcohol/drug abuse issues (increase from the previous year's rate and higher than the state's rate the past 4 years).

F5- Family Criminality- Elevated Observations: 57% of assessed youth have family members with criminal history (3 years increase trend and higher than state's rate the past 4 years).

#### **Part IV. Summary of the Existing Community Resources**

See attached Continuum of Services

## **Part V. Summary of Gaps and Barriers in the Continuum of Services**

Interpersonal skills (Note: Currently offered through Kids at Work, but JCPC funded and needed), particularly to address R2, R5, R6, R7, R8, Y1, Y2, Y4, Y8, and F1.

Experiential Skill Building (Note: Currently offered through Blue Ridge Treks, but JCPC funded and needed), particularly to address R2, R6, Y4, Y8, R8, and Y1.

Teen court (Note: Currently offered, but JCPC funded and needed), particularly to address R8 and Y1.

Restitution/Community Service (Note: Currently offered through Earn and Learn, but JCPC funded and needed), particularly to address R2, R8 and Y1.

Sex offender assessment and treatment (Note: Currently offered through Children's Hope Alliance, but JCPC funded and needed), particularly to address Y6 and Y8.

Temporary foster care (Note: Currently offered through Eliada, but JCPC funded and needed), particularly to address R5, R9, F2 and F5.

Runaway shelter (Note: Currently offered through Trinity Place, but JCPC funded and needed), particularly to address R5, R9 and F2.

Structured Day, particularly to address R7 and Y2.

Group Home, particularly to address R9 and F2.

Mentoring, particularly to address R6, Y4, R7, R8, Y1, and Y2

Tutoring and Academic Enhancement, particularly to address R7 and Y2

## **Part VI. Proposed Priority Services for Funding**

The committee compared the services needed to address the elevated Juvenile Risk Factors and Juvenile Needs with services currently available in the community. Services which are currently available in the community and sufficient to meet the needs of court involved youth or those youth most at risk for court involvement are not considered as a priority for JCPC funding.

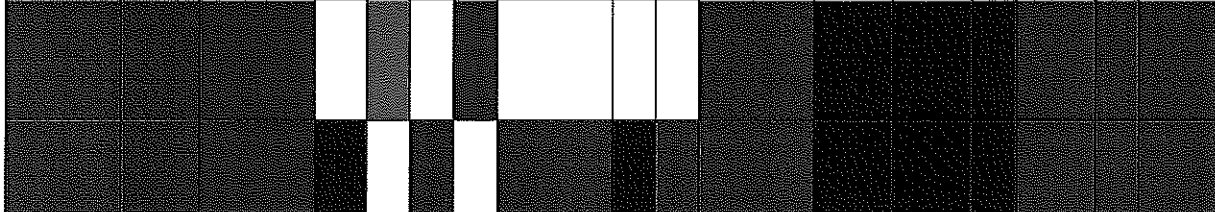

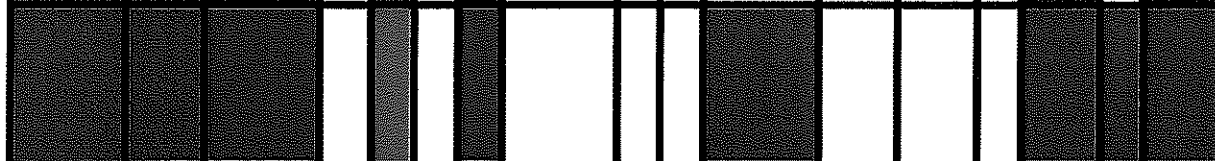
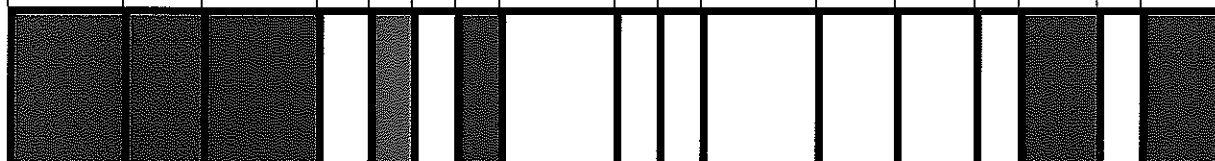
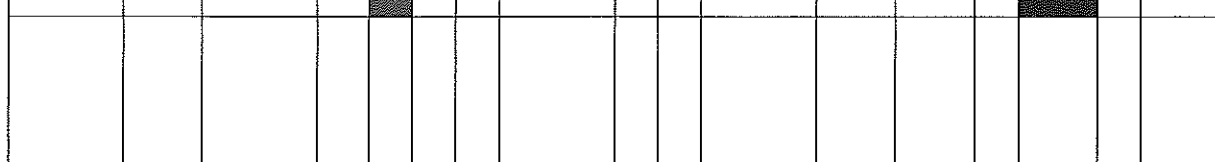

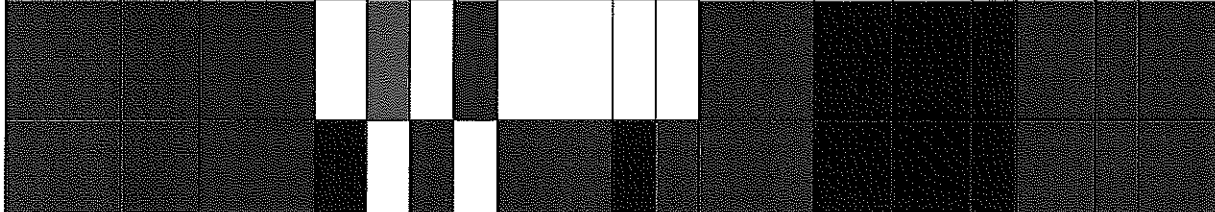

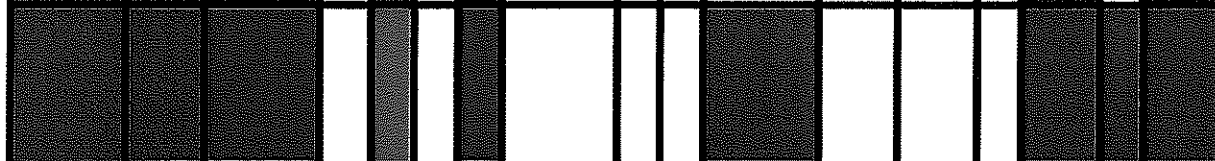
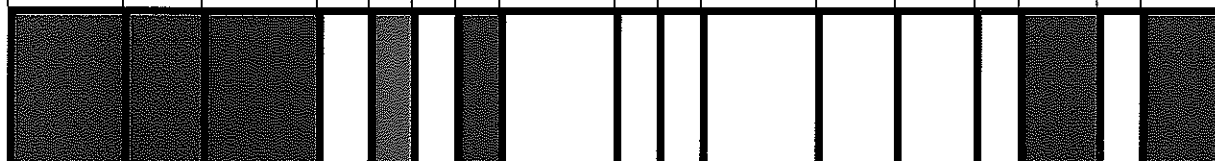
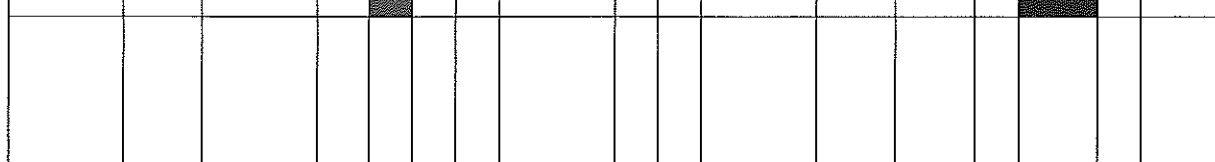

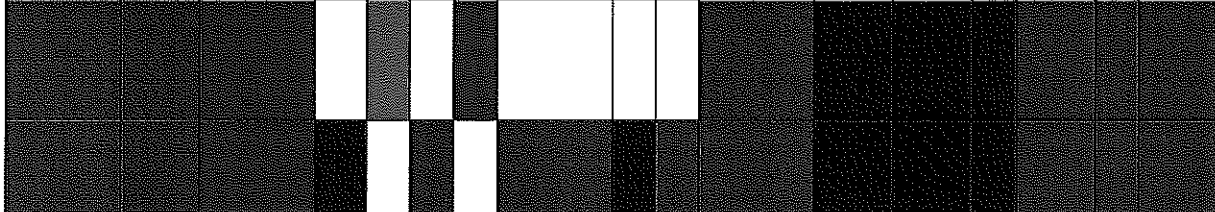

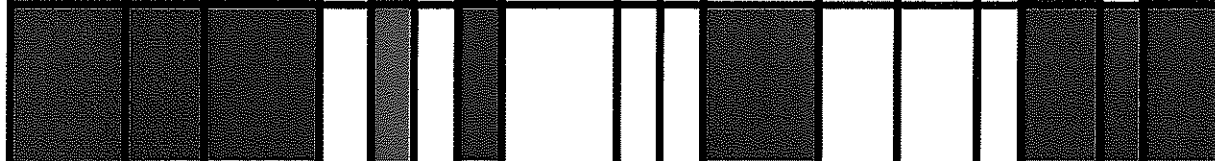
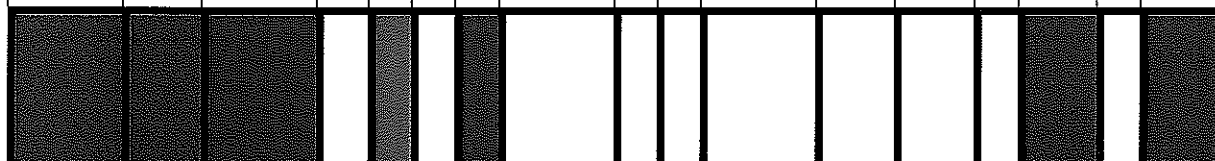
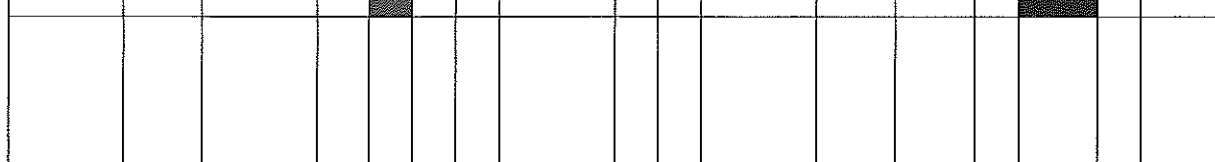

The priorities were determined, in part, based on ranking dispositional alternatives as top priorities, then diversion programs, and finally other needed services.

The Committee proposes that the following services be approved as the funding priorities for FY 2017-2018.

- Priority 1: Restitution/Community Service**
- Priority 2: Sex Offender Treatment**
- Priority 3: Temporary Foster Care**
- Priority 4: Teen Court**
- Priority 5: Experiential Skills**
- Priority 6: Interpersonal Skills**
- Priority 7: Runaway Shelter**
- Priority 8: Mentoring**
- Priority 9: Tutoring**
- Priority 10: Group Home**
- Priority 11: Structured Day**





		Baby Love Maternity Support Services-DHHS <sup>x</sup> ASPIRE- Intensive In Home Program <sup>xi</sup> Partners Unlimited- Interpersonal Skill Building Safe Dates <sup>xii</sup> Teen Intervene <sup>xiii</sup> Our Voice <sup>xiv</sup>						
Interpersonal Skills	Blue Ridge Treks Parks and Rec with Buncombe County and City of Asheville Project Venture <sup>xv</sup> Girls on the Run <sup>xvi</sup>							
Tutoring/Academic Enhancement	Partners Unlimited- Structured Day Program Hillcrest Enrichment Program <sup>xvii</sup> Read to Succeed at Pisgah View <sup>xviii</sup> Youthful HAND <sup>xix</sup> Open Doors of Asheville <sup>xx</sup> In Real Life <sup>xxi</sup> Afterschool programs (YMCA, YWCA,							







	Sexual Offender Treatment	Children's Hope Alliance (Juvenile Sex Offender Treatment)					
Residential							
	Temporary Shelter <sup>xix</sup>	Caring for Children-Cornerstone <sup>xi</sup>					
		Caring for Children-Our Place <sup>xii</sup>					
	Runaway Shelter	Trinity Place					
	Specialized Foster Care	Children's Hope Alliance <sup>xiii</sup>					
		Caring for Children-Family Foster Care <sup>xiii</sup>					
		Caring for Children-Therapeutic Foster Care <sup>xiv</sup>					
	Temporary Foster Care	Eliada- Temporary Foster Care					
		Caring for Children-Angels Watch Foster Care <sup>xiv</sup>					
		Caring for Children-PERCS Foster Care <sup>xvi</sup>					
	Group Home	Macon County Multipurpose Group Home/Secure Detention					
		Presbyterian Home					
	Black Mountain Home						

	Headed in Right Direction												
	Steps to Success												
Other- Out of Home Care	Substance Abuse residential services <sup>xlvii</sup>												
	Eckerd Short Term residential for males- Level II												
	WestCare Short Term residential for females- Level II												
	Craven House Transitional Living Program <sup>xlviii</sup>												
	Black Mountain Home												
Other- Mental Health Residential	Level II residential- Medicaid only												
	Level III residential- Medicaid only												
	Level IV residential- Medicaid only												
	Psychiatric Residential TX Facility- MA only												

<sup>i</sup> Several programs and descriptions were added to the Continuum in FY2016. The purpose of the Continuum is to document the services available for youth in the community under the DJJDP framework for JCPD fundable programs. The Continuum can and should be updated throughout the year as services become available, expanded, or discontinued.

<sup>ii</sup> My Daddy Taught Me That serves children in grade 9-12, ages 12-19. The program serves many kids in public housing but is not limited to public housing residents. The mission is to assist in the development of young males into Righteous, Respectable and Responsible Men through empowerment, education



and support. Each week the MDTMT van transports young men from public housing around the County to the real talk sessions at the Pisgah View Community Center.

- iii For Youth at risk ages 12-17. Mentors to help youth make better choices, and prevent gang involvement and stay in school.
- iv Formerly Children in the Middle, this program is for divorcing families to help reduce parental conflict, loyalty pressures, and communication problems. This program teaches parenting skills.
- v MotherLove YWCA is for pregnant and parenting teens, to help support them staying in school, having access to higher education and vocational training, develop skills needed for strong parenting, and delay another pregnancy.
- vi Nurturing Asheville and Area Families is a program offered through the Mount Zion Community Development Program, and supported by NC Dept of HHS and Buncombe County. Programs offered include prenatal and postnatal support, coordination of childcare and transportation, perinatal smoking cessation, breastfeeding, and empowerment plan.
- vii SHIFT NC is an organization that supports adolescent sexual health and pregnancy prevention. The organization provides resources to programs that work directly with youth and to healthcare providers. In Buncombe County, SHIFT NC recognizes Asheville City Schools Foundation, Child Abuse Prevention, Planned Parenthood, YWCA, Mt Zion Community Development, and Our Voice in their work with adolescents.
- viii MAHEC has a residency program that includes working with high risk, low income mothers, including teenagers
- ix For both young women and men. Provides pregnancy tests and community referrals.
- x Support services through DHHS for low income pregnant mothers.
- xi Family counseling and parent support service.
- xii Safe Dates at Erwin and Owen High only. Offered through ARPNC, this program aims to stop or prevent the initiation of emotional, physical or sexual abuse on dates or between individuals in a dating relationship.
- xiii Offered through ARPNC, this program is available for 12-19 year olds who may be in the early stages of drug or alcohol experimentation.
- xiv Our Voice is an organization with a mission of preventing sexual violence and providing outreach. Youth programs include a 90 minute Dating and Communication Program for middle and high school students; an 11-week "Climbing Toward Confidence" girls empowerment program for 7<sup>th</sup>-8<sup>th</sup> grade girls; and an interactive theater program for teens and college students.
- xv Project Venture at Erwin High only, and is an outdoor experiential youth development program designed primarily for 5<sup>th</sup>-8<sup>th</sup> grade American Indian youth.
- xvi Girls on the Run is a confidence skills building program that helps girls build healthy lifestyles. The program is for 10 weeks afterschool for 3<sup>rd</sup>-5<sup>th</sup> graders, and a new program, Heart and Sole, continues for girls in middle school.
- xvii Hillcrest operates an Enrichment Program run by Lilian Butler. Main focus is homework assistance but they strive to place an emphasis on developing social skills and computer skills for kids grade K-6, M-F 2:30-5:00. Also operates a summer Enrichment Program from 9-5 that focuses on arts, culture, environmental awareness, and contains an educational component. Participants are public housing residents with program emphasizing Tutoring/Academic Enhancement as well as Interpersonal Skills. No adjudicated youth participating in the program.
- xviii Read to Succeed at Pisgah View serves youth preschool through 3<sup>rd</sup> grade. One on one coaching that typically lasts 45 minutes per session twice a week. Follows the same schedule as the Asheville City Schools Calendar. Primarily serves youth in public housing and emphasizes Tutoring/Academic Enhancement.
- xix Youthful Hand is at Lee Walker Heights, run by Elinor Earles. Enrichment and academic program that works with 5-12 year olds after school and in summer.
- xx Open Doors is a local program primarily for youth academic enhancement, but also with individualized education and enrichment opportunities for youth that enhance lifelong social, emotional, cognitive and physical skills.
- xxi Network of after school programs designed to provide safe, high quality and fun learning opportunities to all Asheville City Schools middle school students, with transportation and affordability assistance.



- xvii Available after school program, across from Asheville High School. The program provides academic, cultural and social enrichment activities.
- xviii Children First/Communities in Schools Learning Centers are safe haven afterschool programs that provide homework help, enrichment activities (like soccer, dance and yoga) and a healthy snack to children in grades K-5 living in vulnerable communities. Free of charge to families living in public housing/low income communities of Pisgah View and Woodridge Apartments. A summer camp program is also being offered.
- xvix Youth Empowered Solutions (YES) hires high school students who work in partnership with adults in areas to create change that will positively impact adolescent health. Areas include reducing childhood obesity, ensuring access to health care, eliminating teen tobacco use, decreasing underage drinking, strengthen youth and adult relationships, to help create public health leaders of tomorrow.
- xvix An after school program led by a chef and a therapist, designed to help kids (ages 12-17) learn the technical skills of cooking while building better methods of communication.
- xxvi Opportunities for job readiness training, paid work experience, communication skills, individual career plans, assistance in getting diploma and access to other resources. 298-9023, 1104.
- xxvii For youth grades 6-12, this program helps empower students for effective participation in the international economy as workers and citizens.
- xxviii A private alternative school with integrated intensive counseling services that helps youth that have experienced repeated school difficulties, depression, withdrawal, anger outbursts, or defiance with teachers.
- xxix Outpatient services include mental health/substance abuse assessments, psychological testing, psychiatric assessments. Medicaid eligible.
- xxx CCA is a thorough biological-psychological-social evaluation tool which is required by the state in order to access specific types of services funded by Medicaid and other third party funders. Services must be authorized through Western Highlands or Value Options.
- xxxi Horse Power is available to individuals and groups upon request
- xxxii Assessment Counseling and Education is a mental health outpatient treatment program with a range of services, and accepts Medicaid.
- xxxiii DPS funded some Level I Adjudicated high risk youth, and Level II
- xxxiv Youth Villages Multi Systemic Therapy offers intensive in home services for youth ages 12-17. Suited for youth with emotional and behavioral disorders, physical or sexually abused, substance abuse, suicidal ideation or attempt.
- xxxv In Buncombe County Schools, the Crisis Response Team (CRT) provides students crisis assistance in dealing with trauma, grief, or loss. In Asheville City Schools, counselors provide counseling in prevention, crisis, and conflict resolution.
- xxxvi Crisis number at Smokey Mountain LME is 1800-849-6127
- xxxvii After school substance abuse program designed to keep youth in school and at home while working on their drug/alcohol abuse issues.
- xxxviii Deleted Temporary Therapeutic Foster Care, Swain Center, Strategic Behavioral PRTF, and Heading in the Right Direction Level II MH as separate programs in Continuum. CASP Program- some services in Winston Salem.
- xxxix Shelter is not provided through Help Out Youth, but outreach is provided for LGBTQ youth who are homeless and need support. Help Out Youth, operated under the direction of Caring for Children, serves youth by providing references to programs, maintaining contact with the youth, and distributing toiletries and food to the youth.
- xl Residence for up to 8 young women, ages 16-21, who are experiencing long term challenges and whose family situation is such that remaining or returning home is either impossible or would be counterproductive.
- xli Our Place is a six bed emergency shelter for children who were removed from their homes by HSS. It is designed to provide temporary care to help children through the crisis period and to provide time to develop a long term placement for an individual child.
- xlii Children's Hope Alliance Therapeutic foster care for juvenile sex offenders Level I and II

<sup>xiii</sup> Family Foster Care provides services to children in the custody of HHS. These youth need long term foster care placement and are not eligible for therapeutic foster care services. Children can remain in care until reunited with parents or appropriate guardians, or until adopted.

<sup>xiv</sup> Therapeutic Foster Care is a specialized Level II mental health foster care program designed to work with youth of all ages who have a history of behavioral, emotional, medical, and/or mental health problems. Referrals are made through a mental health provider, and fees are paid through Medicaid or another third party funding source. Stays range from a few weeks to several years.

<sup>xv</sup> Angels Watch is a foster care program for children 0-6 with siblings up to age 10 who are not in the custody of the HHS, and whose families are temporarily unable to care for them because of a crisis. Up to 90 days. Parents are provided mentoring and links to community resources. No fees are charged to the families.

<sup>xvi</sup> PERCS (Proactive Enhanced Response Crisis Services) is a three bed therapeutic Level II foster care program for youth ages 0-18 who have been removed from their homes by and in the custody of HHS. The maximum length of stay is 30 days.

<sup>xvii</sup> Deleted Temporary Therapeutic Foster Care, Swain Center, Strategic Behavioral PRTF, and Heading in the Right Direction Level II MH as separate programs in Continuum. CASP Program- some services in Winston Salem.

<sup>xviii</sup> For 6-12 months

# County Juvenile Crime Prevention Council Request for Proposals

**\$508,064**

Anticipated County Allocation

**30%**

Required Local Match Rate

**December 15th, 2016**

Date Advertised

The Juvenile Crime Prevention Council (JCPC) has studied the risk factors and needs of Juvenile Court involved youth in this county and hereby publishes this Request for Proposals. The JCPC anticipates funds from the NC Department of Public Safety, Division of Administration, Community Programs section in the amount stated above to fund the program types specified below. Such programs will serve delinquent and at-risk youth for the state fiscal year 2017-2018 beginning on, or after, July 1, 2017. The use of these funds in this county requires a local match in the amount specified above.

**The JCPC will consider proposals for the following needed programs:**

Priority 1: Restitution/Community Service, Priority 2: Sex Offender Treatment, Priority 3: Temporary Foster Care  
Priority 4: Teen Court, Priority 5: Experiential Skills, Priority 6: Interpersonal Skills, Priority 7: Runaway Shelter  
Priority 8: Mentoring, Priority 9: Tutoring, Priority 10: Group Home, Priority 11: Structured Day

**Proposed program services should target the following risk factors for delinquency or repeat delinquency:**

Number of Undisciplined or Delinquent Referrals at Intake, Runaway from Home or Placement, Known Use - Alcohol, Illegal Drugs, School Behavior Problems, Relationships with Peers, Parental Supervision

**Programs should address the following concerns as reported in the Needs Assessments for adjudicated youth:**

Peer Domain: Peer Relationships

Individual Domain: Substance Abuse within Past 12 Months, Mental Health Needs

Family Domain: Abuse Neglect History, Conflict in the Home, Family Supervision Skills, Family Substance Abuse, Family Criminality

School Domain: School Behavior/Adjustment

**Applicants are being sought that are able to address items below:**

1. Program services compatible with research that are shown to be effective with juvenile offenders.
2. Program services are outcome-based.
3. The program has an evaluation component.
4. Program services detect gang participation and divert individual. (Massey will confirm the rest of the sentence)

Local public agencies, 501(c)(3) non-profit corporations and local housing authorities are invited to submit applications to provide services addressing the above elements.

Mandatory Applicant Workshop Wednesday, January 18th, 2017, main level of 200 College Street, 9:15am- 12:00pm.

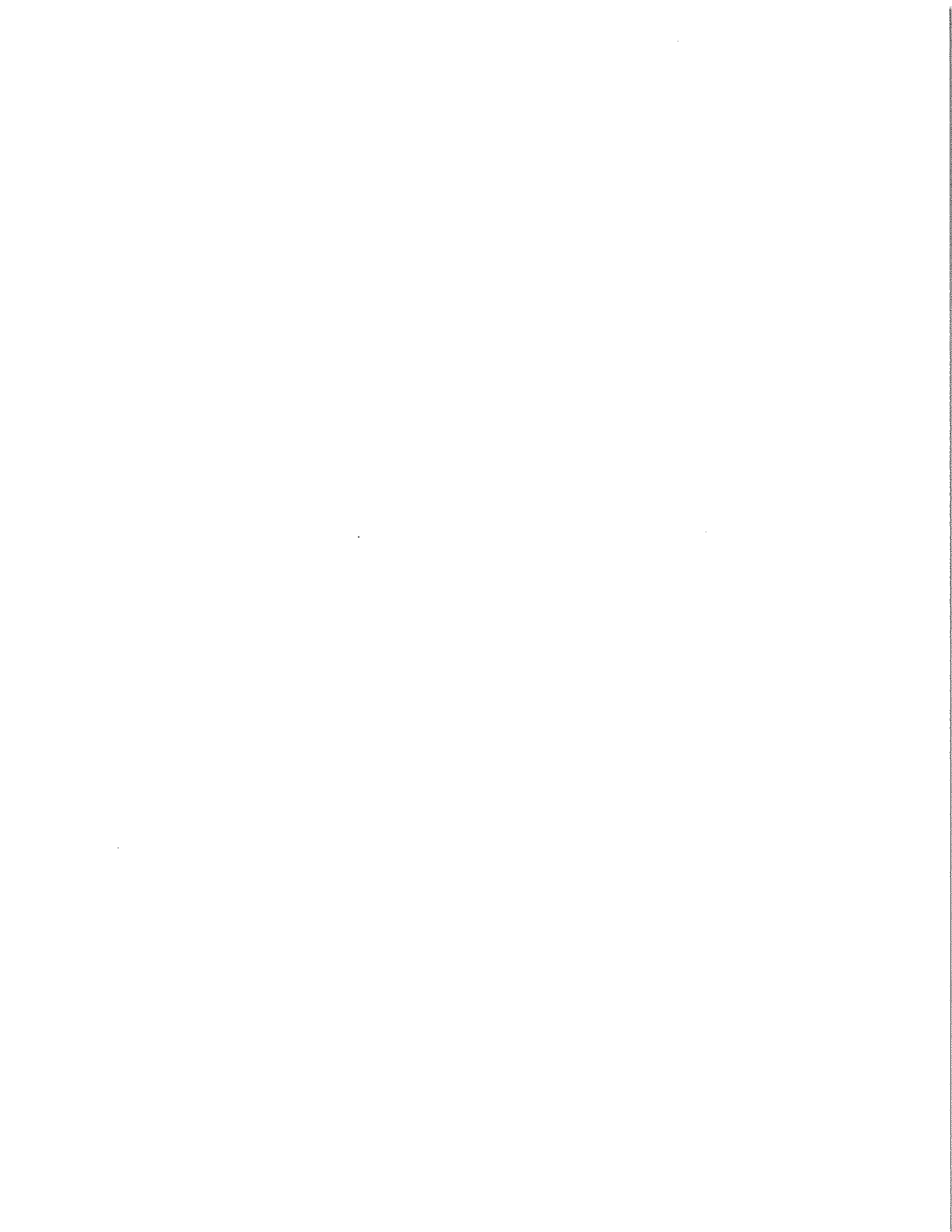
**In order to apply for FY 2017-2018 JCPC funding, you must complete and submit your application online by accessing NC ALLIES. Please read and follow all instructions at the following link: <https://CP.NCDJDP.ORG/CP> After submitting the application electronically, print and submit hard copies as indicated below. Private non-profits are also required to submit No Over Due Tax forms, Conflict of Interest Statements, and proof of 501(c)(3) status.**

**NOTE:** For further information, or technical assistance about applying for JCPC funds in this county, contact Massey Whiteside, Area Consultant, at 828-296-4742.

Deadline for Application is: Tuesday, February 7th, 2017 by 5:00 P.M.

Mail or deliver applications to: Melissa Moses, JCPC Coordinator  
35 Woodfin Street, Asheville NC 28801  
main level

Number of original copies to submit: 18 Telephone: 828-776-7204



# Juvenile Crime Prevention Council Funding Decisions Summary

Program Funded	Reason for Funding (Check all that apply)
Buncombe County Teen Court - Buncombe Alternatives	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Earn and Learn - Buncombe Alternatives	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input checked="" type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Home Based Sves for JSO - Barium Springs	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Temporary Foster Care - Eliada Homes	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Trinity Place - Caring for Children	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Kids at Work - Aspire Youth and Family	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
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## Juvenile Crime Prevention Council Funding Decisions Summary

	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
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	Reason for Not Funding (Check all that apply)
<b>Program Not Funded</b> Academic Enhancement - Partners Unlimited	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input checked="" type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input checked="" type="checkbox"/> Other Program services did not meet SPEP or priority need.
Blue Ridge Treks - FIRST	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input checked="" type="checkbox"/> Does not meet funding priority <input checked="" type="checkbox"/> Other Services described did not meet service type.
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
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	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
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	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other

Program Enhancement Plan

**Program:** Blue Ridge Treks Summer Leadership Program

**Brief Description:** 5 week Challenge Program operated in July and August. There are two groups, each with 8 participants aged 13-16 and co-ed. The program focuses on leadership skills of communication, decision-making and FIRES - Fun Attitude, Integrity, Respect, Effort and Safety. To teach the importance of these skills, Blue Ridge Treks' utilizes experiential techniques and outdoor education. Experiences include hiking, volunteering, canoeing, white-water rafting and group challenges.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary-C.H.A.L.L.E.N.G.E. Program Supplemental Services - Group	20	N/A	N/A	N/A	N/A
Quality of Service Delivery	12	1) Review QOS 2) Category A - Defined Protocol for Program Services and Delivery 3) Category E - Staff Evaluation	1) Review QOS - We have not received a copy of our QOS 2) Update manual to meet specifications outlined in Quality of Services document 3) Begin meeting with supervisor twice per year and keep better documentation of staff evaluations and planning We've been doing it once a year with Janet	1) Joe Early, Alex Hersey 2) Joe Early, Alex Hersey 3) Joe Early, Alex Hersey, Janet Price-Ferrell	RECEIVED MAR 24 2016
Amount of Service: Duration and Contact Hours	14	1) Duration and Contact Hours: Data Entry 2) Contact Hours: Make-	1) review past data for accuracy and to see problems 2) Explore possibilities of a make-up day so participants can increase their hours to the appropriate level outlined by	1) Joe Early & Alex Hersey 2) Joe Early & Alex Hersey	

4  
4  
4

Program Enhancement Plan

	up day	SPEP data if they have an absence	
Risk Level of Youth	12	N/A	N/A
Total	58		

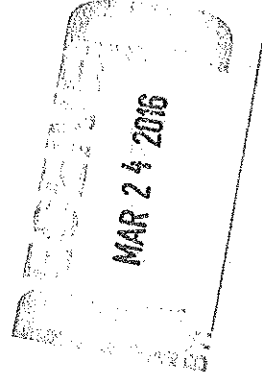
This Plan is approved by:

  
 Program Manager Name & Signature

3 / 17 / 16  
 Date

  
 JRPC Chair Name & Signature

3 / 17 / 16  
 Date





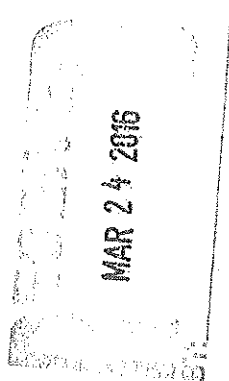
Program Enhancement Plan

Program:

Trinity Place Runaway and Homeless Youth Shelter

Brief Description:

Trinity Place is a community-based runaway and homeless youth shelter designed to address the immediate needs of youth who have left home without the permission of their parents or guardians, who have been temporarily removed from their homes, who are at risk of running away, and other homeless youth. Trinity Place provides temporary shelter, outreach, counseling, and aftercare services. Trinity Place is a coed program with a capacity of six and a length of stay limited to 21 days or less.

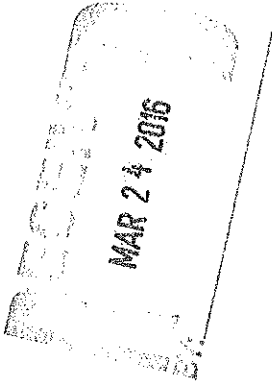
Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	15	N/A			
Quality of Service Delivery	5				
	12	(1)	Implement process for measuring and ensuring TCI model fidelity	Program Coordinator Executive Director TCI Trainers	 Length of stay at Trinity Place is limited to 21 days making the recommended 4 week duration of service impossible. Also, length of stay and the resulting number of contact hours is frequently out of the program's control.
Amount of Service: Duration and Contact Hours	4	1			
Risk Level of Youth	13	N/A			
Total	49				

Program Enhancement Plan

This Plan is approved by:

JOHN CARTER BACH [Signature] Date 3/17/16  
Program Manager Name & Signature

[Signature] Date 3/17/16  
JCPC Chair Name & Signature



## Program Enhancement Plan

**Program:** Partners Unlimited, Inc. – Academic Enhancement (Inter-Personal Skills)

**Brief Description:** Our program provides a one-of-a-kind, highly needed and supervised environment for short-term and long-term suspended middle and high school students who are exhibiting behaviors that might otherwise result in placement in detention. Our alternative environment focuses on inter-personal skills along with—academics, career readiness, professional and character development, substance abuse prevention/awareness—preparing the youth to reenter the regular school environment.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	10	Individualized Service Plan	Service Plan developed for every student/client; revised "Participation Application"; organization of client files.	Program Director	Score should have been determined based on Group 3--15 points
Quality of Service Delivery	9	Protocol Manual	We are evaluating our program outline internally; constantly in contact with school counselors and taking suggestions from court counselors (as needed).	Program Director and Program Manager and Staff	Based on the number of students who do not return to our program within a three-year period (recidivism); cost of training -- budget cannot support.
Amount of Service: Duration and Contact Hours	0		We serve as indicated on the referral.	Court Counselor	Time-control -- referring agency defines time  MAR 24 2016
Risk Level of Youth	20				JCPC assigns risk scores
<b>Total</b>	<b>39</b>				

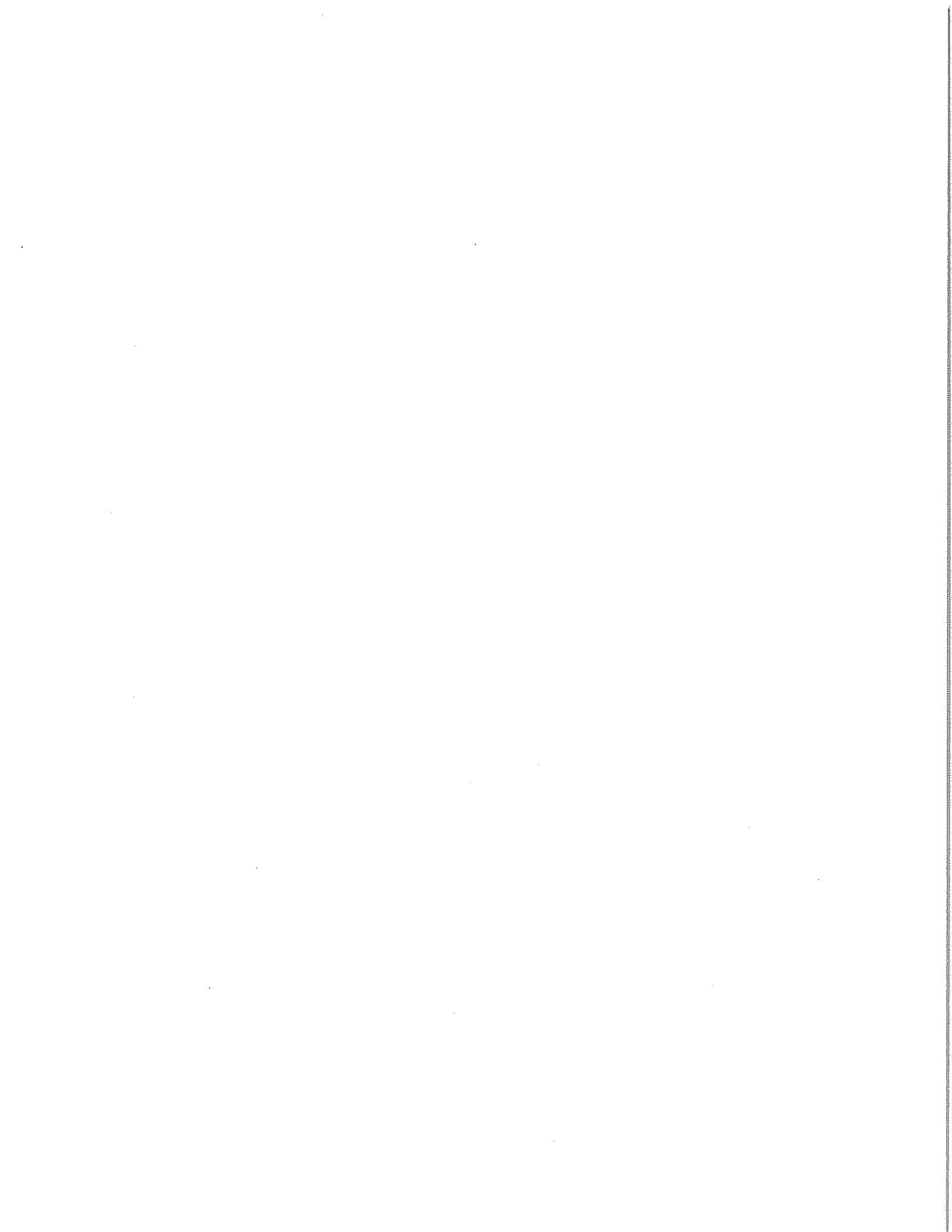
This Plan is approved by:

*Patricia Griffin*  
 Program Manager Name & Signature

3/16/16  
 Date

*[Signature]*  
 JCPC Chair Name & Signature

3/17/16  
 Date



Program Enhancement Plan

MAR 24 2016

Program:

Eliada Temporary Foster Care: Rapid Response Homes for Youth

Brief Description:

A short-term residential program (for up to 30 days) available to diverted or adjudicated youth that will allow them to remain in the community while receiving services to stabilize emotional disturbances and behaviors that may cause or be a result of family crisis. The temporary foster care home program provides a natural family setting with the expertise of highly trained therapeutic foster parents and the support of Eliada's case-management and foster care teams, to achieve the goal of reunification with the biological family, or appropriate placement.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	20				Effective FY2015-2016, this program no longer has a specified SPEP category due to the limited duration of the program and clients served.
Quality of Service Delivery	18	Improve strategies to evaluate and measure program effectiveness	<ol style="list-style-type: none"> <li>Revise the weekly supervision note that is completed by the Foster Care Consultant with the TFC Parents to clearly document how the Skill-Building component is being implemented. TFC parent service delivery reviewed weekly by Consultant and monthly by Director. Implementation by 4/1/16.</li> <li>Expand current policy and procedure for evaluating overall program effectiveness, data collection and correcting program drift.</li> <li>A procedure to track and report recidivism rates will be</li> </ol>	Program Director	<p>Areas for improvement, per the Quality of Services Checklist were specific to staff retention (One staff retired. No staff changes since December 2014) and Program Monitoring, Evaluation and Corrective Action (scored 3.5 of 4)</p> <ol style="list-style-type: none"> <li>Process creates ongoing evaluation and points of correction weekly through current supervision practices and at the end of each 30 day placement to quickly identify and respond to program drift.</li> <li>Current data collection has been analyzed every 6 months. New protocol will increase frequency and improve interpretation and application of the data.</li> </ol>

Program Enhancement Plan

			<p>developed and implemented within 60 days.</p>	<p>3. Currently, a follow up contact is facilitated by the Foster Care Consultant with the guardian 30 days post discharge. Information gathered at that point includes: stability of youth's residence/placement and continuation of support or treatment services that were initiated during the Temporary Foster Care placement. Programmatically, we are developing additional tools and supports for the caregivers so that the skills developed during placement can be more easily applied in the home setting.</p>
<p>Amount of Service: Duration and Contact Hours</p>	<p>4</p>			<p>Aggression-Replacement Training will continue to be implemented through the use of Individualized Skills Assessments; identification of prioritized skills based on behavioral history and at least 1 hour per day of skill-building activity for 30 days.</p>
<p>Risk Level of Youth</p>	<p>23</p>			<p>During the first year of this program (FY14-15), 85% of the youth served had medium or high risk scores. Of those, 35% were higher than medium.</p> <p>We have a desire to expand the program to increase the total number of youth served, but due to the design of this program which provides residential care in a family home setting, assessing the youth's level of safety prior to placement is highly important.</p> <p>High risk youth can successfully be served in this program. Disqualifying</p>

Program Enhancement Plan

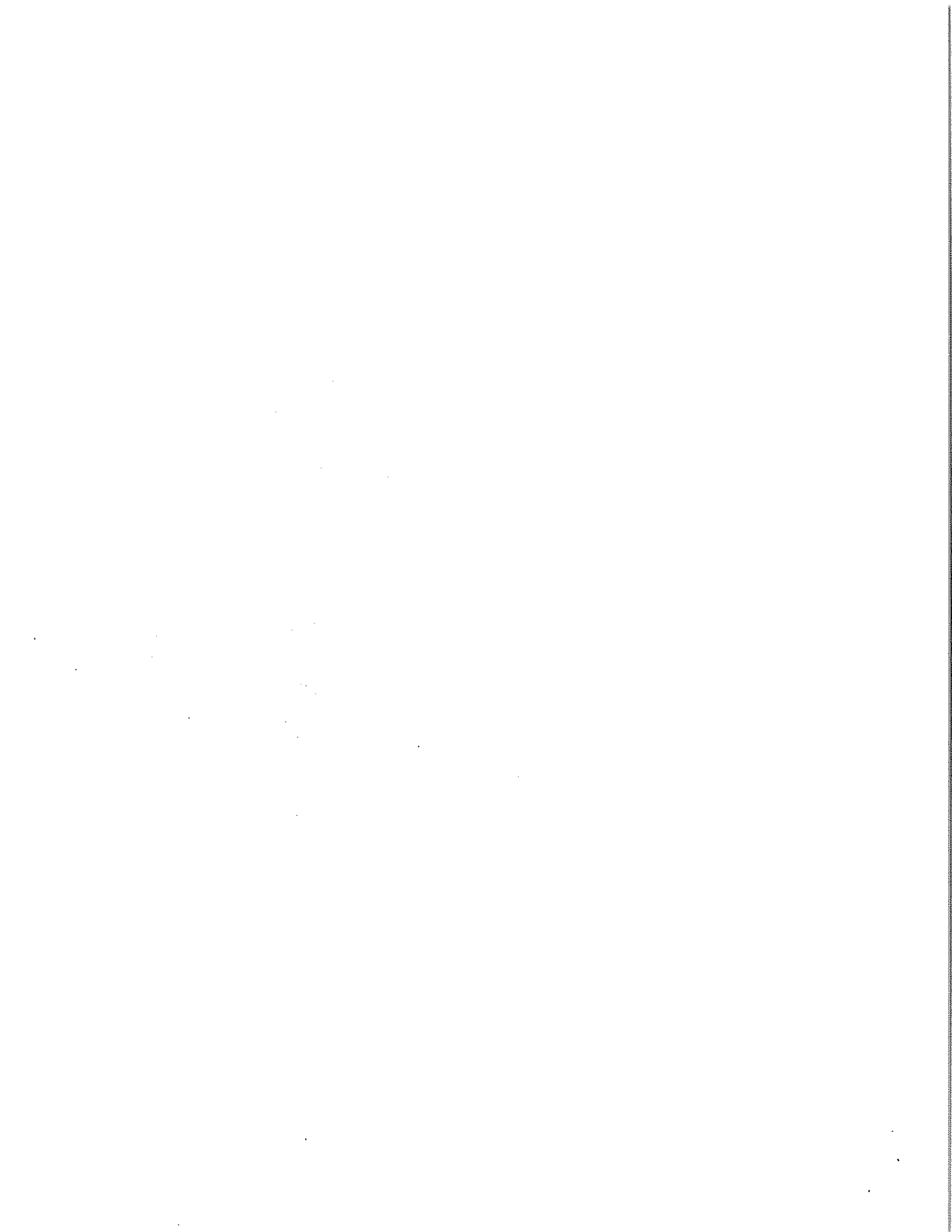
				<p>criteria include:</p> <ol style="list-style-type: none"> <li>1. Youth meets criteria for psychiatric hospitalization (acutely suicidal or homicidal)</li> <li>2. Youth is classified as I/DD? (Individual selection based on level of functioning due to cognitive-based skill-building interventions)</li> <li>3. Youth is an adjudicated sex offender</li> <li>4. Youth is actively abusing substances</li> <li>5. Youth is not compliant with severe medical conditions or treatment.</li> </ol>
Total	65			

This Plan is approved by: Kelly Shusko, MSW, Eliada Foster  
Care Director

Program Manager Name & Signature: *Kelly Shusko, MSW*  
Date: 3/17/16

JCPC Chair Name & Signature: *[Signature]*  
Date: 3/17/16

MAR 24 2016





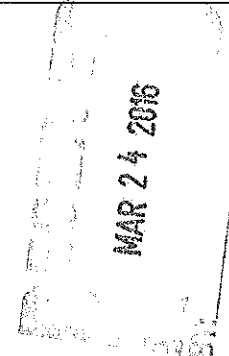
## Program Enhancement Plan

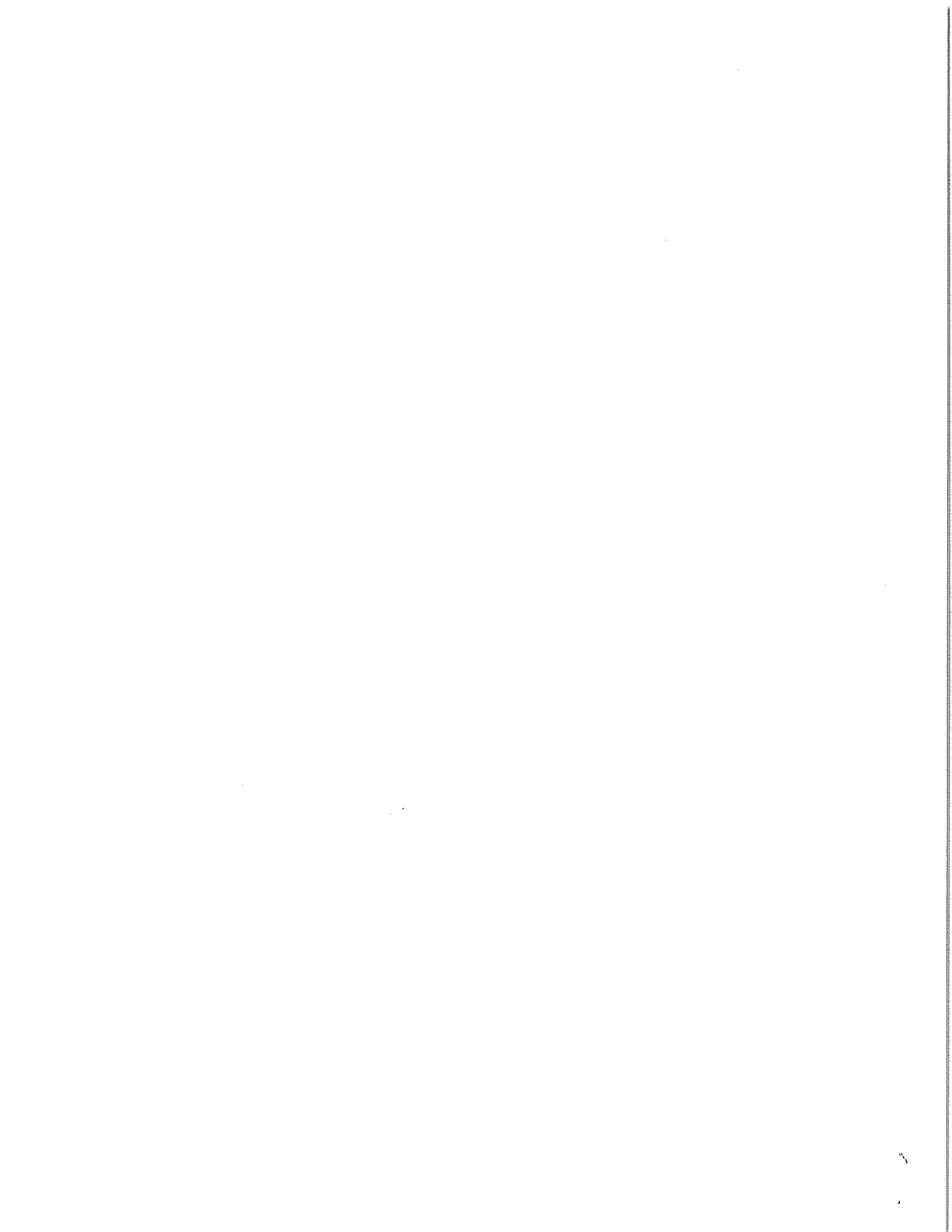
**Program:**

Home Based Services for Juvenile Sex Offenders

**Brief Description:**

Our program offers services to clients who have been adjudicated for a sexual offense and are ordered by the Court to participate in an evaluation and/or treatment. The objective of the program is to provide a broad range of services to allow these youth to remain in their homes, promote safety in the community and to prevent further sexual abuse. Services include safety and treatment planning, case management, 24/7 on call, comprehensive evaluations, community support, individual, group and family therapy.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	n/a	Provide a SPEP Primary Service Type	Reviewed treatment model to assure congruency with SPEP service type (CBT).	Tammy Deitz, Managing Director Geoff Sidoli, Clinical Consultant	In the 16-17 RFP we will be choosing the SPEP Service Category of Skill Building Services/Cognitive-Behavioral Therapy. This is not a perfect fit but in the interim, this is the only area at this time we feel can be SPEP'ed while we can partner with DPS to perhaps develop a better tool. Since some juveniles will only receive evaluations, only those who receive treatment (SPEP service) will be measured.
Quality of Service Delivery	n/a	*Protocol Manual Development *Revise New Employee 90 Day Checklist	*We will rewrite the clinician manual to include the frequency of contacts with youth and family and amount of CBT received. *Training topic, "Working with DPS, Policies and Procedures" has been added to Checklist with date completed and supervisors signature	Tammy Deitz, Managing Director Geoff Sidoli, Clinical Consultant	 MAR 24 2016
Amount of Service: Duration and Contact	n/a				



**Program Enhancement Plan**

Hours				
Risk Level of Youth	n/a			
Total				

This Plan is approved by:

*Stephena Knowles*

Program Manager Name & Signature

2/22/16

Date



JRPC Chair Name & Signature

2/22/16

Date



MAR 24 2016



## Program Enhancement Plan

Program: Earn & Learn Restorative Community Service

**Brief Description:** Earn & Learn Juvenile Restorative Community Services is the only community service/restitution program in Buncombe County. This program works with youth assigned community service hours and/or given a monetary compensation requirement for victims provided through DJJDP. Through supervised, assigned work and journaling, juveniles provide important service to the community, are held accountable for their actions, and given the opportunity to acknowledge any harm they may have caused

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	15	NONE NONE			
Quality of Service Delivery	12	<p><b>Protocol Manuals:</b> Create a Program Operations Manual</p> <p><b>Structured Training and Documentation:</b> Guarantee all direct service staff annual trainings and manage documentation</p> <p><b>Program Evaluation:</b> Create an exit interview to monitor program effectiveness</p>	<p>Program Operations Manual is completed</p> <p>Staff Training Record has been created. All staff will attend annual trainings to continue quality of service</p> <p>A written policy is in our operations manual defining our exit interview process and program evaluation is completed</p>	<p>ED/AED/Board/Staff</p> <p>ED/AED/Board/Staff</p> <p>ED/AED/Board/Staff</p>	<p>Our Agency has budgeted for Annual Training and background checks</p> <p style="text-align: center;"><b>MAR 24 2015</b></p>
Amount of Service: Duration and Contact Hours	6	NONE			
Risk Level of Youth	23	NONE			All Clients served in our program are court involved
<b>Total</b>	<b>56</b>				

Program Enhancement Plan

This Plan is approved by: Karen Peerson

Program Manager Name & Signature

3-22-2016

Date

*Karen Klewon*

*[Signature]*

JCPC Chair Name & Signature

3/24/14

Date

**RECEIVED**  
**MAR 24 2016**

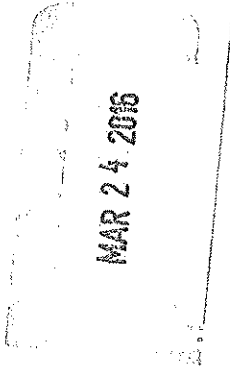
# Program Enhancement Plan

Buncombe County Teen Court

**Program:**

Teen Court is a diversion from juvenile court and an alternative to out of school suspension created for first-time offenders who have admitted guilt. Clients are given the opportunity to take responsibility for their offense by participating in court proceedings held by trained youth and adult volunteers. Teen Court does not decide guilt or innocence but centers on lowered recidivism through restorative justice. Sanctions for clients include community service, projects, and apology letters.

**Brief Description:**

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	0				
Quality of Service Delivery	0	<p><b>Protocol Manuals:</b> Create a Program Operational Manual</p> <p><b>Structured Training and Documentation:</b> Guarantee all direct service staff annual trainings and manage documentation</p> <p><b>Program Evaluation:</b> Create an exit interview to monitor program effectiveness</p>	<p>Program Operations Manuals is completed</p> <p>Staff Training Record has been created. All staff will attend annual trainings to continue quality of service</p> <p>A written policy is in our operations manual defining our exit interview process and program evaluation is completed</p>	<p>ED/AED/Staff</p> <p>ED/AED/Staff</p> <p>ED/AED/Staff</p>	<p>Our Agency has budgeted for Annual Training and background checks</p>
Amount of Service: Duration and Contact Hours	0				 <p>MAR 24 2016</p>

Program Enhancement Plan

Risk Level of Youth	0				
Total	0				

This Plan is approved by:

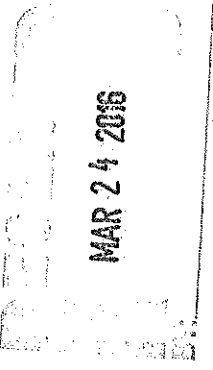
Karen Peterson  
Program Manager Name & Signature

3-22-2016  
Date

[Signature]  
JCPC Chair Name & Signature

3/24/16  
Date

Karen Peterson





Program Enhancement Plan

**Program:** Kids At Work Substance Prevention Program

**Brief Description:** Kids At Work uses an evidence-based, Cognitive Behavior Therapy program to intervene in youth substance use. Providing substance treatment groups, multifamily groups, in-home therapy sessions, and culinary arts training. The program gives juveniles and their families the skills to live substance free and practice sober fun in a safe environment. The youth also gain the life-long skill of healthy food preparation and eating. Youth will be referred to this program after assessment from DJJ.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	35	N/A			
Quality of Service Delivery	N/A	Increase training and fidelity of the delivery of the program curriculum	<ol style="list-style-type: none"> <li>1. Creation of a fidelity of program delivery document to be done on a monthly basis</li> <li>2. Time created to deliver staff training on an ongoing basis and a schedule of topic created.</li> <li>3. Creation and implementation of a program documentation monitoring form to better recognize training needs and gaps in program documentation</li> <li>4. Through the monitoring for fidelity staff receives monthly feedback and we also now schedule and conduct formal evaluations of staff 1 time a year.</li> </ol>	<ol style="list-style-type: none"> <li>1. Program Coordinator fills out and shares with staff</li> <li>2. Program coordinator and staff.</li> <li>3. Program Coordinator</li> <li>4. Program Coordinator</li> </ol>	<p>At least once a month the Program coordinator will create a document for the County program for Action Step 1 and 3. Starting Funding year 2016-17 The program will present these documents quarterly for JCPC review.</p>
Amount of	N/A	Increase the	1. Through better	All Staff	

APPROVED  
MAR 24 2016



Program Enhancement Plan

Service: Duration and Contact Hours	percentage of both duration and contact hours	communication with court counselors and families, we have already seen an increase in the duration of service increase.	
Risk Level of Youth	N/A	N/A	Cannot control the risk levels of youth referred. Most youth in county are low risk and needs.
Total			

This Plan is approved by:

*[Signature]*

Program Manager Name & Signature

3 to 10/16

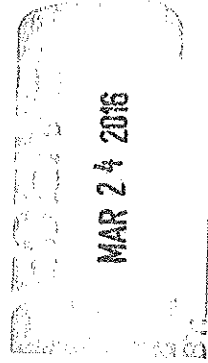
Date

*[Signature]*

JCPC Chair Name & Signature

3/12/16

Date





## **Program Enhancement Plan UPDATE TO THE BOARD**

*Approved on January 19<sup>th</sup>, 2017*

### **FIRST Blue Ridge Treks Summer Leadership Program**

#### ***Category: Quality of Service Delivery***

Review QOS. **Completed**

Update manual to meet specifications outlined in Quality of Services document. **Partially Completed** – Executive Committee recommends program manual include directions for each activity in the program manual and that each program day shows a total hour amount on the bottom of the page.

Begin meeting with supervisor twice per year and keep better documentation of staff evaluations and planning. **Completed**

#### ***Category: Amount of Service***

Implement longer days to meet SPEP requirements for contact hours. **Completed**

Explore possibilities of a make-up day so participants can increase their hours to the appropriate level outlined by SPEP data if they have an absence. **Completed** – Program explored and created logistics for a make-up day should participants miss one day. In order to implement this possibility, the program will require additional funding for the additional day.

### **Teen Court**

#### ***Category: Quality of Service Delivery***

Protocol Manuals: Create a program operational manual **COMPLETED**

Structured Training and Documentation: Guarantee all direct service staff annual trainings and manage documentation. **IMPLEMENTATION COMPLETED**

Program Evaluation: Create an exit interview to monitor program effectiveness.  
**IMPLEMENTATION COMPLETE**

## Earn and Learn

### *Category: Quality of Service*

Protocol Manuals: Create a program operations manual **COMPLETED**

Structured Trainings and documentation: Guarantee all direct service staff annual trainings and manage documentation **IMPLEMENTATION COMPLETE**

Program Evaluation: Create an exit interview to monitor program effectiveness. **COMPLETED**

## Eliada Temporary Foster Care: Rapid Response Homes for Youth

### *Category: Quality of Service Delivery*

Revise the weekly supervision note that is completed by the Foster Care Consultant with the TFC parents to clearly document how the skill-building component is being implemented. TFC parent service delivery reviewed weekly by consultant and monthly by director.

**IMPLEMENTATION COMPLETE**

Expand current policy and procedure for evaluating overall program effectiveness, data collection and correcting program drift. **COMPLETED**

A procedure to track and report recidivism rates will be developed and implemented within 60 days. Data will be requested every 6 months from Buncombe County pertaining to each youth's status with DJJ/DPS and any new charges. **IMPLEMENTATION COMPLETE**

Additional resources have been purchased for the purpose of shared parenting. These include additional sets of skill cards, videos demonstrating skill-streaming techniques, and multiple resources from the post institute (books and videos) on parenting angry, defiant and aggressive adolescents. **IMPLEMENTATION COMPLETE**

## Kids at Work Interpersonal Program

### *Category: Quality of Service Delivery*

Creation of fidelity of program delivery document to be done on a monthly basis. **COMPLETED**

Time created to deliver staff training on an ongoing basis and a schedule of topic created. **COMPLETED**

Creation and implementation of a program documentation of a program documentation monitoring form to better recognize training needs and gaps in program documentation. **IMPLEMENTATION COMPLETE**

Through the monitoring for fidelity staff receives monthly feedback and we also now schedule and conduct formal evaluations of staff 1 time a year. **IMPLEMENTATION COMPLETE**

***Category: Amount of Service***

Increase the percentage of both duration and contact hours between staff and court counselors. **IMPLEMENTATION IN THE WORKS**

**Other recommendations for enhancement:**

1. Edit policy to include how we document changes to program delivery, fidelity, and paperwork as identified in Program Coordinator observations.
2. Create a document to track changes implemented from the Program Coordinator observations to complete the circle of continual observation and corrective action implementation.

**Trinity Place**

***Category: Quality of Service Delivery***

Report on staff trainings of evidence based TCI model utilized

Structured Training and Documentation: Guarantee all direct service staff annual trainings and manage documentation. **IMPLEMENTATION COMPLETED**

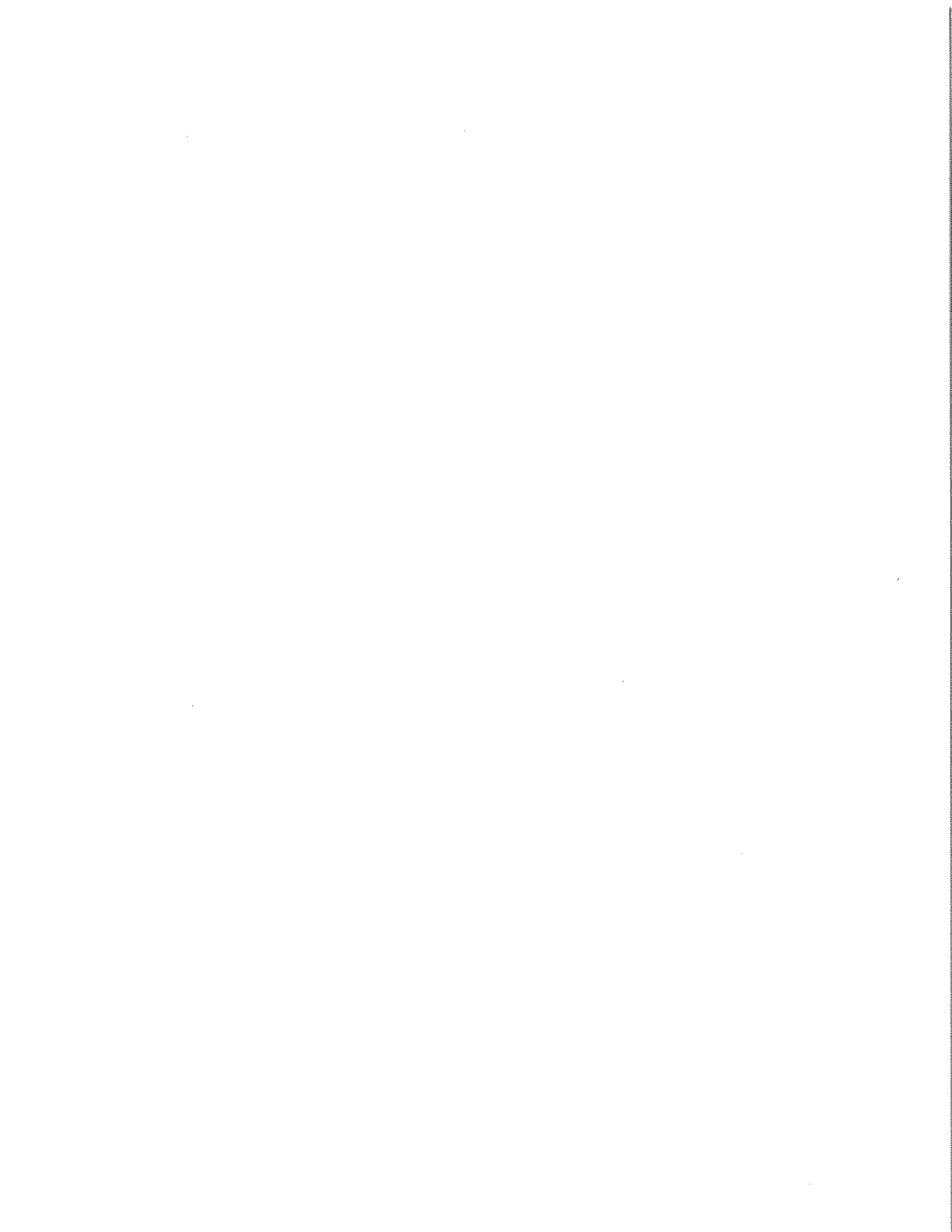
**Other recommendations for enhancement.... JCPC requested that we give more information**

**Home Based Services for Juvenile Sex Offenders**

***Category:*** Primary Service Supplemental Services – Provide a SPEP Primary Service Type – Completed

We chose Skill Building Services/CBT

***Category:*** Quality of Service Delivery- Edit Manual to include the description of contact with client and family as well as CBT/group. Add “Working with DPS, JCPC policies and procedures” to 90 day employee checklist including date completed and supervisor’s signature - Completed





BYLAWS of  
Buncombe County Juvenile Crime  
Prevention Council

Article I.     Name, Principal Office, and General Purpose

Section 1. Name.

Buncombe County Juvenile Crime Prevention Council (JCPC)

Section 2. Purposes. The purpose for the JCPC is to prevent juveniles who are at risk from becoming delinquent. North Carolina General Statute (143B-845) mandates the development of a local JCPC. The primary intent of the legislation is to develop community-based alternatives to Youth Development Centers and to provide community – based delinquency and substance abuse prevention strategies and programs. Additionally, it is the intent of the legislation to provide noninstitutional dispositional alternatives that will protect the community and the juveniles.

The legislation directs that these programs and services be planned and organized at the community level and developed in partnership with the State. Juvenile Crime Prevention Councils are the designated planning bodies at the local level, appointed by the Board of County Commissioners.

Article II.     Members

Section I. Members.

The business and property of the JCPC shall be managed and controlled by the JCPC, who shall be appointed as set forth below.

Section 2. Appointment.

NCGS 143B-846 specifies that as a prerequisite for a county receiving funding for juvenile court services and delinquency prevention programs, the Board of County Commissioners shall appoint a JCPC.

Section 3. Number and Representation

The JCPC shall consist of a membership composition as set forth in GS 143B-846 with not more than 26 members. The Board of County Commissioners shall modify the JCPC membership as necessary to ensure that council members reflect the racial and socioeconomic diversity of the community and to minimize potential conflicts of interest by members.

Section 4. Officers.

Members of the council shall elect the Chair and Vice Chair annually.

- I. Membership designated by NCGS 143B-544
  1. Local school superintendent(s) or designee
  2. Chief of Police
  3. Local Sheriff or designee
  4. District Attorney or designee
  5. Chief Court Counselor or designee
  6. Director of area mental health, developmental disabilities, and substance abuse authority or designee
  7. Director of DSS, or consolidated human services agency or designee
  8. County Manager or designee
  9. A Substance Abuse Professional
  10. A Member of the Faith Community
  11. A County Commissioner
  12. Two persons under the age of 18 years, one of whom is a member of the State Youth Council.
  13. A Juvenile Defense Attorney
  14. Chief District Court Judge or a judge designated by the chief district court judge
  15. A member of the business community
  16. Health Director or designee
  17. Representative of United Way or other nonprofit or designee
  18. Representative of local parks and recreation
  19. Member of Public appointed by County Commissioners
  20. Member of Public appointed by County Commissioners
  21. Member of Public appointed by County Commissioners
  22. Member of Public appointed by County Commissioners
  23. Member of Public appointed by County Commissioners
  24. Member of Public appointed by County Commissioners
  25. Member of Public appointed by County Commissioners

Section 5. Terms.

As set forth in NCGS 143B-847 each member of the JCPC shall serve for terms of two years. Members may be reappointed. Terms of appointment begin January 1, 1999, and July 1 of years thereafter.

In order to provide for staggered terms, persons appointed for positions designated as (9) a substance abuse professional, (10) a member of the faith community, (12) a person under the age of 18, (15) a member of the business community (17) a representative of United Way or other nonprofit and (18) a representative of local parks and recreation, shall be for an initial one-year term and two-year terms thereafter.

Section 6. Vacancies.

As set forth in NCGS 143 B-848 appointments to all vacancies shall be for the remainder of the former member's term.

Section 7. Removal.

As set forth in NCGS 143 B-848 members shall only be removed for malfeasance (illegal act) or nonfeasance (not performing duties as required) as determined by the Board of County Commissioners.

Section 8. Meetings; Quorum.

As set forth in NCGS 143 B-849 the Council will meet at least bi-monthly. The council may meet more often if the Chair calls a special meeting.

A simple majority of members shall constitute a quorum. (Simple majority is 50%+1)

Section 9. Attendance

Any member who has two consecutive or three total unexplained absences in a one year period of their two-year term will be contacted by the coordinator to verify their commitment to continue as a board member.

Article III. Duties and Powers

As set forth in NCGS 143 B-851 the duties and powers of the JCPC are as follows:

Conduct an annual review of the needs of juveniles at risk of delinquency, adjudicated delinquent or undisciplined and the resources needed to meet those needs.

Develop and advertise a request for proposals (RFP) process and submit a written plan of action for the expenditures of juvenile sanctions and prevention funds to the Board of County Commissioners for approval. Submit those funds approved by the Board of County Commissioners to the North Carolina Department of Public Safety (NCDPS) for final approval and implementation.

Ensure appropriate intermediate dispositional options are available and prioritize funding for dispositions of intermediate and community level sanctions for court adjudicated juveniles.

NCDPS Application Process:

Perform the following functions on an ongoing basis:

- a) Assess the needs of juveniles in the community, evaluate the adequacy of resources to meet those needs, and develop or propose ways to address unmet needs.
- b) Evaluate the performance of juvenile services and programs in the community. Evaluate each funded program as a condition of continued funding.
- d) Increase public awareness of the causes of delinquency and of strategies to reduce the problem.
- e) Develop strategies to intervene and appropriately respond to and treat the needs of juveniles at risk of delinquency through appropriate risk assessment instruments.
- f) Provide funds for services for treatment, counseling, or rehabilitation for juveniles and their families, including court ordered parenting responsibility classes.
- g) Plan for the establishment of permanent funding streams for delinquency prevention services.
- h) Develop strategies to intervene and appropriately respond to the needs of juveniles who have been associated with gang activity or who are at risk of becoming associated with gang activity.

#### ARTICLE IV Committees

1. Executive Committee: Membership shall consist of the JCPC Chair, JCPC Chair from the previous year if still active, Vice-Chair, Standing Committee Chairs, the NCDPS Consultant and the Chief Court Counselor or designee.
2. The JCPC may appoint from its members, or from among other persons as the Council sees fit, one or more ad hoc or advisory committees at any time. The members of such committees serve at the pleasure of the JCPC and shall advise and aid the Council. Each ad hoc committee is subject to approval of the JCPC, and its prescribed rules and regulations to conduct meetings and business.
  - a. Duties: It is the duty of the JCPC Chair to ensure that the following duties are performed:
    - i. Meet monthly to set the agenda for the regular JCPC meetings.
    - ii. Meet when necessary between monthly meetings to facilitate strategic planning and fiscal management concerns as decided by the JCPC Chair
    - iii. Monitor and evaluate composition of the JCPC specific to community representation and effectiveness in meeting goals
    - iv. Monitor terms of appointment and present membership recommendations to the Board of County Commissioners

- v. Monitor non-attendance and notify members of attendance issues as referenced in Article VI, Section 3
- vi. Report malfeasance (illegal activity) or nonfeasance (failure to perform assigned duties) to the Board of County Commissioners for recommended action
- vii. Ensure development and presentation of a slate of officers for JCPC approval
- viii. Review request for support of community program development and present to the JCPC for approval
- ix. Take nominations at a regular JCPC meeting for chairs of committees prior to the first meeting of the JCPC year
- x. The JCPC Chair may appoint from its members, or from among other persons as the Council sees fit, one or more ad hoc or advisory committees at any time. The members of such committees serve at the pleasure of the JCPC and shall advise and aid the Council. Each ad hoc committee is subject to approval of the JCPC, and its prescribed rules and regulations to conduct meetings and business.

The Chairs of the following committees will coordinate with the JCPC Chair to ensure appropriate committee membership from the JCPC members and community volunteers.

1. Monitoring/Evaluation Committee: Membership shall consist of the Chair and Vice-Chair of the committee, JCPC members, court counselors and may include community volunteers.
  - a. Duties: It is the duty of the committee chair to ensure that the following duties are performed:
    - i. Conduct site visits to funded NCDPS programs
    - ii. Review NCDPS funded programs to determine adherence to proposed goals, projected outcomes, budgets and other data collection requirements
    - iii. Complete and submit required monitoring and evaluation reports within designated time frames
    - iv. Evaluate funded programs for conditions of continued funding and overall effectiveness and efficiency, and progress towards projected outcomes.
    - v. Provide monitoring reports to the Allocations Committee within established time frames
    - vi. Coordinate with NCDPS Consultant to ensure knowledge of and adherence to current monitoring and evaluation requirements
    - vii. Develop annual calendar and action plan outlining required tasks of committee

2. Planning/Public Awareness Committee: The planning and public awareness activities may function as two separate committees or as a single committee and subcommittee. Membership shall consist of the Chair, Vice-Chair, JCPC members, court counselors and may include community volunteers.
  1. Duties: It is the duty of the committee chair to ensure that the following duties are performed:
    - i. Planning:
      - 1) Develop a community assessment and comprehensive strategies plan in order to establish priorities for NCDPS disbursement of funds in conjunction with the Dispositional Options survey given to court counselors and reported by the chief court counselor and provide planning data to the community and the state
      - 2) Review and update comprehensive strategies at least every three to five years
      - 3) Review annually the needs of juveniles at risk of delinquency or adjudicated delinquent/undisciplined and resources needed for target populations
      - 4) Review and determine gaps in intermediate dispositional options
      - 5) Ensure that comprehensive strategies include addressing unmet needs and providing funds and resources for treatment, counseling and rehabilitative services for youth and families, including court ordered parent responsibility classes
      - 6) Coordinate with the Allocations Committee and Chief Court Counselor to ensure that the annual RFP for NCDPS funding accurately reflects current community-based needed resources
      - 7) Coordinate with NCDPS Consultant to ensure use of best practice criteria for assessment and planning activities
    - ii. Public Awareness:
      - 1) Provide public awareness of the JCPC, it's function, it's process and the comprehensive strategies plan
      - 2) Promote public awareness and media coverage for the RFP and NCDPS funds allocation process
      - 3) Ensure public notification of the JCPC regular meeting or specially called meetings
      - 4) Make presentations to community groups and programs regarding JCPC functions and as recruitment and gap identification strategies

- 5) Develop an annual public awareness and media action plan outlining events to cover and community organizations to receive presentations

3. Allocations Committee: Membership shall consist of the Chair, Vice-Chair, JCPC members, and court counselors.

*1. Duties: The purpose of the allocation Committee is to receive, review and evaluate eligible program application and make recommendations for the release of NCDPS funds to area programs. In addition, the committee ensures that applications for NCDPS funding are received in the context of identified needs from the JCPC comprehensive strategies process as noted in the RFP. No agency shall have more than two representatives on the allocation committee in an effort to refute any allegations of weighting the panel. The Chief Court Counselor shall participate as a non-voting member, being available to assist in training members and for consultation and information as to the needs of the court referred juveniles.*

## Article V     Officers

Section 1. Officers. The officers of Council shall be a Chair, Vice Chair (*Chair-elect*), Planning Chair, Vice Chair, Monitoring Chair, Vice Chair, Allocations Chair, Vice Chair, each elected annually.

The executive committee will present a slate of officer appointments to the JCPC and hold elections in May.

Section 2. Election. The Council shall elect all officers during a meeting held in May of each year. The executive committee shall submit a slate of officers. Additional nominations may be made from the floor at this time. All officers shall hold office for the term of one year. Vice-Chair will move into Chair position in the following year.

Section 3. Tenure of Office. Any of the officers may be dismissed at any time during his or her term by a majority vote of the Council in accordance with Article II, §8.

Section 4. Resignation. If an officer resigns prior to the end of his/her term the executive committee shall recommend a replacement to the JCPC for approval. The approved replacement will serve until the end of the designated term.

### Section 5. Duties of Officers

#### CHAIR

The Chair shall:

- a) Preside at all meetings of the Council
- b) Enforce these Bylaws and see that all orders and resolutions of the JCPC are carried out

- c) Perform the entire duties incidental to his or her office, and which are required by law, and generally, to see that the Officers perform their duties
- d) Present at each meeting of the Council a report on the condition of the business of the Council
- e) Call regular and special meetings of the Council in accordance with these Bylaws
- f) Execute conveyances, contracts and agreements as authorized by the Council
- g) Perform and attend to such other duties and functions as may be directed by the County Commissioners
- h) Annually appoint Committee Chairs, Vice-Chairs and membership
- i) Present an annual report to the Board of County Commissioners
- j) Serve as JCPC representative on the Buncombe County Children's Collaborative or appoint a designee

#### VICE-CHAIR

The Vice-Chair shall:

Perform the duties of the Chair in the Chair's absence or disability

- a) Perform such additional duties and functions as may be directed by the Council
- b) Serve as the incoming Chair of the JCPC
- c) Participate in the executive committee meetings

Section 6. Vacancies. Vacancies in any office shall be filled by the Council at a special meeting called for that purpose after the occurrence of such vacancy, or at the next annual meeting, whichever occurs first. The Officers so elected shall hold office until the next annual meeting of the Council and until a successor shall have been elected in accordance with these Bylaws.

#### ARTICLE VI Meetings

Section 1. Regular Meetings. The Council shall meet at least bi-monthly and dates designated by the Chair, through a written call of the majority of Council members, or upon resolution of the Council. The annual meeting of the Council shall be held each year in May or at such other time as the Council may fix, for the purpose of electing officers and for the transaction of other business.

Section 2. Special Meetings. The times, dates, and places of special meetings of the Council may be set at the call of the Chair. Notification shall be given to Council members by the usual means of communication (telephone, voice mail, mail, text, email) at least 48 hours before the time of the meeting.

Section 3. Notice of Intention to Attend



Members of the Council shall be required to notify the Chair or Program Coordinator of their inability to attend a regularly scheduled meeting prior to the meeting.

Section 4. Quorum. Simple majority of the members of the Council shall constitute a quorum for the transaction of business.

Section 5. Parliamentary Rules. All meeting shall be conducted in an open, orderly, and fair manner; and Robert's Rules of Order, as revised, shall apply to all deliberations.

Section 6. Majority Vote Except as otherwise provided by Bylaws or law, all matters before Council shall be decided by a simple majority vote of the members present at a meeting at which a quorum exists. Members of the Council or a committee may participate in a meeting of the Council or committee by electronic means, which allows the participants to participate in the meeting.

Section 7. Informal Action by Officers. Any action required or permitted to be taken at any meeting of the Council or of a committee may be taken without a meeting if the text of the resolution or matter agreed upon is sent to all the members in office or all of the members of the committee and all of the members in office or all the members of the Committee consent to such action in a writing, including electronic communication, setting forth the action taken. Such consent in writing, including electronic communication, shall be filed with the minutes of the proceedings of the Council or the committee and have the same force and effect as a vote of the Council or of the committee at a meeting, whether done before or after the action is taken.

Section 8. Compliance with State Requirements. So long as the Council manages/approves funding from the State of North Carolina, it shall conduct its operations, including its meetings, in a manner comparable to Article 33C of Chapter 143 of the North Carolina Statutes (the Open Meetings Law), and Chapter 132 of the North Carolina General Statutes (the Public Records Law).

## ARTICLE VII      Contracts, Checks, Deposits, and Funds

Section 1. Contracts. Council may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Council; and such authority may be general or confined to specific instances.

Section 2. Loans. No loans shall be contracted on behalf of the Council and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Council. Such authority may be general or confined to specific instances.

Section 3. Checks and Drafts. All checks, drafts, or other orders for the payment of money, issued in the name of the Council, shall be signed by such officer or officers, agent or agents of the Council and in such manner as shall from time to time be determined by resolution of the Board of County Commissioners. In regard to the administrative expenses of the JCPC, Buncombe County is the fiscal agent and will issue checks related these expenses under the approval and consent of the JCPC executive committee.

Section 4. Funds. All funds of the Council not otherwise employed shall be deposited to the credit of the Council in banks, trust companies, or other depositories as the Board of County Commissioners may select.

Section 5. Acceptance of Gifts. The Council or any officer or officers or agent or agents of the Council to whom such authority may be delegated by the Council, may accept on behalf of the Council any contribution, gift, bequest, or devise for the purposes of the Council.

Section 6. Audits. On request of a majority of the Council, the accounts of the Council shall be audited by a reputable certified public accountant, whose report shall be submitted to each member of the Council. This requirement is met by having an audit conducted by the State Auditor, as specified in Article VIII, Section 2.

Section 7. Bond. At the direction of the Board of County Commissioners, any officer or employee of the Council shall be bonded. The Council shall pay the expense of procuring any such bond.

## ARTICLE VIII      Relations with Public Bodies

Section 1. Grants and Appropriations. The Council anticipates it will from time to time receive grants or appropriations from public bodies of North Carolina. Expenditures by the Council of such grants or appropriations shall be made only for public purposes and only for the charitable purposes of the Council and according to law.

Section 2. Audit by State Auditor. So long as the Council receives funding from the State of North Carolina, the Corporation shall be subject of the audit and review by the State Auditor pursuant to Article 5A of the Chapter 147 of the North Carolina General Statues.

## ARTICLE IX

### Agents, Representatives and Employees

The Council may appoint such agents, representatives and employees of the Council with such powers and to perform such acts or duties on behalf of the Council, as the Council may deem appropriate and in the best interest of the

Corporation. As money permits the Council may utilize a management support position to perform council duties as outlined in a job description approved by the JCPC. See attachment for job description of coordinator.

## ARTICLE X

### Period of Accounting and Reporting

The fiscal year shall begin on July 1 and shall end on June 30 of the next calendar year.

## ARTICLE XI Amendments

Within the parameters of the NC General Statutes which establish and define the JCPC the Council shall have power to make, alter, amend and repeal the Bylaws by affirmative two-thirds vote of the Council then serving, provided that such action is proposed at a regular or special meeting of the Council and adopted at a subsequent regular or special meeting, except as otherwise provided by law. The text of all amendments and changes shall be included in the notice of each such meeting.

## ARTICLE XII Conflict of Interest

Juvenile Crime Prevention Council (JCPC) members are public officers. N.C. Gen. Stat. § 14-234 requires that (1) No public officer or employee who is involved in making or administering a contract on 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.

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. JCPC members are to avoid conflicts of interest or the appearance of impropriety in the disbursement of State funds; 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.

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 are to be communicated to members and full disclosure will be 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. 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 of, 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.

Every member of the JCPC shall complete a conflict of interest disclosure form and submit it to the JCPC Chair. The conflict of interest form shall be submitted yearly. Should a conflict of interest arise a JCPC shall complete a new conflict of interest disclosure form. If a JCPC member discloses a conflict of interest then the issue shall be scheduled for discussion at the next JCPC executive meeting.

Any member of the JCPC who may, through his or her agency, receive funds as a result of a motion before the Council, or may otherwise benefit financially from a motion before the Council, may have a conflict of interest between his or her role within that agency, and as a member of the Council. Such members may be prohibited from participating in the discussion of the motion and likewise prohibited from voting on such motion.

When such an item is the subject of a motion before the Council, and is opened for discussion, those members of the Council who acknowledge such a conflict of interest shall identify themselves and state their intention to abstain. Such members may be requested by the Chair to leave the room during the deliberations and vote. If any member or members of the Council have removed themselves as a result of such conflict of interest related to a specific motion, it

shall be the responsibility of the Chair to ensure that only such agenda item is discussed and acted upon in that person's absence.

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 shall bring such conflict to the attention of the Council and request that individual abstain and remove him/herself. If there is a dispute as to whether or not the circumstances present a conflict of interest, the Chair shall rule on whether or not the Council member in question has an actual conflict of interest and shall be permitted to vote and participate in the deliberations. The Chair shall have the option of ruling that the member whose vote is in dispute shall be entitled to vote under challenge, such ballot and dispute to be resolved only in the event the challenged ballot is determinative of the outcome of the vote.

In order to prevent potential conflicts of interest, the JCPC shall to the extent possible:

- Fill allocations and monitoring committees with members who are not staff or volunteers of funded agencies
- Any JCPC member affiliated with a funded or unfunded agency shall abstain from voting in matters related to JCPC funding or business transactions affecting that specific agency. Full disclosure shall be made by any member prior to any funding or business transaction deliberations
- Nominating chairs will not be board members, staff or volunteers of funded agencies, or NCDPS staff
- Require a list of agency board members as a part of each program's funding application
- Provide a means of identification, ie. tent cards, or membership roster at meetings to designate funded agency representatives

#### ARTICLE XIII      Public Attendance/Participation

The Council shall conduct its operations in compliance with Article 33C of Chapter 143 of NC General Statute (Open Meeting Law) and Chapter 132 of NC General Statute (Public Records Law). Meeting minutes shall be sent to the Clerk of the Board of County Commissioners to allow for public access.

Non-Council members who attend Council meetings will identify themselves as visitors and be seated in the audience. Council members will be seated at the table. If a member of the public wishes to provide comment they should advise the Chair and/or Secretary and be placed on the Agenda prior to the meeting. The Council meets from for one and one half hours unless otherwise posted and public comment will be contained to available time within that period and each speaker's comments will be limited to 3 minutes.

The Council, through its established committee structure, will offer consistent and varied vehicles for public input and participation.

Adopted by the Buncombe County Juvenile Crime Prevention Council on November 21<sup>st</sup>, 2013.

Danielle Arias, Chair

## Buncombe County Juvenile Crime Prevention Council Allocations Policies and Procedures

### Policy

#### *The Allocations Committee*

The purpose of the Allocations Committee is to receive, review and evaluate eligible program applications and make recommendations for the release of NCDPS funds to area programs. In addition, the committee ensures that applications for NCDPS funding are received in the context of identified needs from the JCPC comprehensive strategies process as noted in the Request for Proposals (RFP).

#### *Policy Changes*

The JCPC Allocation Policies and Procedures may be amended, altered, or repealed by a majority of the JCPC. The notice of proposed changes must be in writing and contained in a regular meeting notice.

### Procedure

#### *The Allocations Committee Membership and Responsibilities*

The JCPC appoints a chair and vice chair as well as committee members for the Allocations Committee.

The Allocations Committee consists of not more than 20 members.

Any employee affiliated with any agency or organization applying for NCDPS funds is ineligible to be a Committee member.

The Allocations Committee is responsible for the following:

- A. Submit an Allocations Calendar to the JCPC.
- B. Provide a mandatory applicant orientation meeting for potential applicants of NCDPS funds.
- C. Provide a mandatory orientation meeting for committee members in preparation for the Allocation Hearing.
- D. Review funding priorities established by the JCPC plan.
- E. Host an Allocation Hearing that consists of applicant presentations and a question and answer period, followed by committee member deliberation and funding recommendations.
- F. Address appeals by applicants.
- G. Report NCDPS funding recommendations to the JCPC for approval.

- H. Report JCPC NCDPS funding recommendations to the Buncombe County Board of Commissioners. The Allocations Chair and a representative from the JCPC presents the county plan to the commissioners for their approval.

The Allocations Chair or Vice Chair is responsible for the following:

- A. Develop, along with the JCPC coordinator, an RFP for NCDPS funding and ensure that it is published for 30 days prior to the application submission deadline. (see Article IX for JCPC coordinator job description)
- B. Ensure that applications for NCDPS funding are received in the context of identified needs from the JCPC comprehensive strategies process.
- C. Organize and conduct the Allocation Hearing.
- D. Receive review and evaluate all program applications that request JCPC funds.

Minutes are taken at all Allocations Committee meetings and are made available to the Area Consultant. All meetings are open to the public. Meetings are held on an as-needed basis to facilitate the allocation process.

#### *Allocations Committee Orientation*

Committee members are required to attend an orientation meeting prior to the Allocation Hearing. At the orientation meeting, committee members receive a copy of JCPC Allocations Policies and Procedures, selected handouts from the Area Consultant, risk factors and disposition options for Buncombe County, a copy of the Request for Proposals, a list of factors to be considered in the allocation process, the monitoring results from currently-funded NCDPS projects that are reapplying for NCDPS funds, and any additional input desired by the JCPC. The committee may also receive copies of current NCDPS applications at that time.

The orientation prepares committee members for the Allocation Hearing by training members in NCDPS funding guidelines and regulations, the diversity of services and needs of the county, and any other issues they need to consider. Committee members are allowed ample time to review all materials prior to the Allocation Hearing

#### *JCPC Application Process*

NCDPS funding shall be available to public and private non-profit organizations. These organizations are required:

- A) To select a Standardized Program Evaluation Protocol (SPEP) program type. (The executive committee of the JCPC will reevaluate the continued need for this requirement in FY 2020).
- B) To attend the Applicant Orientation meeting.
- C) To complete and submit the JCPC application, along with all supplemental materials, in NC Allies by the deadline specified on the Allocations Calendar.
- D) To make an oral presentation to the Allocations Committee at the Allocation Hearing and to address any questions.

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Any question or concerns regarding the application process should be addressed to the Chair of the Allocations Committee.

### *The Request for Proposals*

Public notice of the availability of NCDPS funds is made by advertisement in the local media, through a distribution on the JCPC website, and a specific mailing to public and private non-profit agencies and organizations that are involved with high-risk youth. This advertisement includes information from the Allocations Calendar such as, the date of the JCPC Applicant Orientation meeting, the deadline for applications, and the date of the JCPC Allocation Hearing.

### *Applicant Orientation*

All applicants must attend the applicant orientation in order to be eligible to apply for NCDPS funds. Any applicant who fails to send a representative to this session shall be deemed ineligible for NCDPS funds. The executive directors of currently funded JCPC programs will be notified in advance of the orientation meeting and attendance will be recorded. At this meeting, the NCDPS allocations process is explained and technical assistance for completing the grant applications is provided. At minimum, the following information is shared at the applicant orientation:

- i. Statistical data concerning juveniles in the community, provided by the Area Consultant
- ii. JCPC and NCDPS guidelines and regulations
- iii. Information about JCPC
- iv. The Allocation Calendar
- v. NCDPS grant application
- vi. Presentation guidelines
- vii. Overview of court system

### *The JCPC Application*

All applicants complete the application provided by the area consultant. All applicants must also include one copy of the information below by the application deadline:

- Statement of agency mission and goals
- Financial statement of entire agency that includes a summary of revenues and expenditures
- List of Board of Directors
- List of other services provided by the agency
- Other information if requested

All grant applications shall be certified as accurate by signature of the Program Manager. Applicants must submit the application in NC Allies by the deadline specified.

Upon receipt of the NCDPS applications, the Area Consultant shall review the applications to determine their eligibility for NCDPS funding. The Allocations Committee will screen applications which may be denied if incomplete, and will be denied if submitted after the deadline. Applicants who have submitted incomplete or late applications and have been deemed ineligible for funding will be notified. The Allocations Committee reserves the right to request additional reasonable information from any program applying for NCDPS funds, prior to the Allocation Hearing.

### *The Allocation Hearing*

The Allocation Committee will hold an Allocation Hearing for potential applicants. The hearing is open to the public for observation. However, voting is limited to committee members. There must be a minimum of ten voting members of the committee present before voting may commence. Committee members must declare any conflict of interest prior to the start of the Allocation Hearing. The Allocations Committee will then agree on a process to address disclosure of conflicts of interest.

At the Allocation Hearing, applicants will be given a time limit to present information about their proposals. During the time period, applicants will also be allowed to respond to questions committee members may have. Applicants will be allowed to distribute a handout and/or a brochure. At the conclusion of the question and answer period, the committee shall begin deliberation.

The Allocations Chair will direct the deliberations. During deliberations, committee members are allowed to ask applicants questions regarding their proposals. All questions for applicants can be made verbally to the committee chair. However, all requests from applicants to speak to the committee must be made in writing to the committee chair. It is at the discretion of the chair whether those requests will be heard. During deliberations, the committee will formulate a plan for the distribution of available NCDPS funds to programs by a majority vote. Preliminary voting may be done by signed paper ballots, by a show of hands, or another means established by the chair. However, the final vote must be written. Any paper ballots will be made available to the public upon request.

### *Approval by the JCPC Board*

The NCDPS funding recommendations made by the Allocations Committee will be submitted to the JCPC for their approval. The JCPC must approve the NCDPS funding recommendations of the Allocations Committee by a majority vote. Once approved, the Allocations Chair and a JCPC representative will present the County Plan to the Buncombe County Commissioners for their final approval and adoption.

### *Appeals*

An individual or program may appeal procedural error during any part of the application or allocation process. The right to appeal should be made known to all applicants as part of the application process. Appeals for application must be made in writing to the JCPC Chair and the

Allocations Chair within five (5) business days following the Application deadline. The Allocations Committee has the authority to render a decision on application appeals and will communicate decision to the applicant. Appeals for allocations must be made in writing to the JCPC Chair and the Allocations Chair within five (5) five business days following the Allocations Hearing. The Allocations Committee will give a notice in writing of receipt of appeal and appeal process to the applicant. The Allocation Committee will review the appeal and make recommendations to the JCPC within five (5) business days. A final decision will be rendered in writing within 30 days by the JCPC.

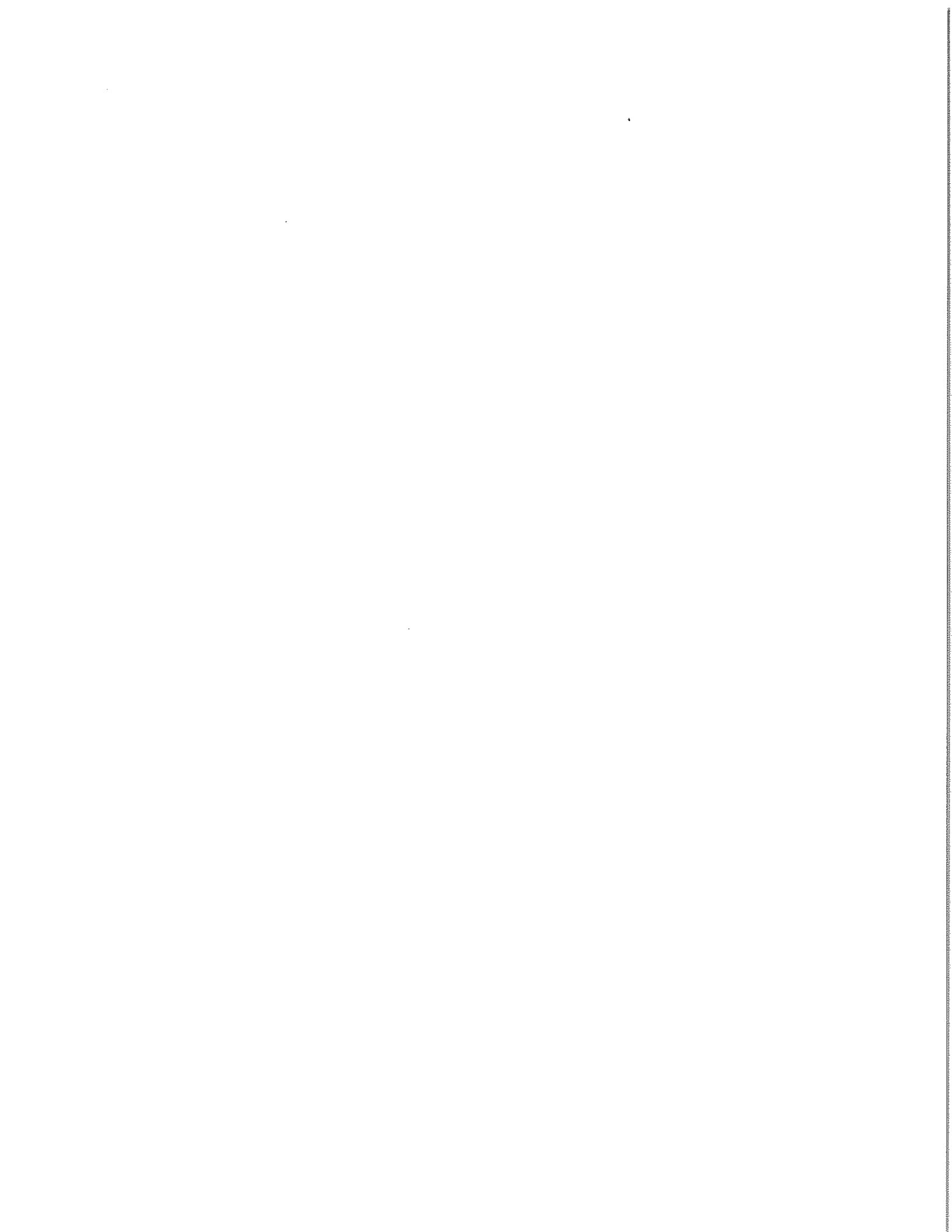
*Procedures for Additional Funding*

The JCPC Chair will notify the Allocation Committee of the availability of additional funds. The Allocation Committee will then notify all eligible applicants of additional funding and process of distribution of funds. The Committee may be reconvened to review and allocate funds.

*Procedures for Discretionary Funds*

The JCPC Chair will ensure all eligible applicants are aware of the availability of discretionary funds. The JCPC Chair, Allocations Chair and Allocations Vice Chair will review any requests for discretionary funds and submit a recommendation to the area consultant on behalf of the JCPC.

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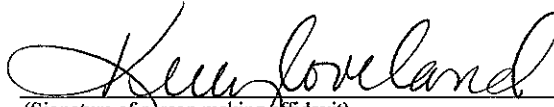
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**BUNCOMBE COUNTY**

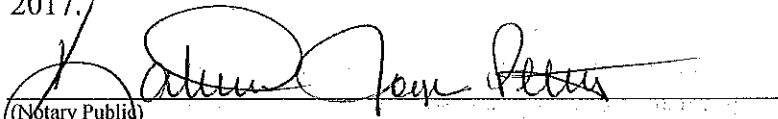
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NORTH CAROLINA**

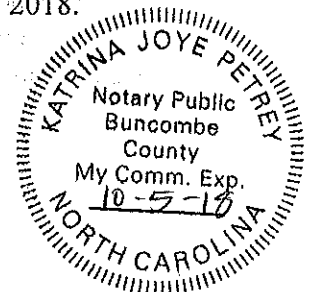
Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified and authorized by law to administer oaths, personally appeared **Kelly Loveland**, who, being first duly sworn, deposes and says: that she is the **Staff Accountant of The Asheville Citizen-Times**, engaged in publication of a newspaper known as **The Asheville Citizen-Times**, published, issued, and entered as first class mail in the City of Asheville, in said County and State; that she is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in **The Asheville Citizen-Times** on the following date: December 15<sup>th</sup> 2016. And that the said newspaper in which said notice, paper, document or legal advertisement was published was, at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

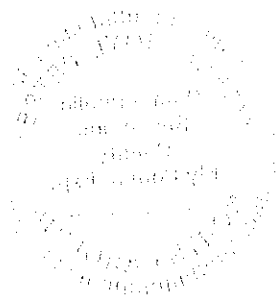
Signed this 8<sup>th</sup> day of February, 2017

  
\_\_\_\_\_  
(Signature of person making affidavit)

Sworn to and subscribed before me the 8<sup>th</sup> day of February, 2017.

  
\_\_\_\_\_  
(Notary Public)  
My Commission expires the 5<sup>th</sup> day of October, 2018.





**Buncombe County Juvenile Crime Prevention Council**  
An initiative of the NC Department of Public Safety/Division of Adult Correction and  
Juvenile Justice/Juvenile Community Programming and the  
Buncombe County Juvenile Crime Prevention Council (JCPC)  
buncombecountyjcpc.org

**Funds available for Juvenile Delinquency Interventions**

Approximately \$508,064 in state funding will be awarded to local non-profits and public agencies to assist in funding a variety of innovative projects for delinquent and at-risk youth. There will be a mandatory Applicant Orientation meeting on Wednesday, January 18th, 2017 to be held in the Buncombe County Administration building, located at 200 College Street, Asheville in the 1st floor conference rooms. Currently funded agencies will meet from 9:15am to 10:00am and new applicants will meet from 10:00am to 12:00pm. Programs will be required to complete an online application through NC ALLIES, the requirements and guidelines for access and submission will be given during the orientation. The application deadline is Tuesday, February 7th, at 5:00pm. All applications must be submitted in NC ALLIES and 18 hard copies submitted to Melissa Moses at 35 Woodfin Street Asheville, 28801. The allocations hearing date will be Wednesday, March 1st, 2017 at 200 College Street in the main level conference rooms.

The JCPC planning committee observed the following risk factors.

Number of Undisciplined or Delinquent Referrals at Intake (prior 12 months) – Elevated Observations: 41% of assessed youth have 1 or more prior referrals (increase from previous year's rate and higher than state's rate). 19% of assessed youth have two or more prior referrals (increase from the previous year's rate).

Runaway from Home or Placement (prior 12 months) – Elevated Observations: 19% of assessed youth are runaways from home or placement (2 years increase trend and higher than state's rate the past 4 years).

Known Use – Alcohol, Illegal Drugs (prior 12 months) – Elevated Observations: \* 40% of assessed youth have known substance use and need further assessment or treatment (higher than the state's rate the past 4 years).

School Behavior Problems (prior 12 months) – Elevated Observations: 86% of assessed youth have school behavior problems (decrease from previous year's rate and higher than the state's rate) 79% of assessed youth have serious to moderate school behavior problems (decrease from previous year's rate but higher than state's rate the past 4 years).

Relationships with Peers – Elevated Observations: 59% of assessed youth lack prosocial peers or sometimes to regularly associate with others involved in delinquent activity (decrease from previous year's rate and lower than the state's rate). 25% of assessed youth regularly associate with others involved in delinquent activity (higher than state's rate the past 4 years).

Parental Supervision – Elevated Observations: 12% of assessed youth have parents unable or unwilling to supervise (2 years increase trend but lower than state's rate the past 4 years).

The JCPC planning committee observed the following elevated needs factors.

Peer Relationships – Elevated Observations: 45% of assessed youth sometimes to regularly associate with delinquent peers (increase from previous year's rate but lower than the state's rate the past 4 years). 3% of assessed youth have gang association (increase from previous year's rate).

School Behavior/Adjustment – Elevated Observations: 67% of assessed youth have serious to moderate school behavior problems (increase from previous year's rate).

Substance Abuse within Past 12 Months – Elevated Observations: \*41% of assessed youth have known substance abuse/use issues with further assessment or treatment needed (increase from previous year's rate and higher than the state's rate the past 4 years).

Abuse Neglect History- Elevated Observations: 32% of assessed youth have evidence of abuse/neglect (increase from previous year's rate and higher than state's rate the past 4 years). 4% of assessed youth are victims of abuse with no support (increase from previous year's rate).

Mental Health Needs – Elevated Observations: 86% of assessed youth have mental health needs (increase from previous year's rate and higher than state's rate the past 4 years). 42% need more mental health assessment and/or treatment (increase from previous year's rate and higher than the state's rate the past 4 years).

Conflict in the Home- Elevated Observations: 31% of assessed youth have conflict in the home (increase from the previous year's rate and higher than the state's rate the past 4 years).

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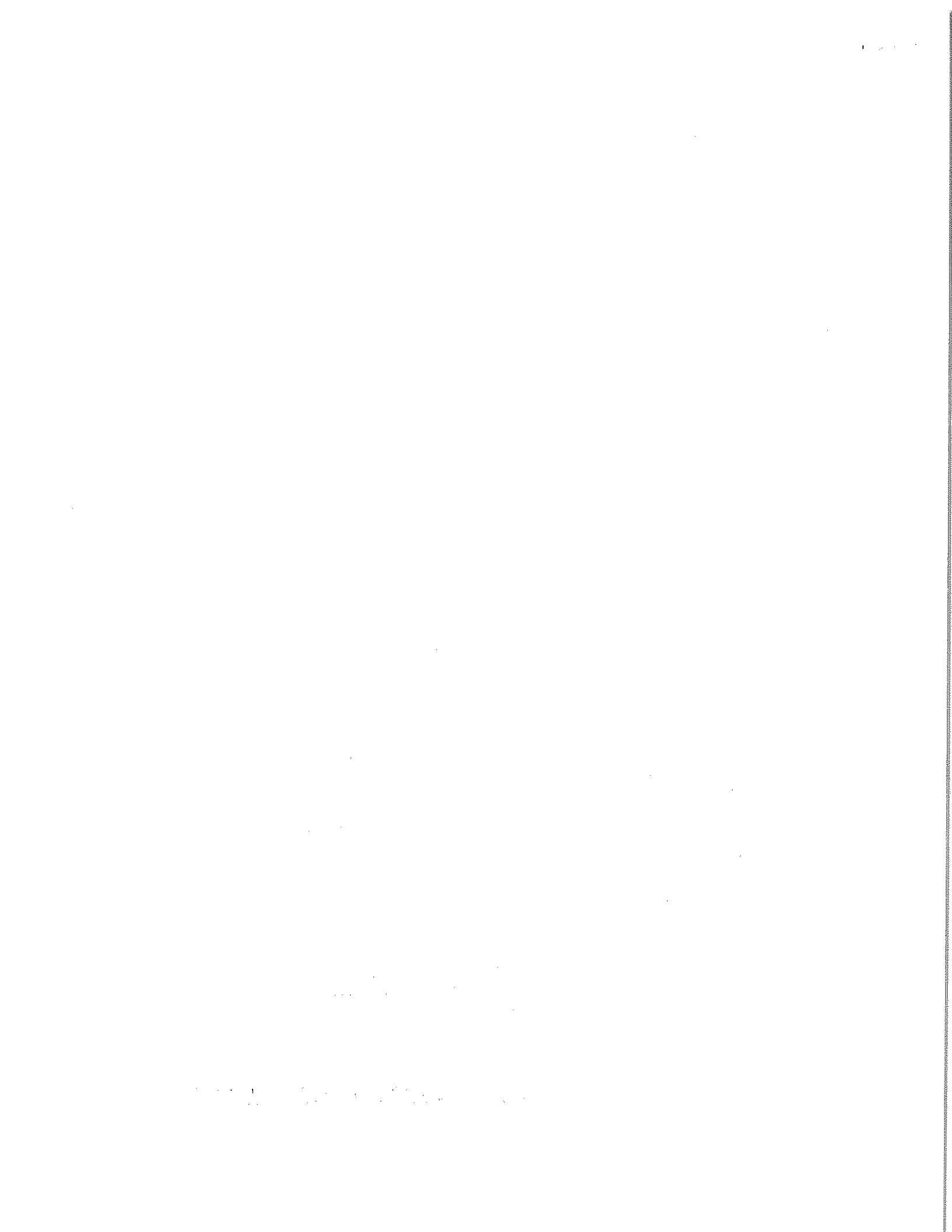
The JCPC proposes that the following services be approved as the funding priorities for fiscal year 2017-2018.

- Priority 1: Restitution/Community Service
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- Priority 4: Teen Court
- Priority 5: Experiential Skills
- Priority 6: Interpersonal Skills
- Priority 7: Runaway Shelter
- Priority 8: Mentoring
- Priority 9: Tutoring
- Priority 10: Group Home
- Priority 11: Structured Day

The Allocations Committee of the Buncombe County Juvenile Crime Prevention Council (JCPC) is responsible for reviewing and allocating funds to programs designed to serve delinquent and at risk youth and reduce the number of youth who enter the state's youth development centers. Any non-profits or public agency interested in applying for JCPC Funds is required to send a representative to the applicant orientation. Below are the important dates.

- Applicant Orientation meeting on Wednesday, January 18th, 2017.
- Application submission deadline is Tuesday, February 7th, 2017 at 5:00pm.
- For more information, please contact Melissa Moses, JCPC Coordinator at 828-776-7204 or visit <http://CP.NCDJDP.ORG/CP> where you can find the application in NC ALLIES.

December 15, 2016  
(1798022)





## Melissa Moses

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**From:** Melissa Moses  
**Sent:** Wednesday, December 14, 2016 8:25 AM  
**To:** Alex Jo (ae@firstwnc.org); Amy Hobson; ashley Edmonds; Blue Ridge Treks (blueridgetreks@gmail.com); Celeste Ordiway; Cindy Hamilton (cynthia.hamilton@charter.net); Cynthia Barcklow; Danielle Arias (darias@arpnc.org); David Thompson (david.thompson@bcsemail.org); Geoff Sidoli (gsidoli@bariumsprings.org); Greg; Heather Welch; Jan ; Jasmine; Jeanne; Jennifer Ramming; Joe; John Lauterbach; Karen Peerson (baexecutive@att.net); Kelly; Kim Castano (kimcastano@hotmail.com); Laura Jeffords; LC Ray; Libby ; Lili; lisa wheeler; Mark Halstead; Massey Whiteside; Natasha Adwaters; Nora Scheff; partnersunlimited@juno.com; Rob Leftwich; Robert Hooper (rhooper@haca.org); Shannon ; Sheriff Duncan; Susan Dotson-Smith; Suzanne Avett; sylvia clement (sylvia.clement@ncdps.gov); Tammy; Tim Sinatra; Van Duncan (donna.caraker@buncombecounty.org); Wade Wood (wwood@ashevillenc.gov); Ward Scott 2 (Diane.m.corkhill@nccourts.org); Yolanda  
**Subject:** JCPC Request for Proposals

**Buncombe County Juvenile Crime Prevention Council**  
**An initiative of the NC Department of Public Safety/Division of Adult Correction and Juvenile Justice/Juvenile Community Programming and the**  
**Buncombe County Juvenile Crime Prevention Council (JCPC)**  
**[buncombecountyjcpc.org](http://buncombecountyjcpc.org)**

### NEWS RELEASE

For Immediate Release:  
December 14<sup>th</sup>, 2016

Contact Person: Melissa Moses  
Email: [buncombecountyjcpc@gmail.com](mailto:buncombecountyjcpc@gmail.com)

### Funds available for Juvenile Delinquency Interventions

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- Priority 10: Group Home
- Priority 11: Structured Day

The Allocations Committee of the Buncombe County Juvenile Crime Prevention Council (JCPC) is responsible for reviewing and allocating funds to programs designed to serve delinquent and at risk youth and reduce the number of youth who enter the state's youth development centers. **Any non-profits or public agency interested in applying for JCPC Funds is *required* to send a representative to the applicant orientation. Below are the important dates.**

- Applicant Orientation meeting on Wednesday, January 18<sup>th</sup>, 2017.
- Application submission deadline is Tuesday, February 7<sup>th</sup>, 2017 at 5:00pm.
- For more information, please contact Melissa Moses, JCPC Coordinator at 828-776-7204 or visit <http://CP.NCDJJD.PORG/CP> where you can find the application in NC ALLIES.

Please feel free to forward this email to anyone or any agency that may be interested.

## RFP Distribution List

ae@firstwnc.org

Anderson Davis - partnersunlimited@juno.com / jasmine.hanks.87@gmail.com

ashley Edmonds - Ashley.Edmonds@smokymountaincenter.com

Karen Peerson/Buncombe Alternatives - baexecutive@att.net

billy@greenopportunities.org

blove@greenopportunities.org

Blue Ridge Treks - blueridgetreks@gmail.com

Christina Bates - mchristinab@mediatewnc.org

dan@greenopportunities.org

Elizabeth Nelson - enelson@strategicbh.com

Green Opportunities - blove@greenopportunities.org

Greg - kidsatwork.greg@gmail.com

healinghousedebi@gmail.com

Horse Sense - hsotc.emails@gmail.com

janet@firstparentcenter.org

John Lauterbach - John@CARING4CHILDREN.ORG

Karen Peerson - baexecutive@att.net / Buncombe Alternatives

Kelly L. Schaefer - Kelly.Schaefer@buncombecounty.org / BC HHS Child Welfare

Kelly Shusko - kshusko@eliada.org

Kim Castano - kimcastano@hotmail.com / Aspire

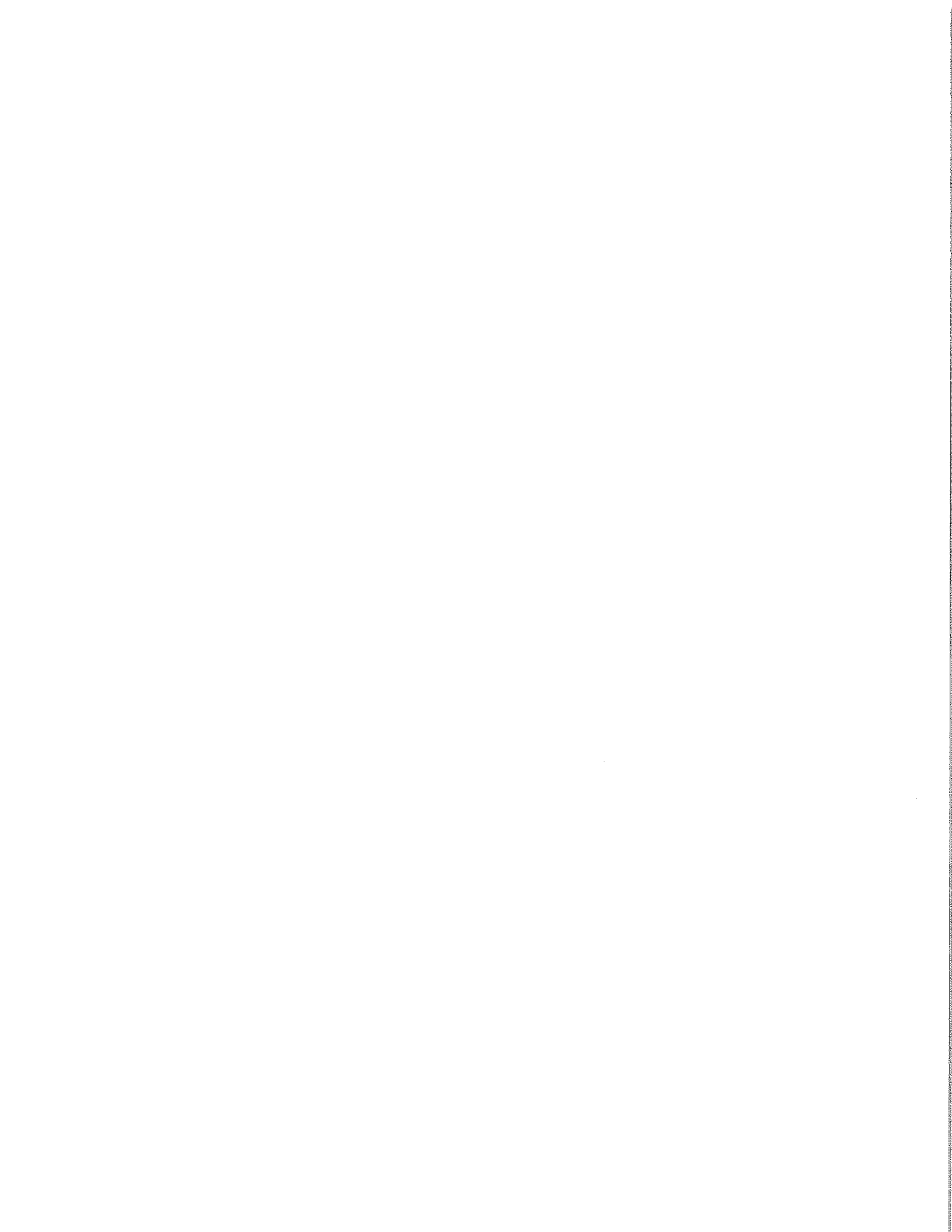
Laura Jeffords - laurahj@mediatewnc.org

Mark Siler - sigmonsiler@gmail.com / Changing Together

Melissa Reed – Missy@thesparcnetwork.net

Tammy Deitz – TLDeitz@childrenshopealliance.org

info@blackmountainhome.org



**GENERAL SERVICE CONTRACT FOR  
JCPC Program Coordinator**

**WHEREAS**, the **PROVIDER** shall be known as Melissa Moses.

**WHEREAS**, the **CONTRACTOR** shall be known as: Buncombe County represented by Donna Clark, Buncombe County Finance Manager.

**WHEREAS**, the **CONTRACTOR** enters into an agreement with the **PROVIDER** to purchase various administrative and professional services from July 1, 2017 through June 30, 2018 fiscal year for Buncombe County's Juvenile Crime Prevention Council. The following duties will be performed by the Provider:

- Will attend each bi-monthly JCPC meeting and each bi-monthly Executive Committee Meeting
- Will take notes and will prepare minutes for meeting
- Will oversee distribution of JCPC minutes one week after each board meeting
- Will coordinate the preparation of the agenda by requesting agenda items from all committee chairs and the JCPC Chairperson before each meeting and during executive committee meetings
- Will notify council members of the meetings, location, and times, and will coordinate the use of JCPC funded programs in placing reminder calls and/or sending notices
- Will consult with the NCDPS-DJJ area consultant on behalf of the Chair or other members
- Will maintain planning process documentation
- Will maintain council records and files (Attendance, Minutes, Committee Reports, Annual Plan, Program Agreements)
- Will collect Program Agreements from funded programs and obtain required signatures and submit to area office of NCDPS-DJJ by deadline
- Will assist committees in completing their responsibilities without having to serve on these committees
- Will prioritize workflow and deadlines required by JCPC
- Will serve as communication, distribution, and organization structure for the JCPC
- Will coordinate with, schedule and assist Chair at JCPC meetings
- Will direct the JCPC in the successful completion/update of the yearly plan to be submitted to the NCDPS-DJJ by June 1. This includes completion of information in plan format, submission to the County Commissioners for approval and submission to NCDPS-DJJ
- Will distribute information and materials for meetings of the JCPC, executive committee and various committees when called upon to do so
- Will coordinate and arrange facilities and necessities for JCPC meetings
- Will make information available to community when requested (i.e., Resource Assessment, statistics, etc.)

- Will coordinate publicity/advertisements for JCPC, Allocations Committee, RFP program recruitments, and program activities
- Will assist the chair of the Allocations Committee in obtaining the necessary supplies for the allocations process as well as creating notebooks of program applications and copies needed for both the allocations committee training as well as the applicants meetings. Will attend both training for the committee and applicants meeting to assist in those processes and provide support
- Will assist the chair of the Monitoring Committee in pairing members of the committee with Court Counselors, and in scheduling monitoring visits
- Will prepare the annual Certification of JCPC for presentation to the County Commissioners by the Chair of the JCPC
- Will assist in notifications during the nominations process on an annual basis
- Will schedule presentations to County Commissioners
- Will plan, appropriate, and arrange the serving of food both at meetings of the JCPC as well as during the allocation process
- Will submit an invoice for reimbursement for food, provisions at meetings, office supplies, postage, and advertising to the JCPC chair with receipts attached
- Will prepare the final year end accounting for the review of the Chair and submission to NCDPS-DJJ
- Update and maintain JCPC website

The **PROVIDER** agrees to perform the above duties at a rate of \$1,150.00 per month.

The **PROVIDER** will submit invoices with receipts attached, for reimbursement for food, provisions for meetings, office supplies, postage, and advertising to the chair of the JCPC for signature. The Coordinator's mileage, phone, and internet expenses will not be eligible for reimbursement expenses; however, mileage for mandatory out of County meetings might be eligible for reimbursement. The chair will sign and submit receipts within fifteen days of receipt to Buncombe County Planning and Development for approval, who will forward the Request for Reimbursement to Finance once reviewed for payment.

The **CONTRACTOR** agrees to maintain records on all expenditures and maintain records regarding all budgetary information. The **CONTRACTOR** will report all activity regarding the contract to the **DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION** representatives as required each quarter and yearly.

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Melissa Moses, Provider

Date

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Tim Flora, Contractor  
Buncombe County Finance Director

Date