

FY 2023/2024 JCPC Workplan/Calendar

JULY

NCALLIES Final Accounting Training Consultant; Programs work to complete their 12 Month Measurable Objectives report for the fiscal year that just ended with outcome presentations to the JCPC at August meeting. Final Accounting Submissions in NCALLIES *Chair/Coordinator; Programs*

Note: Updates from *Programs, Chief Court Counselor,* and *JCPC Area Consultant* are an agenda item for each meeting

Note: These are ideal timelines for annual planning activities and production of deliverables. **Robust member engagement is critical** to achieving planning tasks timely and efficiently.

AUGUST

August 15 – Final Accounting Reports and General Ledgers due in NCALLIES/**JCPC Member Orientation Consultant; New Program Manager Orientation Consultant**

August JCPC Meeting Items:

- Distribute JCPC Workplan/Calendar *Chair*
- Complete and Sign Conflict of Interest Forms *Members/Chair*
- Make Committee Appointments for Monitoring, Risk & Needs, Membership, Funding, etc. *Chair*
- Present their 12 month objectives *Programs*

SEPTEMBER

Resource Assessments may begin – prep for **Risk & Needs Committee meeting/training Consultant** SPEP scores/reports distributed to programs *Consultant*

September JCPC Meeting Items:

- Finalize Committee Appointments *Chair*
- Complete any remaining Conflict of Interest Forms *Members*
- Review Council Membership roster to make sure the terms of all members are current *Chair, Coordinator, Nominating Committee*

OCTOBER

Risk & Needs Assessment Committee should begin finalizing RaN assessment and RFP. PEPs written *Programs*

October JCPC Meeting Items:

- Scan/Return all SIGNED COI Forms to Area Consultant in ONE PDF File (File Name: JCPC COI FY23.24 -Your County *Chair/Coordinator*
- Discussion of public awareness initiatives, develop strategies and delegate action timelines/action steps for initiatives. Many JCPC's don't have a public awareness committee and share these tasks amongst full membership *Members*

NOVEMBER

November JCPC Meeting Items:

- Risk and Needs (RaN) Committee reports on status for the RFP/Provides written RaN assessment to Chair/Coordinator/Area Consultant *RaN Chair*
- Funding Priorities presented to JCPC for approval *RaN Chair*
- JCPC approves issuance of RFP based on the priorities of the RaN Committee *Members*
- JCPC reviews and updates the distribution list for the RFP/finalize *Chair/Coordinator*
- SPEP scores/PEPS presented to the JCPC *Programs*

DECEMBER

JCPC Monitoring Committee training Consultant

- SPEP scores presented to the JCPC *Programs*
- PEPs presented or provided to the JCPC *Programs*
- Reviews Bylaws for any changes in statute or other processes and recommends amendments at Jan. Meet *Bylaws Committee*

December 31st – Deadline for any program agreements or revisions addressing uncommitted funds to be approved by the JCPC and County and electronic signatures for the program manager, JCPC Chair, and designated county official to be completed.

JANUARY

Monitoring Committee monitors currently funded programs/JCPC advertises its RFP/**Funding**

Committee Training Consultant; JCPC Applicant Training Consultant

January JCPC Meeting Items

- JCPC approves issuance of RFP if not done in Dec. Must be advertised for 30 days *Members*
- JCPC hears from Bylaws Committee. Approve Bylaw Amendments *Members*
- Programs present their 6 months measurable objectives status reports (June-Dec data) *Programs*

FEBRUARY

- Monitoring report/work product presented to Chair/Coordinator/Area Consultant. Reports outcomes to full JCPC. *Monitoring Committee Chair*

Monitoring Committee Chair

- Funding Committee schedules date/time (for March) to screen applications and provide date for program presentations *Funding Committee*

- **NCALLIES 3rd Quarter Accounting Training Consultant** Programs/JCPC Admin submit 3rd quarter accounting processes in NCALLIES in Mar. (expenditures Jul- Feb)

MARCH

Funding Committee screens applications and for funding recommendations to the JCPC

Nominating Committee begins work to present a slate of officers for approval in the May meeting and recommend prospective members for vacancies

March JCPC Meeting Items

- Funding recommendations presented to full JCPC and work product to JCPC Chair/Coordinator *Funding Committee Chair*
- JCPC approves programs for funding *Members*
- JCPC approves any requests for Discretionary Funding, if applicable *Members*

APRIL

April 15—Deadline for program agreement revisions *showing any 3rd Quarter accounting reduction* in DPS Revenues to be approved by the JCPC, County AND electronic signatures for the program manager, JCPC Chair and designated county official to be completed.

April JCPC Meeting Items:

- JCPC presents County Funding Plan and Programs Recommended for Funding to County Commissioners for approval by April 30 if possible *Chair/Members*
- Reviews new applications for membership for next FY. Provide slate of officers for next FY *Nominating Committee*

MAY

May 1 – **Deadline for any Program Agreement Revisions involving transfer of funds** between programs or with JCPC to be approved by the JCPC and County AND electronic signatures for the program manager, JCPC Chair, and designated county official to be completed.

May 15 – County Commissioner Approved JCPC Certification, County Funding Plan, Checklist and JCPC Admin NCALLIES entry for next fiscal year due in Area Office *Chair/Coordinator*

May JCPC Meeting Items

- *Nominating Committee* reports new officers/new member recommendations for next FY for approval *Members*
- Recognize the work and accomplishments of the JCPC *Chair*

JUNE

June 15 – Deadline for any final Program Agreement Revisions to be approved by the JCPC and County AND electronic signatures for the program manager, JCPC Chair, and designated county official to be completed.

June JCPC Meeting Items

- Elect new officers for the upcoming fiscal year, when applicable *Members*
- Recognize the work and accomplishments of the JCPC *Chair*
- **Announce next meeting! Get members excited about beginning another cycle of...**



Timeline and Action Steps for Committee Work Product/Annual Plan/Certification:

1. JULY

- a. JCPC Chair/Coordinator organizes folder on their computer with an identifier of 24-25 JCPC Annual Plan and Certification. Approved minutes will be required for submission for the county's JCPC Certification.
- b. Begin planning August Meeting Agenda with relevant checklist items.

2. AUGUST

- a. Conflict of Interest Forms should be completed in full.
- b. Each member must check applicable conflict statement box; if conflict exists, the member must describe the conflict; and the member and JCPC Chair must sign the form.
- c. Place Signed Conflict of Interest Forms in 24-25 Annual Plan Folder.

3. SEPTEMBER

- a. Wrap up signature of all COIs. **Scan into one document and email to Area Consultant by 9/30/2023 with File Name: FY 23.24 COI Statements YOUR COUNTY – SIGNED**

4. OCTOBER

- a. Area Consultant presents prior year state data/training tools to Risk and Needs Committee. RaN Committee works together to identify gaps in local JCPC funding continuum/develops funding priorities.
- b. Area Consultant provides programs with SPEG score and Program Enhancement Plan (PEP) document.

5. NOVEMBER

- a. RaN Committee submits written report, funding priorities and request for proposals for inclusion in November meeting agenda. Report should be signed/dated by the Committee Chair. Place signed report in 24-25 Annual Plan Folder.
- b. SPEG Scores/PEP documents are presented by the programs to JCPC Chair/Coordinator for inclusion in November meeting agenda. PEPs are signed/Dated by JCPC Chair and placed in FY 24.25 Annual Plan Folder. **Scan into one document and email to Area Consultant by 11/30/2023 with File Name: FY 23.24 PEP YOUR COUNTY - SIGNED**

6. DECEMBER

- a. Monitoring Committee is preparing to meet. Area Consultant provides training tools.
- b. Once RFP has been approved by JCPC for Advertisement, place evidence of advertisement (newspaper photo; website; advertising vendor payments) and distribution list in 24-25 Annual Plan Folder.

7. JANUARY

- a. Monitoring Committee Members provide completed/signed/dated documents to Monitoring Committee Chair. Committee Chair provides member monitoring report forms and court counselor review forms to JCPC Chair/Coordinator for inclusion in the February meeting agenda. **DO NOT INCLUDE CONFIDENTIAL YOUTH DATA IN REPORTS SUBMITTED TO THE JCPC.** Program Monitorings should be completed by the time the Funding and Review Committee meets.
- b. Nominating/Bylaws Committee begins reviewing/screening prospective member applications for next fiscal year. Reviews bylaws for amendments as needed.

8. FEBRUARY

- a. Funding and Review Committee is preparing to meet. Area Consultant provides training tools.
- b. JCPC Chair/Coordinator places monitoring reports in FY 24.25 Annual Plan Folder. **Scan into one document and email to Area Consultant by 3/15/2024 with File Name: FY 23.24 JCPC Monitoring Reports YOUR COUNTY SIGNED**
- c. Nominating/Bylaws Committee should present recommendations for new member/bylaw amendment approval for the next fiscal year.

9. MARCH

- a. Funding and Review Committee Chair completes and sends funding recommendations form to JCPC Chair/Coordinator for inclusion in March Agenda. JCPC Chair/Coordinator places funding recommendation document in 24.25 Annual Plan Folder. JCPC Chair/Coordinator provides Area Consultant with funding recommendation form/amounts. Area Consultant verifies all sources program

revenues and provides Initial JCPC County Funding Plan for JCPC Chair/Coordinator to gain approval from County Commissioners.

- b. JCPC Chair/Coordinator completes JCPC Admin application in NCALLIES and begins entering data into the Certification tabs for the next fiscal year. Once complete, JCPC Chair/Coordinator prints Certification Standards and Member Roster to reflect all members approved by the JCPC for the next fiscal year. JCPC Chair/Coordinator seeks approval from County Commissioners either through providing the standards, roster and funding plan for consent agenda approval or presentation.

10. APRIL

- a. JCPC Chair/Coordinator begins compiling the County Plan for submission to Area Consultant/State Office using ***JCPC Spring 2024 Checklist for Submitting 2024-2025 County Plans to Area Office for Approval*** as a guide. This document will be the first page of the submission.
- b. By adding work product to the 24-25 Annual Plan Folder as it is received from the JCPC committee Chairs, this tasks should not be too time consuming. **Scan into one document the checklist and items in the correct order. Email to Area Consultant by 5/15/2024 with File Name: FY 24.25 JCPC Annual Plan and Certification YOUR COUNTY SIGNED**

Program Provider Agenda Items:

1. **JCPC Monthly Reports** – submitted to JCPC Chair/Coordinator/Area Consultant by the 5th of each month reporting admissions and financial data.
2. **12-Month Measurable Objectives** – Providers report prior fiscal year's key metrics at the August meeting.
3. **SPEP/Program Enhancement Plans** – Providers provide completed PEPs resulting from their SPEP Score for inclusion in November meeting.
4. **6-Month Measurable Objectives** – Providers report key metrics for the first 6 months of the current fiscal year at the January meeting.

Spring 2024 Checklist for Submitting 2024-2025 County Plans to Area Office for Approval

The following documents must be submitted **ELECTRONICALLY** via e-mail to the Area Office before your County Plan, JCPC Certification, and Program Agreements can be considered for final approval. Complete this checklist and include it with all of the required documents listed below and **e-mail** them to the Area Office attached to **ONE** e-mail.

DUE DATE: May 15, 2024

COUNTY: _____

SECTION I: COUNTY PLAN: ONE (1) COMPLETE ELECTRONIC COPY OF THE ANNUAL COUNTY PLAN IS REQUIRED. County Plan must be scanned with the following elements into **ONE (1) DOCUMENT.** (IMPORTANT: Program Agreements cannot be processed without a **signed funding plan.**)

SCAN **ALL** COUNTY PLAN DOCUMENTS IN THE **EXACT ORDER** AS LISTED BELOW INTO **ONE DOCUMENT!**

<input checked="" type="checkbox"/>	DOCUMENTATION: Check off each document/section as completed as you proceed through the list.
<input type="checkbox"/>	1. Front Page and Table of Contents
<input type="checkbox"/>	2. Executive Summary - <i>Requires signature of JCPC Chair</i>
<input type="checkbox"/>	3. <u>2024-2025</u> Funding Plan - <i>Requires signatures of JCPC Chair and Chair of County Commissioners</i> <input type="checkbox"/> • The amount of unallocated DPS funds is entered on the funding plan. <input type="checkbox"/> • All program budget amounts shown on funding plan match amounts currently entered in NC Allies. <input type="checkbox"/> • Actual program names are listed on the funding plan, not just the sponsoring agency names or component names.
<input type="checkbox"/>	4. JCPC Organization Page for the <u>2024-2025 fiscal year</u>
<input type="checkbox"/>	5. County Risk & Needs Summary (insert the document already completed by the Risk and Needs Assessment Committee)
<input type="checkbox"/>	6. JCPC Funding Decisions Summary
<input type="checkbox"/>	7. <u>2024-2025</u> RFP form (include a copy of your completed form) <i>if applicable</i>
<input type="checkbox"/>	8. Program Enhancement Plans for each program that has had one approved by the JCPC
<input type="checkbox"/>	9. Funded Program Description(s) for programs that do not have Program Enhancement Plans: include copies from the program agreements that your JCPC has approved for funding for this upcoming year (if applicable)

SECTION II: JCPC CERTIFICATION & ADMINISTRATIVE BUDGET

<input type="checkbox"/>	<u>ALL SECTIONS</u> of the JCPC Certification have been entered into NC Allies. <input type="checkbox"/> ▪ <u>DPS & Other Funding Amounts</u> match the funding amounts on the funding plan. <input type="checkbox"/> ▪ <u>2024-2025</u> JCPC Membership Council list has been entered into NC Allies and reflects the correct information for designee, race, and gender for EACH member. <u>All vacancies have been addressed and corrective action plans have been included for each vacancy.</u> Also, only ONE (1) person is listed per category.
<input type="checkbox"/>	<input type="checkbox"/> N/A One (1) scanned copy of the Professional Services Contract has been uploaded to NC Allies: <i>Required if funds are allocated in line item #190 of JCPC administrative budget for Professional Services (if applicable). Also, the contract amount equals NC Allies.</i>
<input type="checkbox"/>	A scanned up-to-date copy of the By-Laws of your JCPC has been uploaded to NC Allies. <i>Note: The By-Laws must show your required information on conflict of interest. Please highlight the Conflict of Interest and Funding Policies/Guidelines sections.</i>
<input type="checkbox"/>	Scanned copies of all JCPC minutes since July 1, 2023, through the date of submittal of the package are attached.

SECTION III: ADDITIONAL REQUIRED DOCUMENTATION

<input type="checkbox"/>		Scanned photocopy(ies) of the correspondence, public notices, or other media ads that were issued by the JCPC to advertise the availability of JCPC funds are attached.
<input type="checkbox"/>	<input type="checkbox"/> N/A	A scanned copy from the Request for Proposals from the newspaper(s) in which it was published <i>(if applicable)</i> is attached. <u>Provide a reason if no ad was placed.</u>
<input type="checkbox"/>	<input type="checkbox"/> On File	Scanned copies of the JCPC monitoring report for each program funded during fiscal year 2022-2023 are attached <i>if not already on file at the Area Office.</i>
<input type="checkbox"/>	<input type="checkbox"/> On File	Scanned copies of the 2022-2023 Conflict of Interest forms for each JCPC member are attached <i>if not already on file at the Area Office.</i> <u>All forms must be completed and signed by each individual member and JCPC Chair.</u>
<input type="checkbox"/>		A scanned copy of the distribution list that your JCPC used in distributing the request for proposals to agencies/individuals in your county is attached and has been uploaded to NC Allies.

Collaboration is Key