



ISSUING AUTHORITY: INDIANA DEPARTMENT OF CORRECTION

EFFECTIVE DATE: 1/1/2022

## 1.3 Advisory Boards

### APPLICABLE TO:

Entities who receive Community Corrections & Justice Reinvestment Grant Funding or Juvenile Community Corrections Grant Funding:

1. Adult Community Corrections;
2. Juvenile Community Corrections;
3. Probation;
4. Pretrial Services;
5. Court Recidivism Reduction Programs;
6. Prosecutor’s Diversion Programs; and
7. Jail Treatment;

## Summary

To provide an overview of the Advisory Board legal authority, membership, and duties to Community Corrections Advisory Boards that administer:

- Community Corrections & Justice Reinvestment Grant Funding
- Juvenile Community Corrections Grant Funding.

## Contents

1.3 Advisory Boards .....	1
Summary .....	1
Authority .....	2
Purpose of the Advisory Board.....	2
Overview .....	2
Establishment .....	2
Community Corrections Advisory Board Structure.....	3
Membership Terms .....	4
Regional Boards .....	4
Community Corrections Advisory Board Responsibilities .....	5



## Authority

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INDIANA CODE 11-12

- IC 11-12-2-2 Advisory Board Membership
- IC 11-12-2-3 Advisory Board Duties

## Purpose of the Advisory Board

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To qualify for financial aid under IC 11-12 a county must establish a Community Corrections Advisory Board (CCAB) by resolution of the county executive or, in a county having a consolidated city, by the city-county council.

The purpose of this procedure is to develop guidelines for the establishment and purpose of Community Corrections Advisory Boards.

## Overview

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The Community Corrections Advisory Board (CCAB) is a community based board comprised of local criminal justice department heads or designees and stakeholders of the local criminal justice departments including a victim, former Community Corrections participant, and treatment/service provider representation. The membership and authority is outlined under IC 11-12-2.

The Community Corrections Advisory Board primary duties consist of:

- Appointing the Community Corrections Director
- Formulation of a Community Corrections Plan which is a comprehensive operational overview of the structure, administration, program elements, and program capacity
- Applying for and administering Community Corrections grant funding
- Administration of the program budget and expenses including applying for and administering the Community Corrections and Justice Reinvestment Grant Funding provided by the Department and User Fee Schedules
- Report and assess the effectiveness of the programs on an annual basis and determine if the program should continue with the appointed Community Corrections Director
- Support, monitor, and evaluate the Community Corrections Program on its effectiveness of the programs and determine if the program should continue

## Establishment

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In 1979, the Indiana General Assembly created the Community Corrections Advisory Board under Article 12, Chapter 1, to qualify for a Community Corrections grant.

The establishment of each county Community Corrections Advisory Board must have:

1. An ordinance approved by the county executive or by the city-council, if directed by statute; and
2. Bylaws to govern the Community Corrections Advisory Board.

The ordinance of establishment and bylaws must be on file at the Indiana Department of Correction prior to applying for the grant.



## Community Corrections Advisory Board Structure

Advisory Board Members by Category			
Criminal Justice	Juvenile Justice	Treatment/Intervention	Community
(1) Sheriff or designee (1) Prosecutor or designee (2) Criminal Jurisdiction Circuit Court Judges (1) Criminal Jurisdiction Juvenile Judge (1) Public Defender (1) Probation Officer (1) Private Correctional Agency (if it exists)	(1) Criminal Jurisdiction Juvenile Judge (1) Director of Child Services (1) Juvenile Correctional Facility (1) Juvenile Detention Alternatives Initiative (JDAI) Representative	(1) Educational Administrator (1) Mental Health Administrator	(1) County Fiscal Body (1) Victim or Victim Advocate (1) Ex-Offender (4) Lay Persons

### Members

- IC 11-12-2-2 Advisory Board Membership

The members of each established Community Corrections Advisory Board shall elect one member as the chairperson and another as the vice chairperson. A secretary-treasurer may be appointed and does not have to be a member of the board.

The members of the Advisory Board are designated under IC 11-12-2-2 and the 22 members are as follows:

- The county sheriff or the sheriff's designee;
- The prosecuting attorney or the prosecuting attorney's designee;
- The executive of the most populous municipality in the county or the executive's designee;
- Two judges having criminal jurisdiction, if available, appointed by the circuit court judge or the judges' designees;
- One judge having juvenile jurisdiction, appointed by the circuit court judge;
- One public defender or the public defender's designee or one attorney with a substantial criminal defense practice;
- One victim, or victim advocate if available, appointed by the county executive or the city-county council;
- One ex-offender, if available, appointed by the county executive or, in a county having a consolidated city, by the city-county council;
- Director of the local office of the department of child services or the director's designee;
- One representative from a juvenile correctional facility or juvenile detention center in the county, but if no facility exists, one mental health representative;
- A representative from the Juvenile Detention Alternatives Initiative, but if no program exists, a representative from the court appointed special advocate program in the county or guardian ad litem program in the county;



- One member of the county fiscal body or the member's designee;
- One probation officer;
- One juvenile probation officer;
- One educational administrator;
- One representative of a private correctional agency, if such an agency exists in the county;
- One (1) mental health administrator, or, if there is none available in the county, one (1) psychiatrist, psychologist, or physician; and
- Four lay persons, at least one (1) of whom must be a member of a minority race if a racial minority resides in the county and a member of that minority is willing to serve.

**NOTE:** An advisory board may vote to serve as the local or regional advisory council described in [IC 33-38-9.5-4](#). Meeting agendas may include business related to both community corrections advisory board and local or regional advisory council duties. For more information regarding the establishment and duties of local or regional advisory councils see *Procedural Bulletins 1-4, Justice Reinvestment Advisory Council*

## Membership Terms

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### Advisory Board Chairman

The members of the community corrections advisory board shall, within thirty (30) days after the last initial appointment is made, meet and elect one (1) member as chairman and another as vice chairman and appoint a secretary-treasurer who need not be a member.

### Membership Terms

- Appointed members of the Advisory Board shall be appointed for a term of four years.
- The criminal defense attorney, the ex-offender, and the victim or victim advocate shall be appointed for a term of four years.
- Other members serve only while holding the office or position held at the time of appointment.

The circuit court judge may fill the position of the judge having juvenile court jurisdiction by self-appointment if the circuit court judge is otherwise qualified.

### Vacancy

A vacancy occurring before the expiration of the term of office shall be filled in the same manner as original appointments for the unexpired term.

### Reappointments

Members may be reappointed.

## Regional Boards

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Two (2) or more counties, by resolution of their county executives or, in a county having a consolidated city, by the city-county council, may combine to apply for financial aid under this chapter.

If counties so combine, the counties may establish one (1) community corrections advisory board to serve these counties. This board must contain the representation prescribed in subsection (a), but the members may come from the participating counties as determined by agreement of the county executives or, in a county having a consolidated city, by the city-county council.



## Community Corrections Advisory Board Responsibilities

The Advisory Board is the primary administer for the Community Corrections & Justice Reinvestment Grant funding and Criminal Justice Collaboration plan.

### Primary Responsibilities

- Bylaws
- Membership
- Public Meetings and Minutes
- County Collaboration
- Fiscal Responsibilities
- Coordination of Community Corrections & Justice Reinvestment Programs
- Evaluation and Reporting
- Compliance Monitoring & Program Standards

### Bylaws

The bylaws outline the roles, responsibilities, and structure of the advisory board and include the following components:

- Name of Advisory Board
- Mission and Vision Statement
- Membership and Structure
- Meeting Requirements
- Meeting Frequency
- Officers of the board and roles
- Subcommittees
- Grant Reviews
- Conflict of Interest statements
- Rules of order and amendments to the bylaws

### Membership

The Advisory Board chairman shall ensure that the members of the board are engaged, and the membership positions are filled in compliance with statutory terms.

The primary grant contact is responsible for maintaining a list of member's contact information and will provide to their IDOC Program Director annually or within one business day of a change occurring. The membership roster should include names, titles, date of appointment, term length, and contact information for each member.

### Meetings and Minutes

CCAB should meet, at a minimum, every 3 months per year as a whole body as directed by statute. Dates of regular meetings shall be established at the first meeting of each year. Meeting dates for the year should be provided to IDOC within 15 calendar days of approval.

Subcommittee and Executive Committee meetings may be outside of those general membership meetings and may occur more frequently.



A meeting is a gathering of a majority of the governing body for the purpose of taking official action upon public business. Majority of the members of a community corrections advisory board may provide for a number of members that is less than a majority of the members but must be at least 6 members to constitute a quorum for purposes of transacting business.

The affirmative votes of at least five (5) members, but not less than a majority of the members present, are required for the board to take action. Official action is receiving information, deliberating, making recommendations, establishing policy, making decisions, and taking final action (i.e., voting). A vacancy in the membership does not impair the right of a quorum to transact business.

The Advisory Board Chairman or designee is responsible for coordinating and facilitating advisory board meetings. The schedule shall be distributed to all members and provided to the Indiana Department of Corrections.

CCAB must comply with the public meeting and notice requirements under IC 5-14-1.5. All meetings are open to the public, they must follow the Open-Door Law. Being compliant with the law means that the official action of the Advisory Board must be conducted and taken openly. To this end, the following meeting procedures shall be complied with:

**Public Notice:**

Public notice is a requirement that applies to open meetings, reconvened meetings, rescheduled meetings, and executive sessions. The notice must be posted 48 hours in advance of the meeting, not including Saturdays, Sundays, and legal holidays. The notice must be posted at the agency’s principal office or at the meeting place. Agendas are encouraged to be provided ahead of time and posted with the meeting notice. The Advisory Board Chairman or designee is responsible for ensuring that the meetings are advertised countywide. An example of this can include county news media, countywide list serves, or advisory board partnerships list serves.

**Minutes:** Minutes and memorandum must be kept as the meeting progresses and must contain the following:

At minimum, the meeting minutes shall include:

- Date of the meeting
- Time of the meeting
- Location of the meeting
- Members Present and Absent
- Brief description of proposals, discussions, and records of votes
- Date of next meeting

Minutes are due no later than 15 days after they have been approved by the CCAB and must be submitted to your assigned Program Director.

For an example, see **Advisory Board Meeting Minutes Template**

**Procedures:** The Department recommends that CCABs use Robert’s Rules of Order, which is a guide for conducting meetings and making decisions as a group while maximizing fairness to all members.

**Roll Call:** In accordance with IC 11-12-2 the Advisory Board must establish a quorum for the purposes of transacting business.



A standard meeting should include discussions of:

#### Program Budget Status

- The Balances of all funds associated with each entity and projects for fiscal close
- Project Income Collection and projected revenues
- Projected Expenses

#### Program Progress

- Data Submission Compliance
- Participant Statistics
- Performance Measurement and progress towards goals
- Audit results
- Staff Trainings

In general, the purpose of the meeting is to improve coordination and collaboration. Participation in discussions should be encouraged. Regular evaluations and measurements of funded programs and the status of the criminal justice system should be conducted at every meeting.

### County Collaboration

Formulate and coordinate a plan for collaboration among the probation department, the community corrections program, and any other local criminal justice agency that receives funding from the department for the provision of community supervision for adult offenders.

Encourage county collaboration to include the courts, prosecuting attorneys, public defenders, and sheriffs when addressing the needs of the local criminal justice population.

### Fiscal Responsibilities

For each awarded grant entity, the Community Corrections Advisory Board must approve and sign off on any changes to the community corrections plan or budget in the executed contract. The review and approval or denial must be documented in the Advisory Board meeting minutes. Once approved, the Advisory Board Chairperson will sign off on any required forms by the IDOC Community Corrections Grant Funded Entities Procedural Bulletins that are needed for consideration.

The county executive and county fiscal body shall provide necessary assistance and appropriations to the Community Corrections Advisory Board. Appropriations required under this subsection are limited to amounts received from the following sources:

- Department grants.
- User fees.
- Other funds as contained within an approved plan.
- Additional funds may be appropriated as determined by the county executive and county fiscal body



## Coordination of Community Corrections & Justice Reinvestment Programs

### Oversight of IDOC Community Corrections & Justice Reinvestment Plan and Budget:

The Advisory Board must approve and prioritize each entity’s funding request prior to submission of the grant application to the Indiana Department of Correction. The prioritization of funding must be listed in the required letter of support that accompanies this application and documented in meeting minutes.

Prior to applying for financial aid, the Advisory Board shall determine that a program is capable of meeting the standards adopted by the IDOC for purposes of the grant application.

Formulate and define the priorities of the eligible grant entities and community corrections plan to be submitted in the grant application.

Approval of the grant application, budget, and all required documentation for the grant application, including a Forensic Diversion plan under IC 11-12-3.7.

Recommend approval or disapproval of the contracted agencies, local government, or nongovernmental agencies, that desire to participate in the community corrections plan.

### Oversight of Community Corrections

The Community Corrections Advisory is responsible for the following:

- Appointment and Termination of a Community Corrections Director:
  - Appoint a Director of the Community Corrections program with approval as designated by statute. A Director of the Community Corrections program may be removed for cause by a majority vote of the Community Corrections Advisory Board with approval as designated by statute
- Govern Policies and Procedures for Salary Schedules for Community Corrections Programs:
  - May establish personnel policies, procedures, and salary classification schedules for its employees.
  - Employees of a community corrections program are county employees.
  - The policies, procedures, and schedules established under this subsection may not be inconsistent with those established for other county employees.

## Evaluation of Programs & Reporting

The Advisory Board shall make an Annual Report to the county fiscal body, county executive, or, in a county having a consolidated city, the city-county council, containing an evaluation of the effectiveness of programs receiving financial aid under this chapter and recommendations for improvement, modification, or discontinuance of these programs

All Community Corrections, Probation, Court Recidivism Reduction Programs, Jail Treatment, and Prosecutor’s Diversion programs receiving financial aid from the Department as well as contracted service providers should be evaluated to ensure:

- Duplication of services is eliminated and that the programs will provide a cost benefit to the state consistent with best practices.
- Programs are conducted in alignment with evidence-based practices and all program standards are being followed
- Compliance of statute, rules, procedural bulletins, and the executed contract are occurring.





### **Compliance Monitoring and Program Standards**

Each Community Corrections Advisory Board must provide the following documentation to the Department:

#### **Annual Meeting Schedule**

The primary grant contact is responsible for providing approved Community Corrections Advisory Board annual meeting schedules to their IDOC Program Director within 15 calendar days of approval.

#### **Meeting Minutes Submission:**

The primary grant contact is responsible for providing approved Community Corrections Advisory Board meeting minutes to their IDOC Program Director within one business day of the approval

#### **Annual Report:**

The primary grant contact is responsible for submitting the Annual Report to IDOC within 60 days of closing each grant cycle.

#### **Any required forms or documents listed in the Community Corrections Grant Funded Entities Procedural Bulletins:**

The primary grant contact is responsible for ensuring all required documentation in need of Community Corrections Advisory Board approval are submitted in a manner prescribed in the Community Corrections & Justice Reinvestment Grant Funded Entities