

# Welcome!

## Navigating Your CJAB Forward: Creating Progress Out of Change

**Jennifer Lopez-Cerrato | Chairperson**

Mental Health and Justice Advisory Committee  
Pennsylvania Commission on Crime and Delinquency

**Michael Leister | State Crisis Intervention Program Manager**

Pennsylvania Commission on Crime and Delinquency  
Phone: 717.265.8528 | Email: mileister@pa.gov

**Angi Crater | Re-entry Coordinator**

Pennsylvania Commission on Crime and Delinquency  
Phone: 717.265.8456 | Email: acrater@pa.gov

**Ms. Bobby L. Juip | CJAB Specialist – Western Region**

County Commissioners Association of Pennsylvania  
Phone: 412.605.2315 | Email: c-bjuip@pa.gov

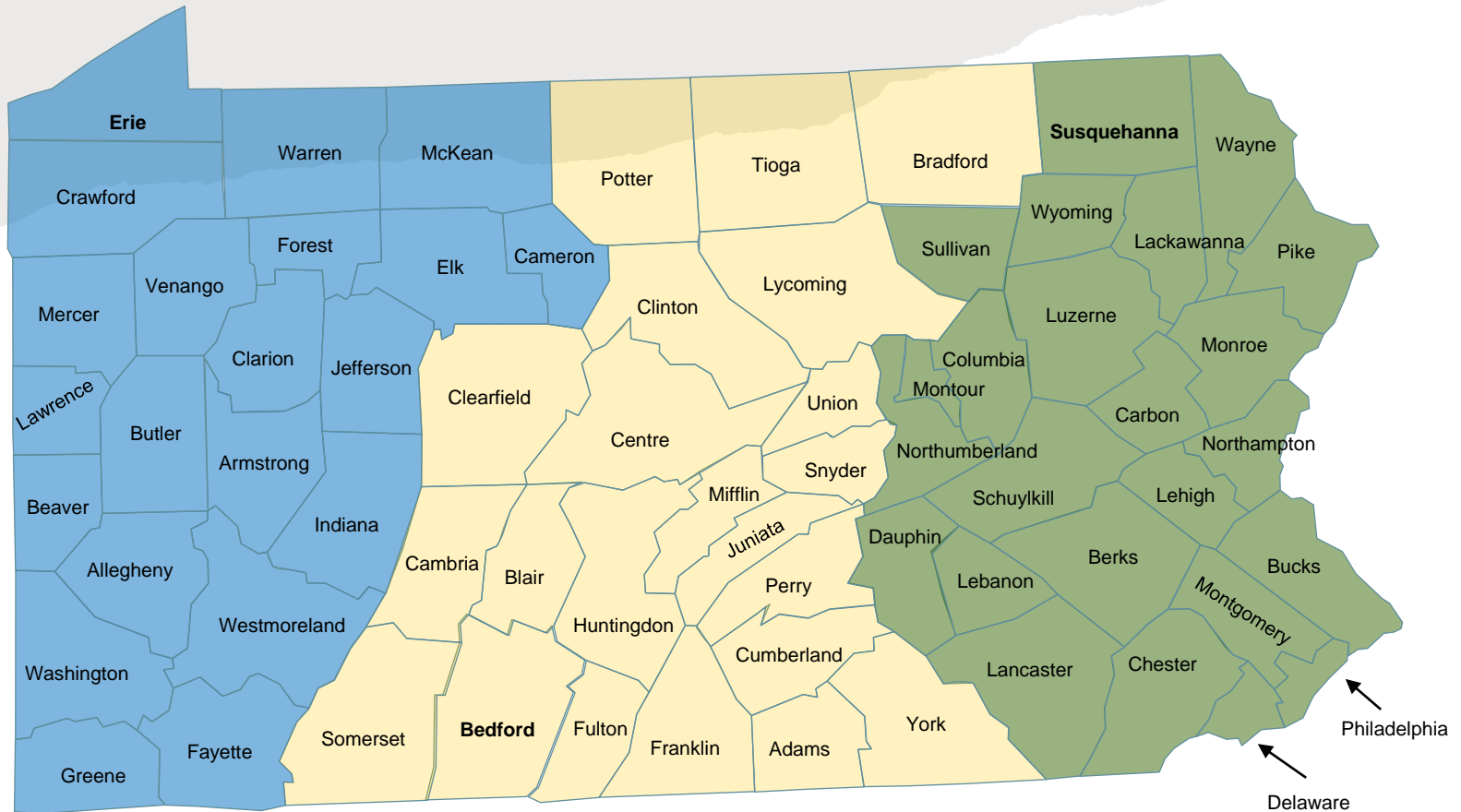
**Kimberly A. Mackey | CJAB Specialist – Eastern Region**

County Commissioners Association of Pennsylvania  
Phone: 484.332.2362 | Email: c-kimackey@pa.gov

**Christopher J. Murphy | CJAB Specialist – Central Region**

County Commissioners Association of Pennsylvania  
Phone: 717.265.8492 | Email: c-chrismur@pa.gov

# CJAB Regions



**Ms. Bobby L. Juip – Western PA**  
Phone: (412) 605-2315  
E-mail: c-bjuip@pa.gov

**Christopher Murphy – Central PA**  
Phone: (717) 265-8492  
E-mail: c-chrismur@pa.gov

**Kimberly Mackey – Eastern PA**  
Phone: (484) 332-2362  
E-mail: c-kimackey@pa.gov

# Session Overview



What is a CJAB?  
What is a Reentry Coalition?

Maintain the health of your Board/Coalition



Strengthening collaborations

Building Partnerships and networking with state,  
county and local

Organization to support the work of your  
Board/Coalition



Critical thinking and strategic planning



Building upon resources and supports

Maximizing funding resources to support the work of  
your Board/Coalition

Accessing technical assistance and training  
opportunities

# What is a CJAB?

Criminal Justice Advisory Boards (CJABs) are groups of top-level officials who address criminal justice issues from a systemic and policy level perspective.

They study best practices in the administration and delivery of criminal justice

They recommend ways to improve the effectiveness and efficiency of criminal justice with their County.

## County Criminal Justice Advisory Boards Minimum Operating Standards

### INTRODUCTION

For many years the Pennsylvania Commission on Crime and Delinquency (PCCD) has supported county Criminal Justice Advisory Boards (CJABs). PCCD has consistently demonstrated its commitment to the CJAB concept by not only encouraging counties throughout the Commonwealth to establish such boards, but also by making grant funds available to both create new CJABs as well as providing support for CJAB-sponsored projects. And during that time, CJABs have been instrumental in formulating plans, introducing innovative problem solutions, and fostering collaborative approaches in all aspects of our local criminal justice system.

PCCD foresees CJABs playing an even greater role in the future as counties and municipalities become more involved in the strategic planning process. CJABs and to continue channeling funds into and expand county CJABs, it was felt that all level.

### BACKGROUND

In order to achieve that goal, a focus group in Commonwealth, as well as other criminal justice PCCD on March 30, 2006, to address development generated a set of draft CJAB minimum operating standards at that time, Homeland Committee (HSLEJASAC) on August 9, 2006. Operating standards were presented to the CJAB. Based on discussion and feedback from CJAB members were made and presented to CJAC for approval. Revisions to the CJAB minimum operating standards were made and presented to CJAC at the time presented to CJAC for approval at the November

### MINIMUM OPERATING STANDARD

In most cases, CJABs are at liberty to meet local needs and organizational structure.

The standards shown below represent fact CJABs. The displayed standards are considered do not prevent a county board from supple

Name  
Authority  
Mission  
Role  
Membership  
Chair  
Meetings and Quorums  
Agenda

## County Criminal Justice Advisory Boards Minimum Operating Standards

### c. Representatives from the following core group of community justice system stakeholders shall be invited to become members of the CJAB:

- |                                   |   |
|-----------------------------------|---|
| (1) County governing body         | (10) Juvenile Detention                 |
| (2) Judiciary                     | (11) Local Victims Organization         |
| (3) District Attorney or Designee | (12) Single County Authority            |
| (4) Public Defender               | (13) County Mental Health and ID Office |
| (5) County Law Enforcement        | (14) State Probation and Parole         |
| (6) Sheriff or Designee           | (15) County Housing Authority           |
| (7) Adult Probation               | (16) Others as deemed appropriate       |
| (8) Juvenile Probation            | by Membership                           |
| (9) Adult Corrections             |   |

### 6. Chair

The Chair of the CJAB will be selected by and from among the CJAB's *core group* membership.

### 7. Meetings and Quorum

- Regular business meetings of the CJAB will be held quarterly, at a minimum.
- Special meetings of the CJAB may be convened at the call of the Chair.
- CJAB members or their designees representing the core group cited in paragraph 5b will be invited and given reasonable notice of both regular and special meetings.
- CJAB members are to designate a substitute to attend and vote in their stead in the event the member is unable to attend a regular or special meeting.
- A quorum for the purpose of conducting regular business or calling for a vote shall be one half of the membership, plus one, of the CJAB members in attendance. Membership shall exclude vacant membership slots.

### 8. Agenda

- Meeting Agendas shall include, at a minimum: juvenile and criminal justice data, approval of minutes or meeting summaries, committee reports, items requiring CJAB action and any other items deemed appropriate to bring before the CJAB for discussion and consideration.
- Periodic reviews of the CJAB's strategic planning initiative(s) shall be included on the agenda.

### 9. Voting

All CJAB members or their designees shall be entitled to vote.

## County Criminal Justice Advisory Boards Minimum Operating Standards

### 10. Meeting Documentation

All of the CJAB as well as its committees' and subcommittees' meetings shall be documented either in the form of meeting minutes or meeting summaries.

### 11. Committees

- The CJAB shall establish standing and ad hoc committees, as needed, in order to expedite and facilitate the business of the CJAB.
- Non-Members of the CJAB may serve on committees and subcommittees after receiving approval of the CJAB membership.

### 12. Grant Management

- All juvenile and criminal justice-related grant concept papers and application proposals will be presented to the CJAB.
- The CJAB will maintain an overview of all juvenile and criminal justice grant-related concept papers, applications, and awards.
- The CJAB shall investigate and pursue all sources of possible grant funding for XYZ County.

### 13. Staff Support

- The CJAB will designate an individual or individuals to provide the staff support necessary to conduct the business of the CJAB.
- Staff support for the CJAB shall amount to \_\_\_\_ FTE (Full-Time Equivalent).

### 14. Communication

The CJAB shall broadly communicate its goals and work to: county and municipal officials who are outside the community justice system, non-profit stakeholders, and the community-at-large as well as practitioners within the justice system.

# PCCD CJAB Minimum Standards

Visit [www.pccd.pa.gov](http://www.pccd.pa.gov) - Go to Criminal Justice, and CJABs for more information

# Networking Activity

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## **Group 1 (Bobby Juip) – CJAB Coordinators/Chairs**

- Name, where are you from and what is your role in CJAB?
- Question 1: What is the strength of your CJAB? Follow up – What is going well?
- Question 2: What challenges does your CJAB face?
- Question 3: What would you like your CJAB to work on?

## **Group 2 (Kim Mackey) – CJAB Members**

- Name, where are you from and what is your role in CJAB?
- Question 1: What is the strength of your CJAB? Follow up – What is going well?
- Question 2: What challenges does your CJAB face?
- Question 3: What would you like your CJAB to work on?

## **Group 3 (Chris Murphy) – Other Stakeholders**

- Name, where are you from and what is your interest in CJAB?
- What strength do you see in CJABs across the state?
- What challenges do CJABs face?
- What resources can you bring to CJABs (how can you help?)

# Priority Planning and Successes



PLANNING



EXAMPLES OF PROJECTS



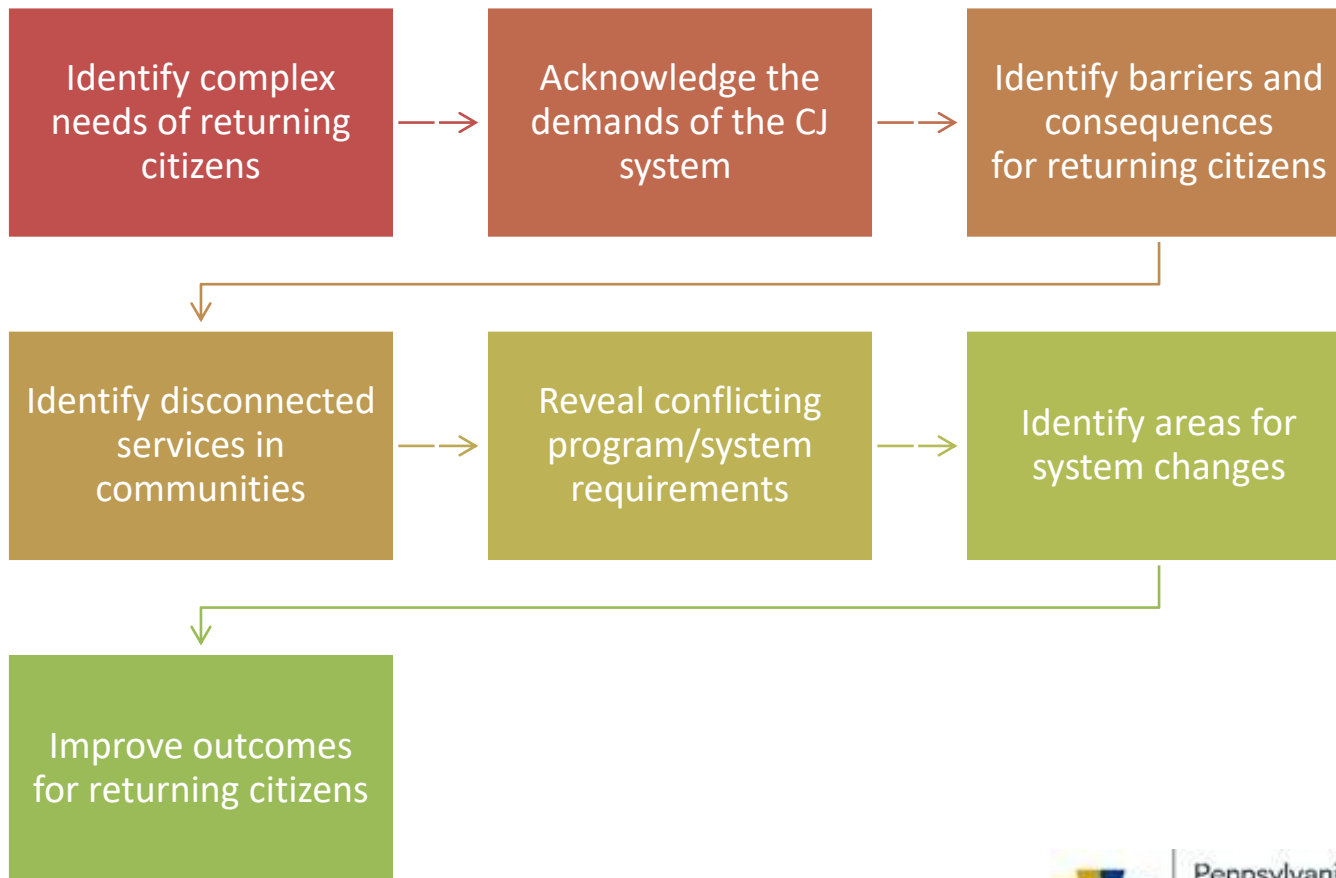
# What is a Reentry Coalition?

County Reentry Coalitions (CRCs) are comprised of local stakeholders working to positively impact the lives of returning citizens.

CRCs are invested in finding ways to remove barriers to successful reentry, helping to reduce recidivism rates, and improve upon the quality of life for returning citizens and their families while increasing community connectivity and public safety.

\*Visit [www.pccd.pa.gov](http://www.pccd.pa.gov) - Go to Criminal Justice, and Offender Reentry for more information

# Reentry Coalition/Committee Functions?



are providing services to reentrants daily. They bring a detailed knowledge of the services offered to returning citizens in the county.

Active membership from the three required membership categories is crucial to the long-term, sustained success of all coalitions. **While PCCD understands that CRCs cannot force entities to be members, coalitions must, at minimum, invite the bolded entities/organizations from the list below to join the coalition, if they are available in the county:**

- **Reentrants**
  - County Jail Reentrants
  - State Prison Reentrants
- **Government Agencies**
  - Chief Local Elected Officials (Commissioners/County Executive/Mayor)
  - District Attorney
  - Chief Public Defender
  - Courts (including county specialty courts)
  - County Jail
  - State/Federal Prison
  - County Probation and Parole
  - State Probation and Parole Centers
  - Single County Authorities (SCAs)
  - County Drug and Alcohol Agencies
- **Community Partners**
  - Non-profit Organizations
  - Faith-based Organizations
  - Education Providers (Adult Basic Ed., Postsecondary Education, Community College, 4-ye Colleges and Universities) Career & Technical Ed.)

- Federal Prison Reentrants
- Reentrants' Families
- County Housing Authority
- Employment Services (Local Workforce Development Board; PA CareerLink®)
- Mental Health Organizations
- Behavioral Health

the ability to devote staff time to the effort, and be able to neutrally facilitate the co leaving their own organizational agenda behind.

## II. BYLAWS

County Reentry Coalitions must have formally approved bylaws that outline how operate. PCCD has included sample bylaws for coalitions to use as a guide as Add

At minimum, coalition bylaws must include the following:

1. **Name** – Provide the official name of the coalition.
2. **Mission and Vision** – The mission statement should define the coalition's approach to achieve them. The vision statement should be the ultimate coalition hopes to achieve.
3. **Membership** – Outline the members of the coalition and any eligibility
4. **Leadership Structure** – Outline the leadership structure of the coalitio chair, executive committee, subcommittee chairs, etc.
5. **Leadership Responsibilities** – Outline the responsibilities of the coal
6. **Coordinator Responsibilities** – Outline the responsibilities of the coa
7. **Meeting Logistics** – Outline the frequency, location, and method of meetings. **CRCs should meet quarterly, at minimum.**
8. **Decision Making/Voting** – Outline the process the coalition will use issues members will vote on, quorum, etc.

## III. REENTRY STRATEGIC PLANNING

County Reentry Coalitions must have an active reentry strategic plan or be engaged in the strategic planning process. Reentry strategic plans identify persistent/emerging trends in the criminal justice system; promote systemwide thinking, planning, and action; emphasize a more effective use of limited resources; enable the prioritization of county-wide goals; and allow for the focused pursuit of various funding sources.

Reentry strategic plans are the guiding light for CRCs and essential to their long-term, sustained success and impact. Across the commonwealth, the most successful CRCs access multiple funding sources at the county, state, federal, and philanthropic levels to support the coalition. For many funding sources, an active reentry strategic plan is a requirement. While the process takes time, working collaboratively as a coalition to develop a reentry strategic plan will position coalitions for success.

For all CRCs, the development of a reentry strategic plan should, at minimum, include the following steps:

- Conduct an environmental scan of county practices by identifying trends, strengths, weaknesses, opportunities, threats, and barriers;

- Identify the major problems areas (housing, employment, transportation, etc.) and gaps in reentry services in the county;
- Determine a strategic direction for the coalition through the development of goals and objectives related to the major problem areas and gaps in reentry services;
- Develop tasks and actions steps to achieve the identified goals and objectives; and
- Develop performance measures to track the coalition's success in addressing the identified goals and objectives.

Any reentry services identified in reentry strategic plans and implemented by CRCs should be designed around evidence-based practices. Reentry strategic plans should span a four to five-year period and be assessed/updated on an annual basis. Active reentry strategic plans should be provided to PCCD.

## IV. RECIDIVISM DATA COLLECTION

County Reentry Coalitions must collect data elements that can be used to calculate recidivism rates for the county. PCCD acknowledges that each county may define recidivism differently. PCCD will not establish a common statewide definition for recidivism, but instead wants to ensure counties are collecting the relevant data elements necessary for calculating recidivism.

At minimum, each county must collect the following data elements for all county jail inmates:

- Offender Name
- Date of Birth
- State Identification Number (SID)
- Offender Tracking Number (OTN)
- Release Date

The data elements above will allow for the calculation of the recidivism rate and time to recidivate for all county jail offenders. With additional data, more in-depth analysis can be conducted, and additional information can be provided to counties. Coalitions are encouraged, but not required, to collect the following data points in addition to those above:

- Race
- Gender
- Age
- Services Received (Drug & Alcohol, Mental Health, etc.)

PCCD has the ability to process this information and calculate recidivism rates and is working to develop the best method for collecting the raw data from counties. Additional information on how PCCD will collect the required data elements from counties will be provided in the future.

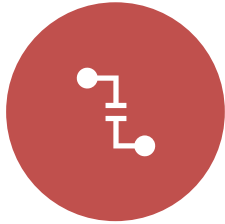
## COALITION COMPLIANCE & RECOGNITION

In order to be a formally recognized County Reentry Coalition by PCCD, coalitions must comply with all requirements outlined in these minimum operating standards no later than six months after approval and establishment by the Commission on March 11, 2020.

# PCCD Reentry Coalition Minimum Standards

\*Visit [www.pccd.pa.gov](http://www.pccd.pa.gov) - Go to Criminal Justice, and Offender Reentry

# Creating a Strategic Plan(s)



Identify persistent/emerging problems in CJ system



Promote systems level thinking, planning & action



Clearly articulate the goals in major CJ system areas



Enable effective use of limited resources



Guide priority decisions using data



Allow a focused pursuit of various funding sources

# Maximizing the use of Grants and Other Resources



## CJAB roles with regard to grants

Seeking funding opportunities  
Oversight of grant projects



## Grants Subcommittee

Benefits  
Responsibility



## Measure Outcomes

Track program impact  
Quantify the return on investment

# Maintaining the Health and Engagement of your CJAB, Committees, and Coalitions



Compose calendar invites to serve as membership reminders.



Set dates for committees to submit reports and agenda items for the upcoming meeting.



Send out agendas, committee reports, and updates beforehand to promote discussion.



Creating a strategic plan that serves as a guide for the work of your CJAB and committees



Assign tasks and follow-up at each meeting.

# Agenda Planning

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CREST, LOGO  
OR IMAGE  
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## CRIMINAL JUSTICE ADVISORY BOARD

October 21, 2024 @ 9:00 a.m.

Courtroom One, 2<sup>nd</sup> Floor, Courthouse

The mission of the CJAB is to supporting the local criminal justice system through an ongoing forum for collaboration among key decision-makers.

### CJAB Priorities

- Behavioral Health Services
- Collaborative Data Sharing
- Pretrial & Diversion Programs
- Pre-entry to Reentry Services
- Evidence-Based/Promising Practices

### Meeting Agenda

1. Approval of the Minutes of the June 21, 2024, CJAB meeting
2. Guest Speaker – Local Reentry Program, John Smith, Reentry Coordinator
3. Letters of Support
  - a. McArthur Foundation Reentry Grant – Member/Presenter Name
  - b. Bryne JAG Grant – Member/Presenter Name
4. Annual Review of Strategic Priorities
  - a. Date/Location
  - b. Member Suggested Priorities
5. Other Business
  - a. Committee Reports
  - b. CJAB Strategic Priority Activities/Updates
  - c. Agency Updates
  - d. CJAB Updates
    - i. CJAB Specialist
    - ii. JNET
    - iii. Other
6. Upcoming Meeting Dates – All Meetings are at 9:00a.m.
  - a. January 21, 2025
  - b. March 21, 2025
  - c. June 21, 2025
  - d. October 21, 2025

# Agenda Planning

## Sample County Criminal Justice Advisory Board

*The Sample County Criminal Justice Advisory Board's mission is to increase the efficiency and effectiveness of the criminal and juvenile justice system by promoting a spirit of collaboration emphasizing accomplishing tasks through multi-agency coordination while ensuring both agency independence and community and justice personnel safety.*

### Meeting Agenda, April 22, 2013

#### Welcome

#### Approval of the Minutes

Approval of the March 22, 2013 CJAB Meeting minutes.

#### Unfinished Business:

Pretrial update - APO Chief

#### Committee Reports

Re-Entry

Chair: John Smith

Alternatives to Incarceration

Chair: Sally Jesse

Law Enforcement

Chair: Chris Jones

Diversions

Chair: Janelle Roy

Strategic Planning

Chair: Courtney Roberts

#### Workgroups:

D&A

Chair: Sarah Wolf

Technology

Chair: Bob Johns

#### Presenter/Topic of Discussion

Veteran's Justice Outreach Program – Ella Ray

#### New Business/Current Events:

Synthetic Drugs

Data dashboard update

#### Next CJAB Meeting

Member Assignments

#### **May 22, 2013, at noon**

Presentation by D&A department on latest drug trends

#### 2013 Goals

Enhance/expand prevention strategies (D&A, juvenile, crime)

Re-entry initiatives

Enhance services and support available to victims

Enhance data-driven decision-making

Improve Case flow

Next Strategic Planning Retreat, September 20, 2013

Please remember that your attendance at all CJAB meetings and any subcommittee meetings is important to the overall goals of the board. If you are unable to attend please send a designee. Reminder, all committee meeting minutes should be forwarded to the CJAB office for dissemination to all CJAB members



### CJAB Survey Questions

1. **\*Please indicate the primary field/area in which you work.**

- Common Pleas Judge and/or Court Staff
- Law Enforcement
- Substance Abuse Services
- Community and Legislative Leaders
- Magisterial District Judge and/or Staff
- Probation/Parole
- Common Pleas Judge and/or Court Staff
- Behavioral Health Services
- Law Enforcement
- Incarceration/Jail Staff
- Behavioral Health Services

2. **What are the strengths of our Criminal Justice System?**

3. **What could we be doing more effectively or efficiently?**

4. **\*Please indicate one or more areas that you believe the CJAB should focus their attention on to have the greatest positive impact on this County's Criminal Justice System in the coming years.**

5. **What suggestions do you have to ensure that individuals within the criminal justice system are aware of resources and opportunities that may be available to them, and how to access those resources (e.g. housing, employment treatment services, etc.)?**

6. **Are there any evidence-based programs or promising practices that you feel the County could utilize to provide long term success for individuals that have been involved in the criminal justice system?**

7. **\*What are the constraints, roadblocks, problems, and issues that if dissolved/improved would allow us to be even more successful in our work in reducing crime/recidivism?**

**Additional (Optional) If/than questions** – questions would be incorporated into the topic flow of the survey, but touch upon a more specific view of system-wide improvements.

8. **Have screening and assessment procedures been instituted to identify veterans and individuals with behavioral health needs within the criminal justice system?**

- Yes, then Question 9.
- No, Skip to Questions 10

9. **Please indicate areas where improvements may be instituted.**

- Preliminary Arrest/Booking
- MDJ/Courts
- Incarceration
- Community Corrections/Probation
- Other (please specify)

10. **Are individuals working with the criminal justice population aware of resources and opportunities that may be available for these individuals, and how to access them (e.g. housing, employment, treatment services, etc.)**

- Yes, then Question 11.
- No, Skip to Questions 12

11. **Please indicate areas where cross training or resource development may improve upon awareness and connectivity.**

12. **Are individuals coming out of Jail being connected with insurance, treatment services, housing, and local resources prior to release?**

- Yes, then Question 13.
- No, Skip to End

13. **Please indicate areas where additional resources or planning may assist individuals returning from the Department of Corrections or the County Correctional Facility.**

# Strategic Planning Survey

# Strategic Planning Resources and Samples

## TABLE OF CONTENTS

|  |   |
|--|---|
| Strategic Plan Overview .....                            | 1 |
| CJAB Vision.....   | 2 |
| CJAB Mission .....                                       | 2 |
| CJAB Membership.....                                     |   |
| Strengths, Weaknesses, Opportunities, and Threats.....   |   |
| <b>STRATEGIC PRIORITIES, GOALS, AND OBJECTIVES .....</b> |   |
| Outcomes Measures and program metrics .....              |   |
| CJAB Accomplishments.....                                |   |

## STRATEGIC PLAN OVERVIEW

This document can be used as a template for your CJAB. This section provides an opportunity to share a brief overview of your CJAB's or committee's background, when and how it was formed, and its accomplishments to date.

### Overarching Principles and Practices



|   |  |
|---|--|
| <b>Networking &amp; Collaboration</b>       | Provide recommendations for information sharing  |
| <b>System-Wide Integration</b>              | Coordinated planning and cross-collaborative effective utilization                               |
| <b>Data Sharing</b>                         | Interdepartmental planning and program coordination  |
| <b>Prevention, Diversion, &amp; Reentry</b> | Preventing, diverting, and recovering are essential; special needs are addressed through reentry |

## CJAB MISSION

Insert Mission Statement

## CJAB MEMBERSHIP

The Sample County CJAB is comprised of a diverse representation of individuals. Representatives from various community justice system stakeholders are invited to the CJAB:

- County governing body
- Judiciary
- District Attorney
- Public Defender
- Local law enforcement
- County Sheriff
- Adult probation
- Juvenile probation
- Adult corrections

## CJAB Subcommittees

|  |   |
|--|---|
| <b>Nominations and Succession Planning</b>         | Responsible for ensuring continuity of leadership and planning for leadership transitions   |
| <b>Diversion and Alternatives to Incarceration</b> | Review policies and procedures and reports to the CJAB on intervention through diversion and alternatives to incarceration  |
| <b>Stepping Up</b>                                 | Reduce the number of individuals who become justice system-involved   |
| <b>Data and Metrics</b>                            | Compiles organizational data and reports to drive strategic objectives  |
| <b>Reentry Committee</b>                           | Ensure that individuals in the justice system have access to treatment, and other supportive services necessary for successful reintegration, thereby reducing the likelihood of recidivation |

Define what your CJAB or committee does well, things that you need to work on, opportunities for advancement and concerns for the future.

## STRATEGIC PRIORITIES, GOALS, AND OBJECTIVES

### Strategic Priority Areas

- Inter-agency data sharing
- Implementation of evidence-based and promising practices
- Ensuring access to housing, treatment, and employment opportunities
- Provide a coordinated network of referral and support services.

### Strategic Goals and Objectives

- Goal 1** Improve the resources and services provided to justice-involved individuals living in and returning to Sample County Communities.
- Goal 2** Reduce the cycle of incarceration through the exploration of additional diversionary practices and alternatives to corrections for appropriate non-violent individuals.
- Goal 3** Expand cross-training for mental health, law enforcement, and corrections.
- Goal 4** Provide increased opportunity and resources to support individuals released on bail through pre-trial supervision and Case Management.

## OUTCOMES MEASURES AND PROGRAM METRICS

List all metrics and expectations.

- Number of individuals participating in treatment and recovery supports in lieu of incarceration.
- Number of individuals participating in supportive housing programs
- Number of Law Enforcement and Corrections personnel trained in CIT

## CJAB ACCOMPLISHMENTS

Compile a list of CJAB Accomplishments – Projects, activities, etc.

- Central Booking, Pre-trial Services, Diversion Programs, CIT, Reentry Program
- Crisis Intervention Services, Problem-Solving Courts
- Mirror Reentry Programs from the Jail into the Community (i.e. Education, Employment Services, Treatment, Peer Support, Family Reunification, and Supported Housing)

# Strategic Planning Resources and Samples

## Sample County CJAB Strategic Plan Year - Year

INSERT CREST,  
LOGO OR  
IMAGE HERE

Adopted Month, Day, Year

MISSION  
Insert Mission Statement

VISION  
Insert Vision Statement

### Three Year Strategic Plan: 2022-2025

The Sample County CJAB has identified the following strategic priority areas...

#### Goal 1: Increase opportunities for system-wide collaboration...

Proposed Committee Members: Names

Objective 1 – Enhance collaboration...

Action Steps:

- Provide cross-collaborative education...

Objective 2 – Goal Setting and Achievements...

Action Steps:

- Establish action-oriented planning process...
- Set assignments following CJAB Meeting...
- Schedule annual strategic plan review...

#### Goal 2: Enhance opportunities for ...

Proposed Committee Members: Names

Objective 1 – Identify System-wide enhancements...

Action Steps:

- Identify effective solutions...

#### Goal 3: Engage in Stepping Up Technical Assistance Support

Proposed Committee Members: Names

Objective 1 – Increase services, supports, and resources...

Action Steps:

- Identify effective solutions...

# Navigating Your Path Forward



What changes do you anticipate making to your CJAB or committees?



Networking



Q&A