



# TRIBAL YOUTH RESOURCE CENTER

## TECHNICAL ASSISTANCE TOOLS FOR JUVENILE HEALING TO WELLNESS COURTS

### JUVENILE HEALING TO WELLNESS COURT COMMUNITY ADVISORY CIRCLE/COMMITTEE DEVELOPMENT TEAM WORKSHEET AND SAMPLE TEMPLATES

#### **What is the Community Advisory Circle/Committee?**

An advisory board is an effective method to garner meaningful input and support for programmatic activities and enhance the delivery of services to the community. The development of an advisory circle/committee is a recommended core component of the Strat Pak (*the project strategic plan that will be submitted to the Office of Juvenile Justice and Delinquency Prevention*) and is a practice that can assist with program strategic planning, implementation, and sustainability.

#### **Who should be on the Community Advisory Circle/Committee?**

A Community Advisory Circle/Committee should be comprised of key stakeholders. “An effective steering committee is made up of key leaders in the community- people who are in the position to leverage resources, enlist the cooperation of other agencies, influence policy making, and build community awareness of your work” (Gurnell, 2014). It is imperative that the Juvenile Healing to Wellness Court (JHWC) developmental coordinators identify key leaders to ensure support and participation within the (JHWC) planning and implementation activities.

Who are key stakeholders? See Chapter 1 of the [Tribal Juvenile Healing to Wellness Court Handbook](#) for more on steering/advisory committees, key stakeholders, and project planning.

<b>Examples of Community Stakeholders:</b>	
Court Staff	Tribal Leadership/Elders
Cultural/Spiritual Leadership	Education Providers
Social Services Providers	Program/Tribal Evaluator
Prosecutorial Staff	Public Defense
Judiciary	Probation/Law Enforcement

Behavioral Health Providers	Primary Care/Medical Providers
Local Non-Profit Partners	Cross-Jurisdictional Partners
Tribal Youth	Tribal Families

*\*In the grant goals & objectives, key programs and services will be indicated; staff representation from those key programs and services should be considered for membership in the Community Advisory Circle/Committee. We suggest referencing the program narrative that was submitted as part of your grant application.*

**How many members should be on the Community Advisory Circle/Committee?**

The Wellness court integrates an interdisciplinary approach that includes a range of service areas. The advisory circle/committee should reflect these areas in diversity of membership and size of the committee should be determined by the community. Commonly a board may consist of at least five or up to a dozen members. Consideration for the quality of interaction and contribution as opposed to the quantity of membership may be helpful in determining total advisory committee membership.

**What are the primary roles and responsibilities of the Community Advisory Circle/Committee members?**

- A primary role is to provide helpful guidance and support.
- Model and commit to being an impartial and objective group in support of the Juvenile Healing to Wellness Court program coordinator and the Indigenous youth and their families who will be served by the grant.
- Willingness to contribute to the development of the overarching framework/program design from planning to sustainability.
- Willingness to work together to develop necessary infrastructural supports for the planning and operational components of the court.
- Knowledgeable about the Juvenile Healing to Wellness Court's place in the community (willingness to experience training that will assist with knowledge) and/or trends in the community affecting the field of services, and a focused commitment to the long-range issues that impact Indigenous youth and their families.
- Commitment to contribute to developing asset-based solutions.

- Willingness to build relationships and work together as a Community Advisory Circle/Committee to accomplish the goals and objectives of the Juvenile Healing to Wellness Court.
- Attend/Participate in Community Advisory Circle/Committee meetings.
- Support ongoing evaluation and improvement processes.
- Provide supportive advice as the project develops and changes.

Planners can use six basic questions to assist with the format of the committee. See: *Center for Court Innovation, "How can Community Advisory Boards Assist the Work of the Justice System," (Malangone and Facciolo, 2014).*

1. Will meetings be open to the public?
2. Where will meetings occur?
3. When and how often will the circle/committee meet?
4. Who will lead the meetings?
5. How will meetings be run?
6. How will the circle/committee be publicized?

Establishing answers to these questions can assist with the format and contributions of the committee to the Juvenile Healing to Wellness Court. Development of the committee should also consider any existing administrative rules within the respective Tribal community, as some Tribes may have established or existing administrative policies related to the development of advisory or local community boards.

### **What are the benefits of forming an Advisory Circle/Committee?**

- Collaborative planning provides the opportunity to identify key programmatic and tribal community strengths.
- Gathering members of the community, justice system, treatment, health, social services, and partner agencies ensures that community voice is at the center of the development of the Juvenile Healing to Wellness Court.
- Creates and strengthens interdepartmental relationships, promotes resource sharing, and knowledge of the community.
- Increases positive impact on youth and their families.

## **What are the possible challenges involved with forming a Community Advisory Circle/Committee?**

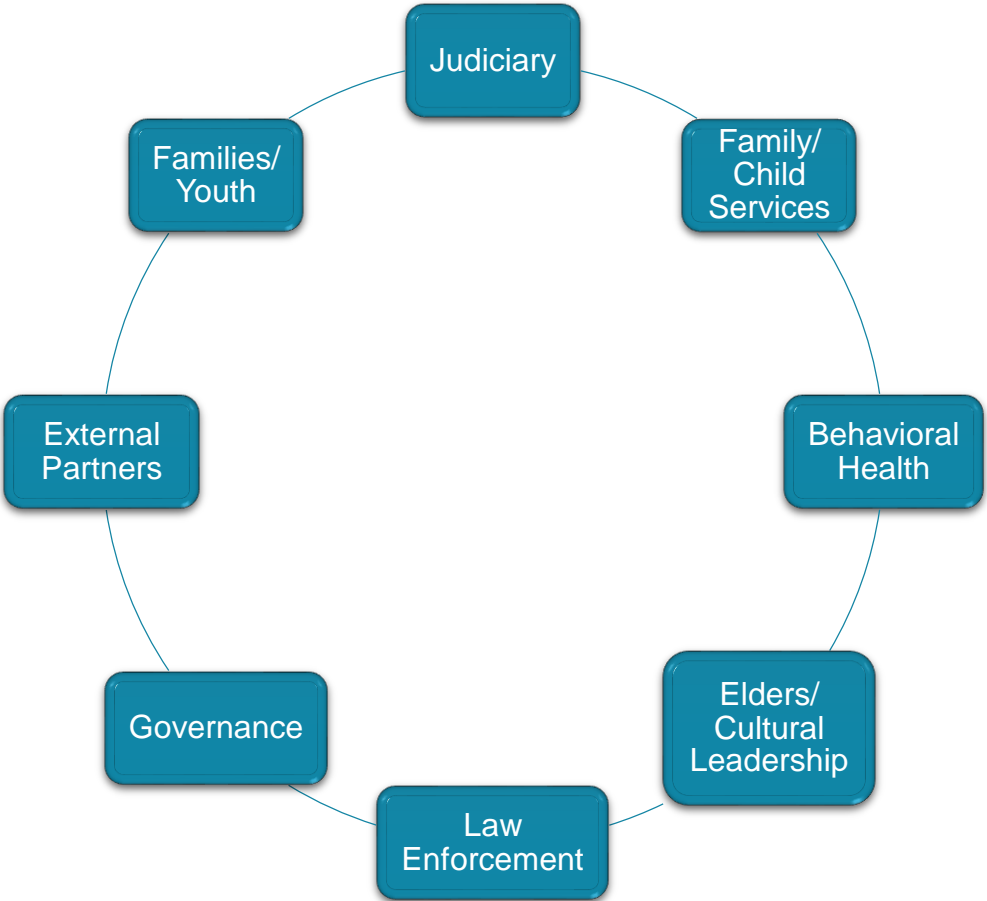
Maintaining an effective advisory committee/circle can be challenging, but steps can be taken to support the usefulness of the committee. Below are some common challenges:

- Advisory Committee lacks purpose or direction.
  - *Tip:* Define the committee with a charter and set out a clear purpose statement and/or goals of the committee.
- Having no previous working relationship with potential members can be difficult for recruitment.
  - *Tip:* Invite potential members to an open discussion of the program, the vision for the program and how their expertise can contribute to the program.
- Potential members are very busy people and may not be able to commit extensive time to the advisory circle/committee.
  - *Tip:* Encourage buy-in for committee roles by expressing the value of the program and the long-term benefit derived by individual youth and community members. Set clear timelines so that members can anticipate the amount of time that may be contributed as part of the advisory committee.
  - *Tip:* Define roles and responsibilities within the committee to assist with communication and effective planning/meeting processes.

### *Additional Guidance:*

1. [Tribal Juvenile Healing to Wellness Court Handbook](#), OJJDP, Tribal Youth Training and Technical Assistance Center, (2017)
2. Tribal Healing to Wellness Courts: The Key Components, Tribal Law and Policy Institute, (2<sup>nd</sup> ed. 2014) visit <http://wellnesscourts.org/files/Tribal%20Healing%20to%20Wellness%20Courts%20The%20Key%20Components.pdf>
3. How Can Community Advisory Boards Can Assist the Work of the Justice System, Danielle Malangone and Carmen Facciolo, Center for Court Innovation, (2014) available at <https://www.courtinnovation.org/publications/how-community-advisory-boards-can-assist-work-justice-system>

**Diagram: Example Juvenile Healing to Wellness Court Advisory Committee/Circle**



# Exercise: Developing Your Advisory Committee for the Juvenile Healing to Wellness Court

Insert the names of an Advisory Committee to support your Juvenile Healing to Wellness Court based on the information provided within this document. If you do not have a specific individual identified for a partner department or agency just include the agency name.

Judiciary/Court Staff Representative:

Family/Child Services Representative:

Behavioral Health/Treatment Services Representative:

Elders/Cultural Leader Representative:

Law Enforcement/Probation Representative:

Governance/Tribal Leadership Representative:

External Partners:

## Action Steps

**What action steps are necessary to outreach to those that you have considered inviting to be part of the advisory committee? By when will you complete these action steps?**

Proposed Advisory Committee Member	Action Step to Support Involvement of the Proposed Committee Member	Person Responsible for Outreach	By When?
Judiciary/Court Staff Representative:			
Family Child Services Representative:	Example Language: Wellness Court Coordinator will outreach to Tribal Staff Partner via email related to participation in the Wellness court advisory committee within 30 days.		
Behavioral Health/Treatment Services Representative:			
Elders/Cultural Leader Representative:			
Law Enforcement/Probation Representative:			
Governance/Tribal Leadership Representative:			
External Partners:			

## Holding the Advisory Committee Meetings:

Remember the 6 Questions from Above- these will help guide the information shared regarding convening meetings with the advisory committee.

<b>Format of the Advisory Committee</b>
<b>Planners can use six basic questions to assist with the format of the committee. See: Center for Court Innovation, "How can Community Advisory Boards Assist the Work of the Justice System" (Malangone and Facciolo, 2014).</b>
1. Will your meetings be open to the public? <i>*Note that it is likely within the context of the judicial system that these meetings should not be held in public if private medical information or human resources information will be discussed. These scenarios will vary based upon your local community administrative procedures.</i>
2. Where will meetings occur?
3. When and how often will the board/circle meet?
4. Who will lead the meetings?
5. How will meetings be run?
6. How will the board be publicized?



## Sample Advisory Circle/Committee Sample Charter

This example charter is provided to serve as a starting point for developmental processes only. The JHWC Advisory Committee is unique to the tribal community, therefore the processes and administrative documents that are developed should be specific to the community's laws, ordinances, policies, or applicable procedures.

### **Title: Wellness Court Advisory Circle/Committee Charter**

**1. Official designation:** "The [insert tribe] Juvenile Healing to Wellness Court Advisory Circle/Committee"

**2. Authority:** Pursuant to Tribal Resolution [Insert resolution or Administrative Order Language, if any] dated \_\_\_\_\_, certifying the authorization of the creation and development of the JHWC.

### **3. Objectives and Scope of Activities:**

- a. The primary objective of this Advisory Committee shall be to advise and make non-binding recommendations to the [insert tribe] JHWC.
- b. The Advisory Board's scope of activities shall include, but is not limited to the following:
  - i. Monitor and review program deliverables and outcomes.
  - ii. Consult with and about youth related issues, services, and needs.
  - iii. Assess community needs.
  - iv. Identify community resources.
  - v. Assist in the development and implementation of the JHWC.
  - vi. Assist in the strategic planning process and plan for long-term sustainability of the JHWC for as long as services are needed within the community.
  - vii. Confer and assist the JHWC with policy and procedure development.
  - viii. Any other processes supportive of the infrastructural or ideological development of the JHWC.

**4. Description of Duties:** The Advisory Committee functions solely in an advisory capacity.

**5. Authority to Issue Policy Recommendations:** The Advisory Committee shall have the authority to issue policy recommendations; the JHWC shall have the independent obligation to act on any policy recommendation made by the Advisory Committee regarding any relevant program directive related to the program action plan.

### **6. Membership:**

**a. Structure:** The committee shall consist of no less than \_\_\_\_ and no more than \_\_\_\_ members and shall be selected by [insert appropriate tribal process for the applicable administrative procedure]. To ensure adequate multi-disciplinary representation members shall be from various sectors and professional backgrounds, such as [include selected areas of representation].

**b. Term of Service:** [Insert term of service].

**c. Committee Officers:** [Define roles and responsibilities associated with roles]. (Example: Chairman: Shall be responsible for calling meetings with the JHWC)

**d. Code of Conduct:** [Insert Tribal code of conduct for boards and committees if applicable. If none exist, insert codes of conduct related to ethics, confidentiality, or administrative procedures.]

**e. Dismissal:** [Insert dismissal procedure.]

**f. Meetings:** The board shall meet on a [Quarterly, Monthly, Weekly, Daily] basis and shall meet for special sessions when requested and as required by the needs of the JHWC team.

**g. Record Keeping:** [Insert record keeping processes.]

**h. Recommendations and Reports:** [Insert process for making recommendations and submission of reports to the board.]

**i. By-laws:** By laws are important to the structure of meetings and other activities. The committee should evaluate the use and need for by-laws. In some instances, Tribal administrative procedures will dictate applicable by-laws.

**j. Duration/Termination:** This charter shall terminate \_\_\_\_ years from the adoption by the [insert Tribe].

Signed:

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Member	Role/Department	Date
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Member	Role/Department	Date
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Member	Role/Department	Date
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Member	Role/Department	Date
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Add more lines for Advisory Committee/Board Members as needed.

**Sample First Advisory Committee Agenda**

**Your Tribe/Committee Name**  
**Agenda**  
**[Date]**  
**[Location]**

<b>Activity</b>
<b>Call to order and introductions</b> (Call the meeting to order and, assuming your advisory committee members haven't met, introduce yourself and all the committee members, giving a brief outline of their expertise.)
<b>Why an advisory committee?</b> (Make a brief statement on how you see the advisory committee operating and the contributions you hope it can make to your JHWC. Include details such as how often the board will meet.)
<b>Questions</b> (Include questions if there are any. If there aren't, ask your committee members how they see the advisory committee operating and how they hope to contribute.) <b>Discussion topic:</b> [Insert your question/problem statement.]
<b>Presentation of the discussion topic: <i>Example Topic: Review Proposed Advisory Committee Charter</i></b>
<b>Discussion</b> (You want to keep the ideas flowing, so don't reject or dismiss ideas at this point. But do contribute your ideas and views too.)
<b>Proposals/resolutions</b> (Evaluate the ideas the group has shared and choose the best solutions.)
<b>Summary and Adjourn</b> (Summarize the topic, the discussion, and the results for the group and tell them what you plan to do.)

**[Date of next meeting]**

## Other Considerations for Tribal Communities:

### ➤ **Interdisciplinary Approach:**

Recognizing the unique experience, education, and teachings of the Advisory Committee members can contribute to cross-training, support, and meaningful feedback as part of Wellness court development. Ensure that there are opportunities for cross-training and communication from each member of the committee to support education and learning opportunities for the committee and future Wellness court team members.

### ➤ **Evaluating Advisory Committee Impact:**

An advisory committee should be a *helpful* entity to support the work of the Wellness court. As part of ongoing program development and improvement, the team should take time reflect and to evaluate the Wellness court. A comprehensive evaluation would include the work of the advisory committee and ways in which the advisory contributes to the work of the court. As well, the team may consider the size, structure, communication processes, and impact of the committee and ways to develop and improve those processes ongoing. As previously stated, developing an effective advisory committee takes time, and it is important that the advisory committee does not detract or distract from the overall progress and implementation of the Wellness court. Choosing members based on their willingness and ability to contribute to the work is both prudent and crucial to effective implementation.

### ➤ **Local Community Norms:**

Wellness court coordinators should consider the local laws, ordinances, administrative procedures, and processes related to advisory committee development. Each community may have prior existing norms related to community advisory committee development or may have administrative procedures in place that guide the development of advisory committees. Ensure that the coordinator is in contact with Tribal leadership and follows necessary protocols.

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*Developed March 2020 and updated January 2022, Anna Clough, JD*