



ISSUING AUTHORITY: INDIANA DEPARTMENT OF CORRECTION

EFFECTIVE DATE: 1/1/2024

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 legal authority, membership, and duties to Community Corrections Advisory Boards that administer:

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

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Authority

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

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 procedural bulletin is to develop guidelines for the establishment and purpose of Community Corrections Advisory Boards.

Overview

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 representatives.

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

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

Regional Boards

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.

Local Justice Reinvestment Advisory Council (JRAC)

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 Bulletin 1-4, Justice Reinvestment Advisory Council.

Community Corrections Advisory Board Membership

The primary grant contact is responsible for maintaining a list of board member contact information and will provide the list 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.

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-Justice Involved Individual (4) Lay Persons
IC 11-12-2-2			

Advisory Board Chairperson

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 chairperson and another as vice chairperson and appoint a secretary-treasurer who need not be a member.

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

Board Member Terms

- Appointed members of the Advisory Board shall be appointed for a term of four years.
- The criminal defense attorney, the ex-justice involved individual, 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.

Meetings and Minutes

Meeting Standards

A meeting is a gathering of a majority of the governing body for the purpose of taking official action upon public business. A 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 Chairperson 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.

Public Meeting Notice

CCAB must comply with the public meeting and notice requirements under [IC 5-14-1.5](#). All meetings are open to the public and 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:

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 Chairperson 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.

Meeting Frequency

CCAB should meet, at a minimum, quarterly (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 the Department within 15 calendar days of approval.

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

Meeting Procedures

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.

Advisory Board Duties

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

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 justice-involved individuals.

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 Department 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 Department 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 Department Program Director within one business day of the approval

Annual Report:

The primary grant contact is responsible for submitting the Annual Report to the Department 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