

By-Laws of the Statewide Chafee Advisory Group

Article I. Name

The Name of this Advisory Group shall be the Statewide Chafee Advisory Group (CAG).

Article II. Purpose

The purpose of this collaborative, multi-disciplinary advisory Group is to inform, guide and track progress in the execution of the 2020-2024 Chafee plan and program. The Statewide Chafee Advisory Group will provide leadership, ongoing support, and feedback. The CAG is a purely advisory group to the Department of Children and Families and therefore is not subject to the Open Public Meetings Act (OPMA) or its requirements.

Article III. Members

Section 3.1. Classes of members.

The Group shall consist of 21 members as follows:

- A. Office of Adolescent Services Staff
 - a. Executive Director and Chafee Advisory Group chairperson
 - b. Three Department of Children and Families (DCF), Office of Adolescent Services (OAS) Team Members
- B. Appointed members:
 - a. a young adult (youth) ambassador with lived child welfare experience
 - b. a resource parent with experience with adolescents;
 - c. an advocate/attorney with experience representing adolescents;
 - d. a representative of the Department of Law and Public Safety who has expertise in adolescents;
 - e. a representative from Child Protection and Permanency with supervisory as well as adolescent experience;
 - f. a representative of a Care Management Organization with adolescent experience;
 - g. a representative from the Office of the Secretary of Higher Education;
 - h. a representative from an adolescent DCF contracted provider;
 - i. a representative from a community-based provider with experience working with adolescents;
 - j. a LGBTQI advocate with experience working with adolescents;
 - k. a representative from the Department of Community Affairs;
 - l. a representative from the NJ American Academy of Pediatrics;

- m. a representative from the Department of Labor and Workforce Development;
- n. a representative from the Juvenile Justice Commission;
- o. a representative from the Advocates for Children of New Jersey;
- p. a representative from a State University;
- q. a representative from the faith-based community with experience working with adolescents.

Section 3.2. Term of Membership.

The term of service for members under Section 3.1 of the Advisory Group will be four years from the date they are appointed. Members may be removed by the Commissioner at any time.

Section 3.3. Resignation.

Any member listed in Section 3.1 above who no longer wishes to continue as a member of the Group shall submit written notice to the chair and co-chair, no less than 60 days prior to the expected date of resignation.

Section 3.4 Ethics Training Requirements.

Any member listed in Section 3.1 above shall complete Ethics training for Special State Officers consistent with the requirements set forth by the State Ethics Commission.

Section 3.5. Vacancies.

Vacancies in the membership of the Group shall be filled in the same manner provided for the original appointments, members may recommend individuals for vacant positions.

Section 3.6 Compensation.

With the exception of the youth ambassador and resource parent, the members of the Group shall serve without compensation.

Article IV. Officers

Section 4.1. Name the officers.

The officers of the Group are the chairperson, co-chairperson, and secretary.

- A. The chairperson shall be designated as the Executive Director of the Office of Adolescent Services.
- B. The co-chairperson shall be selected as a voluntary appointment from the members listed in Article III.
- C. The chairperson shall appoint a secretary who need not be a member of the Group.

Section 4.2. Term of office.

The officers elected under Section 4.1 above, shall serve for a term of two (2) years. Each year in the term of office shall be from January 1 through December 31. For organizational purposes,

during the initial election of officers, the calculation of the term of office shall begin on the January 1 prior to the election of the officer.

Section 4.3. Duties.

The chairperson shall:

- A. Preside at all meetings of the Group.
- B. Appoint a secretary and co-chairperson.
- C. Meet with the co-chairperson at least once before each Chafee Advisory Group meeting.
- D. Develop the meeting agenda and facilitate meeting activities in partnership with the co-chairperson.
- E. Any other such duties applicable to the Group.

The co-chairperson shall:

- A. Perform the presiding duties of the chairperson in the absence of or at the request of the chairperson.
- B. Meet with the chairperson at least once before each Chafee Advisory Group meeting.
- C. Develop the meeting agenda and facilitate meeting activities in partnership with the chairperson.
- D. Any such other duties applicable to the group.

The secretary shall:

- A. Create meeting minutes for each Chafee Advisory Group meeting.
- B. Coordinate posting meeting minutes and materials on the DCF website.
- C. Distribute meeting minutes and materials one week prior to each scheduled meeting.
- D. Any other such duties applicable to the group.

The Group shall:

- A. Prioritize issues and develop joint solutions to remove identified barriers.
- B. Provide feedback, leverage resources, and support the implementation of the Chafee program and plan.
- C. Provide input and feedback regarding statewide performance standards for the timely resolution of matters involving adolescents and young adults in the child welfare system.
- D. Review the development and operation of programs designed to improve outcomes of adolescents and young adults that experience services, in a manner that limits additional trauma to the youth.

Article V. Meetings

Section 5.1. Meeting days.

The advisory group shall meet four times a year, or more as necessary, to complete its responsibilities. The Chairperson shall, in consultation with the Co-Chairperson and members, schedule the meetings of the Advisory Group.

Section 5.2. Quorum.

A quorum shall consist of a majority of appointed members. When all 17 members are appointed to the Group, a quorum shall be nine (9) members.

Section 5.3. Cancellation of a regularly scheduled meeting.

When a scheduled meeting is canceled, notice shall be communicated to all Group members.

Section 5.4 Recusal.

Any member identified under Section 3.1 shall recuse themselves for a meeting, portion of a meeting, or executive session if their participation would create a conflict of interest, appearance of impropriety, or violate the ethics rules established by the State Ethics Commission or the Department.

**Article VI.
Amending the Bylaws**

The bylaws may be amended at any time with notice to amend circulated from the Secretary, not less than 10 days prior to a scheduled meeting. Bylaws will be reviewed and approved by the members.

**Article VII.
Designate Representation**

Members appointed under Article III Section 3.1 (B), may select a designate to act in their place on the Group. The designate will be identified and contact information will be provided to the Secretary. The selected designate shall have all rights and privileges of the member appointed in Article III Section 3.1.