Juvenile Justice Advisory Council (JJAC)

Operating Guidelines (2025)

Rev. 3/23 – Updated May 2025

SECTION I: NAME

The name of this organization is the Juvenile Justice Advisory Council (JJAC), commonly referred to as "the Advisory Council" or "the Council."

SECTION II: ESTABLISHMENT OF ORGANIZATION

JJAC was established by the Michigan Department of Health and Human Services (MDHHS), Children's Services Agency (CSA), and was effective as of April 2024.

SECTION III: PURPOSES AND ACTIVITIES

Purpose:

JJAC is composed of adults with lived experience in the juvenile justice system. JJAC provides guidance to MDHHS and partner agencies to improve policies and programs based on real-world experiences, with the goal of achieving better outcomes for youth and families.

Activities include:

- Developing and reviewing policies and procedures,
- Participating in work groups, advisory boards, or steering committees,
- Providing testimony or engaging in legislative advocacy,
- Attending forums and public events,
- Representing children and families in systems advocacy.

SECTION IV: MEMBERSHIP & PARTICIPATION

Number of Members:

At least 5 but no more than 12 members.

Eligibility & Representation:

All members must be adult representatives with lived experience in the juvenile justice system. Lived experience may include former juvenile justice youth, their family members, including kinship caregivers/fictive kin. The Council shall strive to maintain diversity in race, gender, geography, sexual orientation, and disability.

Equity & Inclusion Commitment:

JJAC is to foster a culture that values diversity, equity, and inclusion throughout the diverse communities we serve to achieve our highest potential.

SECTION V: ROLES, RESPONSIBILITIES & EXPECTATIONS

This section defines the functional roles within JJAC, including expectations for commitment, responsibilities, and capacity. All roles should be approached with flexibility, recognizing members' lived experience and ongoing life circumstances.

Chairperson

- Leads meetings, develops agendas, and acts as the primary spokesperson,
- Oversees implementation of Council decisions and strategic priorities,
- Coordinates with MDHHS and facilitates succession planning,
- Exercises executive decision-making, if necessary,
- Commitment: 8–10 hours/month.

Co-Chairperson

- Supports Chairperson, steps in when the Chair is unavailable,
- Assists in developing agendas and member engagement,
- Prepares to transition into Chairperson role,
- Commitment: 6–8 hours/month.

Vice Chairperson

- Learn leadership skills, supports meeting facilitation as needed,
- Coordinates wellness check-ins or peer engagement initiatives,
- Prepares to move into the Co-Chairperson role,
- Commitment: 4–6 hours/month.

General Member

- Participate in onboarding, training and skill development,
- Attends and actively participates in monthly meetings,
- Participate in leadership and advocacy activities,
- Attend meetings regularly and contribute to discussions,
- Plan and assist with Council activities,
- Support fellow members and promote Council visibility,
- Provides input on policies and programs,
- May serve on subcommittees, panels, or events,
- Participate in onboarding, leadership training, and peer support,

- Commitment: 3–5 hours/month.

Appointment:

Members are appointed through an application and interview process.

Term:

Terms begin October 1 and last two years. Members are eligible for reappointment following a review.

Compensation & Support:

Members receive financial support via JJAC Financial Guidelines. Additional support may include:

- Travel and transportation assistance,
- An hourly wage for meetings and attendance at all JJAC approved events.

Attendance Policy:

Members may attend meetings in person (when applicable) or virtually whereby all people participating in the meeting can interact with one another. Members who attend less than two-thirds of the scheduled meetings in any calendar year may be considered vacated of their appointment

Members who do not meet attendance expectations will be contacted by the Chair or project staff. The Chair, in consultation with MDHHS leadership, may initiate a review and potential removal from JJAC.

Timeliness & Accountability:

Members are expected to arrive at the time of the scheduled meeting. Consistent tardiness (arriving more than 15 minutes late to two or more meetings) may result in a check-in with the Chair and Coordinator.

Onboarding & Integration:

All new members must complete an onboarding process, provided at the time within 10 days of admission into JJAC.

Upon admission into JJAC, new members shall:

- Attend an initial orientation with JJAC Chair/designee and Coordinator,
- Complete online training modules (trauma-informed engagement, strategic sharing, advocacy),
- Receive a walkthrough of JJAC's mission, values, and state-level role,
- Prepare a statement of member's personal background and the "why" for joining the council, including a list of personal strengths and goals.

Skills Inventory & Member Capacity Mapping:

All members will complete a skills and interests' inventory to help identify personal strengths and areas of interest. This information will help guide opportunities for peer mentorship, speaking engagements and potential future work on subcommittees

Members will be expected to develop and demonstrate skills including, but not limited to:

- Advocacy and public speaking,
- Policy literacy,
- Mentorship and storytelling.

This will guide subcommittee assignments, mentorship pairings, and speaker opportunities and additional work of the JJAC.

SECTION VI: ADVISORY COUNCIL MEETINGS

Meeting Frequency:

Virtual meetings will take place on the fourth Friday of every month, from 5-6PM.

Face-to-Face meetings are seven-hour meetings, scheduled quarterly, at the location of the council's choosing and based on geographical needs.

Membership surveys will be provided to update meetings dates and times, as needed.

Meeting Format:

Led by the Chairperson with guidance and support from MDHHS.

Voting Rights:

Each present member receives one vote, and council decisions require a quorum. A quorum shall consist of one-third of the committee members. No official business of the committee may commence without a quorum.

Community & Wellness:

Meetings may include time for peer check-ins, wellness updates, or group-building activities. Members are encouraged to support one another in and outside of official meetings.

SECTION VII: CHAIRPERSONS

Roles:

- Chairperson,
- Co-Chairperson,

Elections & Term:

Each position is a one-year term. The Co-chair air will move into the Chair role after one year.

Duties:

- Presiding over meetings and developing agendas,
- Monitor attendance and participation,
- Oversee committee work,
- Support onboarding and mentorship,
- Representing JJAC in external communications.

Addendum – Emergency Chairperson/Co-Chair Extension Clause:

If no other members express interest in serving, the current Chairperson may remain in their role beyond the standard one-year term if voted on by the members. This extension shall be considered temporary and reviewed every six months in collaboration with MDHHS leadership until leadership succession can be reasonably secured.

SECTION VIII: VACANCIES & SUCCESSION

Exit Reflections:

Resigning members will be invited to a brief reflection meeting with the Chair and Coordinator to offer feedback and insights.

Filling Vacancies:

Recruitment will prioritize intersectionality, geographic representation, and youth-aligned perspectives.

SECTION IX: COUNCIL CODE OF ETHICS

JJAC members are expected to uphold values of integrity, confidentiality, and professionalism in all public and private settings. JJAC members shall use social media responsibly including using respectful language, protecting confidentiality, and making sure any posts related to the council are aligned with the council's values and mission.

Code of Ethics Includes:

- Using strength-based, trauma-informed language,
- Respecting confidentiality,
- Avoiding conflicts of interest and disclosing them if present,
- Using appropriate social media conduct when representing JJAC.

SECTION X: POLICY ENGAGEMENT & LEADERSHIP DEVELOPMENT

Members will be provided with opportunities to build their skills in advocacy and policy influence.

Opportunities may include:

- Legislative testimony and training,
- Policy brief writing workshops,
- MDHHS policy review participation.

SECTION XI: GRIEVANCE PROCESS

JJAC members with any concerns within the scope of JJAC will speak with the identified MDHHS project coordinator in the Juvenile Justice Bureau of MDHHS or their designee AND if unresolved, the issue will be reviewed collectively with all parties involved

Trauma-Informed Support Measures:

- Members may request a support person
- Timelines and confidentiality will be clearly communicated
- Grievances will be acknowledged and addressed respectfully

SECTION XII: AMENDMENTS

These Operating Guidelines will be reviewed annually. Revisions may be made by a quorum of the JJAC. Each present member receives one vote, and council decisions require a quorum. A quorum shall consist of one-third of the committee members. No official business of the committee may commence without a quorum.

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.

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