



JJPOC INTERNSHIP MANUAL

2021 - 2022

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Websites to explore

TYJI website <https://towoyouth.newhaven.edu/JJPOC> pages

Connecticut General Assembly (CGA) Website <https://www.cga.ct.gov/app/taskforce.asp>

This page has a separate tab for every workgroup meeting, and each of those is organized by meeting date containing the meeting agenda, meeting summary, and any documents presented during the meeting. You will also see the same format for the larger JJPOC meetings that happen once a month.

- [Cross-Agency Data Sharing Work Group](#)
- [Racial and Ethnic Disparities Work Group](#)
- [Incarceration Work Group](#)
- [Diversion Work Group](#)
- [Education Committee](#)
- [Executive Committee](#)
- [The Group to Integrate Community Voice](#)

CTN <https://ct-n.com/> is the local network that records/broadcasts the monthly JJPOC meetings. Once you get here, I would type in "juvenile" in the search bar, and the JJPOC meeting links will pop up. I would strongly recommend watching:

- January 2020 meeting (one of the last in-person meetings we had, also a voting meeting)
- October 15th, 2020 (presentation by DOC and CSSD reporting on their use of restraints and chemical agents and a presentation by OCA on school dependence of 911)
- January 21st, 2021 (first virtual voting meeting on recommendations)

About the Tow Youth Justice Institute

The Tow Youth Justice Institute (TYJI) is a university, state and private partnership established to lead the way for juvenile justice reform through engagement of policy makers, practitioners, service providers, students, communities, youths, and their families. The TYJI works to promote the use of effective, data-driven practices, programs and policies related to youth justice, focusing on the needs and well-being of youth up to the age of 24. The TYJI is one of a few organizations in the State of Connecticut and the nation solely dedicated to youth justice based on a comprehensive, interdisciplinary, research-driven model to address this multi-faceted issue. It has approached its mission of reform from a data-driven and results-oriented approach to advance effective practices in juvenile justice.

Alongside the establishment of the Juvenile Justice Policy and Oversight Committee (JJPOC) by Public Act 14-217, the Tow Youth Justice Institute (TYJI) at the University of New Haven was identified as the entity to staff the JJPOC. Its role includes providing administrative support to the monthly JJPOC meetings as well as all JJPOC workgroup meetings. TYJI staff are in attendance, at every workgroup and subgroup meeting, leading and facilitating each meeting. That structure remains in place and is pivotal in the workgroups achieving their goals. In addition to staffing, the TYJI through its University capacity provides research required to substantiate the strategies and measures needed to achieve those goals. TYJI has a research team, comprised of faculty members of the University of New Haven as well as University of New Haven students, who conducts research studies for the JJPOC.

When research cannot be completed at the University, TYJI collaborates with outside organizations to collect the necessary data and expertise. Through TYJI's research and expertise, TYJI influences and assists in moving work forward within workgroups. TYJI provides education to JJPOC members throughout the year and holds entities accountable for tasks asked of them through legislation. TYJI is an administrative advocate for juvenile justice reform and provides that advocacy through their work within the JJPOC and beyond.

The TYJI Strategic Plan for 2019-2021 can be found at <https://towyouth.newhaven.edu/2019-2021-strategic-goals/>.

Internship Description

Spring 2021

Student Intern

Part-time UNH Undergraduate Internship at the Tow Youth Justice Institute to assist and support faculty and staff with the goals and projects of the institute. Goals include research and evaluation to advise policy makers and practitioners on best practices and evidence-based approaches to youth justice reform, expansion of Experiential Education opportunities for students with interest in youth justice.

Qualifications:

- ❖ UNH Student
- ❖ Interest/experience in youth, youth justice, criminal justice, adolescent development and psychology, child welfare, and juvenile justice
- ❖ Office experience and/or administrative support
- ❖ Keyboard proficiency

Requirements:

- ❖ Professional communication skills, both oral and written
- ❖ Flexibility with projects and changing demands
- ❖ Research skills
- ❖ Adheres to deadlines and logs internship tasks on a weekly basis
- ❖ Media literacy with experience in Word, PowerPoint, Excel, internet, and social media
- ❖ Independent and able to work autonomously
- ❖ Takes direction and feedback from multiple staff
- ❖ Works collaboratively and well with others
- ❖ Responsible, dependable, and organized
- ❖ Organization skills
- ❖ Ability to frequently check Outlook calendar and email for updates
- ❖ Availability up to 20 hours per week during academic session; up to 30 hours during breaks
- ❖ Willingness to travel on and off campus to attend meetings, workshops, events as required after COVID-19

Meet the Tow Youth Justice Institute Staff

Our staff supervise other TYJI Interns who you may interact, collaborate, or overlap with them on duties and tasks assigned.



William H. Carbone, M.P.A. , Senior Lecturer and Executive Director of Justice Programs, Director of Tow Youth Justice Institute, Director of Experiential Education

William Carbone is an expert on juvenile justice reform and reducing offender recidivism in the probation population. During his tenure as Executive Director of the Court Support Services Division of the State of Connecticut's Judicial Branch, Professor Carbone led a multi-year effort to reform the state's juvenile justice system, leading to Connecticut achieving the greatest reduction in juvenile incarceration in the United States. As executive director, he managed more than 1,600 employees in adult and juvenile probation, family services, juvenile detention, alternative sanctions, and pretrial release programs. He also supervised more than 55,000 adult probation cases and 6,000 juvenile detention and probation cases daily, with an annual budget of close to \$200 million. Under his leadership, Connecticut became a national model of juvenile justice reform, and he helped develop innovative strategies for offender assessment, technology, and programming.

wcarbone@newhaven.edu



Danielle Cooper, PhD, CPP, Associate Professor of Criminal Justice, Director of Research

Dr. Danielle Cooper is an Associate Professor of Criminal Justice and the Director of Research at the Tow Youth Justice Institute at the University of New Haven. She conducts research in the areas of youths and young adults, juvenile justice and delinquency prevention, criminological theory, and sex offending. Through her work in the community, she has collaborated with key stakeholders, such as youth and their parents, law enforcement, mental health professionals, and youth serving organizations.

dcooper@newhaven.edu



Susan Cusano, Office Manager

Sue has been with the University of New Haven for over 40 years, and among other roles, has served as Administrative assistant to the Dean of Students, Criminal Justice and Arts & Sciences. She is a great resource to all students and we could not function without her! Ask Sue about her experience at the University, and the various roles she has held. She is a good sounding board and with her vast experience, can help in a variety of ways.



Devon McCormick, Director of Prevention Programs and Training

Devon provides training and technical assistance to Connecticut's Alliance Districts, which are the schools with the highest risk of their students entering the school-to-prison pipeline. Traveling all around Connecticut to get the word out about Restorative Practices, Devon is our prevention warrior. She uses Restorative Practices to teach adults how to de-escalate challenging behaviors, meaningfully process harm, and most importantly, how to build health community environments.

dmccormick@newhaven.edu



Erika Nowakowski, Associate Director, Tow Youth Justice Institute

Erika oversees the operations of the Tow Youth Justice Institute and its programs and projects. She has extensive experience in managing the Juvenile Justice Policy and Oversight Committee (JJPOC), the legislatively created body that oversees reform in the Juvenile Justice system in Connecticut. She works with Senators, Representative, State Agencies, non-profit organizations and many other partners on goals to reduce recidivism, reduce incarceration and increase diversion.

enowakowski@newhaven.edu



Kelly Orts, Senior Manager of Youth Justice Initiatives

Kelly manages the Juvenile Justice Policy and Oversight Committee for the state of Connecticut where she leads various subcommittees focused on reducing incarceration, increasing diversion, improving educational services, and reducing racial and ethnic disparities. Kelly collaborates with state agencies, advocates, and key stakeholders to evaluate and draft policies related to the juvenile justice.

korts@newhaven.edu



Donna Pfrommer, Director of Development and Communications

Donna works on seeking grants and other funding for the Institute to support its programs, initiatives and research needs. She uses a variety of marketing and communication tools to educate stakeholders and the general public on the issues being addressed by juvenile justice reform. She works with multiple partners in curating content to ensure the Institute is a valued resource in the State.

dfrommer@newhaven.edu

Juvenile Justice Policy and Oversight Committee (JJPOC)



The JJPOC was created in 2014 through Public Act 14-217 and is charged with evaluating policies related to the juvenile justice system. The JJPOC members and workgroups members have been working hard since 2014 to create systemic changes that positively affect juveniles who are involved in the states systems.





The JJPOC is staffed by the Tow Youth Justice Institute at the University of New Haven. The staff assists in facilitating workgroups and JJPOC meetings in providing data and research to the JJPOC in guiding the focus of the work. Should you have any questions around JJPOC matters, please contact William Carbone, Executive Director of the Tow Youth Justice Institute, Erika Nowakowski, Director of Youth Justice Initiatives, or Kelly Orts, JJPOC Project Manager. Staff members attend all JJPOC meetings and workgroup meetings.






JJPOC Strategic Plans can be found at <https://towyouth.newhaven.edu/jjpod-strategic-plan/>.

Key Players

This will help identify key players in the “juvenile justice world” while also helping us match faces with names. This was created specifically to help familiarize ourselves with current allies within government, non-profits, and the system as a whole. This is a living document and will always be subject to changing and increasing.

| Name | Affiliation | Position |
|--|---------------------------------------|--|
| <p>Toni Walker</p>  | CT General Assembly | State Representative for New Haven. Co-Chairs the Juvenile Justice Policy Oversight Committee (JJPOC) and Co-Chair of Appropriations Committee |
| <p>Melissa McCaw</p>  | Office of Policy and Management (OPM) | Secretary of the Office of Policy and Management. She is responsible for development and management of City's general operations and capital budgets |

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| <p>Marc Pelka</p>  | Office of Policy and Management | Undersecretary of the Office of Policy and Management (OPM) |
| <p>Robyn Porter</p>  | CT General Assembly | State Representative representing New Haven and Hamden communities, 94th district. Committees: appropriations committee, judiciary committee, and Co-chairs the labor and public employees committee |
| <p>Senator Gary Winfield</p>  | CT General Assembly | Senator representing New Haven and West Haven communities (district 10). Committees: Co-chairs the judiciary committee |
| <p>Gary Roberge</p>  | Court Support Services Division | Executive Director of Court Support Services Division (CSSD) |

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| <p>Martha Stone</p>  | <p>Center for Children’s Advocacy</p> | <p>Executive Director of the Center for Children’s Advocacy (CCA)</p> |
| <p>Sarah Eagan</p>  | <p>CT Child Advocate</p> | <p>Appointed by Governor Malloy</p> |
| <p>Vannessa Dorantes</p>  | <p>Department of Children and Families (DCF)</p> | <p>Commissioner Appointed by Ned Lamont</p> |
| <p>Ned Lamont</p>  | <p>CT General Assembly</p> | <p>Connecticut Governor</p> |
| <p>Jason Szanyi</p>  | <p>Center for Children’s Law and Policy (CCLP)</p> | <p>Deputy Director of the Center for Children’s Law and Policy where he works to achieve the Center’s mission of eliminating racial and ethnic disparities in the youth justice system.</p> |

Judicial Branch: Court Support Services Division (CSSD)

The Court Support Services Division (CSSD) oversees pretrial services, family services, divorce and domestic violence, probation supervision of adults and juveniles as well as juvenile residential centers including Juvenile Detention. CSSD also administers a network of statewide contracted community providers that deliver treatment and other support services.

Office of Policy and Management (OPM)

Melissa McCaw was appointed by Governor Ned Lamont in 2019 for the position to serve as the Secretary of the Office of Policy and Management, also known as the Connecticut Budget Chief. OPM is the Governor's staff agency in Connecticut and is responsible for policy, planning, budgeting, and management of State Government.

The Office of Policy and Management (OPM) functions as the Governor's staff agency and plays a central role in state government, providing the information and analysis used to formulate public policy for the State and assisting State agencies and municipalities in implementing policy decisions on the Governor's behalf.

JJPOC Members

Public Act 14-217, Section 79
An Act Creating the Juvenile Justice Policy and Oversight Committee
Committee Membership

| Statute | Appointing Authority | Appointee/ Designee |
|--|---|---|
| <p>The Secretary of the Office of Policy and Management, or the secretary's designee, and a member of the General Assembly selected jointly by the speaker of the House of Representatives and the president pro tempore of the Senate from among the members serving House Bill No. 5597 Public Act No. 14-217 101 of 319 pursuant to subdivision (1) or (2) of subsection (b) of this section shall be co-chairpersons of the committee.</p> | <p>Member of the General Assembly selected jointly by the speaker of the House of Representatives and the president pro tempore of the Senate</p> | <p>(Co-chair) Rep. Toni Walker Co-chair, Appropriations Committee Legislative Office Building Room 2702 Hartford, CT 06106 Toni.Walker@cga.ct.gov</p> |
| | <p>The Secretary of the Office of Policy and Management, or the secretary's designee</p> | <p>(Co-chair) Sec. Melissa McCaw Secretary Office of Policy and Management 450 Capitol Avenue Hartford, CT 06106 Melissa.mccaw@ct.gov</p> <p>(or) Mr. Kostas Diamantis Deputy Secretary Office of Policy and Management 450 Capitol Avenue Hartford, CT 06106 Konstantinos.diamantis@ct.gov</p> |
| <p>(1) Two members of the General Assembly, one of whom shall be appointed by the speaker of the House of Representatives, and one of whom shall be appointed by the president pro tempore of the Senate;</p> | <p><i>Speaker of the House</i> Rep. Matthew Ritter Legislative Office Building Room 4106 Hartford, CT 06106 Matthew.Ritter@cga.ct.gov</p> | <p>Rep. Anthony Nolan Legislative Office Building Room 4043 Hartford, CT 06106-1591 Anthony.Nolan@cga.ct.gov</p> |
| | <p><i>President Pro Tempore of the Senate</i> Sen. Martin Looney Legislative Office Building Room 3300 Hartford, CT 06106 Looney@senatedems.ct.gov</p> | <p>Sen. Dennis Bradley Co-chair, Housing & Public Safety/Security Legislative Office Building Room 3500 Hartford, CT 06106</p> |

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| | | Dennis.bradley@cga.ct.gov |
| (2) The chairpersons and ranking members of the joint standing committees of the General Assembly having cognizance of matters relating to the judiciary, children, human services and appropriations, or their designees; | <i>Judiciary Co-chair-Senate</i> Sen. Gary Winfield Legislative Office Building Room 2500 Hartford, CT 06106 Winfield@senatedems.ct.gov | Self |
| | <i>Judiciary Co-Chair-House</i> Rep. Steven J. Stafstrom Legislative Office Building Room 2502 Hartford, CT 06106 Steve.stafstrom@cga.ct.gov | Ms. Christina Quaranta Executive Director CT Juvenile Justice Alliance 2470 Fairfield Avenue Bridgeport, CT 06605 christina@ctjja.org |
| | <i>Judiciary Ranking Member-Senate</i> Sen. John Kissel Legislative Office Building Room 2503 Hartford, CT 06106 John.A.Kissel@cga.ct.gov | Self |
| | <i>Judiciary Ranking Member-House</i> Rep. Craig Fishbein Legislative Office Building Room 4200 Hartford, CT 06106 Craig.Fishbein@housegop.ct.gov | Self |
| | <i>Children Co-Chair-Senate</i> Sen. Saud Anwar Legislative Office Building Room 2100 Hartford, CT 06106 1-860-322-2652 anwar@senatedems.ct.gov | Ms. Erica Bromley Juvenile Justice Liaison CT Youth Services Association PO Box 551 Glastonbury, CT 06033 ebromley@ctyouthservices.org |
| | <i>Children Co-Chair-House</i> Rep. Liz Linehan Legislative Office Building Room 4011 Hartford, CT 06106 Liz.linehan@cga.ct.gov | Self |
| | <i>Children Ranking Member-Senate</i> Sen. Henri Martin Legislative Office Building Room 3400 Hartford, CT 06106 | Mr. Macklin Roman Student University of New Haven 300 Boston Post Road West Haven, CT 06516 |

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| | Henri.Martin@cga.ct.gov | mtroman@optonline.net |
| | <p><i>Children Ranking Member-House</i> Rep. Anne Dauphinais Legislative Office Building Room 4063 Hartford, CT 06106 Anne.dauphinais@housegop.ct.gov</p> | Self |
| | <p><i>Human Services Co-Chair-Senate</i> Sen. Marilyn Moore Legislative Office Building Room 2000 Hartford, CT 06106 Marilyn.moore@cga.ct.gov</p> | Ms. Janeen Reid Executive Director Full Circle Youth Empowerment 583-585 East Main St. Bridgeport, CT 06608 fcyecenter@gmail.com |
| | <p><i>Human Services Co-Chair House</i> Rep. Catherine Abercrombie Legislative Office Building Room 2002 Hartford, CT 06106 Catherine.abercrombie@cga.ct.gov</p> | Mr. Hector Glynn, MSW Senior Vice President The Village for Children and Families 1680 Albany Avenue Hartford, CT 06105 hglynn@thevillage.org |
| | <p><i>Human Services Ranking Member - Senate</i> Sen. Eric Berthel Legislative Office Building Room 2003 Hartford, CT 06106 Eric.Berthel@cga.ct.gov</p> | Self |
| | <p><i>Human Services Ranking Member-House</i> Rep. Jay Case Legislative Office Building Room 2005 Hartford, CT 06106 Jay.case@housegop.ct.gov</p> | Ms. Martha Stone, Esq Executive Director Center for Children's Advocacy 2074 Park Street Hartford, CT 06106 Mstone@kidscounsel.org |
| | <p><i>Appropriations Co-chair-Senate</i> Sen. Catherine Osten Legislative Office Building Room 2700 Hartford, CT 06106 Catherine.osten@cga.ct.gov</p> | Ms. Brenetta Henry Parent Advocate Bridgeport LIST Brenetta.henry@yahoo.com |

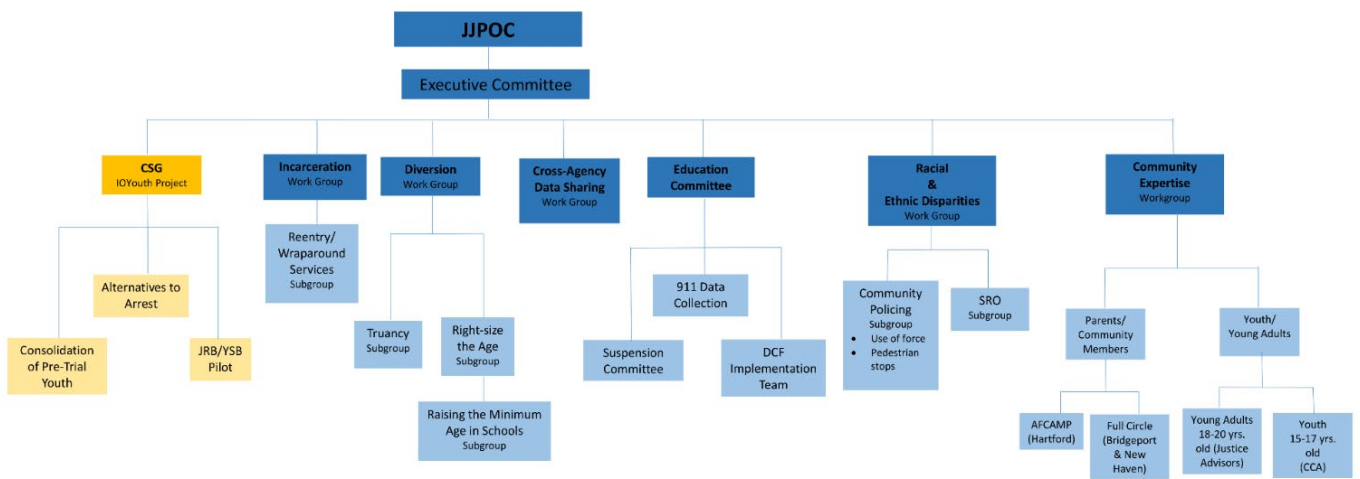
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| | <p><i>Appropriations Co-chair-House</i> Rep. Toni Walker Legislative Office Building Room 2702 Hartford, CT 06106 Toni.Walker@cga.ct.gov</p> | Rep. Robyn Porter Legislative Office Building Room 2704 Hartford, CT 06106 Robyn.porter@cga.ct.gov |
| | <p><i>Appropriations Ranking Member-Senate</i> Sen. Craig Miner Legislative Office Building Room 2705 Hartford, CT 06106 Craig.miner@cga.ct.gov</p> | Self |
| | <p><i>Appropriations Ranking Member-House</i> Rep. Mike France Legislative Office Building Room 2205 Hartford, CT 06106 Mike.france@housegop.ct.gov</p> | Rep. Greg Howard State Representative – 43rd District Legislative Office Building, Room 4200 Hartford, CT 06106 Greg.Howard@cga.ct.gov |
| (3) The Chief Court Administrator, or the Chief Court Administrator’s designee; | Honorable Judge Patrick Carroll Chief Court Administrator Connecticut Judicial Branch 231 Capitol Avenue Hartford, CT 06106 Patrick.carroll@jud.ct.gov | Self |
| (4) A judge of the superior court for juvenile matters, appointed by the Chief Justice; | Honorable Judge Richard Robinson Chief Justice Connecticut Judicial Branch 231 Capitol Avenue Hartford, CT 06106 Richard.robinson@jud.ct.gov | Honorable Judge Bernadette Conway Chief Administrative Judge, Juvenile Matters Connecticut Judicial Branch 239 Whalley Avenue New Haven, CT 06511 Bernadette.conway@jud.ct.gov |
| (5) The executive director of the Court Support Services Division of the Judicial Department, or the executive director’s designee; | Mr. Gary Roberge Executive Director Court Support Services Division 936 Silas Deane Highway Wethersfield, CT 06109 Gary.roberge@jud.ct.gov | Self |
| (6) The executive director of the Superior Court Operations Division, or the executive director’s designee; | Ms. Tais Ericson Executive Director Superior Court Operations Division 225 Spring Street, 2 nd Floor Wethersfield, CT 06109 | Self |

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| | Tais.ericson@jud.ct.gov | |
| (7) The Chief Public Defender, or the Chief Public Defender's designee; | Ms. Christine Rapillo Chief Public Defender Office of Public Defender 30 Trinity Street Hartford, CT 06106 Christine.rapillo@jud.ct.gov | Ms. Susan Hamilton, Esq Director of Delinquency Defense & Child Protection Office of Public Defender 30 Trinity Street Hartford, CT 06106 Susan.hamilton@jud.ct.gov |
| (8) The Chief State's Attorney, or the Chief State's Attorney's designee; | Mr. Richard Colangelo, Jr. Chief State's Attorney Office of Chief State's Attorney 300 Corporate Place Rocky Hill, CT 06067 conndcj@ct.gov | Mr. Brian Casinghino Assistant State's Attorney for Juvenile Matters Office of Chief State's Attorney 300 Corporate Place Rocky Hill, CT 06067 Brian.Casinghino@ct.gov |
| (9) The Commissioner of Children and Families, or the commissioner's designee; | Ms. Vannessa Dorantes Commissioner Department of Children and Families 505 Hudson Street Hartford, CT 06106 Commissioner.dcf@ct.gov | Mr. Kenneth Mysogland Bureau Chief, External Affairs Department of Children and Families 505 Hudson Street Hartford, CT 06106 Ken.mysogland@ct.gov |
| (10) The Commissioner of Correction, or the commissioner's designee; | Mr. Angel Quiros Commissioner Department of Correction 24 Wolcott Hill Road Wethersfield, CT 06109 Angel.quiros@ct.gov | Mr. Derrick Molden Warden, Manson Youth Institution Department of Correction 42 Jarvis Street Cheshire, CT 06410 Derrick.molden@ct.gov |
| (11) The Commissioner of Education, or the commissioner's designee; | Dr. Charlene Russell-Tucker Acting Commissioner Department of Education 450 Columbus Boulevard Hartford, CT 06103 Charlene.russell-tucker@ct.gov | Mr. Desi Nesmith Deputy Commissioner of Academics and Innovation Department of Education Desi.nesmith@ct.gov |
| (12) The Commissioner of Mental Health and Addiction Services, or the commissioner's designee; | Ms. Miriam Delphin-Rittmon Commissioner DMHAS 410 Capitol Avenue P.O. Box 341431 Hartford, CT 06134 Miriam.delphin-rittmon@ct.gov | Amy Marracino Statewide Director DMHAS 1000 Silver Street P.O. Box 351 Middletown, CT 06457 John.holland@ct.gov |

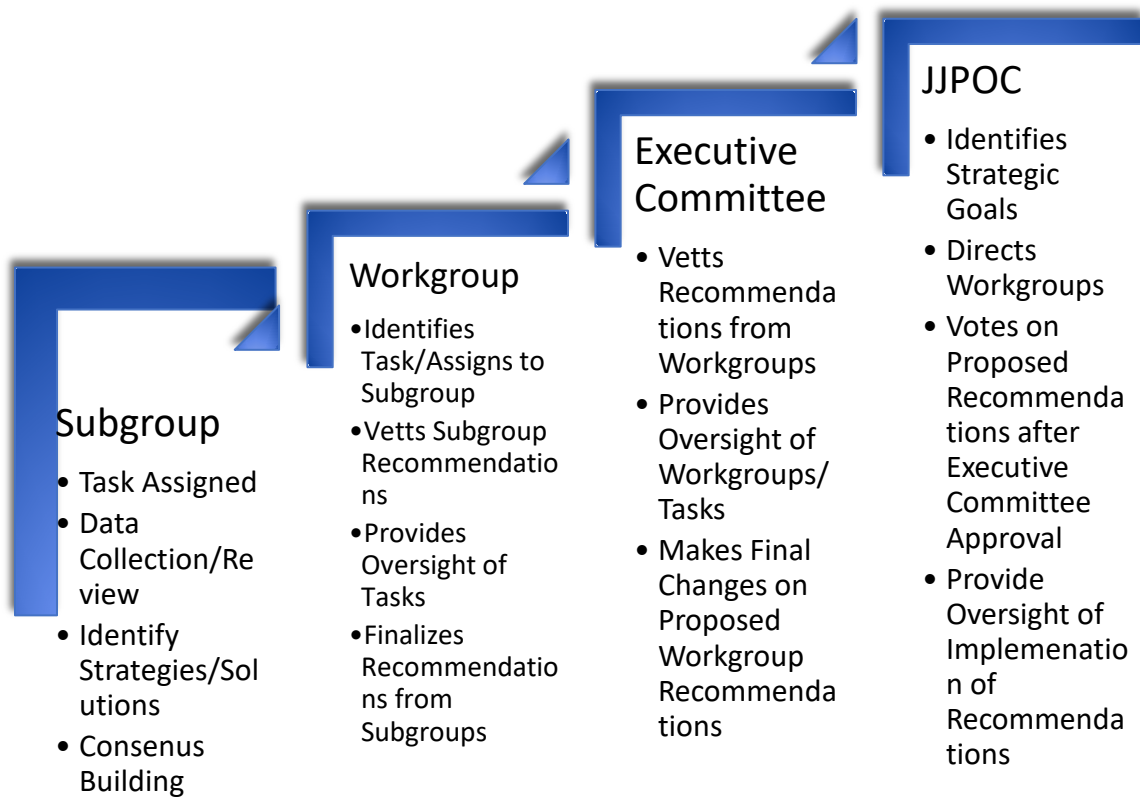
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| <p>(13) The Labor Commissioner, or the commissioner's designee;</p> | <p>Mr. Kurt Westby Commissioner Department of Labor 200 Folly Brook Blvd Wethersfield, CT 06109 Kurt.westby@ct.gov</p> | <p>Ms. Lisa Sementilli Workforce Development Specialist Department of Labor 200 Folly Brook Boulevard Wethersfield, CT 06109 Lisa.sementilli@ct.gov</p> |
| <p>(14) The Commissioner of Social Services, or the commissioner's designee;</p> | <p>Ms. Deidre Gifford Commissioner Department of Social Services 55 Farmington Avenue Hartford, CT 06105 Deidre.gifford@ct.gov</p> | <p>Ms. Astread Ferron-Poole Director of Administration Department of Social Services 55 Farmington Avenue Hartford, CT 06105 Astread.ferron-poole@ct.gov</p> |
| <p>(15) The Commissioner of Public Health, or the commissioner's designee;</p> | <p>Ms. Deidre Gifford Acting Commissioner Department of Public Health 410 Capitol Avenue, MS 13PHO P.O. Box 340308 Hartford, CT 06134 Deidre.Gifford@ct.gov</p> | <p>Ms. Stacy Schulman, Esq. Hearing Officer Department of Public Health 410 Capitol Avenue, MS 13PHO P.O. Box 340308 Hartford, CT 06134 Stacy.schulman@ct.gov</p> |
| <p>(16) The President of the Connecticut Police Chiefs Association, or the president's designee;</p> | <p>Chief Patrick Ridenhour Danbury Police Department 375 Main Street Danbury, CT P.ridenhour@danbury-ct.gov</p> | <p>Chief Joshua Bernegger Watertown Police Department 195 French Street Watertown, CT 06795 Jbernegger@watertownctpd.org</p> |
| <p>(17) The Chief of Police of a municipality with a population in excess of one hundred thousand, appointed by the president of the Connecticut Police Chiefs Association;</p> | <p>Chief J. Darren Stewart Stonington Police Department 173 South Broad Street Pawcatuck, CT 06379 dstewart@stonington-ct.gov</p> | <p>Chief Fernando Spagnolo Waterbury Police Department 255 East Main St Waterbury, CT 06702 fspagnolo@wtbypd.org</p> |
| <p>(18) Two child or youth advocates, one of whom shall be appointed by one chairperson of the Juvenile Justice Policy and Oversight Committee, and one of whom shall be appointed by the other chairperson of the Juvenile Justice Policy and Oversight Committee;</p> | <p>Sec. Melissa McCaw Co-chair JJPOC 450 Capitol Avenue Hartford, CT 06106 Melissa.mccaw@ct.gov</p> | <p>Ms. Veron Beaulieu Acting Superintendent, USD#1 Department of Correction 24 Wolcott Hill Road Wethersfield, CT 06109 Veron.beaulieu@ct.gov</p> |
| | <p>Rep. Toni Walker Co-chair JJPOC Legislative Office Building, Rm 2702 Hartford, CT 06106 Toni.Walker@cga.ct.gov</p> | <p>Dr. Derrick Gordon Director, Research, Policy and Program on Male Development The Consultation Center @ Yale University 389 Whitney Avenue New Haven, CT 06511 Derrick.gordon@yale.edu</p> |

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| (19) Two parents or parent advocates, at least one of whom is the parent of a child who has been involved with the juvenile justice system, one of whom shall be appointed by the minority leader of the House of Representatives, and one of whom shall be appointed by the minority leader of the Senate; | <p><i>Minority Leader-House</i> Rep. Vincent Candelora Legislative Office Building Room 4203 Hartford, CT 06106 Vincent.candelora@housegop.ct.gov</p> | OPEN |
| | <p><i>Minority Leader – Senate</i> Sen. Kevin Kelly Legislative Office Building 300 Capitol Avenue Room 2803 Hartford, CT 06106 Kevin.Kelly@cga.ct.gov</p> | <p>Ms. Gwendolyn Samuel Founder and President Connecticut Parents Union gwendolynsamuel@gmail.com</p> |
| (20) The Child Advocate, or the Child Advocate’s designee; | <p>Ms. Sarah Eagan Child Advocate Office of the Child Advocate 18-20 Trinity Street Hartford, CT 06106 Sarah.eagan@ct.gov</p> | Self |
| (21) The Secretary of the Office of Policy and Management, or the secretary’s designee; | <p>Sec. Melissa McCaw Secretary Office of Policy and Management 450 Capitol Avenue Hartford, CT 06106 Melissa.mccaw@ct.gov</p> | <p>Mr. Kosta Diamantis Deputy Secretary Office of Policy and Management 450 Capitol Avenue Hartford, CT 06106 Konstantinos.diamantis@ct.gov</p> |
| (22) Victim Advocate or designee; | <p>Ms. Natasha Pierre, Esq State Victim Advocate 505 Hudson Street. 5th Floor Hartford, CT 06106 Natasha.pierre@ct.gov</p> | Self |

JJPOC Flowchart



JJPOC Workflow



❖ This workflow chart explains the hierarchy and vetting process of the JJPOC

JJPOC Annual Process



- ❖ The JJPOC Annual Process explains the normal annual timeline that the members and subgroups meet in creating positive systemic changes for the juveniles involved in the state systems.

JJPOC Work Group Meeting Schedule 2021

 These meeting dates are subject to change

| Work Group | Co-Chairs | Meeting Dates | Time |
|---|---|---|---------------|
| Diversion <i>First Friday of every other Month</i> | Erica Bromley (CYSA), Dr. Linda Dixon (DCF) | February 5 th April 9 th June 4 th August 6 th October 1 st December 3 rd | 11:00-12:30pm |
| Incarceration <i>Third Monday of every other month</i> | Judge Bernadette Conway (Judicial Branch), Atty Chris Rapillo (Public Defender's Office) | February 8 th April 19 th June 21 st August 16 th October 18 th December 20 th | 1:00-2:30pm |
| Cross Agency Data Sharing <i>Third Monday of every other Month</i> | Brian Hill (Judicial Branch, CSSD), Kyle Baudoin (OPM) | January 25 th March 15 th May 17 th July 19 th September 20 th November 15 th | 9:30-11:00 |
| Racial and Ethnic Disparities <i>Third Wednesday of every other month</i> | Dr. Derrick Gordon (Yale University), Hector Glynn (The Village for Families and Children) | January 20 th March 17 th May 19 th July 21 th September 15 th November 17 th | 9:00-10:30am |
| Community Expertise Workgroup <i>Fourth Monday of every month</i> | Iliana Pujols (CTJJA), Janeen Reid (Full Circle) | May 17 th June 28 th July 26 th August 23 rd September 27 th October 25 th November 22 nd December 27 th | 6:00-7:30pm |
| Education Committee <i>Last Monday of every other month</i> | Amy Vatner (Children's Community Programs), Rep. Robyn Porter (CGA) | January 25 th March 29 th May 24 th July 26 th September 27 th November 29 th | 2:00-3:30pm |
| Executive Committee <i>TBD as needed</i> | Rep. Toni Walker (CGA), Sec. Melissa McCaw (OPM) | February 3 rd March 3 rd April 7 th June 2 nd July 7 th August 4 th September 1 st | 1:00-2:30pm |

Commonly Used Acronyms

TYJI- Tow Youth Justice Institute

JJPOC- Juvenile Justice Policy & Oversight Committee

CSSD- Court Support Services Division

DMHAS- Department of Mental Health & Addiction Services

DOC- Department of Corrections

DCF- Department of Children & Families

SDE- State Department of Education

OPM- Office of Policy & Management

CJTS- CT Juvenile Training School

CTJJA- CT Juvenile Justice Alliance

DSS- Department of Social Services

CCA- Center for Children's Advocacy

OVA- Office of the Victim Advocate

OCA- Office of Children's Advocate

YSB- Youth Services Bureau

CYSA- CT Youth Services Association

FWSN- Families with Service Needs

DOL- Department of Labor

DPH- Department of Public Health

JJ- Juvenile Justice

RJ- Restorative Justice

RP- Restorative Practices

RED- Racial & Ethnic Disparities

CCLP- Center for Children's Law & Policy

CSG- Council of State Governments

OJJDP- Office of Juvenile Justice & Delinquency Prevention

REGIONS- Re-entry, Goal Oriented, Opportunity to Nurture Success

MYI- Manson Youth Institution

YCI- York Correctional Institution

LYNC- Linking Youth to Natural Communities

JRB- Juvenile Review Board

How to search for Ct.Gov members and workgroups on the web

Open web browser, type in toolbar DAS ct.gov. It will bring you to the homepage of the Department of Administrative Services.

Type in the name of the person you are looking for (i.e Robyn Porter) in the search Connecticut box. Her name and affiliation should become available.

To search for workgroups on the Web, type in web bar DAS ct.gov- it will bring you to the homepage of the Department of Administrative Services.

Type in Connecticut General Assembly-it should bring you to the page of the Connecticut General Assembly, once you get on that page, in search index box/glossary type in JJPOC workgroups and it should bring you to the workgroups identified on that page.

Updating the CGA Website

The Connecticut General Assembly (CGA) website contains a JJPOC page. This page contains PDFs of all materials sent/handed out during every JJPOC meeting (meeting agendas, meeting minutes, any slideshows presented, etc.) The page also contains links to sub-pages for every JJPOC workgroup. These sub-pages also contain PDFs of all materials sent/handed out during every workgroup meeting.

All of these separate pages also display when the next meeting is.

Usually, Kelly or an assigned intern is responsible for ensuring this website stays UP TO DATE with the most recent materials and accurate next meeting date. To update the website, you would have Kelly finalize any documents, CONVERT THEM TO A PDF, then email them to Allie Kazlauskas (she is the legislative aide to Rep. Toni Walker- the co-chair of the large JJPOC).

A sample email to Allie allie.kazlauskas@cga.ct.gov:

Format:

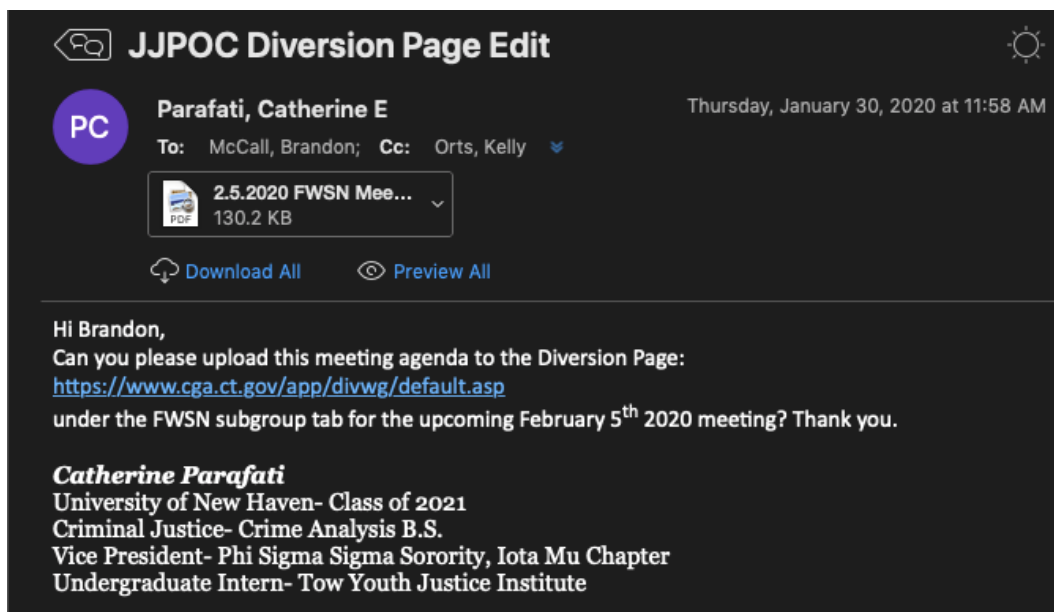
Subject: "JJPOC (name of workgroup) Page Edit"

Message:

"Hi Brandon, can you please upload (attached document) to the (name of workgroup) page?

provide link directly to the workgroup page

Under the (correct meeting date tab). Thank you.



JJPOC Diversion Page Edit

Parafati, Catherine E
Thursday, January 30, 2020 at 11:58 AM

To: McCall, Brandon; Cc: Orts, Kelly

2.5.2020 FWSN Mee...
130.2 KB

Download All Preview All

Hi Brandon,
Can you please upload this meeting agenda to the Diversion Page:
<https://www.cga.ct.gov/app/divwg/default.asp>
under the FWSN subgroup tab for the upcoming February 5th 2020 meeting? Thank you.

Catherine Parafati
University of New Haven- Class of 2021
Criminal Justice- Crime Analysis B.S.
Vice President- Phi Sigma Sigma Sorority, Iota Mu Chapter
Undergraduate Intern- Tow Youth Justice Institute

Updating the TYJI Website

Materials uploaded onto the CGA website also need to be uploaded to the Tow Youth Justice Institute website. Simply attach the files to an email to Donna Pfrommer, Director of Development and Communications at TYJI, dpfrommer@newhaven.edu and copy Kelly. In the body of the email, explain what the attachments are and where on the TYJI website it should be uploaded.

Intern Log Example

This is an example of a completed internship log. Please fill out your log on a weekly basis and send an updated copy to Kelly every 2 weeks.

| DATE | HOURS | TASKS COMPLETED | LEFTOVER TASKS | QUESTIONS TO ASK |
|---------|--------|---|---|---|
| 4/21/20 | 9-4pm | <ul style="list-style-type: none"> Working on E-manual | E-manual | Who should review the e-manual before I send it to you? |
| 4/22/20 | 12-4pm | <ul style="list-style-type: none"> Attended staff/intern meeting at 1pm Finishing up intern information for 4/23/20 | Working on revising information on E-manual | |
| 4/23/20 | | <ul style="list-style-type: none"> Sent in intern information on the intern experience at Tow | | |
| 4/26/20 | 9-1pm | <ul style="list-style-type: none"> Attended JJPOC meeting | Working on e-manual | During the JJPOC presentation, I was confused about the term prone restraint and the data presented |
| 4/28/20 | 9-4pm | <ul style="list-style-type: none"> Created Diversion agenda Researched suspension and expulsion rates on CSDE website | Working on e-manual | |

Creating a Meeting Agenda

Meeting Agendas are created prior to each workgroup meeting. They are used to inform the members of the workgroup about what topics will be discussed in the upcoming meeting. Each of these workgroups meets once a month, or every other month. The meeting agendas typically consist of the time/location/topics to discuss at the meeting. Kelly will either tell you the topics to include in the agenda, or you will be included on the email from the co-chairs of that workgroup, and they will state what needs to be discussed. The time and location of each workgroup meeting can be found on Kelly's Outlook calendar.

****Pro Tip: You can save a sample template and update it with the relevant meeting information****

The following page contains a sample meeting agenda, along with helpful hints.

JJPOC Executive Committee

April 3rd, 2020

10-11:30AM

Zoom Conference Call

Header format will remain the same:

1. Name of workgroup
2. Date
3. Time

Agenda:

1. Introduction & Facilitation of Meeting

2. Updates from Deep End of System

- DOC
- Judicial

3. Updates from Front End of System

- Community Supervision
- DCF
- YSB/JRB
- Education

4. Updates from Law Enforcement

5. JJPOC Operations

Next Meeting- TBD

The topics to discuss at each meeting will go here (changes for each meeting)

****Pro Tips****

- Do not use full sentences
- Use Title Case

CHECKLIST

- RED Lens
- Integrating Community Voice
- Strategic Plan

Always include next meeting date!

(Either TBD or in Kelly's calendar)

Keep Checklist on all agendas unless otherwise notified

Creating a Meeting Summary

Meeting summaries are written during/at the conclusion of a workgroup meeting. They serve to summarize the main points discussed during the meeting, so members of the workgroup can remember the key points discussed. They are also very helpful for members who were unable to attend the meeting.

Workgroup meetings happen in-person, or online via Zoom Conferencing. Based on your work schedule, you will attend workgroup meetings and be responsible for creating the meeting summary.

Simply put, you write down everything that is discussed.

****Pro Tips****

- Try to write down as much as you as you hear! At the conclusion of the meeting, you can simplify and revise (this technique especially helps when you first begin, as to avoid missing important information).
- Avoid being too specific with names! (if necessary, use the organization they are from)
- It is helpful to look at the meeting agenda and break up the meeting summary into sections that follow with the agenda. (For example: if there are 3 topics on the meeting agenda, use them as 3 headers for your meeting summary)

THIS MEETING CONTAINED A PRESENTATION

JJPOC R.E.D. Work Group

November 13, 2019

9:30-11:30AM

The Consultation Center, 389 Whitney Avenue, New Haven, CT

Header format
will remain the
same:

1. Workgroup
2. Date
3. Time

Meeting Summary:

- Dr. Derrick Gordon and Keisha April gave an Overview of Research on Restorative Practices, Public Health, and Ecology Overlap
 - Background: how to conceptualize juvenile justice reform with each of the theories
 - Goals:
 - Have conversation for feedback on what everyone is doing to integrate
 - How to conceptualize the integration of the three
 - Model 1: Public Health Model
 - Intersection of multiple risk efforts & keeping youth in the community
 - 3 tiers: universal (reducing occurrence of new cases), selective (targets youth identified at risk), indicated (targets youth requiring more intensive treatment)
 - Discussion: Public Health Model
 - Who is in selective group/ where does selective intervention happen?
 - Definition/consistency of arrest: is there a police report? Where is the paper trail? Who is making the decision on how to continue?
 - Unclear of how to separate between selective and indicated tiers. Possible solution: could base on pattern of behavior
 - Strengths: reach youth far before they are considered at risk
 - Weakness: doesn't integrate public safety within the community
 - Model 2: Social Ecological Model
 - Youth are shaped by multiples levels of influence, operating concurrently
 - Intervention: increase identity development to shape youths' actions/behaviors
 - Interventions focus on positive development to strengthen youths' competence, character, connection, confidence and caring
 - Discussion: Social Ecological Model
 - How to measure success of this model? Challenging- focus on 2-3 areas
 - Expanded public health model; takes all different organizations into account
 - Doesn't address development of individualism
 - Barrier: agencies can't talk to each other due to confidentiality laws
 - Strength: Focuses on youth's strengths to promote positive development
 - Weakness: How would youth be held accountable for their actions, but also hold adults responsible for their youth's actions?
 - Look into 3 generation homes (extra set of hands able to address needs)

****Brief summary of each section of presentation followed by a focus on the discussion**

Zoom Conferencing Tools

Zoom Conferencing is a tool frequently utilized by the TYJI staff to facilitate meetings. Many JJPOC workgroup meetings take place via Zoom. Kelly, or sometimes Erika, facilitate these meetings. TYJI is typically the “host” of these meetings (we have the admin controls participants of the call do not have access to). This guide serves to provide you with the knowledge to use said “host tools,” so that you may be prepared to “co-host” with Kelly or Erika if needed.

Host Tools

- Mute/Unmute all: “Participants” > “mute all” or “unmute all”
- Mute/Unmute Individual: Click on “Participants” > find person > “mute”
- Make Host/ Make Co-Host: Click on “Participants” > find person > “more” > “make host”
- Raise Hand: Participants have “raise hand” option, host can see who clicked it and call on participants
- Breakout Room: separate certain participants from main call (in the event of a confidential discussion). Click on “Breakout Rooms” > Select the number of rooms to split participants in & automatically or manually assign guests