

## **REQUEST FOR BOARD ACTION**

### **HENDERSON COUNTY BOARD OF COMMISSIONERS**

**MEETING DATE:** June 16, 2021

**SUBJECT:** Juvenile Crime Prevention Council Recertification and Contract for Professional Services

**PRESENTER:** Sally Buchholz, JCPC Vice- Chairman

**ATTACHMENTS:** YES

1. JCPC Certification Application
2. Contract for Professional Services

**SUMMARY OF REQUEST:**

The Henderson County Juvenile Crime Prevention Council (JCPC) is required by Statute to be recertified and sign a contract for Professional Services.

**BOARD ACTION REQUESTED:**

The Board is requested to approve the JCPC Recertification and Contract for Professional Services

**Suggested Motion:**

*I move that the Board approves the JCPC Recertification and renewal of Contract for Professional Services*

## Juvenile Crime Prevention Council Certification

Fiscal Year: 2021-2022

County: <b>Henderson</b>	Date: <b>5/27/2021</b>
G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle. <b>(Check 2-year if the JCPC has a mixture of 1-year and 2-year funding.)</b>	
1-Year Funding: FY <u>21-22</u>	2-Year Funding: FY _____ and FY _____

### CERTIFICATION STANDARDS

#### STANDARD #1 - Membership

- |   |     |
|---|-----|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners?                              | Yes |
| B. Is the membership list attached?   | Yes |
| C. Are members appointed for two-year terms and are those terms staggered?  | Yes |
| D. Is membership reflective of social-economic and racial diversity of the community?   | No  |
| E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | No  |

If not, which positions are vacant and why?

The Board of Commissioners understand and have tried to help with students. School schedules and transportation present a roadblock. We're also working to address social-economic and racial diversity.

#### STANDARD #2 - Organization

- |  |     |
|--|-----|
| A. Does the JCPC have written Bylaws?  | Yes |
| B. Bylaws are <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file (Select one.)                     |     |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure.  | Yes |
| D. Does the JCPC have written policies and procedures for funding and review?  | Yes |
| E. These policies and procedures <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file. (Select one.) |     |
| F. Does the JCPC have officers and are they elected annually?  | Yes |
- JCPC has: ☒ Chair; ☒ Vice-Chair; ☐ Secretary; ☒ Treasurer.

#### STANDARD #3 - Meetings

- |  |     |
|--|-----|
| A. JCPC meetings are considered open and public notice of meetings is provided.  | Yes |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | Yes |
| C. Does the JCPC meet six (6) times a year at a minimum?   | Yes |
| D. Are minutes taken at all official meetings?   | Yes |
| E. Are minutes distributed prior to or during subsequent meetings?   | Yes |

## Juvenile Crime Prevention Council Certification (cont'd)

### STANDARD #4 - Planning

- A. Does the JCPC conduct a minimum of biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? Yes
- B. Is this Annual or Biennial Plan presented to the Board of County Commissioners and to DPS? Yes
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes

### STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? (☒ RFP, distribution list, and article attached) Yes
- B. Does the JCPC complete a minimum of biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes

### STANDARD #6 - No Overdue Tax Debt

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? Yes

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Budget pages (sections VI and VII) printed from NCALLIES detailing the expenditure's must be attached to this certification.

The JCPC Certification **must be received by DPS by June 30<sup>th</sup> annually.**

### JCPC Administrative Funds SOURCES OF REVENUE

#### DPS JCPC

Only list requested funds for  
JCPC Administrative Budget.

Local

Other

Total

5400

5400

*Sally Buckh*  
JCPC Chairperson

5-24-2021  
Date

Chairman, Board of County Commissioners

Date

**Juvenile Crime Prevention Council Certification (cont'd)**

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DPS Designated Official

Date

# Juvenile Crime Prevention Council Certification (cont'd)

Henderson

County

FY 2021-2022

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Matthew Gruebmeier	Director of Student Services	<input checked="" type="checkbox"/>	W	M
2) Chief of Police or designee	Garrett Gardin	Officer	<input checked="" type="checkbox"/>	W	M
3) Local Sheriff or designee	Richard Simpson	School Resource Officer	<input checked="" type="checkbox"/>	W	M
4) District Attorney or designee			<input type="checkbox"/>		
5) Chief Court Counselor or designee	Adrienne Becton-Marsh	Chief Court Counselor	<input type="checkbox"/>	B	F
6) Director, Local Management Entity/Managed Care Organization (LME/MCO), or designee	Angela Garner	County Relations Representative	<input checked="" type="checkbox"/>	W	F
7) Director DSS or designee	Libby Meyers	Program Manager	<input checked="" type="checkbox"/>	W	F
8) County Manager or designee	Megan Powell	Internal Auditor	<input checked="" type="checkbox"/>	W	F
9) Substance Abuse Professional	Michelle Geiser	Prevention Specialist		W	F
10) Member of Faith Community	Eric Gash	Pastor and Principal		B	M
11) County Commissioner	J. Michael Edney	County Commissioner		W	M
12) Two persons under the age of 21, or one person under the age of 21 and one member of the public representing the interests of families of at-risk juveniles					
13) Juvenile Defense Attorney	Kassia Walker	Juvenile Defense Attorney		B	F
14) Chief District Judge or designee	Kimberly Gasperson	District Court Judge	<input checked="" type="checkbox"/>	W	F
15) Member of Business Community	Patty Adamic	Business Owner		W	F
16) Local Health Director or designee			<input type="checkbox"/>		
17) Rep. United Way/other non-profit	Linda Carter	WCCA		W	F
18) Representative/Parks and Rec.	Erin Hendrix	Recreation Program Coordinator		W	F
19) County Commissioner appointee	Courtney Davis	Member at large		W	F
20) County Commissioner appointee	Rich Arell	Member at large		W	M
21) County Commissioner appointee	Michael Gannon	Member at large		W	M
22) County Commissioner appointee	Sally Buchholz	Member at large		W	F
23) County Commissioner appointee					
24) County Commissioner appointee					
25) County Commissioner appointee					

## Juvenile Crime Prevention Council Certification (cont'd)

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**SECTION VI (1)**

### BUDGET NARRATIVE

**County Juvenile Crime Prevention Council FY 2021-2022**

Provide justification of each line item entry in the Line Item Budget section.

		Indicate In-Kind Items by YES	
Item #	Justification	Expense	In-Kind?
190	Administrative services	\$4,200	
220	Food & Provisions	80	
260	Office Supplies for the year: Paper, Ink, Binders, Dividers, etc	\$440	
340	To print JCPC rack cards	\$400	
370	To place RFP in Hendersonville Times News	\$280	
<b>TOTAL</b>		<b>\$5,400</b>	

## Section VI (2)

For each employee list the following information

[illegible]

**SECTION VII****JCPC Certification Budget Pages**

Program: \_\_\_\_\_

County Juvenile Crime Prevention Council

Fiscal Year 2021-2022

Number of months \_\_\_\_\_

	Cash	In-Kind	Total
<b>I. Personnel Services</b>	<b>\$4,200</b>		<b>\$4,200</b>
120 Salaries & Wages			
180 Fringe Benefits			
190 Professional Services	\$4,200		\$4,200
<b>II. Supplies &amp; Materials</b>	<b>\$520</b>		<b>\$520</b>
210 Household & Cleaning			
220 Food & Provisions	\$80		\$80
230 Education & Medical			
240 Construction & Repair			
250 Vehicle Supplies & Materials			
260 Office Supplies & Materials	\$440		\$440
280 Heating & Utility Supplies			
290 Other Supplies & Materials			
<b>III. Current Obligations &amp; Services</b>	<b>\$680</b>		<b>\$680</b>
310 Travel & Transportation			
320 Communications			
330 Utilities			
340 Printing & Binding	\$400		\$400
350 Repairs & Maintenance			
370 Advertising	\$280		\$280
380 Data Processing			
390 Other Services			
<b>IV. Fixed Charges &amp; Other Expenses</b>			
410 Rental of Real Property			
430 Equipment Rental			
440 Services & Maint. Contracts			
450 Insurance & Bonding			
490 Other Fixed Charges			
<b>V. Capital Outlay</b>			
510 Office Furniture & Equipment			
530 Educational Equipment			
540 Motor Vehicle			
550 Other Equipment			
580 Buildings, Structures & Improv.			
<b>Total</b>	<b>\$5,400</b>		<b>\$5,400</b>

Form JCPC/OP-002 (b) JCPC Certification Budget Pages

Form structure last revised July 2014

NC Department of Public Safety



## Henderson County Juvenile Crime Prevention Council Request for Proposals

**\$266,020**

**30%**

**January 4, 2021**

Anticipated County Allocation

Required Local Match Rate

Date Advertised

The Juvenile Crime Prevention Council (JCPC) has studied the risk factors and needs of Juvenile Court involved youth in this county and hereby publishes this Request for Proposals. The JCPC anticipates funds from the NC Department of Public Safety, Division of Adult Corrections and Juvenile Justice, Juvenile Community Programs section in the amount stated above to fund the program types specified below. Such programs will serve delinquent and at-risk youth for the state fiscal year 2021-2022 beginning on, or after, July 1, 2021. The use of these funds in this county requires a local match in the amount specified above.

**The JCPC will consider proposals for the following needed programs:**

- |                                  |   |                              |
|----------------------------------|---|------------------------------|
| 1. Interpersonal skills          | 6. Restorative Justice                  | 11. Psychological Assessment |
| 2. Mediation                     | 7. Tutoring/Academic Enhancement        | 12. Group Home               |
| 3. Mentoring                     | 8. Parent/Family Skills Building        | 13. Structured Day           |
| 4. Restitution/Community Service | 9. Experiential Skill Building Services | 14. Runaway Shelter          |
| 5. Vocational Skills             | 10. Temporary Shelter                   |                              |

**Proposed program services should target the following risk factors for delinquency or repeat delinquency:**

- The elevated number of youth who are age 12 or younger for first delinquent offense alleged in a complaint • The elevated number of youth with prior serious adjudication
- The elevated number of youth with known substance abuse; alcohol or other drugs • The elevated number of youth with 1-3 prior referrals
- The elevated number of youth who have school behavior problems • The elevated number of youth with risk levels 3-5
- The elevated number of youth who lack pro-social peers
- The elevated number of youth who lack parents that are able to supervise

**Programs should address the following concerns as reported in the Needs Assessments for adjudicated youth:**

- |                    |  |
|--------------------|--|
| Peer Domain:       | • Elevated levels of association with delinquent peers   |
| Individual Domain: | • Elevated number of youth who are victims of abuse, neglect • Elevated high level intervention needs<br>• Youth need more mental health assessment • Basic physical needs unmet<br>• An increased rate of known substance abuse; alcohol and other drugs  |
| Family Domain:     | • Elevated number of youth who have family members with substance abuse issues<br>• Elevated number of youth who have family with marginal to inadequate supervision skills<br>• Elevated number of youth who have family members with a criminal history<br>• Elevated number of youth with domestic violence in the home • Elevated number of youth with disabled parent or guardian |
| School Domain:     | • Elevated levels of school behavioral issues • School functioning below grade level   |

**Applicants are being sought that are able to address items below:**

1. Program services compatible with research that are shown to be effective with juvenile offenders.
2. Program services are outcome-based.
3. The program has an evaluation component.
4. Program services detect gang participation and divert individual, if applicable.

Local public agencies, 501(c)(3) non-profit corporations and local housing authorities are invited to submit applications to provide services addressing the above elements.

Mary Murray

at

(828) 778-7303

JCPC Chairperson or Designee

Telephone #

In order to apply for FY 2021-2022 JCPC funding, you must complete and submit your application online by accessing NC ALLIES. Please read and follow all instructions at the following link: <https://cp.ncdjjdp.org/CP/>.

After submitting the application electronically, print and submit hard copies as indicated below. Private non-profits are also required to submit No Over Due Tax forms, Conflict of Interest Statements, and proof of 501(c)(3) status.

All NEW applicants will be required to attend a Program Agreement Orientation Workshop with State Consultant, Regina Arrowood, scheduled on January 28th, 2021 at 9:30 a.m. via Webex.

**NOTE:** For further information, or technical assistance about applying for JCPC funds in this county, contact your Area Consultant, Regina Arrowood at 296-4743.

Deadline for Application is: February 12, 2021 by 5: P.M.  
Mail or deliver applications to: Kathryn Finotti  
Historic Courthouse, Hendersonville, NC

Number of original copies to submit: 1 Telephone: (828) 694 - 5042

# **Henderson County RFP Distribution List 20/21**

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## **Current Programs**

- Aspire – Kids at Work
- Aspire – Vocational Directions
- Boys and Girls Club
- Mediation Center
- Blue Ridge Literacy Council
- Trinity Place

## **Other Community Resources:**

- Big Brothers Big Sisters
- Boy Scouts/Girl Scouts
- 4H Club
- Family Preservation Services
- NC Mentor
- Youth Villages
- RHA/ARP
- Alexander Youth Network
- Safelight/Andi Craven
- Crossnore
- West Care
- New Hope
- Elida
- Innovative Compliance Solutions
- Adolescent Pregnancy Prevention
- Crosswalk
- Children and Family Resource Center
- Eckerd Camp
- AMI – Family Therapy
- Teen Court – Karen Peerson

STATE OF NORTH CAROLINA  
HENDERSON COUNTY

# Times-News

## CERTIFICATION OF PUBLICATION

I, Patrice Edwards, affirming the following under the penalties of perjury state:

I am employed by Times-News, an affiliate of Gatehouse Media. The Times-News is a daily newspaper of general circulation published in the city of Hendersonville, county of Henderson, and state of North Carolina. I hereby certify that the advertisement annexed hereto was published in the editions of The Times-News on the following date or dates:

1/6/21

And that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

(Signed)

Patrice Edwards  
Patrice Edwards

Sworn to and subscribed before me,

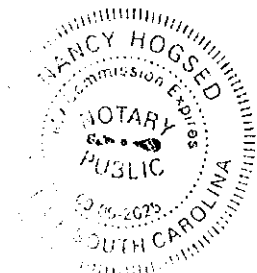
this 8th day of January, 2021.

Nancy Hogsed  
Nancy Hogsed

Notary Public for South Carolina

My commission expires on: September 9<sup>th</sup>, 2025

This document was notarized in South Carolina



The Henderson County Juvenile Crime Prevention Council (JCPC) announces the availability of \$266,020 in intervention and prevention funds for services to youths most at risk of court involvement. JCPC funds require a local cash or in-kind match of 30%.

Based on the JCPC Risk and Needs Assessment conducted to date, the risk factors affecting Henderson County have been identified to be the following:

- The elevated number of youth with 1-3 prior referrals
- The elevated number of youth who are age 12 or younger for first delinquent offense alleged in a complaint
- The elevated number of youth with prior serious adjudication
- The elevated number of youth who have a known use of alcohol and/or illegal drugs
- The elevated number of youth who have school behavior problems
- The elevated number of youth with risk levels 3-5
- The elevated number of youth who lack pro-social peers
- The elevated number of youth who lack parents that are able to supervise them

The JCPC planning process conducted to date, detected service intervention needs to address the following areas:

- Increase in high level intervention needs
- Lack of involvement with pro-social peers
- High levels of school behavior problems
- Increased rate of substance abuse in youth
- Mental Health Assessment
- Inadequate in-home supervision
- Family Criminality
- Substance abuse in the home
- Abuse/neglect, a lack of support of victims of abuse/neglect
- Conflict in the home
- Disability of parent or guardian
- School functioning below grade level

The Henderson County JCPC will consider proposals for the following needed programs:

1. Interpersonal Skills
2. Mediation
3. Mentoring
4. Restitution/Community Service
5. Vocational Skills
6. Restorative Justice
7. Tutoring/Academic Enhancement
8. Parent/Family Skill Building
9. Experiential Skill Building Services
10. Temporary Shelter
11. Psychological Assessment
12. Group Home
13. Structured Day
14. Runaway Shelter

All NEW applicants will be required to attend a Program Agreement Orientation Session scheduled on January 28, 2021 at 9:30 a.m. via Webex.

In order to apply for FY 2021-2022 JCPC funding, you must complete and submit your application online by accessing NC ALLIES. Please read and follow all instructions at the following link: <https://cp.ncdijdp.org/CP/>

After submitting the application in NC ALLIES, print and submit ONE hard copy to Kathryn Finotti on February 12<sup>th</sup>, 2021 by 5:00 p.m. at The Historic Courthouse, 1 Historic Courthouse Square Suite 2 Hendersonville, NC 28792. (828) 694-5042.

Private non-profits are also required to submit No Over Due Tax forms, Conflict of Interest Statements, and proof of 501(c)(3) status.

Both the paper and electronic copies must be received for a program to be considered.

Local public agencies, 501 (c) (3) non-profit corporations and local housing authorities wishing to submit applications for programs to provide any of these intervention services may contact the JCPC Administrator or Area Consultant for more information:

Tiffany Foster  
JCPC Administrator  
TCFoster@mail.com

or  
Regina Arrowood  
Area Consultant  
Department of Juvenile Justice and Delinquency Prevention  
(828) 296-4743

1/6, 2021

671998

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[www.blueridgenow.com](http://www.blueridgenow.com)



## N.C. Department of Juvenile Justice and Delinquency Prevention

### Contract for Professional Services

This Contract for Professional Services is entered into by and between the Henderson County Juvenile Crime Prevention Council, (*hereinafter referred to as the Agency*), and Jennifer Mauney (*hereinafter referred to as the Contractor*).

The Agency and the Contractor do mutually agree as follows:

**1. Term of Agreement.** This agreement shall become effective July 1, 2021 and shall terminate June 30, 2022. This contract may be terminated by either party by providing a thirty days written notice to the other party.

**2. Payment to Contractor.** Agency and Contractor agree that the services will be delivered at the rate of \$1050 per quarter for the term of this contract. The Contractor must submit a request for compensation at the end of each quarter.

**3. Funding.** All terms and conditions of this Contract are dependent upon and subject to the allocation of funds for the purpose set forth in this Contract, and this Contract shall automatically terminate if funds cease to be available. An additional amount of \$440 will be available for office supplies and materials related to the JCPC as well as \$400 for printing rack cards, \$280 for advertising purposes and \$80 for meeting refreshments.

**4. Taxes.** The Contractor shall be considered an independent Contractor and as such shall be responsible of all taxes.

**5. Responsibilities of Contractor.** The Contractor hereby agrees to provide the following services in a manner satisfactory to the Agency, within the stated time frames.

- A. Prepare agenda and communicate all meeting information to Council Members monthly
- B. Facilitate monthly meetings, take notes and attendance
- C. Prepare minutes and other council reports and paperwork including Certification Plan
- D. When needed, a suitable stand-in may attend meetings to assist the administrator in his/her duties with advanced notice to the council.



**N.C. Department of Juvenile Justice and Delinquency Prevention**  
**Contract for Professional Services**

Program Administrator Name:	Sally Buchholz		
(Agency) Mailing Address:			
Signature of Administrator:	<i>Sally Buchholz</i>	Date:	5/24/21
Contractor Name:	Jennifer Mauney		
(Contractor) Mailing Address:	14 Forge Dr. Mills River, NC 28759 (828) 674-0071		
Signature of Contractor:	<i>Jmauney</i>	Date:	5/6/2021
Contractor Social Security Number:	242-35-8131		