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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF HUMAN SERVICES  
DIVISION FOR CHILDREN, YOUTH & FAMILIES

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Commissioner

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May 18, 2017

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, NH 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services to pay a membership fee to the Council of Juvenile Correctional Administrators, Braintree, Massachusetts (Vendor #162101 B001) in the amount of \$3,492 for annual membership in the Council of Juvenile Correctional Administrators, effective July 1, 2017 through June 30, 2018. 100% Federal Funds.

Funds to support this request are available in the following account:

**05-95-42-421410-7906 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS DEPT OF, HHS: HUMAN SERVICES, JUVENILE JUSTICE SERVICES, OJJDP**

Fiscal Year	Class	Title	Activity Code	Amount
2018	026-500251	Organizational Dues	42140611	\$3,492.00
			<b>Total:</b>	<b>\$3,492.00</b>

**EXPLANATION**

The above action is requested to secure payment for the Division for Children, Youth and Families' in the Council of Juvenile Correctional Administrators (CJCA) for the 2017 membership period. The mission of the Council of Juvenile Correctional Administrators is to connect, develop, and strengthen youth corrections leaders so that they may implement and sustain reforms in their systems to improve outcomes for youth, families, and communities. The Council of Juvenile Correctional Administrators unite the nation's youth correctional chief executive officers to promote and lead advancements in juvenile justice.

Listed below are answers to standard questions required for Governor and Executive Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization.
  - a. The Council of Juvenile Correctional Administrators (CJCA) is a national non-profit organization formed in 1994. This will be the third year of membership in this organization for the John H. Sununu Youth Services Center (SYSC).
2. Is there any other organization which provides the same or similar benefits, which your agency belongs to?
  - a. The Sununu Youth Services Center does not belong to any other organization that provides either the same or similar benefits.

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?
  - a. The Council of Juvenile Correctional Administrators is comprised of youth correctional chief executive officers in all fifty states, the District of Columbia, and Puerto Rico. The Sununu Youth Services Center is the sole agency member in New Hampshire.
4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)
  - a. Council of Juvenile Correctional Administrators membership fees are calculated using a sliding scale structure and are based upon agency budget size. With an annual agency budget of less than \$100,000,000, the Sununu Youth Services Center is deemed by the Council as a "Level 1" member with commensurate fees.
5. What benefit does the state receive from participating in this membership?
  - a. Membership in the Council of Juvenile Correctional Administrators provides educational activities and programs, as well as research and technical assistance projects. Membership includes up to three annual meetings free for all directors, offering sessions on best practices and evidence-based approaches. The Council meetings enable leaders from each state and several large counties to share information, identify current issues and devise strategies to address them, and to form a national voice for youth corrections. Additionally, membership offers access to research and data outlining effective methodologies to increase safety and decrease violence within juvenile correctional facilities, provides information on suicide prevention, and provides the ability to participate in workgroups to address The Prison Rape Elimination Act (PREA).
6. Are training or educational and research materials included in the membership? If so, is the cost included? Explain in detail.
  - a. The membership offers educational activities, which include presentations at conferences hosted by other national organizations and the dissemination of written materials regarding issues in youth corrections (i.e. defining and measuring recidivism rates) to both the public and policy makers about the issues in youth corrections which include describing the youth, their needs, and the systems' successes and shortcomings. Members also have access to the Council's Resource Network, which includes an online center for information, library and links for training and research, forum discussions with technical assistance providers, bi-monthly webinar trainings, and publications and guidebooks for Juvenile Justice and Child Welfare System Coordination and Integration.
7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.
  - a. Membership in the Council of Juvenile Correctional Administrators is required to receive technical assistance support from this association.
8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known, and purposes of membership-supported trips.
  - a. Travel for one representative (including airfare, lodging, ground transportation, and meals) to two meetings is included with this membership fee. The purpose of the Council's annual meetings is to facilitate interaction between juvenile corrections administrators to discuss current issues, and develop a voice for juvenile corrections. Meeting presentations include topics surrounding best practices and evidence based treatments. Also included is an "all paid" Leadership Institute in Chicago. The purpose for the Leadership Institute is to gather and educate juvenile corrections administrators at a more in-depth level. Presenters include Models for Change National Resource Bank, National Center for Mental Health and Juvenile Justice, The Juvenile Law Center, The National Youth Screening Assistance Project, RFK Children's Action Corps Models for Change

Initiative, and Performance Based Standards (PbS) National data comparisons, trends, themes, and action items to address areas for improvement.

Additionally, there is travel for a special training for new Directors/Administrators, which includes assigning a mentor for a year.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization).
  - a. Brady Serafin, Administrator III, Director of Operations, Sununu Youth Services Center, is a voting member in this organization.
10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.
  - a. Should the Governor and Executive Council not approve this request, the Agency may be unable to access the valuable resources and data provided through this membership to facilitate youth development in correctional settings. Additionally, the Agency would not have access to the training, technical assistance and mentoring services offered to all fifty states. The Agency would also be unable to participate in and share information regarding best practices in the most effective and innovative ways.

Geographic Area: Statewide

Source of Funds: 100% Federal Funds

In the event that Federal Funds become no longer available, General Funds will not be requested to support this membership.

Respectfully submitted,



Maureen U. Ryan  
Director

Approved by:



Jeffrey A. Meyers  
Commissioner



639 Granite St Suite 112  
Braintree, MA 02184

# Invoice

Date	Invoice #
5/1/2017	604

Bill To
Brady Serafin, Director of Operations, SY Sununu Youth Services Center 1056 North River Road Manchester, NH 03104

FIN# 04-3237796

Description	Amount
<p>The Council of Juvenile Correctional Administrators (CJCA) is a national non-profit organization dedicated to the improvement of youth correctional services and practices. Incorporated in July 1994. CJCA unites the nation's youth correctional chief executive officers to promote and lead advancements in juvenile justice. CJCA's mission is to connect, develop and strengthen youth corrections leaders so that they may implement and sustain reforms in their systems to improve outcomes for youth, families and communities.</p> <p>One-year voting membership for Level 1 member (agency budget less than \$100,000,000) for period of July 1, 2017 - June 30, 2018.</p>	3,492.00
<p>Payments are accepted by check or MC/Visa. Your prompt payment is appreciated.</p>	<p><b>Total</b> \$3,492.00</p>