

**CONNECTICUT JUVENILE TRAINING SCHOOL ADVISORY BOARD  
BY-LAWS**

**I. NAME**

The name of the organization shall be the Connecticut Juvenile Training School Advisory Board. The Connecticut Juvenile Training School (includes the Pueblo Girls' Program), will be referred to as CJTS throughout this document. The Connecticut Juvenile Training School Advisory Board will be referred to as CJTSAB throughout this document.

**II. PURPOSE**

Pursuant to Connecticut General Statutes Section 17a-6, the purpose of the CJTSAB shall be to provide an ongoing review of the Connecticut Juvenile Training School and to advise the Commissioner of the Department of Children and Families with recommendations for improvement or enhancement.

**III. FUNCTION**

- A. Pursuant to Connecticut General Statutes Section 17a-6b, the review shall include, but not be limited to:
1. The number, age, ethnicity and race of the residents placed at the CJTS, including the court locations that sentenced them, the number sentenced from each court location and the offense for which the child was sentenced;
  2. The percentage of residents in need of substance abuse treatment and the programming intervention provided to assist residents;
  3. A review of the program and policies of the facility;
  4. The education/literacy programs available to the residents, including the educational level of residents, the number of residents requiring special education and related services, including school attendance requirements, the number of children who are educated in the alternative school and the reasons for such education;
  5. The vocational training programs available to the residents and the actual number of residents enrolled in each training program, including all vocational attendance requirements;
  6. The delinquency recidivism rates of such residents, which will include the number of children discharged to residential placement, the number of children discharged due to expiration of the period of commitment and the number of children returned to the CJTS;
  7. The diagnosis of each child after intake assessment;
  8. The costs associated with the operation of the CJTS, including staffing costs and average cost per resident; and
  9. Reintegration strategies and plans to transition the children to their home communities.
- B. Provide the Commissioner with information necessary to complete the annual report for submission to the appropriate standing committees of the General Assembly.

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- C. Analyze the information gathered to provide recommendations for improvement to the CJTS.

**IV. MEETINGS**

A. Regular Meetings

1. CJTSAB shall meet five times a year including a special meeting in January to approve the recommendations that will be submitted to the Commissioner.
2. Agenda and minutes of the meetings shall be made available to the public.
3. The Chairperson shall move the meeting into executive session in accordance with general Statutes Sec. 1-225 (f).

B. Special Meetings

When viewed as necessary by the Chairperson or DCF Commissioner, a special meeting of the CJTSAB may be called at the pleasure of the Chairperson or DCF Commissioner.

C. Quorum and Voting Requirements

1. Except as otherwise set forth in these by-laws, the CJTSAB must have a quorum to act on matters before it. The presence of five voting members shall constitute a quorum of the CJTSAB. When a quorum is present, the action of the majority of those present and voting shall constitute the action of the CJTSAB.
2. Voting members present but not voting due to disqualification, abstention, silence or refusal to vote, shall be counted for the purpose of establishing a quorum, but not counted in calculating a majority of those present and voting.
3. The Ex-Officio members present shall collectively be counted as one voting member for purposes of the quorum and their vote shall be cast by CJTS Superintendent or designee.

D. Agenda Items

Any member of the CJTSAB can submit agenda items no later than five business days prior to a meeting to CJTS Superintendent.

**V. MEMBERSHIP**

A. Composition

1. The CJTSAB shall consist of no more than 15 voting members and 5 ex-officio members.
2. Members shall be persons interested in the field of Juvenile Justice, including but not limited to state legislators, private providers of human services, advocates in the field of social services, a former resident of CJTS, and residents of the surrounding geographic area of CJTS.
3. Attempts will be made to include a parent representative or guardian of a current or former CJTS resident on the CJTSAB.

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4. All Department of Children and Families representatives shall be ex-officio members of the CJTSAB.
5. The Commissioner of the Department of Children and Families has the authority to appoint no more than five ex-officio members to the CJTSAB, one of which shall be the Superintendent of CJTS.
6. The CJTSAB membership should be reflective of the demographic interests of the population served by the CJTS to the extent possible.

**B. Appointments and Terms of Membership**

1. All CJTSAB members shall serve at the pleasure of the Commissioner.
2. Vacancies may be filled as they occur.
3. The CJTSAB shall annually elect a Chairperson and a Vice Chairperson.

**C. Duties**

1. The Chairperson shall open, conduct, and close the meetings and sign all documents and correspondence on behalf of the CJTSAB as well as perform any other duties associated with the office of the Chairperson.
2. The Vice Chairperson shall perform the duties of the Chairperson in the event the Chairperson is unable to perform the duties as well as any other duties associated with the office of the Vice Chairperson.
3. The Chairperson may establish any other officers deemed necessary and the CJTSAB shall elect a person to perform the duties of such officer.
4. The Chairperson may designate any member to perform the duties of any absent officer.
5. Any member of the CJTSAB may invite guests and shall inform the chairperson in advance of the meeting. The Chairperson will recognize any guests in attendance at the CJTSAB.
6. Representatives of the Youth Advisory Board will be invited to the CJTSAB on an annual basis.
7. Representatives of the CJTS Student Council shall be invited to the CJTSAB on an annual basis.

**D. Resignations**

Any member who is unable to complete their term on the CJTSAB shall notify the Chairperson of the CJTSAB of their resignation in writing. Any person who does not attend three consecutive meetings in a calendar year, except for good cause shown, shall be considered to have resigned.

**E. Compensation**

Members shall serve without compensation.

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**VI. AMENDMENTS**

These By-laws may be amended at any meeting of the CJTSAB upon the affirmative vote of three-fourths of the voting members present and voting, provided that the notice of such meeting shall include notice of the proposed amendment(s).



FRANCIS T. CARINO

CJTSAB Chairperson



CJTSAB Vice-Chairperson