ITEM NO. 16

MEMORANDUM

DATE: January 5, 2011

TO: Honorable Mayor and Councilmembers

FROM: Patricia Allison, City Manager's Office

SUBJECT: **REQUEST BY COUNCILMEMBER KERN TO APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) AND AUTHORIZE ONE-TIME FUNDING IN THE AMOUNT OF $5,000 TO IMPLEMENT THE OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMPREHENSIVE GANG MODEL (OJJDP) REFERRED TO AS THE NORTH COUNTY COMPREHENSIVE GANG INITIATIVE; AND AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE THE MOU UPON APPROVAL BY THE CITY ATTORNEY**

MEMORANDUM OF UNDERSTANDING

_____
Agency/Organization

North County Comprehensive Gang Initiative (NCCGI)

A North County Regional Approach to Gang Prevention, Intervention and Suppression built on the OJJDP Comprehensive Gang Model

Purpose:

To sustain and build upon the successful collaborations in North County to prevent, intervene and suppress gang activity by utilizing the Comprehensive Gang Model developed by the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP). This group acknowledges that gang issues extend beyond the boundaries of local jurisdictions and that long–term resolutions require collaboration and coordination among jurisdictions and agencies.

Key elements to the OJJDP Model:

> *Needs Assessment* – The model values a data driven approach to targeting prevention, intervention and suppression resources based on an initial comprehensive assessment of the gang issues affecting the targeted area and ongoing evaluation.
>
> *Steering Committee* – The model necessitates the development of an influential Steering Committee who can advise the region on the development of programs and services, seek and allocate resources to remediate gang issues, and leverage resources and political will to affect change and reduce the negative effects of gang activity in the North County/78 corridor region.

Achieving these two elements will strategically position the region and partners to be eligible and competitive for federal funding and other dollars targeting gang issues.

Membership:

The Steering Committee's membership is inclusive of those in North County who wish to have a positive impact on the gang issues and crime affecting our communities. Based on our "regional approach" rather than a neighborhood or jurisdictional focus, our Steering Committee becomes more comprehensive in its membership. All listed below have one vote on the steering committee, though attendance is inclusive at all meetings for all interested parties.

State

- Parole Division

County

- Board of Supervisors (assure voice of unincorporated areas)
- District Attorney
- Probation Department
- Health & Human Services Agency

- Sheriff's Department

City

- City of Escondido
- City of Oceanside
- City of San Marcos
- City of Vista

Law Enforcement

- Escondido Police Department
- Oceanside Police Department
- San Marcos Sheriff's Station
- Vista Sheriff's Station

Education

- Escondido Union Elementary School District
- Escondido Union High School District
- Fallbrook Union Elementary School District
- Fallbrook Union High School District
- Oceanside Unified School District
- San Marcos Unified School District
- Vista Unified School District

Community Based Organizations (nonprofit service organizations)

- Four organizations assuring representation and service delivery in all areas of the 78 corridor or target cities. The CBO representatives must be part of at least one jurisdiction's local Intervention Team or coalition addressing gang issues locally, i.e. E-GRIP, Oceanside Community Safety Partnership, Vista Weed & Seed Committee, etc.

Research Partner

- San Diego Association of Governments (SANDAG)

Responsibilities:

1) *Meetings*: Members should send key decision making representation to each meeting who is prepared and knowledgeable about the purpose and activities of the Steering Committee. Consistency in attendance is essential to the success of the initiative.
2) *Voting*: A single vote is tied to each of the represented members or their designated alternate. A simple majority of members must be in attendance for a quorum to vote.
3) *Sub-Committee Work*: Ad hoc or permanent committees may be developed as the Steering Committee advances its work. All members must be willing to participate on a sub-committee as appropriate and assure attendance of a key representative.
4) *Planning*: Members will assure that the regional effort is based on a plan that supports and enhance local efforts and accepts the responsibility to monitor progress toward that plan and regular updating of the plan.
5) *Confidentiality*: All members will abide by the common standards of confidentiality and the Health Insurance Portability and Accountability Act (HIPAA).

6) *Data Sharing*: All members will share data and statistics with the Steering Committee that can affect the targeting of resources, assessment and evaluation of success of this initiative. Members must assure their staff participation in this process.
7) *Support Local Efforts*: Members, as appropriate, will send representation to local jurisdictional coalitions and task forces in an effort to advance our Purpose.
8) *Resource Sharing*: As the Steering Committee identifies and resolves to address issues regionally, or wishes to support a local jurisdictions gang reduction efforts, they will share in-kind resources, staffing and support within their purview and ability at the time.
9) *Resource Seeking*: The members of the Steering Committee will work together to seek resources and funding that will help advance the regional approach or a jurisdiction within the region, including offer letters of support, assisting with proposal writing, and other fundraising efforts.

This memorandum of understanding will be effective from **October 1, 2010** through **June 30, 2012** and may be renewed on an annual basis thereafter as agreed by both parties. Modifications to or termination of this agreement may be made by either party with a 30-day written notice.

We, the undersigned, as authorized an representatives of _____ do hereby approve this document and it's intent for the term of the agreement.

Partner:

_____
Agency/Organization

_____
Authorized representative:

_____
Signature

_____
Date

_____
Alternate's Name:

BYLAWS

North County Comprehensive Gang Initiative Steering Committee (NCCGISC)

A North County Regional Approach to Gang Prevention, Intervention and Suppression built on the OJJDP Comprehensive Gang Model

Article I – General

The North County Comprehensive Gang Initiative Steering Committee (NCCGISC) promotes a regional approach to gang prevention, intervention and suppression built on the OJJDP Comprehensive Gang Model. Meetings are held at the San Marcos Civic Center; however the location may change to other sites within North San Diego County.

Article II - Purpose

The purpose of the Steering Committees is to design a plan to implement the OJJDP Comprehensive Gang Model as outlined in the *Office of Juvenile Justice and Delinquency Prevention Comprehensive Gang Model: Planning for Implementation Manual* throughout the North County, while recognizing that individual neighborhoods may require different intervention efforts. The Steering Committee will provide oversight of the process to ensure community accountability and an ongoing relationship with all strategic partners.

Article III – Membership

Steering Committee membership is inclusive of those in North County who wish to have a positive impact on the gang issues and crime affecting the region. The members shall be those who have decision-making responsibilities, who are able to make policy changes, and those who are influential with community groups and/or neighborhood groups. The purpose of the Steering Committee is to provide overall leadership for the regional initiative. To be a member of the Steering Committee in good standing, there must be a memorandum of understanding from the member's organization/business supporting the regional initiative and committing personnel and/or resources during the project. A Steering Committee member can designate one alternate to vote in their absence. The designee's name will be submitted to the Chair in writing. The designee must be able to make decisions, vote, and commit their organization's personnel/resource if necessary.

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County

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- District Attorney
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Article IV – Meetings

The Steering Committee shall hold quarterly meetings at such time and place determined by the majority of the Steering Committee members in attendance at each meeting. Special meetings of the Steering Committee may be called at any time by the Chair or, at the request of a majority of the members. A verbal or written three (3) day's notice of any special meeting shall be given to each Steering Committee member. No business other than that specified in the notice shall be transected at the special meeting.

Sub-Committees may meet at a time and place mutually agreed upon by its members.

Article V – Officers

The annual election of a Chair and Vice Chair shall be held at the January meeting, at which time they shall be chosen by ballot, by a majority of the Steering Committee

members in attendance at the January meeting. Terms are limited to two consecutive years. At least thirty (30) days preceding the annual election, a Nominating Committee, consisting of three volunteers from the Steering Committee, will be appointed by the Chair/Vice Chair at a regular monthly meeting.

Any officer may resign at any time by giving written notice to the Steering Committee members. Such resignation shall take effect at the time specified in the written notice; the acceptance of such resignation shall not be necessary to make it effective. Upon notification of a resignation, a Nominating Committee will be appointed by the Chair/Vice Chair and an election held at the following monthly Steering Committee meeting.

Duties of the Officers are as follows:

1) **Chair of the Steering Committee:** The Chair shall preside over all meetings of the Members and by virtue of his/her office shall be a meter of all standing committees. He or she shall have such duties and powers as may be assigned to him or her by the Committee Members
2) **Vice Chair:** The Vice Chair shall serve in the absence, or disability of the Chair. This designee shall perform all powers and duties of the office. In the event, the office of the Chair becomes vacant; the Vice Chair shall serve the remaining term of the Chair. At the next meeting, the nominating committee shall bring the nomination of the Vice Chair to a vote.

In the event that both officers (Chair and Vice Chair) are absent, the Coordinator (Consultant) or Program Director will run the meeting.

Any officer may be removed from the office by a majority vote of the Membership, whenever it is deemed to be in the best interest of the Committee.

Article VI – Voting

Each Member of a partnering agency of the Committee shall have one (1) vote. Members may appoint, or designate alternates to vote on their behalf. A minimum of a simple majority of agency member representation of the current Steering Committee membership is required to have a quorum.

If a member announces a conflict of interest on a particular matter and decides to refrain from voting, or otherwise participating in proceedings related to the matter, he or she shall leave the room. The member must remain outside the meeting room until the consideration of said matter is concluded. Any such member, who refuses to leave the room, shall be deemed absent for purposes of constituting a quorum, the counting of votes, or any other purposes.

Action on any proposal, other than the amendment or adaption of these bylaws, shall require an affirmative vote of the majority of members present. Action on matters relating to amendments of these bylaws shall require an affirmative vote of department or agency representative and majority vote of all members present.

Action VII – Sub-Committees

The Chair may designate, from among its members, specific Sub-Committees. Each of these Sub-Committees shall have authority granted directly by the Members. Standing and ad-hoc Sub-Committees must be established by the formal action of the Members.

Article VIII – Amendments of Bylaws

These bylaws may be altered, amended or repealed. New bylaws may be adopted only be the affirmative vote of 60 percent agency member representation of the Steering Committee, after notice is sent to all members no less than fourteen (14) days in advance of the action.

All proposed amendments to these bylaws shall be submitted in writing to and reviewed by a Bylaws Sub-Committee. The Sub-Committee shall take one of two positions on the proposed amendment(s):

1. The Sub-Committee may recommend approval or disapproval of the amendment to the Steering Committee.

2. The Sub-Committee may discuss and approve revisions to the purposed amendments before forwarding the amendment to the Steering Committee. In submitting a revised amendment, reason for the changes shall be provided, in writing, to the Steering Committee.

Article IX – Limitations

The Steering Committee is restricted from campaigning for or financially supporting any political candidates.

No action by any officer or member, shall be bound upon or constitute an expression on the policy of the Steering Committee, until it has been approved or ratified by the members.

Members of the Steering Committee shall comply with all applicable California Statutes relating to "conflicts of interest."

No member of the Committee shall vote on any issue that shall be a personal or financial benefit to the Member of the Committee.