



Operational Guidelines

Updated June 24, 2020

Who We Are

The Juneau Reentry Coalition (JREC) is a volunteer organization of about 200 individuals and organizations supporting successful transitions for people returning to the community after incarceration. The coalition also recognizes the importance of addressing the needs of justice-involved individuals during the pretrial and incarceration phases of their correctional involvement.

Members include people with lived experience of incarceration, community advocates, corrections and justice professionals, Tribal organizations, public health and social services, vocational rehabilitation, housing, transitional living, policymakers, domestic violence shelters, mental health and addiction treatment providers, faith-based organizations, public safety, youth services, and others.

JREC collaborates with the Alaska Mental Health Trust Authority (Trust), Department of Corrections (DOC), Department of Health and Social Services (DHSS), Department of Labor and Workforce Development (DOLWD), and community partners to assess and mobilize resources that address barriers and build community services for justice-involved individuals.

The JREC Coalition Coordinator, funded by a grant from the Trust, manages monthly Steering Team and bi-monthly community meetings, participants in coalition workgroup efforts, provides public outreach and represents JREC in various other capacities. The Reentry Case Manager, supported by a Department of Health and Social Services grant, works with transitioning inmates returning to the community after incarceration.

Mission

The mission of the Juneau Reentry Coalition is to promote public safety within the community by identifying and implementing strategies that increase the success of all justice-involved individuals and reduces the likelihood of recidivism.

We will accomplish this by:

- ❖ Improving communication and collaboration with the Alaska departments of Corrections, Health and Social Services, and Labor and Workforce Development, the Central Council Tlingit & Haida Indian Tribes of Alaska, City and Borough of Juneau, Alaska State Legislature, community service providers, and the community.
- ❖ Building community partnerships to strengthen local services.
- ❖ Identifying barriers for successful reentry into the community after incarceration and taking an active role in addressing those concerns.
- ❖ Supporting justice-involved citizens in accessing community support services at the pretrial, incarceration, and reentry levels.

- ❖ Utilizing the guidelines within the *Alaska Community Reentry Program Guide* to support a collaborative effort to address successful reentry in Alaska.
- ❖ Facilitating access to culturally responsive services for justice-involved Alaska Native citizens.
- ❖ Promoting community awareness and seeking community input about the underlying causes and conditions that lead to incarceration and providing accurate information about recidivism, public safety, and evidence-based practices..

What JREC Supports

CASE MANAGEMENT

JREC supports efforts to provide reentry case management for justice-involved individuals at Lemon Creek Correctional Center (LCCC) and in the community. Reentry case managers provide transition planning that includes coordinating with inmates, institutional and field probation officers, community health providers, family members, and other advocates to develop and carry out an individual's reentry plan. Partners providing case management include, JAMHI Health and Wellness, Gastineau Human Services (GHS), and Haven House.

The JREC Reentry Case Manager, funded by a grant from DHSS, provides evidence-based in-reach to inmates 90-days before release and follows their progress in the community for six months after release. Haven House and GHS case managers work similarly to implement a plan that promotes recovery, stability, and reduced likelihood of new crime.

Following are some of the supports the reentry case managers provide:

- ❖ Housing and employment application assistance.
- ❖ Access to behavioral health treatment, timely assessments, recovery support.
- ❖ Systems navigation, support with probation/parole appointments.
- ❖ Medicaid eligibility and enrollment.
- ❖ Coordination with community providers for access to services.
- ❖ Peer support and mentorship.
- ❖ Access to basic living supplies and resources.

ACCESS TO COMMUNITY BEHAVIORAL HEALTH SERVICES

JREC supports a robust system of community supports that includes substance use and mental health treatment, peer and recovery support, assistance with housing, training,

and employment, Medicaid, transportation, and other services to help increase the likelihood a justice-involved individual will be stable and productive in the community.

SUPPORTIVE HOUSING

JREC supports existing and emerging efforts to provide safe, affordable, and supported housing for justice-involved individuals in Juneau.

Juneau Reentry Coalition Structure

Membership is a collaboration of Juneau citizens, organizations, and agencies. All members should have a strong personal and community commitment to safe neighborhoods, reduced recidivism, and a healthy community through supporting justice-involved individuals.

The Juneau Reentry Coalition shall be guided by the JREC Steering Team, comprised of up to twenty individuals, nineteen voting members, and Coalition Coordinator who is not a voting member.

The Coalition Coordinator is hired to help facilitate and coordinate the logistics and activities of the coalition, and is guided by JREC Operational Guidelines and contractual obligations. Activities may include coordinating, recording, and advertising meetings; community outreach and education; budget oversight and maintaining records; conducting annual community, capacity, resource, and readiness assessments, and community reentry plan; and other duties as assigned.

Steering Team Organization

STEERING TEAM MEMBERSHIP

The JREC Steering Team is comprised of members representing a variety of Juneau stakeholders, including people with lived experiences of incarceration (peers), providers of services, Department of Corrections, Department of Health and Social Services, Central Council of Tlingit & Haida Indian Tribes of Alaska Reentry and Recovery Department, Juneau Police Department, Department of Labor and Workforce Development, JAMHI Health & Wellness, National Alliance for Mental Illness (NAMHI) (Juneau affiliate), Alaska Housing Finance Corporation, and Alaska Mental Health Board/Advisory Board on Alcoholism and Drug Abuse, Haven House, AWARE, and Veterans organizations.

The Steering Team is led by two Co-Chairs, one representing DOC and one community member. The Coalition Coordinator provides staff support to the Steering Team and coalition efforts.

The Steering Team is organized as listed in the table below:

1	Community Co-Chair	These seats form the JREC Executive Team
2	Department of Corrections Co-Chair	
3	Fiscal Agent	
4	Tribal Member	
5	Behavioral Health & Wellness Member	
6	Community Education & Outreach Member	
7	Education & Training Member	
8	Employment Member	
9	Family Support Member	
10	Housing Member	
11	Peer Support Member	
12	Law Enforcement Member	
13	Faith-Based Organization Member	
14	Victim Advocate Member	
15	Legal Professional Member	
16	Juneau At Large Member	
17	Juneau At Large Member	
18	Juneau At Large Member	
19	Reentry Case Management Member	
20	Coalition Coordinator	

STEERING TEAM MEETINGS

- ❖ **Purpose:** To guide the activities of the Steering Team and coalition.
- ❖ **Time and Place:** The Steering Team designates a time and place of monthly meetings.
- ❖ **Participants:** Steering Team members, members of the public, invited presenters.
- ❖ **Co-Chair Responsibilities:** Attend/lead Steering Team meetings, represent direction as guided by the Steering Team, the Alaska Community Reentry Program, and the requirements of coalition funders, and monitor workgroup activity.

- ❖ **Rules of Order:** Steering Team meetings will follow a ‘soft’ Robert’s Rules of Order format: Introduction – Approval of Agenda – Approval of Minutes – Presentations – Old Business – New Business – Workgroup Reports – Public Comments/Discussion – Announcements.
- ❖ **Motions and Actions:** Motions are used for any official action, for example, to approve agenda or minutes, change a mission statement, write a letter from the coalition, spend coalition finances, etc. Motions carry if there is no objection, or if a majority of members vote in favor.

STEERING TEAM CHAIRMANSHIP

- ❖ The JREC Steering Team will have two Co-Chairs: (one DOC representative and one community representative).
- ❖ The DOC Co-Chair is appointed by DOC.
- ❖ The Community Co-Chair is recruited from Steering Team members, through the following process:
 - Invite all Steering Team members to opt-in for consideration for the Community Co-Chair position.
 - The Coalition Coordinator, or selection committee, will contact all Steering Team members at least 15 days before the June Steering Team meeting to determine interest.
 - A non-response from a member will be considered as not opting-in.
- ❖ Co-Chair terms are for one-year, beginning each July Steering Team meeting.
- ❖ Co-Chairs decide between themselves how they want to organize meetings, e.g., one presiding chair and one vice-chair, or two Co-Chairs alternating responsibilities, etc.
- ❖ Co-Chairs will be provided with materials and training on meeting management, awareness of ‘soft’ Robert’s Rules, to promote meetings that are organized, consistent, and time-aware.

STEERING TEAM APPOINTMENT PROCESS

Nominations to fill a vacant seat on the Steering Team may be made at any time during the year. The nomination process is informal, and an interested individual or agency representative may submit a name to a sitting Steering Team member or the coalition Staff. Nominations to fill a seat on the Steering Team are reviewed by the sitting members and confirmed through a consensus vote. The Steering Team Co-Chair(s) may

ask that the nominee be present at a Steering Team meeting for an interview and to provide additional information before the Steering Team voting process.

WORKGROUPS

Workgroups are chaired by Steering Team members and are active according to need or project. Workgroup chairs establish a regular meeting time; recruit participants from JREC membership and the community; establish goals, action steps, and task assignments; and monitor and report progress at monthly JREC Steering Team meetings. The following are descriptions of JREC workgroups:

Alaska Native Workgroup: Addresses the over-representation of Alaska Native people in the justice system and promotes community services that are culturally appropriate and respectful.

Behavioral Health and Wellness Workgroup: Supports treatment and community-based education and support addressing the needs of justice-involved individuals who experience addiction, mental health, and other health concerns at all phases of their justice involvement.

Community Education and Outreach Workgroup: Builds community awareness, support, and advocacy for improved services and outcomes for justice-involved individuals that include evidence-based practices that promote fewer crimes and fewer victims, safer neighborhoods, and successful returning citizens.

Education and Training Workgroup: Works to ensure education and training opportunities are available to justice-involved individuals and supports individual success through a process that begins before release and continues after reentry into the community.

Employment Workgroup: Connects justice-involved individuals to employment opportunities, including supported employment and employment services, through a process that begins before release and continues after reentry into the community.

Family Support Workgroup: Supports resources and tools for justice-involved individuals and their families through a process that begins before release and continues after reentry into the community.

Housing Workgroup: Facilitates access to safe, affordable, and supportive housing through a process that begins before release and continues after reentry into the community.

Peer Support Workgroup: Creating, building, and maintaining a network of positive peer and community support to achieve success in the community, through a process that begins before release and continues after incarceration.

STEERING TEAM SCOPE OF COMMITMENT

- ❖ Voluntarily commit to being a member of the JREC Steering Team.

- ❖ Collaborate closely with other community members to promote efficient and effective decision-making.
- ❖ Agree to attend scheduled monthly meetings of the Steering Team, scheduled coalition community meetings, and additional meetings as may be set, or arrange for a designee or representative to attend when absent.
- ❖ Notify the JREC Co-Chairs and Staff in writing if the member is no longer able to meaningfully participate in the JREC and recommend an alternative community member, organization, or agency to replace them..
- ❖ Agree to the annual review of participation on the Steering Team. Each member understands that the development of an effective team depends on active involvement and participation by the respective Steering Team members and cannot sustain itself if members do not meaningfully participate.
- ❖ Agree to the annual automatic renewal of the membership in the JREC unless a member makes a notification as defined under the above item.

STEERING TEAM UNITED GOALS

- ❖ To enhance the health and safety of the local community.
- ❖ To develop and strengthen collaboration with local organizations and agencies who are focused on providing reentry services in the Juneau community.
- ❖ To develop and strengthen collaboration with the Alaska Department of Corrections.
- ❖ To identify barriers for returning citizens and actively promote public awareness and proactively work on developing ways to address these barriers.
- ❖ To collaborate and communicate with other local reentry coalitions to broaden and expand reentry programs and services throughout the state of Alaska.

JREC Community Meetings

Purpose: Community meetings focus on different aspects of reentry and serving justice-involved individuals.

Structure: Each community meeting is hosted by a different workgroup theme, which identifies the structure and topic for the meeting. The meeting format is determined by

the organizer(s) and may include a panel presentation, community discussion, PowerPoint, or other style of presentation.

Time and Place: The JREC steering team designates a time and place annually for community meetings.

Participants: Community members, coalition and steering team members, peers, agencies, etc.

JREC Media and Travel Policy

PUBLIC SPEAKING ON BEHALF OF JREC

Any JREC Steering Team member or Staff who speaks on behalf of JREC--to the press, radio, TV, meetings with policymakers, public or invited testimony before a public body--must present, in advance, their topic and overall message, with brief talking points, for review and approval by at least two other steering team members, which must include one Co-Chair.

It is the responsibility of an approving Steering Team member to return comments as quickly as possible. If no response is provided within 24 hours, the requester may consider the draft approved.

This policy is to ensure some oversight, and that any public comments on behalf of JREC are consistent with the coalition's messaging.

TRAVEL FUNDS

The JREC Steering Team approves all coalition travel. Steering Team approval is required before travel funds are expended. JREC's Fiscal Agent must be involved in the approval process.

JREC travel funds should be prioritized for the JREC Coalition Coordinator and JREC Reentry Case Manager to attend training and other activities, as required by the parameters outlined by grant agreement contracts. JREC may also distribute travel funds to others, based on the following considerations (not in any specific order): financial need, availability of scholarships from other resources, member's historical use of travel funds, and their level of participation in the JREC activities.

JREC uses the State of Alaska travel policy as its framework for approving, purchasing, and reimbursing travel expenditures. It is the responsibility of the JREC business traveler to understand how this framework affects travel purchases and reimbursements. The Fiscal Agent or the Coalition Coordinator provides this information to the JREC traveler when requested.