

MacArthur Safety and Justice Challenge Philadelphia Community Advisory Committee Information 2023

Purpose:

The Criminal Justice Community Advisory Committee (CAC) was established by the City of Philadelphia, Managing Director's Office of Criminal Justice in collaboration with the local Criminal Justice Partner Agencies. The role of the Community Advisory Committee has been to support and contribute to the implementation of the MacArthur Foundation Safety and Justice Challenge reform plan which aims to reduce the size of the local jail population by 58% over seven years and reduce racial and ethnic disparities in the criminal justice system. The CAC is entering its fourth year and has made significant contributions over time. The members hold the criminal justice partners accountable for the commitments they have made to the collaborative and data-driven reform effort and offer real, on the ground input at decision making tables.

Mission:

The Community Advisory Committee will 1) help the criminal justice partner agencies better understand what is important to those directly impacted by the criminal justice system, 2) provide advice to the criminal justice partners on concrete ways to further the criminal justice reform effort, 3) create pathways for the inclusion of knowledge and experience of community members of varying perspectives in the reform work, and 4) promote greater transparency and accountability of the criminal justice partner agencies with the broader community as it relates to criminal justice reform.

Selection Process and Member List:

Inaugural members of the CAC were selected based on an open application process, followed by interviews with representatives of the criminal justice partners who serve as members of the MacArthur Safety and Justice Challenge Community Engagement Workgroup. CAC members have either been directly impacted by the criminal justice system or have significant experience with the criminal justice system.

All CAC members will apply for and be selected for membership on a specific sub-committee. All CAC members are also required to attend all the weekly large CAC meetings (see below for schedule).

Requirements/Activities:

The main activities of the CAC include:

- Advising government agencies on what's most important to people impacted by the criminal justice system directly.
- Providing criminal justice partners with concrete ways to further the reform effort and actively respond to feedback.
- Including diverse perspectives on criminal justice reform by drawing on community experience and knowledge.

- Encouraging transparency and accountability regarding reform efforts within criminal justice partner agencies.

The CAC hosts public meetings and community events throughout the year. The CAC is required to hold at least 6 public meetings and 6 public events each calendar year.

CAC Meetings:

CAC meetings occur **weekly on Tuesdays at 6:30 p.m.** and last anywhere from 30 - 90 minutes. CAC meetings are required for members. This is subject to change as sub- committee meetings become more regular and frequent and based upon the needs/requirements of the CAC.

The Chair and Co-Chair are responsible for running meetings, setting the agendas, and ensuring effective communication of information between members. In response to the pandemic, the CAC’s meetings were held virtually on a weekly basis. During these meetings, members:

- Provided updates from their various workgroups.
- Shared reminders of upcoming meetings and events.
- Scheduled time for CAC members to discuss issues in more depth.
- Developed recommendations.
- Strategized stakeholder engagement.

Attendance Policy:

The CAC Leadership will maintain an accurate calendar of all meetings which will be posted, and appropriate meeting links made available prior to the actual meeting date. Notice of any excused absence shall be forwarded to CAC Leadership in writing prior to the actual meeting date. Sunshine Policy: There must be reasonable accommodation if an absence is the result of circumstances beyond the member's control.

Three unexcused absences can lead to removal as a CAC member. It shall be required that an open discussion and formal vote on the individual's CAC membership be conducted. 3/4 vote of CAC members in attendance at the meeting where individual's membership discussed shall be sufficient for removal. The removed member may request an explanation of their removal, including, but not limited to, detailed notes of the open discussion, and may file an appeal for their removal no later than two (2) weeks after being removed. ****If the two (2) week deadline fall on a holiday, deadline will roll to the next day.**

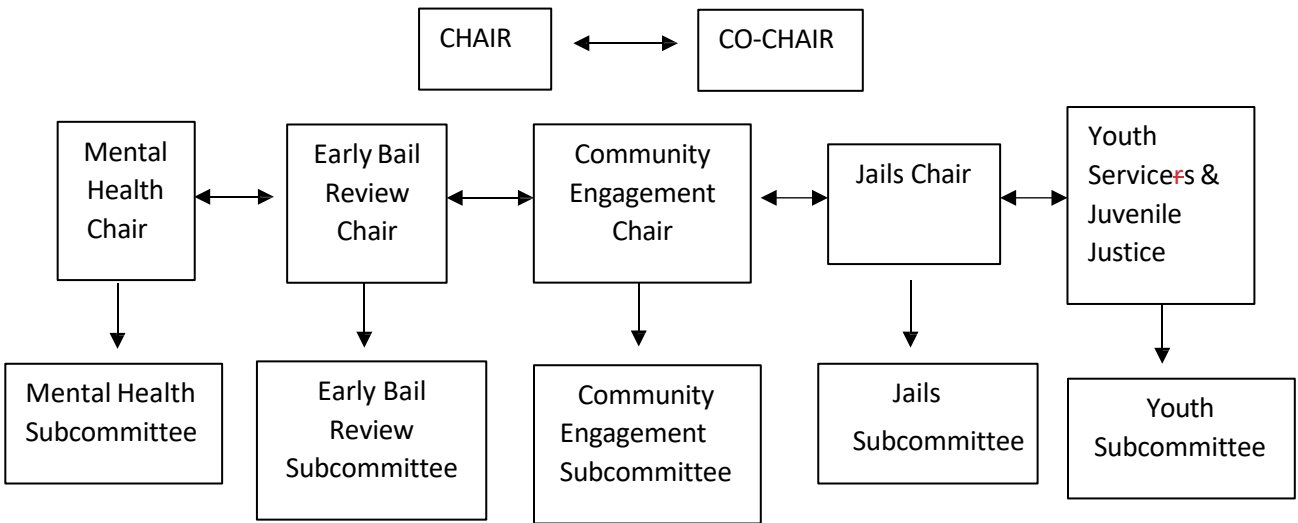
Appeal Process: A removed member may file for an appeal within two (2) weeks of receipt of their written notice. The appeal must be submitted in writing and sent to the full CAC Leadership team including, but not limited to, Chair, Co-Chair, Secretary (if applicable), Treasurer (if applicable), and all named sub-committee Chairs. A hearing on the appeal will occur within two (2) weeks of receiving the written notice. 2/3 vote of Leadership team can result in reinstatement. Upon reinstatement, the Leadership team shall hold an open discussion for the full CAC membership at the next closed, CAC only meeting preceding the reinstatement.

An unexcused absence could result in the immediate removal of any previously removed member.

The leadership team will attempt to contact the member after the second consecutive unexcused absence. All attempts to contact the absent member shall be recorded in the meeting minutes and the preceding full CAC meeting.

Attendance policy applies to full CAC meetings, CAC sub-group meetings, and for any meeting or event which a member volunteers or commits to attend. Any required written notice under this attendance policy may be sent in any manner consistent with normal CAC practice or in any manner consented to by the recipient.

CAC Organization Structure:



CAC Sub-Committees & Goals

The CAC is made up of members who sit on each of the various sub-committees. The goals of the sub-committees are to push policy which the CAC deems vital to criminal justice reform in Philadelphia. The sub-committees are also tasked with setting up and running at least one of the required events each calendar year. Sub-committees are made up of 4-6 members, including the sub-committee chair.

Each of the City’s eleven (11) criminal justice agencies appointed an agency liaison to the CAC. The Agency Liaisons serve as a resource to the CAC by providing information as requested, answering questions, and responding to recommendations on behalf of the agency they represent. The criminal justice partner agencies include: The City of Philadelphia Managing Director’s Office (Office of Criminal Justice, Office of Reentry Partnerships), Philadelphia Police Department, Philadelphia Department of Prisons, Department of Behavioral Health and Intellectual disAbilities Services, District Attorney’s Office, Defender Association of Philadelphia, and First Judicial District of Pennsylvania’s Municipal Court, Court of Common Pleas (including the Adult Probation and Parole Department and Pretrial Services Department), and the Department of Research and Development.

Sub-Committee Structure

Mental Health - Meetings occur bi-weekly on Thursdays at 6:00 p.m. for an hour.

1. Provide community feedback on how mental health resources are being made publicly known to persons involved in the Philadelphia justice system and help to spread community awareness about these resources.
2. Work within the 9/11 triage City workgroup to provide community voices and feedback on the City's new 988 system, mental health response units, and co-responder units. (*Please note - the workgroup meeting is separate from the sub-group meeting. The City's 9/11 Triage workgroup meets the 2nd Monday of every month at 12 pm).

Early Bail Review (EBR) & Probation and Parole Review: Meetings occur bi-weekly on Thursdays at 1:00 p.m. for an hour.

1. To provide education and information to the community surrounding topics related to both EBR while also working with City liaisons/departments to ensure an equitable EBR system for all justice involved persons.
2. Work to request information from the Courts (which includes Adult Probation and Parole (APPD)) surrounding various aspects of probation/parole supervision and provide that information to the public.

Community Engagement: Meetings occur bi-weekly on Mondays at 6:00 p.m. for an hour.

1. Build relationships between the CAC and community while also building relationships between the community and City.
2. Develop and maintain an ongoing list of available resources for the community/justice involved persons and their families to provide.
3. Create and maintain relationships with non-profits and area organizations which provide resources and services to justice involved persons and their families.

Jails: Meetings occur bi-weekly on Wednesdays at 6:00 p.m. for an hour.

1. Gather information pertaining to the overall conditions of persons incarcerated within the Philadelphia prison system and provide that information to our city liaisons and hold them accountable for the overall reports of jail conditions.

Youth Services & Juvenile Justice: Meetings occur TBD.

1. The goals and purposes of the Youth Services & Juvenile Justice are being formulated as the newest CAC sub-committee.

