



# Effective Advisory ▶ Board Engagement

Presenters:

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# Welcome & Introductions

# Why Are Advisory Boards Necessary?

1. Required by the Drug, Mental Health, and Drug Court Statutes
2. Specified in the Standards for Georgia Accountability Courts
3. Certification Requirement
4. Individual Program Mandates
5. Restrictions on Program Staff Activities

# 1. Statutory Requirement for Advisory Board/Planning Group

O.C.G.A. § 15-1-16: Mental Health Court Divisions:

(3) Each mental health court division shall establish a planning group to develop a written work plan. The planning group shall include judges, prosecuting attorneys, sheriffs or their designees, public defenders, community supervision officers, and persons having expertise in the field of mental health. The work plan shall address the operational, coordination, resource, information management, and evaluation needs of the mental health court division. The work plan shall include mental health court division policies and practices related to implementing the standards and practices developed pursuant to paragraph (4) of this subsection.



## 2. CACJ Standards Requirement for Advisory Board/Planning Group

Standards for Georgia Accountability Courts

Section III: Adult Mental Health Court Standards

Planning and Administration, 1.2

1.2 The planning committee should identify agency leaders and policymakers to serve on an “advisory group” (in some jurisdictions members of the advisory group will also make up the planning committee) responsible for monitoring the court’s adherence to its mission and its coordination with relevant activities across the criminal justice and mental health systems. The advisory group should suggest revisions to court policies and procedures when appropriate and should be the public face of the mental health court in advocating for its support. The planning committee should address ongoing issues of policy implementation and practice that the court’s operation raises. Committee members should also keep high-level policymakers, including those on the advisory group, informed of the court’s successes and failures in promoting positive change and long-term **sustainability** (see Standard 10: Sustainability). Additionally, by facilitating ongoing training and education opportunities, the planning committee should complement and support the small team of professionals who administer the court on a daily basis, the “court team” (see Standard 8: Court Team). The planning committee should meet at least semi-annually.

### 3. Essential Element 1 in Court Certification

Essential Elements Standards Benchmarks Certification Requirements	Suggested Location, if any	Documentation
<p align="center"><b>Essential Element 1</b></p> <p align="center"><b>A broad-based group of stakeholders representing the criminal justice, mental health, substance abuse treatment, and related systems and the community guides the planning and administration of the court.</b></p>		
<p><b>Benchmarks 1.1 – 1.4</b></p> <p>Each mental health court shall establish a multiple discipline planning committee and an advisory group to create a work plan and to monitor criteria, mechanisms, and court processes. In some jurisdictions, these two groups may have the same membership. These planning and advisory groups shall have judicial leadership and shall periodically review and suggest revisions to mental health court policies and procedures.</p>		
<p><b>Certification Requirement 1a</b></p> <p>Courts in the planning stages should have a workplan as outlined in O.C.G.A. § 15-1-16. Once established, mental health courts should maintain a written policy and procedure manual.</p>	<p>Policy and Procedure Manual, Work Plan</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Title(s) of the attachment(s) _____</p> <p>Relevant page number(s) _____</p>
<p><b>Certification Requirement 1b</b></p> <p>A written list of planning committee and/or advisory group members and their job titles shall be provided to the Council of Accountability Court Judges as part of the certification process.</p> <p><b>Notes:</b></p> <p>The planning committee and/or advisory group should have representation from the judiciary, prosecuting attorney's office, a defense attorney, sheriff or designated law enforcement, probation officers, and a mental health clinical representative. The planning committee and/or advisory group members should meet at least semi-annually to review policies, procedures, and operations of the mental health court program.</p>	<p>Policy and Procedure Manual, Memoranda(um) of Agreement/Understanding (MOA/MOU)</p>	<p>Does your court meet this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an attachment(s) to support this requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Title(s) of the attachment(s) _____</p> <p>Relevant page number(s) _____</p>

## 4. Individual Program Mandates

### Newton County Resource Court Program Manual:

#### Advisory Board

The planning committee shall select an advisory board that will serve as the public face of the mental health court. The Board will also review the progress the court is making and suggest revisions. (1.2; 8.5)

The Board will coordinate with civic and business leaders to establish support for court participants within the community. Support for participants may include, but is not limited to, employment and/or volunteer opportunities within the community, gift certificates to local merchants, provision of housing, and provision of public relations support for the mental health court. (10.4)

The judge, as the leader of the mental health court, will sit on the advisory board and will serve as a liaison between the court team and the advisory board. (1.3)

## 5. Restrictions/Limitations on Staff Activities

1. Judicial Ethical Prohibitions re: Direct Solicitations
2. Time Limitations on Judges & Staff:
  1. Speaking Engagements
  2. Disseminating Information at Community Events
  3. Connecting with Potential Sponsors
  4. Other Public Outreach

# Best Practices

- ▶ Begin with Two Questions:
  - ▶ What are Our Goals?
  - ▶ How Will the Advisory Board Operate?
- ▶ How to Pick Members:
  - ▶ CACJ Guidance: Enlist Policymakers, Civic & Business Leaders
  - ▶ Recruit Specific People and Talents
  - ▶ Representative of Community
  - ▶ Size Considerations - Function vs. Name Recognition
- ▶ Clarify Expectations for Board & Staff via Agreement
- ▶ Communication
- ▶ Providing Board with Necessary Information:
  - ▶ Binder: Handbook, Program Manual, Summary Reports CJCC, Flyers, Copy of Agreement, Needs List
  - ▶ Decide upon granularity and an effective method of delivery - Avoid overloading with charts & spreadsheets
  - ▶ Decide upon type and content of 'Annual Report'
- ▶ Measure Progress

# Questions & Discussion

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# Photo Gallery:

Fall Banquet 2018  
Holiday Party 2018































































# Citations

- ▶ 1. Adult Mental Health Court Certification Application. (n.d.). Retrieved May 14, 2019, from <https://www.gaaccountabilitycourts.org/Adult%20Mental%20Health%20Courts%20-%20Certification%20Application,%2011.27.17%20-%20Fillable.pdf>
- ▶ 2. Mental Health Court Divisions, O.C.G.A. § 15-1-16 (2015).
- ▶ 3. Standards for Georgia Accountability Courts. (n.d.). Retrieved May 14, 2019, from [https://www.gaaccountabilitycourts.org/CACJ Accountability Court Standards. Revised 1.24.18.pdf](https://www.gaaccountabilitycourts.org/CACJ%20Accountability%20Court%20Standards%20Revised%201.24.18.pdf)