

JJSTC Organization 63A-1.001-.003

63A-1.001 Definitions.

- (1) ACT means the Juvenile Justice Training Act, Chapter 985, Florida Statutes.
- (2) COMMISSION means the Juvenile Justice Standards and Training Commission created by the Juvenile Justice Training Act, Chapter 985, Florida Statutes.
- (3) DEPARTMENT means the Department of Juvenile Justice.
- (4) COMMISSIONER means a duly appointed member of the Juvenile Justice Standards and Training Commission under the provisions of the Juvenile Justice Training Act, Chapter 985, Florida Statutes.
- (5) JUVENILE JUSTICE PROGRAMS means the programs provided by the Department to provide rehabilitative services to juvenile offenders, pursuant to Chapter 985, Florida Statutes.
- (6) JUVENILE JUSTICE PROGRAM STAFF means the employees of the Department of Juvenile Justice who deliver direct-care and other services to children and those private or public providers who deliver direct-care services to children pursuant to contract with the Department of Juvenile Justice.
- (7) SECRETARY means the agency head of the Department of Juvenile Justice.
- (8) SUPPORT STAFF means the personnel provided by the Department of Juvenile Justice to assist the commission in the performance of its duties.
- (9) TRUST FUND means the Juvenile Justice Training Trust Fund created under the provisions of the Juvenile Justice Training Act, Chapter 985, Florida Statutes.

Specific Authority 985.405, 985.406 FS. Law Implemented 985.406 FS. History—New 9-30-98.

63A-1.002 General Organization.

- (1) The Department of Juvenile Justice, Office of the General Counsel, is designated as the agent for the commission for the service of process upon the commission.
- (2) The agency head is the Secretary of the Department of Juvenile Justice. The commission is headed by a chairperson and vice-chairperson, who are elected annually.
- (3) The commission shall hold a minimum of four regularly scheduled meetings each year. The commission shall meet in the following manner:
 - (a) Annual Meeting: The commission shall meet during the month of July of every year at a place which shall be fixed by the Executive Committee. The election of officers shall take place at the annual meeting.
 - (b) Regular Meetings: The commission shall meet at least three times, in addition to the annual meeting, as determined by the commission.
 - (c) Special or Emergency Meetings: Special or emergency meetings of the commission shall be held as necessary to meet the needs of commission upon the call of the chairperson or upon the written request of three members of the commission. The chairperson shall verify the place, date, and time of the special or emergency meeting.
- (4) Notice of meetings shall be accomplished in the following manner:

Regular Meetings: Regular meetings of the commission will be held on the date, time, and place of the regular meeting fixed by the commission in accordance with these rules.

 - (a) Except in the case of emergencies, the commission shall give at least ten days notice of any meetings or workshops. Such notice shall be published in the Florida Administrative Weekly.
 - (b) Notice to the commissioners individually will be made as soon as practicable but at least fourteen (14) days prior to any meeting or workshop.
- (5) Agenda: The meeting or workshop agenda will be available by contacting the Juvenile Justice Standards and Training Commission, Department of Juvenile Justice, Staff Development Administrator, 2737 Centerview Drive, Tallahassee, Florida 32399-3100.
- (6) Manner of Acting:
 - (a) No action may be taken for the commission at any meeting without a quorum of the commissioners.
 - (b) A simple majority of such quorum of commissioners shall decide any issue that is properly brought before the

commission.

(c) A majority of the commission has the authority to determine that two-thirds vote will be required on an issue before the commission. The commission must consider the overall general public interest and the impact of the issue when determining whether a two-thirds vote will be required.

(d) The commission must determine whether a two-thirds vote shall be required on the following issues before the commission:

1. Recommendations to the Florida Legislature.
2. Recommendations to the Secretary.
3. Removal of any Member.
4. Amendment or Repeal of an administrative rule.

(7) Meeting via Communications Media Technology: The commission may permit any or all members to participate in a regular or special meeting by or conduct the meeting through the use of communications technology by which all commissioners participate simultaneously. A commissioner so participating in a meeting by this means is deemed to be present at the meeting.

Specific Authority 985.405, 985.406 FS. Law Implemented 985.406 FS. History–New 9-30-98.

63A-1.003 Finance, Budget and Audits.

(1) JUVENILE JUSTICE TRAINING TRUST FUND: The Department shall be responsible for:

(a) Keeping an accurate accounting of the Juvenile Justice Training Trust Fund and;

(b) Advising the commission quarterly of the financial status of the Trust Fund in coordination with the meetings of the commission. This quarterly report shall outline revenue collections and deposits for the Fund and the current expenditures for the juvenile justice training program.

(2) CONTRACTS: The commission shall make recommendations to the Department for contracted services which the commission determines necessary in the execution of its powers or the performance of its duties.

(3) FISCAL YEAR: The fiscal, corporate, and operational year for the commission begins on July 1 and ends on June 30 of the next year. All records of the commission shall be kept in accordance with this calendar. All reports, records, or returns required to be filed with all respective state or local governments shall follow this calendar.

(4) FINANCIAL REPORTS: The financial books of the commission shall be closed on June 30 of each year and financial statement shall be prepared by the Department and submitted to the commission within 120 days after the close of the fiscal year.

Specific Authority 985.405, 985.406 FS. Law Implemented 985.406 FS. History–New 9-30-98.