**BOARD OF STATE AND COMMUNITY CORRECTIONS**

**EXECUTIVE STEERING COMMITTEE GUIDING PRINCIPLES AND PROCESS**

Many of the decisions made by the Board of State and Community Corrections (BSCC) directly impact the day-to-day operations of local public safety agencies and service providers. To ensure successful program design and implementation, it is essential that those impacted are included in the decision making process. The BSCC uses ESCs to inform policy and decision making related to the Board’s programs, including distributing funds and developing standards and regulations. The process enables the BSCC to work collaboratively in changing environments, complete its work timely, and create positive partnerships critical for success.

This collaborative approach is supported by statute[[1]](#footnote-1) which states:

“The Board shall regularly seek advice from a balanced range of stakeholders and subject matter experts on issues pertaining to adult corrections, juvenile justice, and gang problems relevant to its mission. Toward this end, the Board shall seek to ensure that its efforts are:

1. systematically informed by experts and stakeholders with the most specific knowledge concerning the subject matter;
2. include the participation of those who must implement a board decision and are impacted by a board decision; and
3. promote collaboration and innovative problem solving consistent with the mission of the Board. The Board may create special committees, with the authority to establish working subgroups as necessary, in furtherance of this subdivision to carry out specified tasks and to submit its findings and recommendations from that effort to the Board.”

**ESC Roles and Responsibilities**

ESCs are advisory committees appointed by the BSCC, as the need arises, to carry out specified tasks and to submit findings and recommendations to the BSCC. The Board then approves, rejects or revises those recommendations. Members of the ESCs are not paid for their time but are reimbursed for travel expenses incurred to attend meetings.

When the specific task is completed the ESC is automatically disbanded.

Chair - The role of the Chair is to ensure that the Committee completes its assigned task on scope and on time. The Chair leads the meetings and facilitates the group discussion. Working with staff, the Chair identifies the appropriate members for the committee, develops the meeting agendas and represents the committee to the Board.

Member – The role of the member is to attend and actively participate in ESC meetings. Working collaboratively, the ESC members develop recommendations and/or work product in accordance with the stated purpose of the ESC.

BSCC Staff - BSCC staff support the committees and the Chair in the successful completion of its work. They also serve as subject matter experts in board programs and policies and bring their facilitation and group management skills to keep the committee work flowing. They work with the Chair to identify committee members, develop working agendas, manage the flow of the meetings, and record the decisions and actions of the committee. Although staff provides service to the committee, they are staff to the Board and represent the interests of the Board. In rare cases, this might result in a staff recommendation to the Board that is contrary to the committee recommendation.

**Composition and Size**

The Board has the discretion to determine the composition and size of ESCs depending upon the complexity of the need. The ESCs should be balanced by demographics, geography, stakeholder interest, and subject matter expertise as appropriate to the assigned task. The size of committees will generally be between nine and thirteen members to ensure that the groups are adequately representative but not too unwieldy to schedule meetings and accomplish work.

**Appointment of Chair**

The Board has the discretion to appoint the Chair of the ESC. ESC’s will generally be chaired by a Member of the Board in order to provide continuity between the Board and the ESC. In some cases, the Board may appoint Co-Chairs to share duties, one of which should be member of the Board. Co-Chairs may be considered for ESCs that will be formed for an extended period of time or have dual purposes such as the distribution of funding to both juvenile and adult programs. In the event a Board member is not available to Chair a committee, the Board may elect to appoint a Chair who is not a member of the Board. This can occur when Board members have conflicts of interest that prevent them from serving on an ESC.

**Appointment of Committee Members**

The Board has the discretion to appoint the members of the ESC. A list of stakeholder interests and areas of expertise necessary to support the purpose of the ESC is developed and members are identified to fill each of those positions. The stakeholder interests, areas of expertise, and members will vary from ESC to ESC and flow from the stated purpose.

The formation of most ESCs will be posted on the BSCC web site with information on the purpose of the ESC, the desired stakeholder interest and subject matter expertise to be represented by members, and the timeline and process for submitting a statement of interest for membership.

**ESC Formation Process**

Step One: Staff will complete an analysis of the program or policy to be addressed, identify the need for an ESC, and develop recommendations regarding the Chair and the stakeholder interests and subject matter expertise that should be represented on the ESC.

Step Two: Staff will present a proposal for the Board’s approval requesting:

1. an ESC be formed,
2. approval of the recommended Chair/Co-Chairs
3. approval of the recommended list of stakeholder interests and subject matter expertise to be represented on the ESC, and
4. delegated authority to the ESC Chair, Board Chair, and staff to identify the members to fill the roster.

The Board can either approve, revise or reject the staff recommendations. In some cases the Board may direct that the ESC membership roster be brought back for Board approval.

Step Three: In many cases Staff will publish on the BSCC website a notice of the formation of the ESC, including information about the stakeholder interests and subject matter expertise to be represented, and the timeline and process for submitting statements of interest for membership. The period of time for filing statements of interest shall be at least two weeks.

Step Four: The Board Chair, Committee Chair, and staff will develop a list of recommended members to fill the identified stakeholder interest and subject matter expertise slots identified for the ESC.

Step Six: If development of the membership has been delegated, the ESC will begin work upon completion of the roster. If the Board has directed that the membership be approved by the Board, the list will be presented at a subsequent Board meeting and the ESC will begin work upon Board approval of the roster.

1. Penal Code Section 6024 (c) [↑](#footnote-ref-1)