

Board of State and Community Corrections Juvenile Titles 15 and 24 Regulations Revision Nutrition Workgroup Meeting Guide

This document is intended as a quick reference guide for how Nutrition Workgroup members can prepare for the upcoming meeting.

Date: February 28, 2024

Time: 9:00 AM to 4:00 PM

Break for lunch from 12:00 PM to 1:00 PM.

Following this guide will help ensure that each regulation is carefully reviewed, public comment shared, proposed revisions crafted, and best practices considered within the time frame. If you have any questions, please contact either of the following:

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Analyst
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Shay Molennor
Field Representative
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Preparation for Workgroup Meeting:

1. Review the Nutrition Workgroup Briefing Materials Booklet.

The *Nutrition Workgroup Briefing Materials Booklet* provides information on the regulation revision process and an overview of how to use the briefing material.

2. Get familiar with each regulation.

The *Title 15 Regulation Revision Text - Article 9* and *Article 9 Definitions* documents contain all the applicable regulations and related definitions for your workgroup. Contact Amanda Ferreira or Shay Molennor if you are not sure where to start or need more information.

3. Review SYTF Subcommittee recommendations, if provided.

The *Title 15 Regulation Revision Text - Article 9* document includes a summary of recommendations received during the Secure Youth Treatment Facility (SYTF) Subcommittee Meetings on March 10 and July 28, 2023.

4. Review public comment, if provided.

The *Title 15 Regulation Revision Text - Article 9* document includes a summary of public comment received for each section with a reference to Attachments A, B, C, E, E.1, F, F.1, H and M, which contain the public comments. Public comment will also be welcomed during the meeting.

5. Review best practices, if provided.

The *Title 15 Regulation Revision Text - Article 9* document includes best practices. If you have resources on another best practice that you would like shared with the workgroup prior to the meeting, contact Amanda Ferreira.

6. Determine if a revision is needed.

If during your review you see that a revision is necessary, please draft the revision directly on your copy of the *Title 15 Regulation Revision Text - Article 9*.

- ✓ Use “Track Changes” to document all the changes you made.
- ✓ Draft your justification by answering the questions included in the document.
- ✓ Be prepared to share your thoughts with the workgroup.

7. Determine that no revision is needed.

This step is crucial as it allows the workgroup to devote its time and discussion to other regulations, and the meeting will be more efficient.

- ✓ Make a note for yourself.
- ✓ If others came to the same conclusion and have no suggestions, then the workgroup can move on to the next regulation during the Zoom meeting.

Thank you again for your interest, time, and efforts in our regulation revision process.