

## Board of State and Community Corrections Juvenile Titles 15 and 24 Regulations Revision Environmental Health Workgroup Meeting Guide

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

**Date: July 31, 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:

Amanda Ferreira  
Associate Governmental Program Analyst  
[regulations@bscc.ca.gov](mailto:regulations@bscc.ca.gov)

Craigus Thompson  
Field Representative  
[Craigus.Thompson@bscc.ca.gov](mailto:Craigus.Thompson@bscc.ca.gov)

### Preparation for Workgroup Meeting:

**1. Review the Environmental Health Workgroup Briefing Materials Booklet.**

The *Environmental Health 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 - Articles 10, 11, and 12* and *Articles 10, 11, and 12 Definitions* documents contain all the applicable regulations and related definitions for your workgroup. Contact Amanda Ferreira or Craigus Thompson 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 - Articles 10, 11, and 12* 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 - Articles 10, 11, and 12* document includes a summary of public comment received for each section with a reference to attachments. Public comment will also be welcomed during the meeting.

**5. Review best practices, if provided.**

The *Title 15 Regulation Revision Text – Articles 10, 11, and 12* 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 - Articles 10, 11, and 12*.

- ✓ 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.