 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;"><b>114.00</b></p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> <b>Administration and Management</b></p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> <b>WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JCRF-1A-11; ACA 3-JDF-1A-12</b></p>	
<p><u>SUBJECT:</u> <b>Advisory Board</b></p>		
<p><u>DATE:</u> <b>April 1, 2014</b></p>		

**POLICY**

It is the policy of the WV Division of Juvenile Services to encourage involvement by interested persons outside the facility. In assisting the Division as well as each facility in achieving its mission and goals, each facility will solicit diversity of opinion in addressing pertinent juvenile justice issues.

**CANCELLATION**

This policy has been reviewed and supersedes Policy 114.00 dated April 1, 2008.

**APPLICABILITY**

This Policy applies to all Division of Juvenile Services' facilities.

**DEFINITIONS**

**Advisory Board:** A panel of at least three (3) select individuals for purposes of soliciting input pertaining to issues of each respective facility.

**PROCEDURES**

1. The Advisory Board at each facility will consist of a minimum of three (3) members, as selected by the Facility Superintendent/Director. Public solicitation for those positions are welcomed in order that the most diverse range of interest and expertise may be impaneled. Each member will hold their position for a one year term, renewable each year with both parties consent.
2. Each Advisory Board shall have representatives of the surrounding community in which the facility is located.

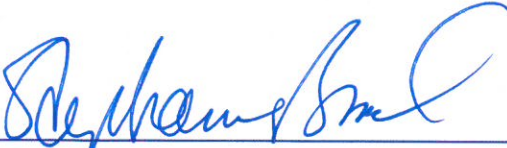
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3. The Advisory Board has the responsibility to consider all aspects of the operation of the facility and shall:
  - a. Be informed of changes in Operational Procedure and practices of the facility
  - b. Provide feedback on those changes to existing procedures and practices.
  - c. Be made aware of any issues regarding hiring, advertising for vacant position
  - d. Be requested to help with recruitment of staff
  - e. Assist with brainstorming for community service involvement and/or options for the residents.
  - f. Assist with donations for the benefit of the residents
  - g. Be encouraged to spend time with the residents
  - h. Be offered opportunity to tour facility and talk with staff
  
4. Meetings are scheduled quarterly for each facility Advisory Board. Each meeting will have a sign in sheet for all individuals present. Minutes of such meetings will be sent to the Director's Office to include any recommendations for improvement and any event or circumstances which the Board believes warrants immediate correction. Meeting minutes shall be made available to the public upon request.
  
5. This policy will be adopted in its entirety and the facility will not create an operational procedure.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

  
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 Director

4/1/14  
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 Date