

FY 2024-2025 Durham County JCPC Workplan/Calendar

JULY – No Scheduled Meeting

JCPC funded programs work to complete their 12-Month Measurable Objectives Report for the fiscal year that just ended with presentation of outcomes to the JCPC at the August meeting

AUGUST:

August 8th, 2024: Executive Committee Meeting

August 28th, 2024: JCPC Meeting

- **August 15** – Final Accounting Reports and General Ledgers due in NC ALLIES.

August JCPC Meeting Items:

- Distribute JCPC Workplan/Calendar - Chair
- Complete Conflict of Interest Forms - Members
- Appoint members for Monitoring and Risk & Needs Committees - Chair
- Programs present their 12-month measurable objectives and updates
- Reports from Area Consultant, Court Counselor, and DPS
- **Community Program Presentation**
- Chair update
- Announcements

SEPTEMBER:

September 12th, 2024: Executive Committee Meeting

September 25th, 2024: JCPC Meeting

- Resource Assessments may begin – prep for Risk & Needs Committee meeting. SPEP scores/reports distributed to programs – Consultant
- JCPC Member Orientation– Consultant

September JCPC Meeting Items:

- Finalize Committee Appointments - Chair
- Complete any remaining Conflict of Interest Forms - Members
- Review membership roster to make sure the terms of all members are current – Chair and JCPC
- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- **Community Program Presentation (Tentative)**
- Chair update
- Announcements

OCTOBER:

October 10th, 2024: Executive Meeting

October 23rd, 2024: JCPC Meeting

- The Risk and Needs Assessment Committee begins work on PEPs
- *JCPC resource/information fair OCTOBER (date?) (Tentative)*
- *Funding Information Session – (date?)*

October JCPC Meeting Items:

- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- *Community Program Presentation*
- Chair update
- Announcements

NOVEMBER:

November 14th, 2024: Executive Committee Meeting

November 20th, 2024: JCPC Meeting

- Risk & Needs Assessment Committee meets
- Funding Priorities presented to JCPC for approval – Executive Committee

November JCPC Meeting Items:

- Risk & Needs Assessment Committee presents summary report for the RFP
- JCPC approves issuance of a Request for Proposals based on the priorities of the Risk & Needs Assessment Committee
- JCPC reviews and updates the distribution list for the Request for Proposals/finalize
- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- *Community Program Presentation (Tentative)*
- Chair update
- Announcements

DECEMBER – No Scheduled Meeting

December 12th, 2024: Executive Meeting

December 18th, 2024: JCPC Meeting – Not Scheduled

- Risk and Needs Assessment Committee meet, as needed - Consultant
- *Monitoring Committee training—Consultant, as needed.*
- **December 31st** – Deadline for any program agreements or revisions addressing uncommitted funds to be approved by the JCPC and County. Electronic signatures for the program manager, JCPC Chair, and designated county official to be completed.

December JCPC Meeting Items:

- SPEP scores presented to the JCPC – Consultant
- PEPs presented or provided to the JCPC
- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- ***Community Program Presentation (Tentative)***
- Chair update
- Announcements

Winter Break

JANUARY:

January 9th, 2025: Executive Meeting

January 22nd, 2025: JCPC Meeting

- JCPC Monitoring Committee monitors currently funded programs
- ***Funding Information Session***

January JCPC Meeting Items:

- JCPC finalizes/releases Request for Proposals based on the approved priorities of the Risk & Needs Assessment Committee
- SPEP scores presented to the JCPC – Consultant
- PEPs presented to the JCPC
- Programs present their 6 months’ measurable objectives status reports (June ’24 – Dec. ’24)
- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- ***Community Program Presentation (Tentative)***
- Chair update
- Announcements

FEBRUARY:

February 13th, 2025: Executive Meeting

February 26th, 2025: JCPC Meeting

- 3rd Quarter Program Reports due in NC Allies

February JCPC Meeting Items:

- Confirm RFP is released no later than end of February
- Monitoring Committees present reports - Committee Chair
- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- Chair update
- Announcements

MARCH:

March 13th, 2025: Executive Meeting

March 26th, 2025: JCPC Meeting

- Executive Committee will screen potential program applications to present to JCPC Members
- Nominating committee begins work to present a slate of officers for approval in the May meeting
- Programs will submit FY '25 – '26 proposals

March JCPC Meeting Items:

- Executive Committee & JCPC Members screen & score potential program applications for proposals
- JCPC approves any requests for Discretionary Funding (if applicable)
- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- Chair update
- Announcements

Durham County Schools Spring Break

APRIL:

April 10th, 2025: Executive Meeting

April 23rd, 2025: JCPC Meeting

April 23rd, 2025: JCPC FUNDING Meeting

- **April 15**—Deadline for program agreement revisions *showing any 3rd Quarter accounting reduction* in DPS Revenues to be approved by the JCPC and County AND electronic signatures from the program manager, JCPC Chair and designated county official to be completed.
- JCPC presents County Funding Plan and Programs Recommended for Funding to County Commissioners for approval
- Executive Committee will collect JCPC score sheets for FY '25 – '26 Program Proposals and make final approvals to present in April's Full Board Meeting

April JCPC Meeting Items:

- Presentation of approved Programs
- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- ***Community Program Presentation (Tentative)***
- Chair update
- Announcements

MAY:

May 8th, 2025: Executive Meeting

May 28th, 2025: JCPC Meeting

- **May 1 – Deadline for any Program Agreement Revisions involving transfer of funds** between programs or with JCPC to be approved by the JCPC and County AND electronic signatures from the program manager, JCPC Chair, and designated county official to be completed.
- **May 15 – Signed and Completed JCPC Certification, Signed County Funding Plan, and completed County Plan for the upcoming fiscal year are due in Area Office**

May JCPC Meeting Items:

- JCPC to finalize funding plan for BOCC
- Elect new officers for the upcoming fiscal year
- Recognize the work and accomplishments of the JCPC
- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- ***Community Program Presentation (Tentative)***
- Chair update
- Announcements

JUNE:

June 12th, 2025: Executive Meeting

June 25th, 2025: JCPC Meeting

- **June 15 – Deadline for any final Program Agreement Revisions to be approved by the JCPC and County AND electronic signatures from the program manager, JCPC Chair, and designated county official to be completed.**
- **Elect new officers for the upcoming fiscal year – Executive Committee**

June JCPC Meeting Items:

- Recognize the work and accomplishments of the JCPC
- Reports from Area Consultant, Court Counselor, DPS and updates from programs
- ***Community Program Presentation (Tentative)***
- Chair update
- Announcements