A Diversion Toolkit for Communities / RESTORATIVE JUSTICE PROJECT

Resource

Guide to System Partner Meeting Agendas and Activities

Tips on Creating Systems Partner (SP) Meeting Agendas

- Understand who will be leading the meeting, how long it will last, and its POP (Purpose, Outcomes, and Process).
- Know who will be in your meeting
- Based on your attendee research (and system partner profiles, when applicable), cater your agenda to your audience and their role in supporting your program
- Limit number of agenda items to <4-6 per hour of meeting time

Different Types of Partner Meetings & Sample Agendas

- Introductory or Relationship Building Meetings
- Presentation or Informative Meetings
- Strategy or Problem Solving Meetings
- Working or Work Group Meetings
- Finalization, Announcement, or Celebration Meetings

Tips on Creating Systems Partner Meeting Agendas

Understand who will be leading the meeting, how long it will last, and its POP (Purpose, Outcomes, and Process).

- Make sure you know who will be hosting/leading the meeting you will be attending and if there is a pre-existing agenda

  If you are a guest at a pre-established or standing meeting, confirm with the host how much time you will have to present (and if possible, at what point in the meeting you'll be presenting), then create an agenda for your portion of the meeting that can realistically be completed within that time frame

- If you are hosting or co-hosting the meeting, ask your systems partners ahead of time if there are any agenda items they would like to submit for you to *consider* including, if time permits
- Determine the meeting's POP:

  If you are hosting or co-hosting the meeting, be sure it has a clear POP. What is your purpose in hosting this meeting? What are your desired outcomes from this meeting? What is the process you will use to achieve those outcomes?

  If you are not hosting, you can ask those hosting for their POP.

Know who will be in your meeting.

- At least three days before a systems partner meeting, ask for a confirmed list of attendee names and titles
- Research the attendees

  Some attendees may be folks for which you've already created systems partner profiles, so be sure to reference those in preparation for your meeting

  For each attendee, try to get an idea of their role (not just their job title) in supporting restorative justice diversion (RJD) and what they are currently involved in (committees, projects, policy work, etc.) that may be relevant

  Much of this information can be found on county or city websites or by asking a systems partner point of contact

- Find out an estimate of how many people will attend and design the agenda accordingly

  If you are meeting with only a few people, introductions and discussions can be longer and richer in content

  If you are presenting to a large audience, introductions may need to be truncated or eliminated in the interest of time

  Any interactive exercises should also be designed based on audience size and when known, location, or room size

  Question and Answer sections should also be designed with audience size in mind so that enough time is provided

Based on your attendee research (and systems partner profiles, when applicable) cater your agenda to your audience and their role in supporting this model of RJD.

- ➔ Systems agencies have different roles in supporting this model of RJD. In general, those roles are the following:

Primary Partner

District Attorney — Provides final approval of youth diverted to your program and case selection criteria; signs the memorandum of understanding (MOU); and identifies a person or persons (usually a juvenile unit chief district attorney) to make referral decisions

Secondary Partners

Public Defender — Can identify person or persons in charge of the juvenile unit. If supportive of RJD, they can be a partner in the initial stages of identifying ideal cases for your program and providing information on current diversion programs; they can also provide feedback on the MOU before it is sent to the district attorney for consideration; lastly, they can be an internal advocate

Chief of Probation — Can identify a person or persons who can function as points of contacts for CBO regarding juvenile probation and data. In many jurisdictions, probation departments collect and manage the majority of juvenile legal system data (arrests, adjudications, recidivism, etc.); in some jurisdictions, probation can be considered a secondary referral entity (find out if, in your jurisdiction, probation has the ability to make felony diversion decisions/recommendations)

Tertiary Partners

Juvenile Court Judge(s) — Often, juvenile court judges can be great resources for insight on your jurisdiction's juvenile legal system/process and the general support for pre-charge diversion of serious offenses. Down the line it will also be necessary for a judge to sign a standing order to allow the sharing of juvenile records and unredacted police reports with your organization. So identifying who that might be early on can be useful. Finally, if a judge is identified as an ally, that person can be a good internal advocate and meeting attendee in situations where it may be helpful to show others that there is systems support for this model of RJD

Police — Oftentimes, police departments will want to learn about RJD and how their jurisdiction is considering implementing it. Because this model of RJD is a post-arrest program, police can function as internal advocates for your program and, in some cases, may be able to play a role in providing recommendations for referral immediately following an arrest.

Other Potential Partners

Make sure you've researched your jurisdiction thoroughly to identify any other entities within the juvenile legal system that may be able to play a role in supporting RJD. For example, some jurisdictions have youth assessment/resource centers or departments that function as a "first stop" for a young person who has been arrested. In these cases, those entities often have decision-making power or influence when it comes to implementing new forms of diversion and may therefore be considered as potential systems partners.

Limit number of agenda items to no more than four to six per hour of meeting time.

- For any given meeting, consider always including the following broad items:
    - Introductions
    - No more than 1-2 presentations, experiential exercises *or* topics of discussion
    - Questions and answers
    - Next steps
- If a meeting is more than 90 mins. long, consider including a 5-10 min. break in your agenda
- Always provide time amounts for each agenda item and give yourself more time than you think it will actually take (finishing a meeting early is always better than either going over time or running out of time to get through all agenda items)

Different Types of Partner Meetings & Sample Agendas

Introductory or Relationship Building Meetings

- These meetings should be kept relatively small and limited to a maximum of 1-3 people from 1-2 agencies or departments
- Prioritize dialogue and opportunities for open discussion over formal presentations or speeches
- These meetings should last no more than one hour and should always end with concrete next steps
- In these preliminary meetings, consider always asking systems partners at the end of your time together, if there is anyone else in or out of their department who you should reach out to
- Consider bringing handouts or folders (one per person) to pass out at the end of the meeting that contain written material on your organization, this model of restorative justice diversion, and your contact information

Sample Agenda

1. **Individual Introductions (a.k.a. Who's in the Room?):** Name, pronouns, organization/department, title, what experience they have with restorative justice or why they are there or what they hope to learn in this meeting
2. **Introduction to your Organization:** Name, description of the work you do (especially with youth), what communities you work in, what experience you have with restorative justice (if any), and why you want to implement this restorative justice diversion program
3. **Introduction to Restorative Justice:** Discussion on general RJ and why restorative approaches, such as RJD, are beneficial
4. **Questions:** Time for both systems partners and you to ask each other questions
5. **Recap and Next Steps:** Remind everyone of any action items that came out of this meeting with a date by when actions should be taken.

   Identify next steps that will be taken (examples: a follow-up meeting with same group; a meeting with other folks they suggest you talk to; an exchange of information or introductions to others via email, etc.)

Presentation or Informative Meetings

- These meeting can be more formal in nature and for larger audiences
- Powerpoint presentations on the main discussion topic are recommended

  Examples: RJ 101, Introduction to RJD, Core Elements of RJD, etc.

- When possible, request 60-90 minutes for the total meeting, but try to limit a powerpoint or any other non-interactive presentations to no more than 30 minutes

Sample Agenda

1. Introductions: if audience is larger, consider asking for just name, pronoun, and title
2. Presentation
3. Questions and answers
4. Next steps

Strategy or Problem Solving Meetings

- ➔ These meetings can often be used to discuss challenges or roadblocks and can be useful as preparation for larger meetings or meetings where decisions need to be made
- ➔ These meetings should be relatively small and short (30-60 minutes) and should include systems partners with whom you already established a relationship and feel comfortable making direct asks for assistance or more information
- ➔ Strategy meetings should focus on very specific next steps and the most likely way(s) in which those next steps can successfully be taken

  Examples: requesting data; using data to identify and recommend ideal cases for diversion and program service region; developing a referral process; introducing the generic or finalized MOU to a district attorney, etc.

Sample Agenda

1. Brief introductions
2. Status update (where are you in the process of developing RJD in your community and what needs to happen next in order to move forward in that process)
3. Strategy or plan for moving forward
4. Next steps

Working or Work Group Meetings

- ➔ These meeting are where things get done and materials are generated in real time. Ideally meetings should include only systems partners who you already met, familiarized with RJ/RJD, and whose role in supporting this program you already know

  Examples: generating list of what offenses the DA is willing to refer; creating a framework for a referral process; customizing the generic MOU to your community, etc.
- ➔ These meetings often require that attendees bring laptops, documents, notebooks, etc. and that whiteboards, large post-its, markers, wifi, etc. be available, so plan and notify attendees accordingly
- ➔ Ideally, working meetings are alloted 90-120 minutes

Sample Agenda

- ➔ Introductions
- ➔ Task(s) to be completed during this meeting
- ➔ Next steps

Finalization, Announcement, or Celebration Meetings

- ➔ These meetings are primarily about optics and often focus on the public announcement of a final decision being made by a district attorney's office or other systems partner

  Examples: Announcement that a DA office will be collaborating with your organization; MOU signing meeting; program launch meeting; etc.

Sample Agenda

- ➔ Brief presentation on RJD collaboration: ideally co-led by CBO and SP
- ➔ Announcement or action
- ➔ Appreciations