

CRB Training Module

State Advisory Committee of the NM Citizen Review Board

Learning Objectives

After studying the information in this training module, you should be able to

- Describe the mandate of the State Advisory Committee (SAC).
- Describe the role of the Executive Committee of SAC.
- Identify the three types of representatives that make up SAC.
- Recognize causes for dismissal of a SAC representative.
- List three duties of a SAC representative.

Introduction

The Citizen Review Board State Advisory Committee (SAC) is mandated by The Citizens Substitute Care Review Act (New Mexico State Statutes 32A-8-4). SAC acts as an advisory body to provide assistance and recommendations to the governor; the courts; the legislature; the Children, Youth, and Families Department; and other state agencies concerning all matters relating to the Citizen Review Board (CRB). SAC is also responsible for establishing all CRB policies, for formulating an annual plan of goals and objectives, and for evaluating CRB's statewide effectiveness.

Membership of the State Advisory Committee

The State Advisory Committee is made up of local, regional, at-large, and public representatives:

- **Three public members** who have expertise in the area of substitute care, appointed by the NM Secretary of Finance and Administration. Public members serve for three years, with each member's term expiring on June 30 of the appropriate year.
- **One local representative from each local CRB board**, elected by the local board. Local board representatives serve for a one year term beginning on July 1st.
- **One Executive Committee representative from each of the six regions of the state** (Northwest, Central, Northeast, Southeast, Southwest, and Bernalillo County). Executive Committee members serve for a three-year term with one-third of the representatives being elected each year; their replacements are elected at the first SAC meeting following June 30 in the year their term expires.

SAC members may be removed by a majority vote of SAC for any of the following reasons:

- Absence from three consecutive regularly scheduled business meetings of SAC, upon the recommendation of SAC chair.

- Conflict of interest
- Acceptance of any stipend, fee, gratuity, or other consideration for the purpose of influencing a vote, decision, or recommendation on a matter before SAC.
- Any other reason that SAC deems detrimental to the fulfillment of its mission.

Mandate of the State Advisory Committee

1. SAC is authorized to adopt reasonable rules relating to the functions and procedures of the local CRB boards and the state advisory committee. These rules include guidelines for determining the appropriate type of review and the information needed for adequate monitoring of all cases reviewed by CRB.
2. SAC reviews and coordinates the activities of the local boards, and develops criteria for membership and tenure on local review boards after consultation with the Department of Finance and Administration and the Contractor (NM Voices for Children).
3. SAC makes recommendations to Children, Youth and Families Department, the courts, and the legislature on or before January 1 of each year regarding statutes, policies, and procedures related to substitute care.

Executive Committee of the State Advisory Committee

SAC Executive Committee provides counsel and performs such functions as necessary for the efficient direction of SAC. The Executive Committee plans SAC agendas; develops rules and regulations; identifies short-term and long-term goals, appoints subcommittees and their chairs, and so forth.

SAC representatives are eligible to serve as chair and vice chair of the Executive Committee after having served one year on the Executive Committee.

Subcommittees of the State Advisory Committee

SAC or its Executive Committee may appoint subcommittees to perform specific duties as necessary. Subcommittee chairs make periodic reports to SAC and keep SAC chair informed about the subcommittee's work.

Subcommittees of SAC include

- Education/Training
- Research & Investigation
- Friend of Foster Children
- Reports & Publications

Job Descriptions of State Advisory Committee Representatives and Regional Representatives

SAC representatives must understand how the local review process works, be able to work effectively with local board members, facilitators, other SAC members, and the CRB central office. They must commit to attending three SAC meetings throughout the year.

In addition to sharing SAC information with their local board, representatives will strategize with the local board for implementing SAC decisions, gather input on upcoming SAC decisions from the local board, and report that input at SAC meeting.

SAC regional representatives must be experienced board members who can work effectively with local board members, facilitators, other SAC members, and the CRB central office. They must commit to attending six SAC and Executive SAC meetings throughout the year.

SAC regional representatives must be available as a resource person to board chairs and members in the region, acting as liaison between board chairs and the CRB central office, facilitators, and SAC Executive Committee. They contact and encourage SAC board representatives to attend general SAC meetings. If needed, they help boards and board chairs resolve problems.

Implications for CRB Members

Citizen Review Board members need to be aware of the key role played by the State Advisory Committee in establishing the process by which local boards function and in identifying and communicating ways in which CRB members can improve the lives of children in protective custody. CRB members also need to be aware of the statewide impact of SAC in terms of its ability to influence legislative action on behalf of children, to communicate issues and concerns about the protective services system, and to network with the Children, Youth and Families Department and other players throughout New Mexico.

The State Advisory Committee affords all CRB members the opportunity to understand that their local boards are one part of a larger system in which they can choose to participate. Through SAC they are able to interact with members of other boards, to learn about similarities and differences in the protective services system in different parts of New Mexico, and to strengthen their own individual voices speaking on behalf of children.

Sources: *Citizens Substitute Care Review Act*, Chapter 32A, Article 8, NMSA 1978; *Bylaws and Procedures for the operation of the State Advisory Committee of the NM Citizen Review Board*, amended November 16, 2002.

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If you are ready to take the test for this training module, click on the link below. Once you submit the test, your answers will be e-mailed to you and forwarded to Terri Newman for scoring.

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