

How to Post Board and Council Documents on DJJ Website

The Department has historically made its website available for juvenile justice boards and councils as a supplemental method of advertising meetings. This provides an additional avenue for boards and councils to involve the community to address juvenile delinquency issues. The responsibility for posting all required meetings remains with the boards and councils.

If you choose to have the Department also post the meeting, the agenda should be emailed with the meeting notice. If an agenda is available it should be posted also. Meetings are noticed on the board and council calendar found on the Department's web site.

Meeting notice and agenda should be forwarded to the Circuit Prevention Specialist and the Office of Boards and Councils. After the meeting has been held, the meeting minutes should be forwarded. See examples below:

- To: Circuit Delinquency Specialist, Lydia.Breau-davis@djj.state.fl.us
Cc: Yvonne Woodard, Yvonne.woodard@djj.state.fl.us
- File should be named as shown:
Circuit-Council-Item-Date
C14-Jackson-Agenda-01-11
C14-Jackson-Minutes-01-11

Notices should be sent to the Department at least seven (7) days in advance of the meeting to increase the possibility of DJJ processing the supplemental notice in a timely manner.

Please note that whatever Sunshine requirements apply to the boards and councils also applies to their subcommittees. Boards and councils are still required to notice subcommittee meetings in their local communities and in a consistent manner. Subcommittee notices will not be posted on DJJ website and boards and councils are encouraged to post these notices in their local communities.

Juvenile Justice Boards and Councils Webpage

The boards and councils webpage is a direct link to statewide documents, and to individual board and council webpages. This is where board and council meeting agendas, minutes, bylaws, and prevention plans are located.

Juvenile Justice Boards and Councils Webpage:

<http://www.djj.state.fl.us/circuit-boards/index.html>