

South Dakota
Treatment Courts

STEERING COMMITTEE DEVELOPMENT PACKAGE



— GUIDING COLLABORATION —

Table of Contents

Steering Committee Overview.....	3
Steering Committee Charter Template	4
Step-by-Step Guide to Form a Steering Committee.....	6
Reoccurring Meeting Agenda Template.....	7
Recruitment Letter Template	9
Stakeholder Handout/Quick Reference Guide	10

Steering Committee Overview

According to the “All Rise Treatment Court Best Practice Standards,” a steering committee is a multidisciplinary group of community stakeholders that provides:

- Guidance
- High-level oversight
- Community perspective

This will ensure the treatment court is effective, collaborative, and responsive to the needs of participants and the broader community. This body does not handle day-to-day operations; instead, it advises on policy, resources, and long-term enhancement and improvement.

Core Purposes:

- Strengthen community partnerships and visibility.
- Align treatment court goals with community needs.
- Identify gaps in services and support resource development.
- Promote sustainability and long-term planning.
- Provide community accountability, transparency, and ongoing education.

Membership:

The committee should include representatives from justice, treatment, government, and community sectors.

Meeting Frequency:

- Quarterly meetings are recommended (*especially at the onset of establishing*).
- Bi-yearly meetings at a minimum.
- Subcommittees or workgroups may meet more frequently as needed.

Steering Committee Charter Template

Treatment Court Steering Committee Charter

Section 1: Purpose

The Steering Committee (SC) exists to provide high-level oversight, community insight, and strategic guidance to the treatment court. Consistent with “All Rise Treatment Court Best Practice Standards,” the committee ensures that program policies, resources, and long-term goals align with community needs and support successful participant outcomes.

Section 2: Role and Responsibilities

The SC will:

- Review program performance and community impact.
- Provide feedback on policies and procedures.
- Identify community resources, gaps, and opportunities.
- Support sustainability planning, including grants and partnerships.
- Strengthen community awareness of the treatment court.
- Promote equity and culturally responsive practices.

Section 3: Membership Composition (minimum Suggested)

Membership should reflect justice, treatment, government, and community sectors, including:

- Presiding Treatment Court Judge (or designee)
- Treatment Court Coordinator (*ad hoc*)
- Prosecutor (*elected official*)
- Defense Representative
- Behavioral Health Director
- Substance Use Treatment Director
- Chief Court Service Officer
- Law Enforcement (*Police Chief and Sheriff*)
- County/City Administrator or Commissioner
- Public Health Representative
- Housing Authority or Homeless Services Representative
- Employment/Economic Development Representative

- Faith-Based Community Representative
- Representative With Lived Experience of Recovery/Justice Involvement
- Tribal or Cultural Community Representative (*where applicable*)
- Recovery Community Organization Representative

Section 4: Terms of Service

- Standard term: two years, renewable.
- Members may designate alternates.

Section 5: Meeting Schedule

- Meetings will semi-annually (*minimum*).
- Additional meetings may be called as needed.

Section 6: Decision-Making and Voting

- Consensus preferred, majority vote as backup.
- Quorum defined as 50% plus one member.

Section 7: Reports and Communication

- The treatment court coordinator will provide quarterly data and updates.
- Minutes will be maintained by a designated committee secretary.

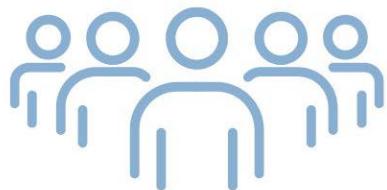
Section 8: Amendments

This charter may be amended by majority vote during a scheduled meeting.

Step-by-Step Guide to Form a Steering Committee

1. Identify Needed Sectors

Determine which agencies and community groups your court needs at the table.



2. Recruit Members

Use the provided recruitment letter template to invite representatives.



3. Adopt a Charter

Establish purpose, membership, decision-making, and meeting structure.



4. Set the Meeting Schedule

Quarterly is recommended; bi-monthly during startup.

5. Develop Communication Procedures

Decide who sends minutes, who presents data, and how documents are shared.



6. Launch the Community Steering Committee

Reoccurring Meeting Agenda Template

(recommended)

1. Welcome and Introductions

- Roll call
- Acknowledge new members or guests
- Review purpose of the steering committee

2. Approval of Previous Meeting Minutes

3. Treatment Court Program Update

(Presented by the coordinator or judge)

- Enrollment numbers and demographic trends
- Graduation/completion rate trends
- Drug testing updates
- Sanctions/incentives overview
- Highlights and challenges since the last meeting
- Staffing updates

4. Behavioral Health and Treatment Updates

- Access to services
- Barriers to care
- Waitlist or capacity issues
- New programming developments

5. Community Resource and Partner Updates

Each sector provides key updates, such as:

- Housing availability
- Employment or training opportunities
- Transportation options
- Public health concerns
- Law enforcement insights
- Community outreach or events

6. Data Review and Performance Measures

- Brief review of performance metrics aligned with “All Rise Treatment Court Best Practice Standards”
- Trends needing community support
- Outcome disparities or equity issues

7. Discussion of Gaps and Needs

- Identification of unmet participant needs
- Brainstorming collaborative strategies
- Requests for new resources or partnerships

8. Sustainability and Funding Items

- Grants in progress
- Budget concerns
- Community advocacy efforts needed

9. Workgroup or Subcommittee Reports (if applicable)

- Housing
- Employment
- Participant outreach
- Community education

10. Action Items and Responsibilities

- Summarize commitments for the next quarter
- Assign leads and deadlines

11. Additional Items

12. Schedule Next Meeting and Adjourn

Annual Activities

The committee should complete at least one **annual review** of:

- Program outcomes
- Participant demographics and equity considerations
- Policy and procedure recommendations
- Community outreach plan
- Sustainability plan and funding opportunities

Recruitment Letter Template

Subject: Invitation to Join Treatment Court Steering Committee

Dear [Name],

On behalf of the [County/City] Treatment Court, we invite you to serve as a member of our Steering Committee. This committee plays a vital role in ensuring that the Treatment Court reflects community needs, strengthens partnerships, and supports individuals working toward recovery and stability.

According to the “All Rise Treatment Court Best Practice Standards,” a Steering Committee (SC) is a multidisciplinary group of community stakeholders that provides:

- Guidance
- High-level oversight
- Community perspective

This oversight ensures the Treatment Court is effective, collaborative, and responsive to the needs of participants and the broader community. This body does not handle day-to-day operations; instead, it advises on policy, resources, and long-term enhancement and improvement.

Your experience in [sector or expertise] makes you an ideal candidate to provide insight and leadership.

The commitment for the SC is as follows:

- **Meetings:** Quarterly/biannually (*approximately 90 minutes each*)
- **Term:** Two years (*renewable*)
- **Responsibilities:** Review program updates, offer feedback, identify community resources, and contribute to strategic planning

Thank you for your leadership and commitment to our community. We hope you will consider joining us in this important work. Please contact us at [email/phone] with questions or to confirm your participation.

Best,
[Name]
[Title]
[Treatment Court]
[Contact Information]

Stakeholder Handout/Quick Reference Guide

Steering Committee Purpose

A multidisciplinary group of community representatives who provide oversight, guidance, and community perspective to ensure the Treatment Court is effective, equitable, and connected to local resources.

Why It Matters

- Strengthens collaboration across systems
- Improves participant outcomes
- Addresses gaps in services
- Promotes sustainability and community support
- Ensures alignment with “All Rise Treatment Court Best Practice Standards”

Committee Members

- Judge and Treatment Court Coordinator
- Prosecutor and Defense Representative
- Behavioral Health Leadership
- Law Enforcement Leadership
- Probation/Community Supervision
- Public Health, Housing, Employment Sectors
- Lived Experience and Community Voices
- Tribal or Cultural Representatives

Meeting Schedule

- Quarterly (90-minute sessions)
- Workgroups may meet more frequently

Meeting Agenda Items

- Program updates and performance data
- Treatment and community resource updates
- Identification of gaps and solutions
- Sustainability and funding planning

How to Get Involved

Contact: (Coordinator Name) at (email/phone)