

**COMMITTEE ON PROBATION EDUCATION
AUGUST 19, 2008 MEETING MINUTES**

Present	Absent	Staff
Tim Hardy, Chair	Rob Lubitz	Marie Holck
Robyn Austin	Kathy Waters	Chad Kewish
Margie Brakefield	Todd Zweig	Sixto Valdivia
Rene Baca	Hon. John N. Nelson	Krista Chapman
Scott Mabery		Kensley Gonzales
Hon. Stephen McCarville		Chad Campbell
Diane McGinnis		Cathy Lowe
Chuck Moter		
Lee Grant Phillips, II		
Tivo Romero		

Tim Hardy called the meeting to order at 10:05 a.m. Each member introduced themselves, including two members who joined the meeting via conference call.

I. Approval of Minutes

Motion made by Chuck Moter and seconded by Judge McCarville to approve the minutes from the June 9, 2008 meeting. Motion passed unanimously.

II. Strategic Planning: Information provided by Cathy Lowe

Cathy began by thanking members for being a part of the planning process. She explained that fast track planning is usually easier than long term strategic planning because of the level of complexity. She encouraged full member participation because COJET is responsible for incorporating COPE's recommendations into a master plan for education. The goal of this session is to think of expected outcomes and results, the pathways to get there, and the roles that each member will play. She said having shared goals is the way to effectively plan.

She explained the process of fast track planning and stated the questions the committee is tasked with answering: What works now? What should be added? What could be made better? The focus of today's session was on the positive; the next session will focus on finding gaps in service. The gaps will essentially indicate the goals that COPE recommends to COJET. Cathy then explained the differences between fast track planning and strategic planning. After explaining the planning process, Cathy asked the committee to break into pairs and discuss three questions. After discussing, each pair systematically reported their ideas to the committee.

What Works Now?

Tim Hardy and Judge McCarville said that the Probation Officer Academy works because it is constantly evolving and updating materials to keep the material current. Judge McCarville was also excited that Adult and Juvenile probation services are working together more and more. Scott Mabery and Diane McGinnis thought that the Defensive Tactics and Firearms Academies work well in probation officer training. Diane also felt that Faculty Skills Development worked well because the class is mobile and could reach more students. Chuck Moter and Rene Baca said that both the IPS and Detention Academies are working.

What Needs to Be Enhanced?

Tivo Romero recommended that the Detention Officer Academy be extended from three days to five days. Rural counties do not have their own academies and must rely solely on the AOC for training. Cathy agreed that detention can play a much larger role in resolving conflicts before they escalate in the system.

Chuck Moter suggested enhancing refresher training for veteran officers. The training could be held at either the AOC or on county/multicounty level which could help defer training costs.

Diane McGinnis identified additional certifications for tenured officers as a training need. Advanced certifications that offer specialized training for an officer to deal with symptoms, issues, compliance, and management for mental health, both juvenile and adult. She also suggested certifications in substance abuse and family dynamics. In family dynamics for example, what is actually being done is quite different from what should be done.

Judge McCarville said that in some situations regional training should be linked by county size. Often, counties of the same size share the same difficulties and challenges more than counties that are linked only by geography. He also agreed that smaller counties face training resource issues.

Chad Kewish spoke for Lee Philips and Robyn Austin, who were on the conference call. They identified exploring distance learning opportunities and alternate ways of providing education as enhancements. They also suggested conducting a periodic review of individual participants' needs to determine if it is the same direction that COPE is moving.

What Needs to be Added? What are the Gaps?

Margie Brakefield thought that mid level training for supervisors was a need. Cathy agreed. Diane felt there needed to be more online training and satellite broadcasts available. Cathy said that a broadcast is being created currently that included information on new legislation and rules.

Lee Philips and Robyn Austin said that national programs for training could be explored as well as employee focused management training at all levels. They also believed that executive level training with a global emphasis should be explored. Lee explained that training should be provided at the supervisory level in order to meet the goals that COJET and COPE set forth. Cathy also liked the idea, but cautioned that it may need Chief Justice approval.

Diane added another idea concerning training for court staff at the county level. Secretaries and support staff have many responsibilities and are often the first contact one encounters in the court system. Because of this, they need good customer service and knowledge of their specific duties. This method would provide training with little or no cost.

Cathy asked if the committee would like to now go further in the planning process because today's session took less time than expected. Scott Mabery asked Cathy her objective: was it to combine information from the other committees that are doing strategic planning and then decipher goals or gather goals separately from each committee? Cathy responded that Tim and Marie would offer COPE's goals and ideas to COJET at a future COJET meeting. The committee will receive feedback in writing to ensure that the listed goals and objectives were interpreted correctly before being presented to COJET. Cathy summarized what the committee discussed and what actions are needed before the next meeting.

III. Review and Approve Bylaws: Information provided by Tim Hardy and Marie Holck

At the last meeting, the committee decided to wait until Marie was present to approve the bylaws.

Marie reviewed the motions passed at the last meeting. The issue of proxy voting was discussed, but no formal decision was made due to a wording question of “shall” versus “may”. Marie explained that the AOC letter in question used “shall” and it was from AJC policy, directly from the Chief Justice. All policies on proxy from AJC down to the committees should be consistent.

Tim clarified the exact changes that would be made to the bylaws. Marie agreed that the entire section concerning the executive committee would be removed. Diane McGinnis asked if the executive committee had ever been used. Marie responded that it was used in the first 3-4 years of COPE’s existence when decisions had to be made quickly and could not wait for a quarterly meeting. Due to a more formalized curriculum and fewer personnel issues, the executive committee has become obsolete.

MOTION: Chuck Moter moved to adopt the changes to the bylaws noted with strikeouts and to remove everything regarding the executive committee as presented in the packet. Judge McCarville seconded the motion; it passed unanimously.

Diane asked why the subcommittees were being removed from the bylaws. Marie explained that most of the subcommittees rarely meet and are not needed anymore. A work group could be formed if the need ever arose. The work group would report to COPE, but only make recommendations, not decisions. The detention subcommittee is still very active, therefore there is a need for it to stay intact. The only two remaining subcommittees are detention and curriculum.

MOTION: Scott Mabery moved to amend the previous motion by striking everything highlighted in yellow with the exception of the detention and curriculum subcommittees.

Motion passed unanimously.

IV. Review and Approve Safety Training Exam Policy: Information provided by Marie

Holck

Marie explained that the policy needed to be updated by broadening areas that were either too specific or outdated. The policy was originally created in 2003. She discussed some of the proposed changes and reasons why current practice differs from the policy. Diane McGinnis made a motion to approve the Officer Safety Training Exam Policy changes.

Tivo Romero seconded the motion. Scott Mabery questioned an area of the exam policy in which failure notifications were sent to the safety coordinators. He was concerned for confidentiality reasons because many safety coordinators aren't necessarily in supervisory positions. He felt that chiefs/directors should be the first people notified of a failure. The other chiefs and directors did not share the same concern. Marie said that she had no knowledge to date of a confidentiality breach. Diane McGinnis agreed that Scott's concern was valid and worth discussing because, although all safety coordinators are not supervisors, they are entrusted with a level of confidentiality when dealing with failure issues.

MOTION: The committee voted on the motion that was proposed and seconded just a few minutes prior. The motion to approve the Officer Safety Training Exam Policy changes passed unanimously.

V. Testing Time Issues: Information provided by Marie Holck

Marie explained that the length of time used by students during the Probation Certification Exam is increasing with each academy. It is of concern because generally the student's failure rate increases the longer they spend testing. Usually, the test is completed in two and half to three hours. Marie wanted the testing consultant's perspective on the length of time a 100 question test should take, however, she was unsuccessful in reaching him. If a student had a learning disability, special provisions would be made. Provisions include: testing at a later date, testing in a separate room, unlimited time, etc. The committee decided to vote at the next meeting on the length of time allowed for testing. They want the testing consultant's opinion before making a decision. Judge McCarville said the committee should actually vote on the authority to set time limits for any test administered, not just a time limit for the Certification test.

VI. Detention Subcommittee Report: Information provided by Chad Kewish

Chad had nothing to report because the subcommittee had not held a meeting since the last time COPE met. The next Detention Subcommittee meeting will be held in Prescott on Wednesday, August 27.

VII. Officer Safety Report: Information provided by Marie Holck

- Approve New Instructors

Marie recommended that the committee approve the following 14 officers who successfully completed Defensive Tactics Train the Trainer:

James Brt

Seann Day

April Espy

Luis Fimbres

Erik Hernandez

Chris Hodsden

Marcus Jones

Richard Moreno

John Page

Denise Pine

Justin Scheidecker

Raymond Simmons

Clayton Thompson

Ryan Valley

MOTION: Margie Brakefield moved to approve the 14 officers. Scott Mabery seconded it; motion passed unanimously.

- County Officer Safety Visits

Marie Holck and Barbara Ortolano have visited almost every county in an effort to introduce Barbara to chiefs, safety coordinators, and instructors and to discuss new ideas and concerns with the Officer Safety program. Instructors so far have expressed the need for additional instructor training. They would like more interaction with instructors from other counties in order to share ideas and cross check each other. The county visits will be completed by the end of the year.

- Lead Instructor Approvals

Barbara Ortolano and Katie Sage have organized the instructor files and have insured that each file contains all required paperwork such as CPR certifications, first aid certifications, and instructor applications. These records are beneficial for legal purposes. It was discovered that there were five instructors in which there was no documentation that they had ever been approved as instructors. The instructors were:

Frank Lucero, Navajo County

Martin Mendez, Yuma County

Anita Salisbury, Yuma County

Nick Arias, Yuma County

Ben Fasavalu, Yuma County

- These instructors were a part of the group of individuals selected to serve on the original curriculum groups that write the Defensive Tactics and Firearms curriculum. The four Yuma instructors were also certified under the PSS program and were grandfathered into the Defensive Tactics program.

MOTION: Diane McGinnis moved to approve the instructors read by Marie. Chuck Moter seconded the motion. It passed unanimously.

- Instructor Tracking and Records
 - Barbara submitted the Defensive Tactics program to APPA for accreditation and it was approved. The Firearms Training program will be submitted at a later date for the same accreditation.
 - All instructor files are current with CPR and First Aid documentation or the instructor's teaching privileges have been suspended.

- There is a 100% compliance rate for the second quarter quarterly reports.
- Defensive Tactics Programs/ Firearms Training
 - There is a DT TTT this week as well as a FT TTT in late September. A conference call will be needed the last week of September to approve the new instructors from those classes. The conference call was set for Tuesday, September 30 at 12:00 p.m.
 - DT Programs (June 9-August 19): One class held, 9 officers attended; all passed both the written and practical exams.
 - DT TTT is currently being held with 18-20 officers in attendance.
 - FT Programs (June 9-August 19): Two FT classes held; one class had 12 officers in attendance; 11 passed the written and practical exams, 1 failed the practical.
 - The number of DT and FT classes has decreased due to low enrollment.

Tim said there are a handful of lead instructors that are doing most of the training statewide. Because the lead instructor pool is much larger than he previously thought, he suggested using newer lead instructors instead of the same ones over and over. This would reduce the strain that is felt in the instructors' counties when they are away from the office teaching. Diane agreed and said Pinal County, as well as some others, did not have a lead in their county.

VIII. IPS Update: Information provided by Sixto Valdivia

The next IPS Academy is September 14-19, 2008. There are 14 Surveillance Officers and 20 Probation Officers expected to attend. There has not been an IPS Academy since the last meeting.

IX. Certification Update: Information provided by Krista Chapman

- The July 21-August 1 Certification Academy had 49 officers; only eight were from Maricopa County. The class had no behavior or tardiness issues.
- There were eight failures; half admitted to not studying, one had a language barrier problem, and for the rest, reasons are unknown. This is the highest number of failures to date. Sixto, Krista, and Chad will be tutoring three students each. The trainers analyzed the tests and determined that there were no specific questions or areas that were problematic for those that failed. There was also no correlation between age or gender and test scores.

- Evaluations for Certification were good.

Tim suggested speaking with Chiefs and Directors to emphasize the importance of meeting with their officers prior to their departure for the Academy. It is better to address behavioral expectations and study habits before a problem arises. Tim would like to make it an agenda item for the next COPE meeting. Marie reiterated that students are allowed to ask questions during the exam and that sometimes rephrasing a question can make the difference between passing and failing.

X. Detention Education Update: Information provided by Chad Kewish

- The Detention Conference was held on August 11, 2008. It is a one day conference that is held once a year. There were 47 people in attendance and the classes offered were Critical Thinking and Leading and Coaching. The classes were each approximately three to three and a half hours long. The evaluation scores were not as high as expected: 3.89

and 3.91 on a 5.0 scale. The Detention committee has not debriefed to determine why the scores were low.

- The next Detention Officer Academy is scheduled for August 25, 2008 in Prescott. There are 26 people registered. The following Academy will be held in December in Phoenix. The location is being alternated between northern, central, and southern Arizona.
- The subcommittee is reviewing PREA (Prison Rape Elimination Act) materials and lesson plans. They have completed an edit and are awaiting revisions. When the edits are accepted, the materials will then be given to the Curriculum subcommittee. The long term goal is to conduct Train the Trainer classes and eventually have trainers statewide. Mark Koch is piloting the PREA program and is doing regional training on the subject.

XI. New Business

Diane McGinnis wanted to further discuss the Prison Rape Elimination Act. She said that on the surface the focus seems to be on detention, however probation will soon be tasked with some responsibilities concerning PREA. More will be expected of Chiefs and Directors, such as reporting compliance and tracking complaints. She suggested the topic become a part of the Probation Officer Certification Academy. She also gave some ideas on where information could be included in the academy as well as some possible obstacles for statewide training. PREA training could easily be inserted into ethics training or the role play scenarios. She further explained that the Chief's Association is partnering with ADJC on this issue. The ADJC already has staff and training available and are willing to share information, policies, and procedures. The contact person from ADJC for obtaining more information is Laura Dillingham.

XI. Call to the Public

- None present

Chuck Moter moved to adjourn, Diane McGinnis seconded the motion. The meeting adjourned at 1:25 p.m.

Respectfully submitted,

Kensley Gonzales