

DETENTION SUBCOMMITTEE  
JANUARY 15, 2008 MEETING MINUTES

<b>Present</b>	<b>Absent</b>	<b>Staff</b>
Paul Gabaldon, Chair	Grace Arriaga	Marie Holck
Leo Mendez	Mark Koch	Katie Sage
Gil Contreras		Chad Kewish
Ellen Kirschbaum		
Randy Sullivan		
Joe (Chuey) Eylicio		
Carl Johnson		

The meeting was called to order by Paul Gabaldon at 10:00 a.m.

**I. Approval of Minutes:**

- Motion made by Randy Sullivan and seconded by Ellen Kirschbaum to approve the minutes from the October 10, 2007 meeting. Motion passed unanimously.

**II. December 2007 Detention Office Academy Review:**

Summary of Discussion: Chad Kewish

- Sixteen officers registered for the academy with fifteen officers successfully completing the academy. Chad informed the committee that many of the officers were having flu-like symptoms throughout the four days of training and one officer only attended the first day.
- Evaluations were positive and the Overall Evaluation Cumulative Score was 4.58 on a 5.00 scale. Some comments made on the evaluations are as follows; addition of a substance abuse class, less lecture and more activities.
- A spreadsheet was sent to all committee members prior to this meeting. It reflects the cumulative scores from two 2006 academies and two 2007 academies. All classes have above average evaluation scores.
- Chad informed the committee that he developed an outline for the deans to use on the first day at the academy. This document provides a bulleted list of opening comments that the dean is expected to cover on the first day. It also explains the deans responsibilities, duties and what is expected of them while serving as Dean during the Juvenile Detention Academy.
- Chad observed the Mental Health class taught by Dr. Patricia Harrison-Monroe during the December 2007 Juvenile Detention Academy. The lesson plan for this class is 55 pages and is taught in two 4 hour sessions. There are only 31 PowerPoint slides for this class. This gives the appearance that Dr. Harrison is staying on one topic too long, when, in fact, there are not enough slides in the presentation. Chad said that when he timed her presentation, she spend approximately 2-4 minutes per topic or bullet, which is appropriate. He said there are sections of the lesson plan which cover five pages and have only one slide. There is plenty of material to add

more PowerPoint slides and Chad will continue to work with Dr. Harrison to improve the presentation.

- The committee discussed ideas for keeping the class on track during presentations. One idea was creating a “parking lot” poster where participants could write and post questions. As their questions are addressed throughout the class the facilitator or faculty would check off each question.
- Officers attending the academy were asked to provide copies of their certificates from the Computer Based Training (CBT) they are required to watch prior to attending the academy. The committee discussed how Education Services would verify the CBTs had actually been completed by the officers prior to attending the Academy.

**ACTION:** Chad will create a Participant Agreement that each officer and supervisor will need to sign prior to that officer attending the academy. It will verify the officer has completed the required Computer Based Trainings. These will be mailed out to each participant once they have registered for the program.

### **III. Yearly review of evaluations/ academies:**

Summary of Discussion: Chad Kewish

- Both overall and individual class evaluations for the Juvenile Detention Academy have steadily improved since 2006.
- Education Services and Juvenile Justice Services will continue to evaluate the academies and work with faculty to make improvements.
- Some ideas for improvement include adding staffing notes and dean notes to each academy where staffer comments can be made about length of classes, PowerPoint slides, activities, etc.
- Having a debrief meeting where the staffing notes and evaluations would be reviewed following each program.

### **IV. Behavior Management Workgroup update**

Summary of Discussion: Carl Johnson

- The workgroup has not met since the last Detention Subcommittee Meeting. Carl felt that the workgroup would need at least eight hours to complete the lesson plans.
- Paul suggested that the workgroup get together via teleconference or whatever means necessary in order to complete this project.

**ACTION:** Carl will give the committee an update on the workgroup’s progress at the next subcommittee meeting.

### **V. Strategic Planning Meeting – February 25, 2008**

Summary of Discussion: Paul Gabaldon, Chad Kewish

- The Strategic Planning meeting will be held at the Judicial Education Center on Monday, February 25, 2008 from 9 a.m. to 5 p.m. Chad Kewish sent an email inviting Juvenile Court Directors and Juvenile Detention Administrators to participate in the strategic planning process.
- Participants will be staying at the Radisson Hotel and lunch will be provided by Juvenile Justice Services Division.
- Paul asked that the committee members prepare for the strategic planning meeting by bringing any materials they feel will be beneficial in planning the goals and objectives of the Detention Subcommittee in the next few years. For example; the strategic planning initiative from 2003, trends in detention officer education throughout the country (ideas from other states).
- Paul reminded the committee of the importance of setting achievable goals and seeing each goal through to the end.

## **VI. Brainstorming – Ideas for the Detention Conference**

Summary of Discussion: All

- The 2008 Detention Conference will take place at the Judicial Education Center on June 11, 2008. The committee discussed several ideas for the one day conference.
- A suggestion was made to have PREA (Prison Rape Elimination Act) Training be a topic for the Detention Conference. The committee felt strongly that the implementation of PREA training was something that should be decided by Juvenile Court Directors at the quarterly JAM (Juvenile Administrators Meeting).
- The committee decided that the conference should be geared toward developing leadership skills. Some of the topics that were discussed included, dealing with difficult people, effective documentation, management traits, and principles and qualities of good leadership.

**ACTION:** Paul will check with Yavapai Human Resources about their leadership training and faculty that may be available to teach. Ellen will contact someone at the Arizona Department of Corrections and give an update to the committee during the conference call.

**ACTION:** Conference call set for **January 25, 2008 at 12:00 p.m.** to discuss final topic for the Detention Conference.

## **VII. Dean Qualifications for Juvenile Detention Academy**

- An idea was previously discussed by the committee that the person assigned to be dean on the first day of the academy would teach a 30 – 40 minute class on the Judicial Code of Conduct.
- The committee discussed the difficulty in finding volunteers to be dean at the academies. There was a discussion about implementing a standard level of qualification that someone would need to have in order to serve as dean at the academy. This is difficult since each county has different positions within their organization and those positions hold different responsibilities in each county.
- The committee felt that the decision regarding dean qualifications should be made by Tim Hardy the COPE chair.

**ACTION:** Marie will talk to Tim Hardy regarding dean qualifications and report back to the Detention Subcommittee.

**VIII. Discussion of Adolescent Development Curriculum**

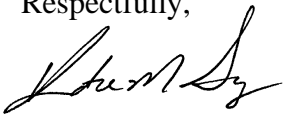
- Deferred to next meeting.

**IX. Next Meeting**

- Conference call set on Friday, January 25, 2008 to discuss the June 11, 2008 conference.
- The next meeting is scheduled for Thursday, April 10, 2008 at 10:00 a.m. at the Judicial Education Center.

The meeting adjourned at 11:42 a.m.

Respectfully,



Katie Sage