

DETENTION SUBCOMMITTEE
APRIL 16, 2008 MEETING MINUTES

APPROVED

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

The meeting was called to order by Paul Gabaldon at 10:06 a.m.

I. Approval of Minutes:

ACTION: Katie will change the January 25, 2008 conference call minutes to reflect that Mark Koch reserved rooms for the April Detention Academy, not the Detention Conference.

- Motion made by Paul Gabaldon and seconded by Mark Koch to approve the minutes from the January 15, 2008 meeting and the January 25, 2008 teleconference with amendment to Section III as stated above. Motion passed unanimously.

II. April 2008 Detention Officer Academy:

Summary of Discussion: Chad Kewish and Mark Koch

- Sixteen officers originally registered for the academy with fourteen officers attending and successfully completing the academy. Two officers dropped out the week prior to the academy.
- Chad staffed the first two days of the academy and Mark Koch staffed the last two days. This was done in effort to save money and eliminate additional travel and hotel expenses.
- The training site was at the Pima County Juvenile Court Center, approximately 20 minutes away from the Viscount Hotel where participants stayed. None of the participants complained about having to drive to the training site and both Mark and Chad expressed how accommodating the staff from Pima County were.
- Gil stated that he thought it would be a good idea to consider other counties training facilities for future academies, not only for cost savings, but also for the possibility of the participants being able to tour other detention facilities.
- Chad thought Eugene Authery did a good job teaching Safety and Security, he explained that in the past Eugene had struggled while giving directions for the class activity. This time Eugene added a few slides to the presentation which Chad thought helped a lot.
- Mark commented on the second two days of the academy.
 - Randall Hollingsworth taught Mental Health. He added several slides to the PowerPoint as well as a short video. He covered all of the performance objectives for the class, but also added additional information. Mark was concerned about the authenticity of the

information he provided. The committee agreed that it would be best for instructors to follow the lesson plan.

- Gil mentioned that he spoke with Dr. Patricia Harrison and relayed to the committee that she still wants to teach Mental Health. She has been working closely with Chad and Mark to improve her presentation and PowerPoint. She expressed to Gil that she was uncomfortable with the fact that someone else was teaching at this academy.
- Chad explained to the committee why Dr. Harrison did not teach Mental Health at this academy. He stated that about one month before the academy Dr. Harrison was unable to commit to the date of the class. Carl Johnson had previously recommended Randall Hollingsworth. Chad contacted Randall and he was willing to look at the class materials and teach the class. About two weeks prior to the class Dr. Harrison notified Chad that she could teach the class. Chad said he had already sent Randall all the class materials and did not want to tell him that we no longer needed him teach.
- The committee discussed having two instructors for each class so there will always be a back up, but expressed concern about the consistency of the material presented if different instructors are used.
- Next Detention Officer Academy is August 25 – 28, 2008 in Flagstaff. The training location has not yet been established for this academy.

III. Behavioral Management Workgroup:

Summary of Discussion: Paul Gabaldon

- Paul informed the committee that the workgroup has only met once.
- Daryl Butricks is taking over a different position and will no longer be able to work on this workgroup.
- Clayton Williams is now back from leave and is available to start work on the project again.
- Mark inquired how far along the workgroup was with the lesson plan and Paul stated that he did not know what kind of progress the workgroup had made up to this point.
- Gil stated he would see what he could do to help the workgroup.

ACTION: Mark will send the Behavioral Management Lesson Plan to Gil. Gil will contact Carl to see what he can do to help the workgroup.

IV. Prison Rape Elimination Act (PREA) Curriculum:

Summary of Discussion: Mark Koch, Ellen Kirschbaum, Gil Contreras

- The committee reviewed the PREA Lesson Plan, PowerPoint and Student Manual. The committee decided to focus the review only on content issues. Each committee member agreed to note grammatical corrections on their copies of the lesson plan which were given to Mark Koch for changes.
- The following is a brief summary of the changes made to the PREA Curriculum;
 - The committee felt the existing Title was misleading and agreed to the change from ‘Sexual Misconduct with Youth in Detention’ to ‘Addressing Sexual Misconduct in Detention.’
 - Mark indicated he was forced to rush through the material when the class was taught in Santa Cruz County. The suggested instruction time was changed from 3 hours to 6 hours.

- The committee felt the verbiage in the Performance Objectives should be consistent and agreed to change the wording from ‘Participants will learn...’ or ‘Participants will define’ to ‘Participants will be able to identify...’
- Section I. – No changes.
- Section II.
 - Performance Objectives were changed to reflect all changes made on page 1 of the lesson plan.

The lesson plan calls for the use of a video. The committee members requested to view the video for content.

ACTION: Mark will send Katie a copy of the DVD titled ‘Keeping Our Kids Safe’. Katie will distribute a copy to each committee member.

- Section III.
 - The committee discussed the order in which the four sources that define staff sexual misconduct should be arranged in the lesson plan. They will be as follows:
 - PREA
 - State Law, with the addition of the Arizona Code of Conduct for Judicial Employees.
 - Agency Policies
 - The Bureau of Justice Statistics definition will not be grouped with the other three sources. Mark explained that when PREA began, the Bureau of Justice Statistics had to define ‘staff sexual misconduct’ in order to be able to gather data.
- Section IV.
 - The committee discussed the relevance of the activity in this section. The lesson plan referred to Santa Cruz’s Mission Statement as an example. The purpose of the activity is for officers to discuss the difference between what their ideal work culture is (mission statement) and what their real work culture is like. The committee felt that this activity had the potential of turning into a way for officers to “gripe” about problems in their agency. The activity was removed from the lesson plan and the committee will discuss alternatives for a class activity at a later date.
- Section V.
 - The committee discussed adding a section on how juveniles in detention can report sexual misconduct and having the class discuss their county’s policies and procedures for youth in detention to report sexual misconduct.
- Section VI.
 - The committee decided to move the list of way that participants can be aware if a sexual assault has occurred to the end of the section. This section discusses ways that participants can help prevent a sexual assault for occurring, how to identify potential victims and offenders. The committee felt moving the list about how to identify that a sexual assault occurred to the end of the section the order of progression would be more fluent.
- Section VII. – No changes.

ACTION: Mark will make changes to the lesson plan, manual section and PowerPoint. Katie will post the updated lesson plan on the web prior to the next meeting.

V. Strategic Plan

- Due to time, Paul stated that this would be discussed at the next meeting.

IV. Detention Conference – June 11, 2008:

Summary of Discussion: Ellen Kirschbaum

- Ellen provided committee members with a description of two classes offered by the Administrative Office of the Court (AOC);
 - Coaching & Leadership, Deb King
 - Critical Thinking, Wendy Stocker
- Ellen stated that both facilitators were able to teach on June 11th.
- Motion made by Mark Koch and seconded by Gil Contreras to have Coaching and Leadership and Critical Thinking be the two sessions offered at the Detention Conference. Motion passed unanimously.

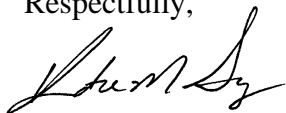
ACTION: Chad will send an announcement for the Detention Conference.

V. Next Meeting

- Next meeting is set for July 22, 2008 from 10:00 a.m. to 3:00 p.m. in Prescott, AZ.

The meeting adjourned at 3:04 p.m.

Respectfully,



Katie Sage