

DETENTION SUBCOMMITTEE
AUGUST 27, 2008 MEETING MINUTES

UNAPPROVED

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

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

Introduction:

- Ellen Kirschbaum introduced Chad Campbell as the new Judicial College of Arizona (JCA) Manager with the Education Services Division. Chad Campbell will also be filling Marie Holck's position as Probation Unit Manager upon her retirement and will be assigned to staffing the Detention Subcommittee.

I. Approval of Minutes:

- Motion made by Randy Sullivan and seconded by Ellen Kirschbaum to approve the minutes from the April 16, 2008 meeting. Motion passed unanimously.

II. Detention Conference Update (June 16, 2008):

Summary of Discussion: Chad Kewish and Mark Koch

- 47 participants attended the conference this year.
- Two classes were offered: Critical Thinking taught by Wendy Stocker and Coaching and Leadership taught by Deb King.
- Chad stated that the Overall Evaluations for these classes were 3.89 and 3.91 respectively.
- Detention programs usually score around 4.4, so these recent evaluations are considered low.
- Mark offered several explanations as to why the scores may have been lower for this particular conference. He felt that the participants had a difficult time associating the content of the class with their everyday tasks. The Critical Thinking class was particularly difficult for participants to apply how it would help them do better at their job. Ellen agreed with Mark's assessment that some participants were struggling with the application aspect of the training.
- Paul asked if the presenters were prepared to incorporate the content of the class into a Detention Officer's job duties.
- Chad Kewish stated that Wendy Stocker did try to apply what they learned to their job, but not until later in the class.
- Paul asked for suggestions as to how to make the program better in the future.

- Ellen suggested taking more time to make the class more accustomed to the type of work that Detention Officers do. She felt the subject matter was important, but it is important to ensure that it is relevant to the participants' job duties.
- Gil added that officers receive a lot of training on Motivational Interviewing and interpersonal communication, and perhaps they felt that the information was repetitive. He stated that a program like this should be offered to senior officers, supervisors and middle management. Since it was stated on the announcement that this program was for those types of positions, we need to trust that Detention Administrators are choosing officers in those positions to attend this kind of training.

III. Detention Academy Update (August 25 – 28, 2008):

Summary of Discussion: Chad Kewish

- 22 participants attended this academy.
- The training site was at the Prescott Resort and Conference Center. Chad had little additional information to offer at this time since the academy was taking place concurrent the subcommittee meeting.
- Due to scheduling conflicts with several instructors, Chad needed to rearrange the schedule for this academy. This will not be permanent.
- The committee was curious as to why more of the Northern counties didn't send participants to this academy.
- The idea was raised that distributing a survey to Detention Administrators in order to determine whether or not there is still a need for three academies. This will be discussed further at a future meeting and will ultimately be decided by the chair of COPE, Tim Hardy.
- Next Detention Academy is scheduled for December 3 – 6, 2008 at the Judicial Education Center in Phoenix.

IV. Prison Rape Elimination Act (PREA) Curriculum:

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

- Mark would like to include Gil Contreras as a co-author of the lesson plan.
- Mark wanted to add the definition of sexual abuse as defined by PREA to the student manual.
- Mark addressed adding Canon 3, Section H of the Arizona Code of Conduct to the Student Manual. This section addresses the officer's duty to report. He stated that it was already in the lesson plan, but would be useful if the students had it in the manual.

MOTION: Motion made by Mark and seconded by Ellen to include the definition of sexual abuse under PREA and to include Canon 3, Section H, Duty to Report from the Arizona Code of Judicial Conduct to the student manual.

- Paul had some concern about adding the section due to the fact that it is taught in Legal Liability as well as other courses the officers take. He said if that one particular section was added it would be difficult to avoid adding any other section that is referenced in the lesson plan.
- Carl and Gil felt that it is an opportunity to remind officers that they have a duty to report misconduct and it is not a choice, but an obligation.
- Paul asked if anyone else had anything to add, before voting on this motion.

MOTION: Motion made by Mark and seconded by Ellen to include the definition of sexual abuse under PREA and to include Canon 3, Section H, Duty to Report from the Arizona Code of Judicial Conduct to the student manual. Motion passed unanimously.

- Randy mentioned that the language throughout the lesson plan needs to be consistent when referring to the juveniles, youths, or detainees. Everyone agreed that in order to remain consistent with PREA, the word ‘youth’ would be used when referring to juveniles in detention.

MOTION: Motion made by Randy and seconded by Carl to change all references in the lesson plan to ‘youth’ and to approve the lesson plan. Motion passed unanimously.

- The lesson plan will need to be approved by the Curriculum Committee.

V. Strategic Plan

- Chad Kewish provided the committee with an organized list of everything that was discussed at the Detention Strategic Planning Meeting held on February 25, 2008.
- Paul went over the items addressed at the meeting and instructed the committee to focus on a one to two year plan.
- The first goal addressed by the committee was to provide PREA education to detention staff. Several points addressed under this goal were:
 - Develop curriculum
 - Lesson Plan
 - Pilot program
 - Explore alternative teaching methods
 - Determine costs of CBTs, DVDs and web based training.
 - Develop a Train the Trainer program
- The second goal addressed was to modify and enhance state training as it relates to Direct Supervision. The following are objectives addressed during this discussion.
 - Review National Institute of Corrections Curriculum and compare it to the lesson plan that it currently used in Arizona.
 - Develop unit management training.
 - Develop leadership training.

ACTION: Mark will distribute via mail the NIC Direct Supervision Lesson Plan to all committee members prior to the next meeting.

- The third goal addressed was to ensure timely accurate and current information pertaining to statutes and governing rules is provided to detention staff. The following are objectives addressed during this discussion.
 - Focus would be on Victim’s Rights, best interest laws, confidentiality, PREA and ADA.
 - Review CBTs and Lesson Plans.
 - Report back to committee on findings.
 - Develop strategies to overcome deficiencies in training.
 - Inform Detention Administrators of current changes.

ACTION: Ellen and Gil will develop a list of questions related to detention to be addressed at the next COPE meeting.

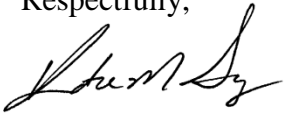
VI. Work group update

- Gil stated that he and Carl had not met. Carl thought that Clayton and Daryl were still in the workgroup, but recently learned that they were not.

ACTION: Gil and Carl will have a proposal for the committee at the next meeting.

The meeting adjourned at 3:24 p.m.

Respectfully,

A handwritten signature in black ink, appearing to read 'Katie Sage', written in a cursive style.

Katie Sage