

COMMITTEE ON PROBATION EDUCATION

Detention Subcommittee Meeting Minutes

July 19, 2012

UNAPPROVED

Present

Paul Gabaldon, Chair (phone)
Lori Jaramillo
Jolene Hefner (phone)
Mark Koch
Fernando Matiella (phone)
Jennifer Torchia (phone)
Denise Smith (phone)

Absent

Kathy Coker
Scharlene DeHorney
Randy Sullivan

Staff

Chad Kewish
Diane Bouconi
Amy Champeau

Paul Gabaldon called the meeting to order at 10:05 a.m. welcoming all members with a special welcome to the subcommittee's newest member, Lori Jaramillo from Apache County.

I. Approval of Minutes:

Motion made by Mark Koch and seconded by Jolene Hefner to approve the minutes from the March 28, 2012 meeting as written. Motion passed unanimously.

II. Detention Officer Train-the-Trainer (PREA) Held week of July /11-13

Summary of Discussion: All

Discussion ensued. The following is a summary of this discussion:

Amy Champeau reported that the training went very well. There were 17 participants who were very engaged in the curriculum. Jillene Gock (AOC), Mark Koch (AOC), and Gil Contreras (Coconino Juvenile Detention) instructed. Participants were assigned a specific section of the lesson plan to teach. They appreciated the feedback provided by instructors and staff.

Lori Jaramillo attended the training as a participant and thought the training was great, commenting it would have been helpful to see all the presentations, however, because of the large size of the class, two rooms were used so there was not a way for everyone to see all the presentations. Mark commented that because of trying to end the training at a decent hour they did not do the rotations as they had wanted to.

Amy added that not all counties were represented; however, there was good representation from around the state. Mark commented that it is the participant's responsibility to go back to their county to find out what their policies and procedures are surrounding PREA. Amy said she reminded the class they could not instruct PREA until they have taken FSD through the AOC.

Mark commented that recent revisions to the Federal law for PREA did not allow enough time to incorporate the new laws into the training. Mark also added that he drafted an Administrative Directive to commission a Standards Committee to review the current Detention Standards and update the PREA section. Mark is hopeful that his Director will identify and contact potential committee members soon to meet. The committee will be comprised of at least seven members,

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including a Judge, a Juvenile Court Director, and a Detention Administrator. Mark commented that he will Chair this committee. Paul thought it would be a good idea to have at least one or two members from this subcommittee on that committee. Paul volunteered himself to be a member on the new committee. Once the Administrative Directive is signed by the AOC Director, Mark said he believes the committee will revise the section regarding PREA and add more specific requirements.

Mark covered several sections of the Federal Act and how they will impact AOC's curriculum. Mark said the PREA, Section 115.331 #9: "How to communicate effectively and professionally with residents, including lesbian, gay, bisexual, transgender, intersex or gender nonconforming residents," has some information which will need to be added to the curriculum. Mark also suggested adding to the curriculum a section on effective communications which would address these issues.

Mark also brought up PREA Section 115.332: "Volunteer and Contractor Training," stating counties should be doing basic training with volunteers and contractors to understand the importance of reporting incidents. Additionally, Mark discussed section 115.333: "Resident Education," stating there are two levels of orientation that need to happen, first, making sure the juvenile understands and is aware of their rights at intake and second, being responsive to youth who have English as a second language. The committee agreed that a more comprehensive orientation on these two sections is needed; however Paul commented there currently is no funding to do either of these section trainings.

Mark commented the PREA standards must be updated within five years and between now and 2016 another PREA train-the-trainer will be scheduled. Mark also suggested PREA trainings should be extended to support staff as well as probation staff.

Mark commented that Governors' office may be assigned to audit PREA Standards across the nation, with training for auditors possibly beginning as early as May 2013. Once the information becomes clearer Mark will notify the counties. Right now it appears that 40 hours of online training may be required, at no charge. Mark suggested it might be a good idea for administrators to attend this training.

Mark further commented that currently, Jillene Gock, Jenn Ortiz and Angie Flerchinger (Lopez) have been working on a CBT for PREA. Information has been sent to Jillene, who is working on putting the CBT together. Their hope is to have the CBT available for juveniles as they enter a facility. The CBT will be offered in audio format for juveniles who cannot read and will also be made available in Spanish. Chad will check with Jillene to obtain a status on this project. Mark pointed out that on the PREA CD there are posters that facilities can use. Chad let everyone know that Education Services just purchased a new poster machine so if counties need posters made they may contact him.

III. Strategic Agenda:

Summary of Discussion: All

Discussion ensued regarding the 2009 three years strategic agenda and new agenda items for the next 3 years. The following is a summary of this discussion:

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Paul led the discussion regarding the subcommittee's strategic agenda. It was determined that all the "One-year" goals were completed: A Behavioral Management Train-the-Trainer was held in 2010; staff training was held for PREA, as well as the PREA Train-the Trainer. PREA will remain in the strategic agenda to ensure that all new standards are met.

The "Two-year" goals were completed, including the CBTs, which are in use right now, noting that some should be updated as some of the information is outdated. The second item in the "Two-year" goals was to develop and provide training in "Personal Development." Paul noted that two new classes have been developed and will be implemented in the 2013 Detention Officer Academy; Professionalism and Workplace Conflict Resolution. He added that both have already been approved by COPE.

The "Three-year" goals included: Develop, modify and enhance training in "Direct Supervision." This was completed by adding this class to the Detention Officer Academy.

The second "Three-year" goal was "develop and provide training on statutes and governing rules." Paul suggested removing this item from the strategic agenda as some of these are addressed in the professionalism and PREA classes. Mark suggested that this agenda item be reviewed while the CBTs are reviewed for modification and that perhaps statute and governing rules training could be addressed in more detail in the "Introduction to Detention" CBT. Denise Smith commented that her facility has a 4-hour block for new employees regarding court processes. Fernando Matiella offered that their court trains officers on how the court system works during orientation. Jolene Hefner suggested putting it in some kind of CBT. Chad Kewish commented unless we keep it very basic, changes would have to be made often. He said the way statutes change; we'd have to look at it every year, however, if the Lectora software program is used CBT changes could be done fairly easily. Chad also commented that updating the CBTs is a priority as there are problems with the current CBTs. Some courts are not able to open them and/or print certificates after viewing, however, in their current format we cannot go in and correct them.

The committee concurred that overhauling the CBTs is a good goal for this group; however, it would be easiest to break down in smaller workgroups assigning a different CBT to each group to review content and suggest revisions. The second phase would be to rebuild the CBT or use a web based program. Mark commented he'd like to see it in web-based platform making it easier for officers to access.

Discussion ensued regarding continuing the prerequisite for the five CBTs that are required to attend the detention officer academy. Lori brought up the point that sometimes her new officers cannot get to the academy for a few months after hire, so having the CBTs when they first start is a plus on getting that officer started. Jolene agreed and likes the flexibility of CBTs. The subcommittee agreed to continue with the CBTs. Fernando suggested extending the academy by a day.

Chad commented if the group wants to continue using CBTs then changes need to be made to the platforms. Mark suggested maybe within a year's time develop workgroups and have

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recommendations for each of the five CBTs. Then within a 3-5 year timeframe, follow through with the recommendations.

Motion made by Mark Koch and seconded by Denise Smith to develop workgroups that will make recommendations regarding what to do with each CBT, to make part of academy or reformat the CBT within one year. The motion passed unanimously.

Amended motion made by Mark Koch and seconded by Denise Smith to develop workgroups that will make recommendations regarding what to do with each CBT, to make part of academy or reformat the CBT within six months. The motion passed unanimously.

The workgroups have been determined as follows:

Ethics - Paul Gabaldon

Introduction to Detention – Fernando Matiella & Omar Villa (staff)

Legal Liabilities – Mark Koch & Amy Champeau

Special Needs – Jolene Hefner

Customer Service – Lori Jaramillo & Kathy Coker

Action: All workgroups should bring an update to the next meeting.

Chad will try to get CBTs content on paper and will forward whatever he can find to the individual workgroups. Mark commented that he is sure he has Legal Liability and Special Needs. The script would probably have more detail.

Action: Mark will see if he still has the scripts and send on to the groups.

IV. Strategic Agenda (new items)

Summary of Discussion: All

Discussion ensued. The following is a summary of this discussion:

Mark commented that there is not funding for a one-day conference, but he will see what he can do. The primary expenses are lodging and a catered meal. Paul deferred this until Mark finds more out about potential funding.

Action: Mark agreed to update at next meeting.

For the new strategic agenda, the subcommittee decided to continue with the PREA training to incorporate the Federal Standards as well as the Arizona State Standards.

Mark suggested for the next meeting, going over the standards for PREA. Paul suggested we wait until the standards are put into place, which will not be until next year.

V. Update on Class Outlines

Summary of Discussion: All

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Paul commented that Professionalism and Workplace Conflict classes have been approved by COPE allowing us to move forward, and add the class to the Detention Officer Academy by 2013. Jillene will be moving forward with Workplace Conflict and Amy will be moving forward with Professionalism, with a goal to implement both new classes to the February 2013 Detention Officer Academy.

Substance Abuse Class: Workgroup Update - Paul turned all information from the workgroup over to Jillene and Amy. Right now they are in process of working on this class. They are hoping to have an update by the next meeting.

VI. New Business

Summary of Discussion: All

Paul let everyone know the next Detention Officer Academy is scheduled for August 14 – 17. Amy commented that 24 officers are registered right now, which is really a good number for this academy.

Paul reminded all that role players and team leaders are needed for practicum exercise on Friday, August 17 at COTA. Callouts were made for role players and team leaders explaining the practicum exercise cannot go through without team leaders and role players.

Paul also reminded the committee that instructors are needed for the academy. Having more than one for each class is always a good idea, suggesting to members if they have staff who would be good instructors to let Education Services know.

The February 2013 Detention Academy may begin at 8 a.m. on day one, in which case counties will need to adjust travel time for officers attending. This will be discussed in more detail as the date gets closer.

VII. Next Meeting

The next Detention Subcommittee meeting is scheduled for Tuesday, October 16, 2012 from 10am-2pm at the Judicial Education Center. Agenda items will include:

CBTs updates
PREA standards update

Paul adjourned the meeting at 12:02 p.m.

Respectfully submitted:



Diane Bouconi
Education Specialist