

Committee on Probation Education

Detention Subcommittee Meeting Meeting for May21, 2013 10:00 a.m. to 2:00 p.m.

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1. Welcome - Paul Gabaldon called the meeting to order at 10:02.
 - a. Introductions: Paul Gabaldon, Chair, Jolene Hefner (phone), Fernando Matiella (phone), Kathy Coker, Denise Smith, Chad Kewish, Jillene Gock, Amy Champeau, Diane Bouconi, Gil Contreras.
 2. Approval of minutes from January 30, 2013
 - a. Motion made by Denise Smith to approve as written.
 - b. Kathy Coker seconded the motion.
 - c. Motion passed unanimously.
 3. Update on PREA training from February 25 & 26 – Mark
 - a. Mark Koch not in attendance so this agenda item will be moved to our next meeting.
 4. Review of April DOA – Jillene and Amy
 - a. Evaluations
 - i. Overall evaluation was 4.89. Chad advised this was the best score ever.
 - b. Faculty, Staff, and Participant Feedback
 - i. Amy reviewed class evaluations. Amy shared the draft schedule for August incorporating an additional ½ day on Monday to allow for more time as staff found it was needed during the April Academy. Committee members approved the change. Diane advised that registration is still open.
 - c. New classes update (pilot of substance abuse class review)
 - i. COPE reviewed and approved curriculum to be piloted. Jillene requested this subcommittee to approve this class as a permanent part of the schedule. Jillene described that faculty did a nice and that she will continue to work with faculty on adhering to curriculum as written in the lesson plan. Jillene thanked Denise for suggesting the faculty and the substance abuse class and for coming to observe the pilot class. Paul asked the subcommittee to entertain a motion to keep this class as part of the schedule. Kathy made the motion. Denise seconded the motion. Motion passed unanimously.
 - d. Next DO Academies scheduled for:
 - August 6-9
 - Dates for the August academy will be August 5-9.
Please enroll officers as soon as they are hired

5. Attendance Policy for DOA – Chad
 - a. Chad shared a draft attendance policy asking the subcommittee to determine the number of hours a participant can miss without being dismissed from the program. After some discussion the subcommittee agreed that a participant can miss up to four hours of class time during the academy. The subcommittee agreed that a discussion will take place between the Detention Administrator, the Detention Subcommittee Chair and the Education Services Program Manager in order to determine whether missed hours shall be made up.
 - b. The subcommittee agreed that any participant who misses more than four hours of class will be required to re-attend a full academy.
 - c. The subcommittee agreed that participants are not allowed to miss any practicum hours.
 - d. Chad advised the subcommittee that he will take their recommendations to COPE for final approval.

6. 2013 Train-the-Trainer: Behavior Management - Mark
 - a. June 4-6
 - b. Amy advised that the dates for the TTT are June 3 & 4. Registration closed with 23.
 - c. Amy thanked Jolene for offering DO Stephanie to assist in presenting the training with Mark Koch.
 - d. Diane will send hotel and program confirmations to registered participants.

7. Standards Committee Update – Mark
 - a. Mark not in attendance. Paul and Fernando are on the Standards Committee and shared that there has been significant discussion especially in regards to PREA and the audits. Both Paul and Fernando requested to defer to Mark for a full update.

8. Update on CBT Revision Project – Amy & Jillene
 - a. Workgroups to report out and assignment of ESD staff:
 - i. Amy advised that ESD staff had converted the CBT into PowerPoint so that it can be revised. Chad stated that this format will allow for future changes. Amy advised the workgroups will remain the same, unless someone wants to change.
 - ii. Special Needs (Jolene/Jillene)
 1. Denise also volunteered to assist with revisions on the Special Needs CBT.
 - iii. Legal Liability- updates from Standards (Amy/Mark)

1. Until the revisions with Detention Standards are made, revisions to this CBT will be on hold.
- iv. Ethics (Jillene)
 1. Jillene advised the subcommittee that the current Ethics CBT does not have visual, but only audio of the Gordon Glau video. Paul agreed to contact Justice Brutinel or his JA to schedule videotaping for a new Ethics CBT. Paul agreed to remain on the Ethics CBT revision project with Jillene. Paul requested a copy of the CBT, which Diane provided him at the end of the meeting.
- v. Intro to Detention – outline for revamp – (Mark/Jillene)
 1. Fernando agreed to also be a part of this group.
- vi. Customer Service – update re: move to Professionalism (class combined: Amy)
 1. Amy reported this CBT is being incorporated into the new Professionalism class for DOA. Paul asked if COPE needed to be advised of the change. Chad said yes, he would let them know of the change and that no learning objectives are being eliminated. Kathy asked that she and Lori be provided copies of the updated manual section once it is completed. Amy agreed to share it with both of them as soon as it is completed.
- vii. Add: Juvenile Justice 101 – (Amy)
 1. Amy thanked Fernando for the suggestion of Judge Corsaro for this class. Amy advised that Judge Corsaro will be coming to Phoenix on May 31 to be filmed in the recording studio at AOC. Amy advised that Judge Corsaro has been a pleasure to work with and that she brought excellent ideas to the curriculum. Amy will work with ESD staff to edit the filming and share a copy with the subcommittee once it is completed.

9. New Business

- a. Paul advised that he is applying to be a member of COPE in order to provide detention updates to that committee.
- b. Paul stated that he enjoyed his time as Dean at the April DOA.
- c. Paul advised that he requested the video used in the Case Documentation class be updated. Paul offered the use of his new facility to do so. Paul will work with ESD staff to schedule.
- d. Chad advised that a video was unable to be completed by staff from the Moss Group after the PREA training in February.
- e. Jillene advised that 30 minutes will be added to the substance abuse class starting in the August academy.

10. Next Meeting Date: July 31

11. Adjourn