

Criminal Justice Collaborative Council

CJCC Steering Committee Meeting Minutes
Administrative Building, Lower Level Conference Room
220 N. Main
February 9, 2007 -7:30 a.m.

Members Attending: Archie Brown (Circuit Court Chief Judge), Lloyd Powell (Public Defender), Dan Minzey (Sheriff), Brian Mackie (County Prosecutor), J. Cedric Simpson (District Court Presiding Judge), Bob Guenzel (County Administrator)

Members Absent: None

Others Present: Scott Patton (CJCC Staff), Sheila Blakney (Senior Assistant, Public Defender), Barbara Levin Bergman (CCAB Chair), Kenita Montgomery (CJCC Intern)

Meeting Convened: 7:40 a.m.
Steering Committee Chair J. Cedric Simpson chaired the meeting.

Supporting Documents

Attendees were given the following documents:

- Draft Full Council Agenda
- Draft Behavioral Interview Questionnaire/Rubric
- Jail Population Analyst Job Description
- Jail Population Analyst Candidate Application
- Business Planning Process Results Template

I. CJCC Full Council Meeting Location

J. Cedric Simpson reminded the group that they had yet to finalize the location for the 2007 Full Council meetings. J. Cedric Simpson indicated that the LLRC may be a more optimal venue given the issues with parking downtown.

Bob Guenzel expressed that he believed the drive to the LLRC would be fairly comparable to the drive to 200 N. Main. Bob Guenzel inquired as to whether the CJCC had reserved space at the LLRC for the meetings. Scott Patton replied that the CJCC currently had rooms at both venues reserved.

Archie Brown offered that the group could meet at the LLRC this year, since it met at 200 N. Main the previous year.

The group agreed to shift the meeting location to the LLRC for the duration of the year. Kenita Montgomery will release the CJCC hold on the lower conference room of 200 N. Main, and notify the clerk of the change.

II. Jail Population Analyst

Scott Patton presented a few brief items regarding the Jail Population Analyst position. Scott Patton stated that he wanted to get information regarding the position back into the hands of everyone in the group. This information included: 1) a copy of the position description 2) candidate resumes and 3) a behavioral interview question template.

Scott Patton requested that the group review the documents and present feedback on whether or not they are still aligned with the County's needs. Otherwise, the group should amend the position description in order to accurately put together the competencies of the position.

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Scott Patton then reported that the County had recently gone through the process of hiring a project manager in support services. Scott Patton stated that he sees parallels between the two hiring processes, and would compose JPA behavioral interview questions based on the process manager interview questions.

Scott Patton also requested that the group discuss potential JPA interview times.

Barbara Levin Bergman inquired as to which police agencies bring people in for logic, and is it possible to track that info. Bob Guenzel replied that this it is already part of the work plan to track that information.

Scott Patton specifically asked the Dan Minzey about the classification components of the description, and whether or not he wanted to still include them. Dan Minzey agreed to keep the classification components in the description.

Archie Brown asked how specific should the candidates' knowledge of the Washtenaw County criminal justice system be. Archie Brown identified this as a potential problem in the knowledge content area outside (of Washtenaw County) candidates would generally not have this knowledge. Archie Brown offered that that particular competency should just require general knowledge of the criminal justice system.

Archie Brown asked if Scott Patton had gleaned anything on the level of investigating that has been done by outside candidate of the various Washtenaw County criminal justice issues. Scott Patton stated that he has talked to two of the candidates and pointed them in the direction of the CJCC website. Bob Guenzel asked Scott what is he recommend in terms of interviewing dates.

Scott Patton stated that initially he considered February 19th, but he understands that most of the group is already committed to various other County interviews. Therefore, he would recommend pushing the interview back of a week or so.

Bob Guenzel stated this would mean holding the interviews either the week of the February 26th or first week of March.

Brian Mackie asked Scott Patton what envisioned as an interview panel and who he believed should take the lead. Scott Patton stated that the panel would consist of members of the Steering committee.

Bob Guenzel offered that there could be a set of questions and the members rotate in asking questions, and as chair of the committee, J. Cedric Simpson should take the lead of the interview panel. Bob Guenzel also reminded Scott Patton to change the title of the position to Jail Population Analyst.

Scott Patton stated that he would coordinate with the committee members the week of February 26th and the week of March 5th. Scott Patton indicated that he would provide interview slot options that members could sign up for. Scott Patton said that he would look for a block of 3 hours and 15 minutes: 3 interviews going approximately 1 hour each and time for the panel to touch base before and after.

III. CJCC Retreat

Scott Patton reminded the group that in the past, CJCC has wanted to have a retreat to look back at successes and plan out priorities of the approaching year. The result of last year's retreat was the CJCC action plan. Scott Patton inquired if the group would be interested in discussing what has and has not been followed through on at the next retreat.

Scott Patton indicated that there has also been a request for technical assistance, especially of Jim Robertson. Scott Patton stated that he is looking for a bit more guidance in terms of technical assistance needs. Scott Patton asked the group what are the particular problems that group would like to look at?

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Bob Guenzel stated that a CJCC retreat would be a favorable time to discuss the planning documents that the BOC can use to aid in the County budget process. Bob Guenzel indicated that he is looking at bigger issues, specifically in terms of what the BOC has funded as a result of CJCC recommendations. Bob Guenzel stated that he would like to see Jim Robertson help with that process.

Scott Patton said that he had considered this issue, considering that the CJCC was formed around cross functional areas. Scott Patton stated that understands request, but he wants a little more clarity on the specific issues that the group would like to discuss. This would help compile an agenda for the retreat.

J. Cedric Simpson stated that one goal of the retreat may be to refocus the CJCC mission and goals.

Brian Mackie offered the State budget is going to affect Washtenaw County very soon and this, in turn, is going to affect the CJCC. Brian Mackie reported that several thousand releases are coming as a result of the Governor's sentencing guidelines and closures of jails. Therefore, a goal of the retreat could be crisis planning.

J. Cedric Simpson asked if the Counties are going to have to bare the responsibility for the maintenance of these newly released individuals.

Archie Brown offered that it may be the responsibility of both the State and local counties.

Brian Mackie expressed that MPRI funding has been cut and the program has never really been funded that well. This may also be another pose another program for various counties down the line.

Scott Patton recapped the things he gleaned from the retreat discussion. Overall, the group agreed that having a retreat is a good idea, with the goal of discussing two things:

- 1) Look back at successes and putting refocusing the CJCC goals and mission.
- 2) Discuss the state budget, looking at the changes that may and may not occur and resources for 08-09.

Archie Brown stated that Jim Robertson had been a valuable resource availability when particular questions arose. Archie Brown offered that it might be wise to have someone present that has knowledge of issues in other counties, especially giving the changes that are going to occur within the State Legislature and MDOC.

Bob Guenzel asked if the County had Jim Robertson on contract, and if he is a resource that could actually help with the planning of the retreat.

J. Cedric Simpson echoed Archie Brown's sentiments regarding Jim Robertson. J. Cedric Simpson expressed that if the County does have a retreat, participation should be balanced in terms of the various parts of the criminal justice systems. If not, this can skew how the CJCC analyzes certain issues. J. Cedric Simpson stated that in the past, retreats result in many proposals, but many issues were biased in terms of where they ranked.

Sheila Blakney stated that CD Law would like to have another representative in the group. Sheila Blakney stated that when there are breakout sessions, people that represent different interests should sit at each table. The product of that group work are only recommendations, and only CJCC as a whole can determine what's important/ranking of issues.

Archie Brown stated that the Steering Committee should be responsible for deciding what the focus of the retreat should be; should there be a general discussion or a focus on specific issues. Archie Brown stated that both would be very different types of retreats, so planning is necessary.

Bob Guenzel stated that he would prefer a discussion focused around three or four issues. Bob Guenzel stated that this will require a bit of advanced work on the part of the CJCC.

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Archie Brown expressed that the CJCC's time as a body is valuable, so the group should spend time discussing practical matters that the COC could really put into effect. Archie Brown stated that public participants such as Barbara Fuller ask valuable questions that internal players may take for granted. The group should solicit outside opinions, so that it is aware of the public concerns.

Bob Guenzel suggested that the group allocated 15 or 20 minutes during the Full Council meeting to ask for input on the issue and for volunteers to form a subcommittee to plan the retreat.

Archie Brown suggested that Scott Patton send a notice prior to the meeting to alert everyone that this will be an agenda item. Scott Patton stated that he would try to shape that in terms of what the BOC will find useful. Bob Guenzel asked what Scott Patton had in mind terms of a date for the retreat. Scott Patton stated that he considered April or May, but there might be a conflict with the BOC schedule.

Bob Guenzel stated that BOC has expressed interested in discussing data needs and data integration. Bob Guenzel stated that the retreat does not have to focus solely on this matter, but this is an issue that the BOC would like to see discussed. Barbara Levin Bergman asked if there could be presentation on the data that is available. Dan Minzey stated that the jail is doing things by hand that they shouldn't be doing. This is a potential discussion point.

Sheila Blakney asked if this is a matter that the Integration and Sharing Committee is already addressing and possibly working on potential interim solutions. Scott Patton stated that he would compile a report to update everyone on the data issues that the committee is working on. Bob Guenzel asked if the committee could do a brief report at the retreat.

V. Full Council Agenda/Other Business

Scott Patton spoke briefly about the banding process overview that is currently on the Full Council agenda for next Friday. Scott Patton stated that this overview was offered at the by Dan Dwyer, however no one has made the request.

Archie Brown offered, on behalf of Dan Dwyer, that the CJCC strike this item from the agenda, or place it as a future agenda item.

Bob Guenzel stated that he would not be present at the meeting, but he believes that the boarding-out discussion should still occur. Bob Guenzel stated that this is a very important issue, that Jeff Irwin and Dan Minzey lead this discussion.

J. Cedric Simpson offered that postponing the banding process discussion might be practical given that it could be a lengthy discussion. J. Cedric Simpson requested that the Sequential Intercept Team be added to the agenda to do a brief presentation. And thought it would be of value for the rest of the group should here, in terms of how people are being diverted from jail.

Scott Patton indicated that he had spoken with Donna Sabourin about doing a presentation, but nothing had been confirmed as of yet.

Archie Brown stated that there should be a brief report out on Jail Population Analyst, so the Full Council will know where the CJCC is in the process and a possible hire date.

Barbara Levin Bergman asked if the group could receive snap shot on who's in jail currently. Archie Brown reported that the judges received a snap shot yesterday. Barbara Levin Bergman then requested a snap shot of the population after Section 7 is put into action.

Bob Guenzel asked more clarification on agenda item number 5. Scott Patton explained that the agenda item was a follow up to inquiries about the Sheriff's budget. Bob Guenzel offered that the CJCC strike item five as well.

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Archie Brown inquired as to whether the group was receiving enough data from the Data Systems Committee, and would that committee be able to do a report to update everyone.

Scott Patton indicated that in the interest of time, he would put together a memo to update everyone on the Jail Population Analyst and Data Systems progress; there will be a full oral report in March.

Adjourned 8:33 a.m.

Next Steering Committee meeting 3/9/07.