

Criminal Justice Collaborative Council

CJCC Steering Committee Meeting Minutes

Administrative Building, Lower Level Conference Room
220 N. Main

September 8, 2006 -7:30 a.m.

Members Attending: Archie Brown (Circuit Court Chief Judge), J Cedric Simpson (District Court Presiding Judge), Lloyd Powell (Public Defender),

Members Absent: Dan Minzey (Sheriff), Brian Mackie (County Prosecutor)
Bob Guenzel (County Administrator)

Others Present: Scott Patton (CJCC Staff), Barbara Levin Bergman (CCAB Chair),
Steve Hiller (Deputy Chief Assistant Prosecutor),
Kenita Montgomery (CJCC Intern)

Meeting Convened: 7:44 a.m.

Steering Committee Chair Archie Brown chaired the meeting.

Supporting Documents

Attendees were given the following supporting documents:

- Jail Population Manager Memorandum of Understanding
- Jail Population Manager Candidate List

I. Jail Population Manager Next Steps

Archie Brown inquired as to what Bob Guenzel's standpoint was on the jail population manager position.

Scott Patton informed the Steering Committee that Bob Guenzel wanted the selection of the Jail Population Manager to be a collaborative effort, and is seeking feedback from the steering committee on the selection process.

Scott then reported that he compiled applications of eligible jail population manager candidates into three separate stacks (according to how qualified the applicant is) and brought them for the committee to review. Scott requested that the group work to streamline the list to about 3 or 4 candidates, and then he would work to schedule interview slots for each candidate (approximately 1 hour each). Scott indicated that the interview will be performance based. He also asked for feedback on basic competencies that the JPM should have to guide the interview questions. Archie Brown indicated that the second paragraph of the memo of understanding did a thorough job outlining the required competencies, and that it could be used as a baseline.

Discussion ensued regarding the hiring process. Archie Brown inquired about the time frame of the hiring. Scott Patton stated that the goal is to have the candidate interviewed within the next month.

Archie Brown stated that in light of the current court cases/law suits facing the County, it may be difficult to hire within that specified time constraint. Barbara Levin Bergman offered that interviews could still be held, but the position not be filled until the court cases/law suits are settled.

Scott Patton indicated that he has been upfront about the issues facing the county, so candidates are aware of the time frame for the hiring process.

Further discussion ensued. Scott also stated that Bob Guenzel's preference is to look primarily at internal candidates for hiring, especially given the risks associated with the position. Archie Brown expressed concern about focusing primarily on internal applicants. He offered that competency should be priority,

Criminal Justice Collaborative Council

and the most qualified candidates seem to be from outside. Scott Patton added that if risks are stated upfront, this may preclude any problems with outside candidates performing the required duties.

Action to be taken: Archie Brown suggested that Scott Patton send an e-mail to the committee indicating that the list of candidates and memo of understanding were both discussed, asking for any corrections or additions that the group may have, and specifying a date by which the committee should sign off on the memo. Archie Brown also recommended that Scott's e-mail reference the eight top candidates and the goal of narrowing down the applicant pool to four or five.

The group agreed that interviews will be conducted on a Friday morning. Each committee member should peruse the candidate applications, and notify Scott of their top choices. Scott Patton will then select the candidates with the most votes and set up interviews. The group hopes to interview about 4 to 5 candidates at most, given the time constraints of the interviewing process. However, if the group is in favor of interviewing more candidates, the process will be done over two days.

Scott stated that he would get the e-mail out to the group as soon as possible.

II. MPRI

Scott Patton informed the Steering Committee that the director of the Department of Corrections will be visiting Ann Arbor November 2nd to speak about MPRI. Scott said that this will be a chance to discuss MPRI. Scott offered that the CJCC could use this visit as an opportunity to address any questions or concerns that it had regarding MPRI, and if the group is interested, he could arrange a meeting.

Barbara Levin Bergman indicated that she had questions concerning the source of second-year funding for the program.

Archie Brown recommended this item be placed on the agenda for next week to notify anyone that is interested in participating.

III. Overcrowding Status

Archie Brown informed the Committee that the Sheriff sent out an e-mail reporting the County's overcrowding status and indicating that the department would be reverting back to Section 8 of the overcrowding statute. Scott Patton then read the e-mail in question to the group.

Discussion ensued regarding the e-mail.

IV. Full Council Agenda/Other Business

Archie Brown asked if there were any changes to next week's agenda. Scott Patton stated that several agenda items are still pending, so the Full Council had two options: 1) canceling the meeting or 2) utilizing the time to have an in depth discussion on the jail overcrowding status.

The committee agreed to cancel the meeting, but to make sure that the cancellation was in compliance with the Public Meetings Act. Scott Patton stated that he would give notification of the cancellation, and alert everyone that he would be available for any questions or concerns.

Scott Patton stated he would draft a memo to update everyone on the agenda items and explain the reasons for canceling the meeting.

Adjourned 8:22 a.m.

Criminal Justice Collaborative Council

Next Steering Committee meeting 11/10/06.