

BRIAN SANDOVAL
Governor

STATE OF NEVADA

AMBER HOWELL
Administrator

MICHAEL J. WILLDEN
Director
Department of Health and Human Services



STEVE MCBRIDE
Deputy Administrator

PAULINE SALLA
Juvenile Justice Programs Chief

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
NEVADA STATE JUVENILE JUSTICE COMMISSION**

4126 Technology Way, 3rd Floor

Carson City, NV 89706

Telephone: (775) 684-4429 • Fax: (775) 684-4455

**NEVADA STATE JUVENILE JUSTICE COMMISSION
PLANNING AND DEVELOPMENT COMMITTEE MEETING
MINUTES**

December 12, 2013

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Call to Order

The meeting was called to order by Chairman Coppa at 10:05 a.m.

Roll Call – Dan Coppa

Members Present: Dan Coppa, Steve McBride

Members Present by Phone: Michael Beam, Lisa Morris Hibbler

Members Excused: Elizabeth Florez, John Hambrick, John Martin, Fernando Serrano, Paula Smith

Staff Present: Ross Armstrong Deputy Attorney General, Pauline Salla, J. Alice Mueller

Public Comment and Discussion

There was no public comment.

Review of Official Minutes from October 24, 2013 Meeting

There was no quorum present so the minutes of September 19, 2013 were tabled until the next meeting.

PREA Tool Kit Update– Pauline Salla

The review of the PREA Templates by the VERA Institute was discussed. On the whole they were very impressed with the Templates. Specialist Salla addressed the issue of terminology use which came up in a number of places in the VERA Institute's review. The PREA work group and the National Association of Juvenile Justice Administrators (NAJJA) had discussed the many different terms used for similar things and had decided to let the facilities determine what specific words to use. An example of this would be in some cases the term detainees may be used while another facility may be more comfortable using youth inmates.

Commissioner Coppa thought that a revised edition of the Templates for 2014 might be in order which would include some term definitions. Specialist Salla said that the work group had just finished an updated list of definitions but had not yet sent them out. They should be sent to the

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committee members soon and include such things as the definition of sexual misconduct, sexual abuse and sexual assault. Some other definitions do exist but have not been formally voted on by the PREA work group and so are not yet ready to move onto this committee. Both the terms and other things brought up in the VERA Institute's review should have been discussed and consensus from the PREA work group obtained by the next Planning and Development meeting in January.

Commissioner Coppa wanted to know how the PREA Templates would be handled in regard to the Red Rock Academy. Commissioner McBride stated for the record that we provide all the state templates to Red Rock Academy and they have been invited into the statewide work group. Commissioner Coppa then wondered if he should send his suggested changes resulting from the VERA review. Specialist Salla said that the work group would be going over the review page by page, but would welcome suggestions from Commissioner Coppa.

A Spanish language version of the PREA posters was brought up. There were problems with English to Spanish translations in the past so there was discussion on the best way to accomplish this. With Arizona being a border state, the posters should already exist in Spanish. If translation is required, the Administrative Office of the Court (AOC) would be the best people to contact. They use translators who must certify by affidavit each time they work for the courts. If they are good enough for the Nevada Supreme Court, they should be able to translate the posters accurately.

Commissioner Coppa referenced an email he had received on December 9th which was about youthful offenders who are in adult facilities. He was wondering if this was something which the PREA work group was going to address and perhaps incorporate into the templates. Specialist Salla explained that nothing further was required. At the last Quarterly Full Commission Meeting this was clarified. The youthful offender standard only goes into effect and is required for adult jails and lock-ups. The juvenile detention facilities will not need to follow that standard. Commissioner Coppa then wondered if the adult system was aware of the standard. Specialist Salla assured him that the facilities were aware, but she did not know the stance of the sheriffs or chiefs association. There have been interpretations of the standards with some believing that if they have direct supervision then there is no need for site and sound separation. There will continue to be discussion and dissemination of information to the adult facilities.

Update on job announcement for part-time contractor– Pauline Salla

Specialist Salla has met with personnel and come up with a class specification title for the part-time contractor position. It looks like it will be a Compliance/Audit type Investigator possibly level 2. Under the previous title, the position would have required a minimum of a Bachelor's degree along with experience in program monitoring. Many of those who would be interested in it may have lots of experience but not necessarily the degree. With the current title, there would be more emphasis on audits. There was concern that this new job description might not include some of the more specific language which was very well received at previous reviews of this job. Commissioner McBride allowed that those details could be written into the work performance standards. Commissioner Coppa requested that attention be paid to reviewing the new job description accurately and making sure that it does cover all that will be required of the individual.

Review of changes to the Open Meeting Law– Dan Coppa

Some emails were received regarding notifications under the Open Meeting Law. Some of these concerned AB252 which specifies that an agenda only needs to be posted on the Legislative Council Bureau's website if the agenda contains an item relating to a regulation. Ross Armstrong noted that this really doesn't apply to the Division of Child and Family Services (DCFS) since it is run by an administrator and not by a board or committee.

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AB445 does apply to the Juvenile Justice Commission and its committees. It concerns the posting of public meetings on the State of Nevada's official web site. When it is functional the commission and committees should be able to submit on line and it will be automatically posted. On January 1, 2014 items from the Juvenile Justice Commission and its committees should be emailed to the Department of Administration for posting along with confirmation documenting that the items had been sent. This is to occur whether the website is operational or not. Ross Armstrong confirmed that at the meeting he attended in October, the website was not even close to being ready by January 1, 2014.

SB107 Room Confinement-- Pauline Salla

SB107 which deals with room confinement was passed in the last legislative session. It requires juvenile detention facilities along with state youth correctional facilities to report monthly to the Juvenile Justice Programs Office how many youth are detained in room confinement on a monthly basis. It doesn't matter if the confinement is minutes or hours, as of October 1st, the data must be sent. In addition to the spreadsheet for data collection, instructions on its use, a memo directed to the chiefs, directors and superintendents about this new form was provided to the committee in addition to an Attachment A. Attachment A details the information required when a youth is held for 72 consecutive hours. Attempts must be made to put the youth back into the general population and any resultant failures discussed. When a youth is returned to the general population but then another incident occurs, this is viewed as a new event. The reports are due by the twelfth of each month. Specialist Salla is currently working on a summary that will document the data collected.

The actual mechanics of the form were discussed. The data is filled out electronically and then transmitted electronically. There are areas for the name of the facility and drop downs for the month filed. Even if no youth are held in a month, the form must be filed. A few facilities have attempted hand written forms but were told that it must be done electronically. Since this is relatively new some kinks will need to be worked out. Commissioner Coppa requested that a summary be presented to the Planning and Development Committee quarterly to be reviewed with the intention of presenting information to the Quarterly Full Juvenile Justice Commission Meeting. Specialist Salla thought that she may have a preliminary summary for the first quarter that is October, November and December of 2013 ready by the January meeting.

There was a discussion about ID numbers versus youth's names on the forms. The American Civil Liberties Union has recently been requesting reports. Providing forms for them which also protects juveniles is important. Most counties do keep track of youth by numbers however Clark County has been known to use names. If a unique ID number is used, it must be capable of following the youth thru the system. Incidents of duplication and youth having more than one number have existed in the past. There is a need to have consistency in how a unique number is assigned and used. This request has been shared with the Attorney General's office thru Ross Armstrong and Shannon Richards. It has now been forwarded on to Administrator Howell and all are awaiting her directions on the matter.

If numbers are used instead of names, some changes may have to be made to the monthly summary form. Information such as the gender of the individual should be added. Other columns such as noting the individuals actual age could also be considered. As mentioned previously this is a new form and adjustments will be made as needed.

The final point of discussion involved who this information would be sent to. The bill does not have specific language about what happens with the data collected. Commissioner Coppa suggested sending it to the Advisory Commission on the Administration of Justice but without a letter of intent it would need to be requested in writing first.

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Discussion of Three Year Priority Program Areas– Pauline Salla

At the January meeting, this committee will receive a copy of the Three Year Priority Program Areas Survey. Although updated yearly it is fully distributed every three years. Once it has been reviewed by this committee it will be sent statewide. It is generally sent to the Juvenile Justice Commission (JJC), the Nevada Association of Juvenile Justice Administrators (NAJJA), registered tribes, faith based organizations and many community coalitions. In the past the survey contained several priorities with those returning them selecting either their top three or even five priorities. If a core requirement is noted, then it's an automatic priority for the commission. The full commission will vote on the top three priorities at the February Quarterly Full Juvenile Justice Commission Meeting. It is due by the end of March.

There was a discussion about who would receive the survey. Rite of Passage will receive it as part of the NAJJA. The community coalitions are important as they have representation from the school districts, in addition to district attorneys, court defenders, law enforcement state facilities and both private and non-profits. It was hoped that Commissioner Paula Smith would assist with contacting the Inter-Tribal Native Americans and registered tribes. Commissioner McBride suggested contacting the Nevada Supreme Court Commission on Juvenile Justice Reform. Special Salla thought this was a good idea and would work on getting it to them.

A roster of all to whom the survey will be sent was requested on behalf of the committee. When the survey was started the number contacted was fairly limited. With the numbers becoming more expansive, a roster could prove very helpful. There is no need to keep it by individual member names; group notation such as the members of the juvenile justice commission should suffice.

New Business– Dan Coppa

The VERA Institute for Criminal Justice has designed some national standards for dealing with youth charged with status offenses. It was suggested that the Planning and Development Committee should review the standards and see if anything should be determined about them. Since this is a long article, it will be discussed in sections.

Comments from Public

There were no comments from the public.

Set Time, Date and Agenda for Next Meeting

The next Committee Meeting is scheduled for Thursday January 30, 2014 at 10:00 am. This will be a videoconference with the following agenda.

Agenda:

PREA Tool Kit, feedback from the PREA work groups about VERA Institute review

PREA posters in Spanish

Compliance/Auditor Investigator Job Description update

SB107 Room Confinement

Three Year Plan identifying priorities survey

National Standards for the Care of Youth Charged with Status Offenses

Adjourn

The meeting was adjourned at 10:45 a.m. by Chairman Coppa.