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

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**NOTICE OF PUBLIC MEETING  
NEVADA STATE JUVENILE JUSTICE COMMISSION  
MINUTES  
November 18, 2015**

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**November 18th, 2015 Call to Order**

This meeting was called to order on November 18, 2015 at 3:31 pm by Chairman Martin.

**Roll Call – Alice Mueller**

**Members Present by Phone:** Michael Beam, Scott Davis, Elizabeth Florez, Jack Martin, Dawn Lozano

**Members Excused:** David Humke, Lisa Morris Hibbler, Egan Walker, Lonnie Wright

**Staff Present by Phone:** Ross Armstrong, Leslie Bittleston, Alice Mueller

**Public Present by Phone:** Tami Richardson, Michael Whelihan

**Public Comment and Discussion**

There was no public comment.

**Review of Official Minutes from October 28, 2015**

Commissioner Beam moved that the minutes of October 28, 2015 be accepted with a second from Commissioner Florez. The motion was passed by the Committee.

**Use of Force Survey**

Commissioner Florez sent a survey through SurveyMonkey dealing with Use of Force. She was able to receive verbal or written confirmation from every chief probation officer or director to whom it was sent. Although specific details were requested, it also checked information sharing and what tools were used to track that information.

One of the things that was determined from this survey was that hobbling, hog tying or other forms of tethering behind the back was not endorsed or practiced within any jurisdiction in Nevada. The question then was whether these results reflected actual data collected or was anecdotal. This survey showed that not everyone collects data about the Use of Force or restraints. There is an ability to dig deeper into the data collected, but before that occurs, it will be sent out again in order to contact people who may have been missed.

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Commissioner Martin was very interested in the survey as Clark County is preparing to convert their data collection system over to CaseloadPRO. They are looking to develop some statewide reports which will also be sent to the Juvenile Justice Programs Office. One of great interest would be collecting statewide information on Use of Force. It could help decide if Nevada is utilizing best practice in use of force reduction/de-escalation. A standardized system across jurisdictions would assist in this determination.

Douglas County is already using CaseloadPRO with Carson City starting up in December. Carson City has invited Washoe County to attend part of the training associated with CaseloadPRO so that they can review how it works. Commissioner Martin then discussed some details about Carson City's preparation to transfer over. Much of the discourse was about the Nevada Offense Codes (NOC) and how their use could bring about more accurate data collection. In Carson City, NOCs are used for every charge, and it was felt that this would be the best way to go. The cost associated with getting the NOCs into CaseloadPRO could be shared by several jurisdictions. The upside would be that everyone would be operating on the same definitions.

Carson City is scheduled to begin working with CaseloadPRO in December. They had a high opinion of their customer service and so far have seen that they are very open minded and accommodating as Carson transitions from the Juvenile Court Activity Tracking System (JCAT).

In the recent past, a team had gone down to Arizona to review their data collection system which was called YouthBase. It was individualized to Arizona, and although well liked, the team felt it could not be replicated in Nevada without spending quite a bit of money. The overall feeling is that with Clark, Carson, Churchill, Douglas and perhaps Washoe going to CaseloadPRO, this might be the system for Nevada. The more people in, the cheaper it will be for everyone. Startup costs may differ for various users but it was Commissioner Martin's understanding that once there is a connection to Odyssey, the same interface will be available for all Nevada partners.

The cost for Clark County's startup is from \$200-\$270,000.00 the first year. Most of that will be for converting 30 years of data, though some comes from other elements such as detention monitoring and telephone supervision. Per user costs are projected to be about \$37.00 per month, but could be less if more users join. Mr. Armstrong agreed to go to the state and see what resources might be available to bring about a unified system across the board.

Another request from Clark County was to have limited access to the Unified Nevada Information Technology for Youth (UNITY). A brief history of a child's welfare involvement, active case, case closed, etc. would be helpful. No Health Insurance Portability and Accountability Act (HIPAA) information would be requested, just enough information to determine if the youth was a cross-over candidate. Washoe County currently has five authorized users who have been trained and have confidentiality agreements. Every referral they receive is run through UNITY to gather this information. The ideal would be to have access to information without having to run it through UNITY.

### **Review of NAJJA Standards Chapter One**

Commissioner Florez had taken the entire Standards document and conducted a walk through their detention facility to determine the financial implications. She felt more time was needed before really presenting this to the entire Juvenile Justice Commission. Everyone involved with a detention center needs to understand the implications of the original and revised document. It was pointed out that at the last meeting, the governor's endorsement was favored as the place for the standards document to reside. Mr. Armstrong explained that this placement would

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have no legal ramifications. The governor would be saying the standards are a policy statement, and something to work towards. It was agreed this was how to present it at the Full Juvenile Justice Commission, rather than providing premature details from the chapters.

Suggested changes to Chapter One were discussed. The first concerned implementation and training of staff on the Prison Rape Elimination Act (PREA) Policy Manual. As this is a requirement by 2017, all agreed to the change. Next discussed was the Child Abuse and Neglect System (CANS) and other background checks which are required every 5 years. The financial implications were unknown, but most were in agreement although some additional discussion centered on random drug testing. Another change considered was dropping Juvenile Detention Care Workers training to 24 rather than 40 hours. Mr. Whelihan found 62B.250 on training of institutional staff. No mandatory hours were noted, only that it occur within 30 days after employment. All were in favor of this change. Medication disbursement by staff was covered, and noted that some facilities have professionals for that, and could see training staff in disbursement as a waste of funds.

Staff ratios caused quite a bit of comment as there seemed to be several different exceptions and ratios. There was a request to have these double checked. The ones requested in the document seem to be a bit high. It was noted that the federal levels may be changing around March of 2016. Chairman Martin suggested holding off on staff ratios until after that date.

### **Review of NAJJA Standards Chapter Two – Elizabeth Florez**

Commissioner Florez was to speak for Commissioner Walker on Chapter Two of the Nevada Association of Juvenile Justice Administrator (NAJJA) Standards. She referenced that in placing this under a governor's endorsement, some of the recommendations became easier. One of the requirements, that there be natural lighting in all rooms would be difficult as would control room staff having direct access to rest rooms. As long as these physical plant changes weren't NRS, they would be acceptable.

### **Review of NAJJA Standards Chapter Four – David Humke**

Neither Commissioner Humke nor Carolyn Banks were available to discuss their assigned chapters. These will be discussed at the next Standards meeting.

### **Review of NAJJA Standards Chapter Five – Michael Beam**

Changes to this chapter had been submitted and were noted in red. The language had not been changed and covered three areas. The number placement in the chapter was really the only part up for discussion.

### **New Business**

There was discussion on what would be presented at the Full Quarterly Juvenile Justice Commission meeting on November 19, 2015. Those changes agreeable to all the members of the subcommittee would be changed from red to normal font color and copies made available.

### **Comments from the Public**

There were no statements from the public.

### **Set Time, Date and Agenda for Next Meeting:**

The next meeting will be held in Wednesday January 13, 2015 at 3:30 pm. This will be a teleconference.

### **Adjourn**

The meeting was adjourned at 4:14 pm.