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

April 14, 2016

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Call to Order

The meeting was called to order by Chairman Coppa at 10:03 a.m.

Roll Call – Dan Coppa

Members Present: Dan Coppa, Steve McBride

Members Present by Phone: Elizabeth Florez, Lisa Morris Hibbler, Paula Smith

Members Excused: Michael Beam, Jack Martin, MariaJose Taibo-Vega, Kim Wanker

Staff Present: Ross Armstrong (Deputy Administrator DCFS), Chief Leslie Bittleston

Staff Present by Phone: J. Alice Mueller

Members of the Public present by Phone: Ali Banister, Holly Welborn,

Public Comment and Discussion

Holly Welborn Policy Director for the American Civil Liberties Union of Nevada, made a request to speak. She wished the Commission to know that the National Council on Crime and Delinquency was forming a study group which would be coming to Nevada in order to meet with certain stakeholders, Commission members and the Supreme Court Commission on Juvenile Justice. A grant has been received, funding a study on the state of juvenile justice in Nevada.

Ms. Welborn requested commissioners contact her if they wished to participate. Experts will be coming to Las Vegas and Reno May 17th through May 19th. Those expressing interest will be contacted about setting up meeting times.

Review of Official Minutes from March 17, 2016

Commissioner McBride moved to have the minutes of March 17, 2016 approved with a second from Commissioner Smith. The minutes were approved by the Committee.

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SB107 Room Confinement– Leslie Bittleston

Referring to the SB107 Summary Document, Chief Bittleston noted that there were 31 instances of room confinement at the State Youth Correctional Facilities and 207 instances of room confinement at the Youth Detention Centers. Summit View began February with no incidences of room confinement and then had only one incident in March. Applicable charts were discussed, with it being pointed out that the only complete year for data was in 2015 with both 2014 and 2016 being partial years. The next two charts compare time in confinement for both Youth Correctional and Detention Facilities.

Compliance Reporting Update– Leslie Bittleston

The Compliance Monitors have been very busy and are doing a good, thorough job. They have visited jails, lock-ups, court holding areas, detention centers and correctional facilities. Both adult and juvenile facilities have been seen, as the Office of Juvenile Justice and Delinquency Prevention (OJJDP) has yet to provide an answer as to whether youth in adult facilities are under our purview or not. In total, they have gone to 41 facilities, with the goal being 30% which would comprise about 55 to 60 locations.

Per their reports, they have not found any incidents, or violations. The facilities are well versed in how to work with youth in that they understand Disproportionate Minority Contact, Status Offenses, Jail Removal, along with Sight and Sound Separation.

At the last committee meeting, it was mentioned that some of the contractors were having problems entering facilities since they are not state employees. Warren Lutzow is retired while Sheree Corniel works full time for a non-profit. Division of Child and Family Services (DCFS) personnel reached out to Aging and Disability Services Division (ADSD) who has the ability to make ID badges. They graciously created two ID badges for our Compliance Monitors and placed them in ID holders. Thank you notes have been sent to DCFS personnel and ADSD for their assistance with this. When the badges are no longer needed, they will be handed back to Chief Bittleston. There are no dates on the badges, so they can be used again next year.

Legal Education of Nevada Barristers on Juvenile Issues– Dan Coppa

Mechanisms for Enforcement of Juvenile Defense Standards is a report assembled by the National Juvenile Defender Center (NJDC). They reviewed all the states and territories for mechanisms used in the creation of juvenile defense standards. This included how states achieve this legislatively (California), through state agencies, contracts with attorneys, by Supreme Courts or lastly by federal government intervention. Specifically they looked at various defense standards, which may also include prosecutors. They also provided an outline for legal education as required by many jurisdictions in this country. Nevada was mentioned in the report as having guidelines, however they lack authoritative weight from an entity like the Supreme Court. As such, they are really only recommendations.

The Nevada Bar, Board of Governors, has established a task force comprised of Chair Dan Coppa (Sparks), Judge Kimberly Wanker (Pahrump), Julie Cavanaugh (Elko), Troy Isaacson (Las Vegas) and Ryan Russell (Carson City). There have been two meetings with the latest one reviewing the NJDC report. At these meetings, it was decided that the report would be a guide for research in Nevada. The Boyd School of Law should be able to provide an intern to pull everything together and see how the standards compare across the nation. They would determine which ones were applicable to Nevada.

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Three Year Plan– Leslie Bittleston

Solicitation for the 2016 Formula Grant has been sent out from OJJDP and is due back on June 1, 2016. A formula programs survey identifying 35 possible program areas was sent out to the counties, Juvenile Justice Commission (JJC) and various stakeholders. The returns identified four top areas of interest which are: 1.) Aftercare and re-entry, 2.) Delinquency Prevention, 3.) Job Training and 4.) Mental Health Services. When the 2016 Formula Grant application is prepared, these four programs will be highlighted. Sub-grantees will be notified that in addition to the four core requirements, these are the four areas that should be addressed in 2016. A draft copy of the formula grant application was presented to the committee for review with the final copy scheduled for a later time. It was decided to send the survey once more to the JJC to make sure that they have input in what the top four program areas should be.

Included with the draft was an attachment detailing specific performance measures expected for each program area. At a previous committee meeting, the entire 190 page document was presented which included performance measures for all 35 program areas. A 28 page document dealing with the Formula Request for Proposals (RFP) was also presented to the Committee. The first five pages provided information on how to fill out the RFP document. On the following pages are performance measures for specific program areas. As an example, aftercare and re-entry has four mandatory performance measures and then additional performance measures from which the applicant can select two. Delinquency Prevention has nine mandatory performance measures and then additional ones from which the applicant can select two more.

Part of the reason for this explanatory document is so the sub-grantees are aware of what is expected. Currently they often do not provide certain information required for the bi-annual Formula Grant report to OJJDP. The RFP document will be sent out at the end of April with sub-grantees given 30 days, to the end of May, to submit their proposals. A tentative date of June 15 to 17, 2016, has been set for the grant review committee to meet.

Concern was expressed that perhaps a telephone or video conference should be offered the sub-grantees to ensure they understand some of the changes mentioned in the 28 page document. Problem areas can be identified before they make their submittals.

Since the report was only available as a draft at this time, an additional Committee meeting was requested for the last week of April. This would allow a review of the final Formula Grant application and RFP document. A question was asked as to whether these needed to be approved by the entire JJC. Since this was not about expending funds, but only sending out documents, it was determined that the Committee review would suffice.

PREA– Leslie Bittleston

The Prison Rape Elimination Act (PREA) coordinator position has been posted on the state's recruitment website. Definite interest has been shown with individuals already making inquiries. This position can be worked out of Reno, Las Vegas or Carson City.

In the past Nevada has tried several different ways of having a PREA coordinator. A separate individual who can just focus on PREA is important. Somebody with a full time job, with added PREA duties has not worked, as PREA is a full time position. Becoming compliant is not a once and your done type of thing. Someone needs to stay on top of the program and its reporting requirements.

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During the recent PREA audit at the Caliente Youth Center (CYC), a decision was made to also have the central administrative agency office audited, although this was not required. Feedback has resulted in policies and procedures being worked on to address issues of concern. DCFS personnel are also working on updating business procedures as identified by the audit. These concern the use of contractors and vendors.

A statewide PREA policy has been written in draft form and is going through the internal review process. It is hoped that this will be approved in the next couple of weeks. One of the other requirements is that the state write and publish an annual PREA report. By publish, they mean make available on the state website. A draft annual report has been completed and sent to Chuck Kehoe, the assigned technical assistant from the National PREA Resource Center. Once his suggestions have been implemented, it will be submitted through Deputy Administrator Armstrong to Administrator Wooldridge. The administrator will sign approval of the document after which it will be posted on the DCFS website.

Governor's Letter of Assurance – Ross Armstrong

The governor has submitted his letter of assurance to the Department of Justice (DOJ), PREA management office on March 29, 2016. Nevada is not yet compliant, but is getting closer. The adult system is compliant, only the juvenile facilities need to come into full compliance with Summit View yet to be audited. Included were audits done at the facilities in addition to a list of all facilities statewide. States must be PREA compliant by October 1, 2017.

At this point, while still working to be compliant, some of the Formula funds provided have been taken away. These have been returned but specifically marked for PREA compliance use. Some states have chosen not to be compliant and will be forfeiting their funds.

2016-2017 Juvenile Justice Orientation Manual– Dan Coppa

The Committee members were thanked for their assistance in reviewing and updating the 2016-2017 Juvenile Justice Orientation Manual. Both Chairman Coppa and Commissioner McBride offered some final changes to both the text and appendices. Additions were also provided to be added to the definition and acronyms section. As requested, an image of the Belmont Courthouse will be on the front of the orientation CDs. Once completed, the 2016-2017 orientation CDs will be handed out at the Quarterly Full Juvenile Justice Commission meeting.

New Business– Leslie Bittleston

After the last Committee meeting, Chief Bittleston received a request from Justice Saitta's office to apply for a technical assistance opportunity through OJJDP. At issue was technical assistance dealing with sex trafficking of juveniles. The application was due in about a week, so she received help from DCFS, Children's Mental Health, the Court Improvement Program and Juvenile Justice. The 26 pages of information received back from these entities were reduced to an eight page application which was submitted. From across the country, it was one of five jurisdictions approved. Chief Bittleston presented the application and submittal letter to the Committee along with a request for names of individuals who would like to participate in the Georgetown University series of webinars and on-line training.

Technical assistance is also being provided for compliance monitoring. An application for this had also been submitted, and was noted as being very well written.

There is a new grant opportunity dealing with a community supervision, juvenile justice initiative grant. This grant can be awarded for up to \$600,000.00. The grant is written to address upgrading of the state's case management system infrastructure. This will allow counties and the state to share data more freely which should provide better outcomes among communities.

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A very informal survey was sent to members of the Nevada Association of Juvenile Justice Administrators (NAJJA) to ascertain their interest in CaseloadPRO. CaseloadPRO is a juvenile justice case management system currently used in Carson City and Douglas County. Both Clark and Lyon Counties are in the process of moving to it. The survey showed that with the exception of Washoe and Elko Counties, all other counties were interested. Some of the smaller counties will probably need some financial assistance to implement it. With 15 of the 17 counties using the same system as the state correctional facilities and youth parole, this would be good for data sharing. The grant would help with start-up costs, but would include a performance measure for obtaining memorandums of understanding (MOU) from the counties and state. Without these data sharing agreements, no infrastructure is going to satisfy or solve Nevada's problems.

Chairman Coppa has reviewed and discussed the application with Chief Bittleston. His suggestions will be put in the finalized draft, which will then be sent to Deputy Administrator Armstrong for review before submittal to OJJDP on May 13, 2016. The requested amount is \$500,050.00 and includes a comprehensive budget. The state is required to match the full amount. Most of the matching will be in the form of salaries of participating individuals, along with data collection.

Comments from Public

There were no comments from the public at this time.

Set Time, Date and Agenda for Next Meeting

The next Committee Meeting is scheduled for Thursday April 28, 2016 at 10:00 am. This will be a videoconference with only two items on the agenda.

Agenda:

Formula Grant Application

Requests for Proposals Document

Adjourn

The meeting was adjourned at 10:58 a.m. by Chairman Coppa.