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NEVADA STATE JUVENILE JUSTICE COMMISSION**

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

June 30, 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, MariaJose Taibo-Vega

Members Present by Phone: Lisa Morris Hibbler

Members Arrived Late: Ross Armstrong

Members Excused: Michael Beam, Elizabeth Florez, Jack Martin, Paula Smith, Kim Wanker

Staff Present by Phone: Chief Leslie Bittleston, Tirzah Fagan

Public Comment and Discussion

There were no public comments.

Review of Official Minutes from April 14th and 18th, 2016

With no quorum, the review and approval of the April 14th and 28th minutes will be considered at the next Planning and Development meeting.

Commission Orientation Manual 2018-2019– Dan Coppa

With the 2016-2017 Orientation Manual having been passed out at the May Quarterly Full Juvenile Justice Commission meeting, it was time to begin work on specific portions of the 2018-2019 Orientation Manual. The Orientation Manual has a Terminology and Acronyms section which may have somewhat different definitions from the new Nevada Supreme Court Juvenile Justice Data Dictionary. Most of the definitions from the Orientation Manual were obtained from the federal government and are broader in scope.

Commissioner Morris Hibbler was requested to reconcile the two documents with some suggestions on how that might be accomplished. The idea is not to just replace the Commission's definitions with the Nevada Supreme Court's, but to make them inclusive.

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Commissioner Morris Hibbler agreed to work on the new document with assistance from Commissioner Martin. A draft will be presented to the Planning and Development Committee at their March 2017 meeting. The final document will then replace the existing Terminology and Acronyms section in the 2018-2019 Orientation Manual.

SB107 Room Confinement– Leslie Bittleston

Since SB107 had not really been covered at the April meeting, Chief Bittleston referenced both the April and May information. In the State Youth Correctional Facilities, there were 35 instances of room confinement in April with 25 in May. For the Youth Detention Centers, there were 183 cases of room confinement in April with 266 in May. Although this would appear to be a spike, with only one full and two partial years of data, interpretation is difficult. The actual times in confinement continue to be fairly low.

The graphs were discussed, with it being noted that 2014 only provided a partial year's worth of data. The differences in general time periods for restriction between detention and confinement facilities was pointed out, with the detention facilities seeming to favor 2-5 hours while the correctional facilities usually used 20 to 25 hours. Some questions were asked about the numbers on the graphs. Chief Bittleston agreed to double check the formulas in Excel. Trend comparisons will be easier once two full years of data are accessible.

Commission Recognition for Years of Service– Dan Coppa

At the May Quarterly Full Juvenile Justice Commission, Chairman Burgess briefly brought up that many of the Juvenile Justice Commissioners were retiring or not being reappointed. Many of these members have made significant contributions over their years of service. In some cases, recognition for their service had been provided in the form of a letter from the governor. It was agreed that acknowledgement would be advisable upon their release from the Commission.

Although, in the recent past, a plaque had been presented to a member who had served over 25 years, it was felt that this may be cost prohibitive if awarded to all retiring commissioners. A recognition certificate with good quality bond paper in an appropriate folder was suggested. State colors of blue and silver could be used on either or both the certificate and folder along with perhaps an impression of the state seal or state capital. The certificate, would show recognition of their contributions along with signatures from the chair and juvenile justice programs chief. This would then be presented by the Commission Chairman to the retiring member.

Chief Bittleston and Deputy Attorney General Fagan were requested to come up with a draft of this certificate for the July Planning and Development meeting. The final certificate would be presented at the Quarterly Full Juvenile Justice Commission meeting in August for approval.

Chairman Burgess also wished to bring up that many of the non-reappointments had come as a surprise to the Commission. This has caused some awkwardness when individuals may have assumed the Commission knew that the individual had not been reappointed when in fact, they had not been notified. It was suggested that there be better communication between the Boards and Commissions Office and the Juvenile Justice Commission.

Mike Willden was suggested as someone to contact about coming up with a happy medium between the Boards and Commission's Office needs for confidentiality and the Juvenile Justice Commission's need to be aware of the status of their commissioners. Perhaps a brief memo or

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letter could be drawn up requesting a courtesy notification of reappointments and termination of appointments. This could bridge the existing gap more successfully and allow for support of current commissioners.

Chairman Burgess agreed to draft a letter which would be sent to Chief Bittleston, Administrator Armstrong and Deputy Attorney General Fagan for review. Care in dealing with this is required, as all the commissioners serve at the will of the governor. There is no intent to step on any one's toes in making sure that commissioners leave with full recognition of their efforts.

Commission Reimbursement Time Frame– Dan Coppa

It was recently been brought to the attention of the Commission, that in some cases, Travel Reimbursement Claims have remained outstanding for a number of months. This has caused difficulties with bookkeeping in tracking the commission's travel expenditures. It was thought that a policy should be in place regarding the time frame for submittal, after which no reimbursement would be made.

Chief Bittleston and Deputy Attorney General Fagan were asked to look into existing time frames for submitting travel reimbursement claims within Nevada state government. Ms. Fagan was specifically asked to consider the legal aspects in regards to what the Commission's standing would be. The Division of Child and Family Services (DCFS) travel policy was suggested as a starting place to look. Since this is the same division which handles the travel requests, they should have guidelines in place for reimbursement. This would be preferable to creating new policy.

New Business– Leslie Bittleston

Chief Bittleston wanted to inform the Committee that the two compliance monitor contractors, Warren Lutzow and Sheree Corniel, have completed their site reviews. Together with Chief Bittleston, almost 48% of the compliance universe has been audited.

The compliance report was due to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) on June 30, 2016 but they have extended the due date to July 15, 2016. At this time, it is nearly complete and will be submitted on time.

OJJDP has changed some of their requirements, or more specifically are enforcing certain existing requirements. The most difficult one concerns youth who may feel confined in general non-confined situations. If a youth is detained in the field and then released without being taken to a detention facility, this could still be considered a case of confinement.

The requirement to consider confinement from the child's view has been in place for some time but the greatest concern is how it could possibly be accounted for. Difficulty in collecting data based on how a youth feels has caused some push back from many states. This data is currently not collected and would require extensive retraining of staff in detention centers and adult jails.

A suggestion was made that the state of Nevada should join other states in detailing, to OJJDP, how this definition of confinement is problematic. Previously a phone conference call was made with several of the commissioners and the administrator voicing these concerns. Unfortunately, there was no follow up to the call. A letter, or several letters were to be drafted and circulated to the Committee. The final draft could then be taken to the Commission to gain their advice and support on this issue. It is now apparent that this will not be going away in the near future.

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A revised compliance manual to replace the previously released revised compliance manual is due from OJJDP this fall. It is hoped that this will provide additional guidance on how to deal with inferred confinement. This Committee and the Commission will be updated on what occurs between the states and OJJDP.

Among other changes instituted by the revised compliance manual which was sent out last fall, was that the states compliance report will be due on January 30th instead of June 30th. When the federal fiscal year is completed on September 30th, there will be a short amount of time to gather data and compliance reviews. An enormous amount of data is required for the compliance report, so this shortened time frame, may present some difficulties for all involved.

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 July 21, 2016 at 10:00 am. This will be a video and teleconference with the following items on the agenda.

Agenda:

Community Partnership Block Grant
SB107 Room Confinement
Commission Recognition for Years of Service
Commission Reimbursement Policy
2015 Annual Governor's Report
Compliance

Adjourn

The meeting was adjourned at 10:48 a.m. by Chairman Coppa.