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**Nevada State Juvenile Justice Oversight Commission
SAG Planning Committee Meeting
December 13, 2018**

Meeting Minutes - DRAFT

Roll Call: Pauline Salla-Smith- present; Kierra Bracken- present; Paula Smith- present; Jaqueline Pierrott- present; Katie Hickman- present; Leslie Bittleston- present; Katie Brubaker- present

Public Comment: None

Meeting Minutes:

Commissioner Pauline Salla-Smith called the meeting to order at 2:00 pm on December 13th, 2018.

Commissioner Pauline Salla-Smith: Katie, would you mind doing the Open Meeting Law reminders?

Katie Brubaker: My first reminder is that when you are speaking please identify yourself. This helps those that are on the phone know who is in the room and who is speaking. This also helps Emily and I when we are doing meeting minutes. My second reminder is when you need to email the whole committee to please use the "BCC" feature or you can send it to me and I can route it through to the particular committee. The reason behind this is that if we get into a conversation with everyone and continue to use the "reply all" button, we then get into issue with quorum in email. Then it becomes something that wasn't agendized or we did not give notice that we were holding the meeting. So those are my reminders. Pauline, this is Katie again. Do you mind speaking up a little? We are having trouble hearing you.

Commissioner Pauline Salla-Smith: Is this better? I took it off of speaker.

Katie Brubaker: Yes, that's better.

Commissioner Pauline Salla-Smith: Lets discuss and prioritize the JJOC full commission assigned goals. That was an attachment that we received. Does everyone have that available to them? So, we are actually number three on this document. We have three new goals that have been assigned to us. We have the evidence-based programs or practices. Establish criteria for evaluating evidence-based programs. And then the inventory that goes along with that which is, complete and maintain inventory of evidence-based practices in our state. Our finally one is our quality assurance review and create a policy on the use of tool including corrective action template and a timeline for completion. From my understanding, DCFS will be working with us on that one. Is that correct, Katie?

Katie Brubaker: That is correct.

Commissioner Pauline Salla-Smith: Okay. Let's talk about the inventory process first because if my memory services me correctly all the jurisdictions had to submit with evidence-based programing what they were already doing when we started this process. Is that accurate?

Katie Brubaker: Do you remember where they had to submit that?

Commissioner Pauline Salla-Smith: We submitted to Melissa Sickmund. I don't know if it was directly to her. When they presented to us at the meeting they had a list of programs that were already being offered in Nevada.

Katie Brubaker: I will reach out to the resource center and to Melissa Sickmund to see what they already have for Nevada.

Commissioner Pauline Salla-Smith: If we could do that, Katie. I think that would be great because I could always reach out to NAJJA again too. Leslie, were you collecting that?

Leslie Bittleston: No, I was not collecting that, so I don't have any of that information but on a side note going forward for the 2019 DMC report, not the one due next months but next year, I have it on that report for all the jurisdictions to list of the evidence based programs every year because in the statute it says annually. I do have that, but I don't have current.

Commissioner Pauline Salla-Smith: I swear that is somewhere, Katie. I remember sending all my information in. I can go back through my email. I do think we can get a nice list developed fairly easily between NAJJA and what we had to send in before.

Katie Brubaker: Okay.

Commissioner Pauline Salla-Smith: Who was before you, Katie? Who was the one that was project manager for us?

Leslie Bittleston: Alexis Tucey. I bet that's where it went.

Commissioner Pauline Salla-Smith: Now that I think about it, I believe that is where they went.

Leslie Bittleston: Yes, and I was not CC'd on that, so I don't have that.

Katie Brubaker: I can reach out to Alexis. I also have access to her old H drive and I can look through there. I have many times and don't believe it is, but I will reach out to her as well.

Commissioner Pauline Salla-Smith: Okay then I will reach out to NAJJA too, so we can bring it back to this committee. We will bring it back at the next meeting if that is the pleasure of the committee.

Katie Brubaker: Okay.

Commissioner Pauline Salla-Smith: Alright, Evidence-based programing criteria.

Katie Brubaker: If I can offer a little bit of context here. The idea behind this goal was that if we are not able to continue to have funding for the resource center then we need to find a process for identifying and evaluating evidence-based programs and practices in the state. If we can keep funding the resource center, this becomes something that they will do regularly. But we need a backup plan.

Commissioner Pauline Salla-Smith: Okay. But wasn't our criteria established in our matrix that the strategic planning committee developed? We chose the three columns with the criteria.

Katie Brubaker: You are correct. I think the idea is to really identify the process. Is this something we need to do annually or two times a year? What does that process look like? If we are looking at the specific criteria as to what makes something evidence-based program. How do we then gather the information that we need? How do we audit that program or particular practice?

Commissioner Pauline Salla-Smith: Members, what do you think? Do the members want to gather some additional information that may already be out there and bring it back to the committee to start breaking that down and identifying time frames?

Commissioner Kierra Bracken: I guess I am not really sure how to do that.

Katie Brubaker: One thought that I had was that perhaps we should take care of A or B first. What I know about evidence-based programming is that certain programs and practices have certain requirements in order to maintain fidelity so, perhaps we should see what counties are using and members can research what those requirements are to fidelity. That

information should be available in a google search or evidence-based clearing house websites. So that we can then bring back information on what something might look like.

Commissioner Pauline Salla-Smith: Members, what do you think about that?

Commissioner Kierra Bracken: Yeah, I think that is a good idea. Good place to start.

Commissioner Paula Smith: I agree. And I do remember we had all of those listed before too. I can recall. Perfect. Look at that action item to be added to our agenda, EBP inventory.

Katie Brubaker: Do we need to take a vote that this is our plan of action, so it is official?

Commissioner Pauline Salla-Smith: I'll entertain a motion.

Commissioner Kierra Bracken: I'll second it.

Commissioner Paula Smith: Paula Smith will make a second.

Commissioner Pauline Salla-Smith: it has been moved and seconded to add EBP inventory on the next agenda. Is there any discussion? All those in favor say "I". Any opposed? Perfect. So, we will make sure that is a specific agenda item for next meeting, Katie?

Katie Brubaker: You got it!

Commissioner Pauline Salla-Smith: And if you get that list that I am pretty sure was already collected then I can forward it to NAJJA and ask if there has been any additional information that we can add.

Katie Brubaker: Sounds good.

Commissioner Pauline Salla-Smith: Okay. We will just table our EBP criteria until a future meeting when we review the inventory and identify what requirements are attached to specific programs. So, Katie, do you want to talk about QA reviews? I am pretty sure you have already been doing some.

Katie Brubaker: I don't have the strategic plan in front of me. Does anyone have that? What does page 26 refer to?

Commissioner Pauline Salla-Smith: Let me pull it up.

Katie Brubaker: If it's the QA review related to the correctional program check list that would be different than a QA review related to evidence-based practice.

Leslie Bittleston: I seem to recall from past conversations that we wanted the evidence-based resource center to get a QA tool or create a QA tool for us for this purpose. I don't know if that is something that has been discussed. It may be in phase two or phase three. But I seem

to recall it was something specific to evaluate programs with something different than the CPC.

Commissioner Pauline Salla-Smith: I think we have to be careful with that because evidence-based programing comes with its own QA process that may be different. Our aggression replacement training is a QA process that is attached to the curriculum. If it is a policy that we need to develop, we can identify an umbrella policy that allows the curriculum to speak for itself.

Katie Brubaker: Leslie, do you think you can reach out to the resource center and find out where that falls into their work plan and the funding that they do have?

Leslie Bittleston: And that is Andrew, right?

Katie Brubaker: Andrew, correct.

Commissioner Pauline Salla-Smith: I do think that will change with whatever program we are using.

Leslie Bittleston: I just kind of thought it was something not specific to programs. Like a shell QA tool. You could just look at the program and say, "yes, this is the tool and meets the criteria because of whatever." I don't know if anything like that exists, so I think that's why we were going to rely on our resource center to help us with that.

Commissioner Pauline-Salla-Smith: Yes, I think we will need some additional information.

Katie Brubaker: I am wondering if in the mean time we can have some of the members do a google search on this. Just about a QA review for evidence-based programs. Just like a general one so that we have some information to share. My concern is that if this isn't in the next phase of planning for the resource center, this isn't something we can afford to wait on. At least that will give members a jumping off point.

Commissioner Pauline Salla-Smith: So, you are asking for some members to volunteer to do some research?

Katie Brubaker: Correct. Yes, please.

Commissioner Pauline Salla-Smith: Alright, members. Would anybody like to volunteer to do that?

Commissioner Kierra Bracken: I will do some research and see what I can find.

Commissioner Jaqueline Pierrott: I also volunteer.

Commissioner Pauline Salla-Smith: I am on page 22 of the strategic plan and in the EBP inventory there are certain things they want us to make sure we are reporting on. So, we may

have to resend that out with those elements for chief and director to report back on. I am not sure I reported on all that when I sent it in. I don't see where the QA part is on page 22.

Katie Brubaker: Page 26.

Commissioner Pauline Salla-Smith: Maybe that's why. Page 26 is QA review. Conduct annual quality assurance reviews. The state and county will have quality assurance reviews and corrective action plans to ensure state facilities and county-based camps are using evidence-based practices. DCFS is to preform for state and county camps annually training to the QA tool. Community based providers to use the CPC in detention facilities and the policy should include corrective action including timelines of completion of the corrective action plan.

Leslie Bittleston: CPC and the counties? Is that what I heard?

Katie Brubaker: This is what I thought was related to the CPC because the CPC is looking at state institutions and counties camps and their evidenced based programming. What this group is task with is taking that information that is in a CPC and creating a template and policies surrounding that using a corrective action plan. The report that each facility gets talks about their strengths and talks about theirs needs along with some recommendations. So, we would probably need to have a quick overview of the CPC and the indicators and then look at a report and look at some of the programs we have already done and create a template for corrective action plan. I don't think we actually need a QA tool. I don't think we need research on a QA tool but maybe instead a corrective action plan template. Something that flows.

Commissioner Pauline Salla-Smith: Let me back it up a little bit then. Can we add the CPC training to our next agendas? I'm a little concerned that we are going to have people research a template if we don't know what a CPC looks like.

Katie Brubaker: Yes, I will add it to the agenda. And since I am trained in the CPC, I can put together something that goes over all the indicators.

Commissioner Pauline Salla-Smith: So, I will entertain a motion that after the CPC training that Kierra and Ms. Pierrott can research some corrective action templates to go along with that.

Commissioner Kierra Bracken: I'll motion that.

Commissioner Jackie Pierrott: Second.

Commissioner Pauline Salla-Smith: Thank you, Jackie. Has been moved and seconded. Any discussion? All those in favor? Ladies, you have won. Do we think we addressed that agenda item that the commission assigned?

Katie Brubaker: Yes. I think I've got a lot of work to do.

Commissioner Pauline Salla-Smith: We wouldn't have it any other way. Alright that's move to agenda item number 6. SB 107 room confinement, Leslie.

Leslie Bittleston: In your materials you should all have the SB 107 data document. The data we have goes through October. Page 1 has facilities and the number of uses in each facility. I have been trying to do different things with the data, so we can look at different things each month. The bottom of the page is the total number of usage by fiscal year known that fiscal year 19 is only a partial, it is only 4 months. There has been a misconception out there about the uses of room confinement decreasing but actually they are increasing. The only time room confinement decreased in a facility was from fiscal year 14 to state fiscal year 15, since that time it has actually been increasing. That's why I presented this bar chart to let you know that is not true, it just decreased in the second year and then it's been increasing ever since.

Commissioner Pauline Salla-Smith: Who has that misconception?

Leslie Bittleston: Our administrator.

Commissioner Pauline Salla-Smith: We have been talking about the concerns of it increasing at our JJOC meetings.

Leslie Bittleston: He recently asked me in the last 2 weeks to give him the percentage of decreased room confinement in facilities. I told him I could not do that. I just want to be sure we are all clear that it is not decreasing but is in fact increasing. That's the misconception and I think really what happened with that is that we got excited when it first started decreasing and stuck with that.

Commissioner Kierra Bracken: Do we know why it keeps increasing?

Leslie Bittleston: That a really good question. A couple of reasons I've found out is that the correctional facilities are saying that they are getting more difficult kids, but I think what's really happening is that we are seeing an increase in the detention and those same kids are now going to the correctional facilities and doing the same stuff there. The problem is that what we are seeing here is the total number of usages. I mean one kid can have 50 usages in one month. This is what we call an unduplicated amount. It is not capturing the number of kids, it's capturing the number of instances. So, we are having just a few kids with a lot of issues. And we are also seeing an increase in detentions and those same kids are going to corrections and causing the same problems.

Commissioner Pauline Salla-Smith: Let's break that down even a little bit more because one of the main reasons for SB 107 is because the data is to show us that what we are doing with those tough kids is not working. If they have 16 episodes of room confinement in detention and then move to the state and have another 20 episodes of room confinement, the programming surrounding that youth is not effective. SB 107 was created to identify those tough kids and what we are doing is not working. I understand they are tougher kids but the SB 107 was implemented for policy makers and facility staff to do something different.

Leslie Bittleston: Seems like we need to, on our side, maybe look at the data a little bit differently. Maybe not every month but every other month look at the number of kids in confinement. I don't know, Kayla, do we get the kids specific information?

Kayla Landes: Yes, we get their ID number.

Leslie Bittleston: So, we can break down a kid that had a lot of usages in a detention facility and then a kid that had a lot of usage in a correctional facility and look at that?

Kayla Landes: Well, I don't know. I would have to double check that the number transferred over from county to state.

Commissioner Pauline Salla-Smith: It's probably different once they transfer. In 2014 and 2015, that's when we had the issues with Summit View. It was closed until Rite of Passage reopened it. NYTC got all those kids that really should have been in Summit View because they were at such a higher level. We had to figure out how to wrap those different programs around different kids so that they weren't spending so much time in room confinement.

Commissioner Kierra Bracken: Do the facilities get those numbers of how many times a kid is in room confinement? Are they able to see, "oh this kid has been confinement 15 times, maybe this is something we need to address?" Do they get that?

Commissioner Pauline Salla-Smith: When we commit a youth to the state we have to send all their incident reports to the state and room confinement would be an incident report. I don't know if all jurisdictions are doing that but we all should be. And I believe the facilities would know that in the first two weeks.

Commissioner Kierra Bracken: I am just curious because if room confinement is rising every year and they see a kid is being confined frequently, what are they doing to stop that?

Commissioner Pauline Salla-Smith: Right. Are the facilities still doing forward-thinking in their RNC cottages? Because that was something we implemented right off the bat. If the kid was in reception and classification which is where room confinement occurs the most, are they still doing that programming to get that behavior change. Are they true to the fidelity to that program? Is there a gap in those services that aren't being implemented in there and can we change that? The year SB 107 went into effect those were the kids we really needed to focus on. They need the most programming even though they are acting out the worst.

Leslie Bittleston: I do know that all three of the state facilities are still using the forward-thinking program, but I cannot tell you if they are using it to fidelity. I can also tell you that Caliente recently started using the VOICES program for the girls. The reason I know this is because once a year I use some of the grant money to provide some books to some of the facilities. But I cannot answer if they are using it the way they are supposed to be, or the staff are trained.

Katie Brubaker: Some of that information will be available once we do the CPC at each site. I will be able to address Summit View because we have already done Summit View. But we have not done Caliente and NYTC yet.

Commissioner Pauline Salla-Smith: Yeah, I think that when we talk about drilling down that data, it's not just going to focus on which kids are in room confinement. I think we need to focus on what is the facility doing to address those behaviors? In my experience, if things were going south in reception and classification some groups were being postponed or canceled and that what we need not to be doing because they are not getting the services.

Leslie Bittleston: Kayla and I may need to drill down more as well to see what is being done in the facilities to address these difficult youth. That is not something we have done, partially because we have been indicated with other things. But I think that is something that we need to look at and maybe we can bring a little more information to this group once we find out more.

Commissioner Pauline Salla-Smith: Yes, I think if we use that "we don't have time to do that", this is what we start seeing. It's not just your offices responsibility either. It went into SB 107 too but if we didn't have the time to do that we all see that number jump. And we all know that data tells our story.

Leslie Bittleston: Right, and one of the things we were supposed to be talking about and I don't know if it's on this one. But we have been talking about training for facility staff on room confinements and do a refresher.

Katie Brubaker: It's on the agenda.

Leslie Bittleston: Oh, I didn't look ahead. I am sorry. But I believe that will help as well. But anyways, I just wanted it to be clear to this group that we are seeing and increase not a decrease.

Commissioner Pauline Salla-Smith: No, I just feel like we have been talking about this for months and we haven't gotten anywhere. So, I am going to keep talking about it until there is movement.

Leslie Bittleston: I think that is a good thing so, Page number two. This is a different chart so what I did with the chart on the top of page two, I did the number of instances. You'll see 1 to 2, 2 to 5, and so on, this is the number of hours the youth was in confinement. Then I did year by year. I guess the good thing about this chart is that you can see that a majority of the kids have not been keep in confinement over 25 hours. You do have a few outliers there, but the majority are under 15 hours. But you do have that few 15 to 25 and a couple that are a little more than that. This give you an idea of what we are looking at when kids are in correctional facilities. The second chart on page 2 is the 2019-year data to date with the number of uses in room confinement. As you can see, the majority is 0 to 2 hours. Having been in this position for three years, I can tell you what I have seen is a decrease in the amount of time that was being used. Between 2 to 3 years ago the general about of time was

between 15 to 25 hours, now that has decreased to 5 or less. I think the correctional facilities have done something to work with youth quicker and get them out quicker so that is a good thing. This is just an outline on what we see trend wise. Any questions on that? Okay, going on to page 3, which is the summary report for the detention facilities. This really follows the chart on the bottom of page three and matches the charts that we see for the correctional facilities. We have seen an increase in usage at the detention facilities as well. Keeping in mind, fiscal 2019 year is a partial year so that is only 4 months and we expect this to go up. We are seeing the same then in corrections and detentions. Going on to the next page, the same thing. The amount of time for the amount usages. Detention has always been a shorter amount of time. You don't see much over 15 hours in a detention facility. What we have seen historically since I have been here is 2 to 5 hours for kids in detention. The bottom chart is just state fiscal year 19 and as you can see 2 to 5 hours is what has peaked. That is historically what we have seen in detention in the last 3 years. Any questions on room confinement?

Commissioner Pauline Salla-Smith: Alright, let's move on to the formula grant activity.

Leslie Bittleston: Kierra and I went to the annually DMC conference a couple weeks ago in Baltimore. I was happy Kierra was able to go with me. I think she enjoyed that high level learning. She was able to sit in and list to Karen Harp speak who is the new administrator for OJJDP and attended a lot of work shops of national experts. Before I go forward, Kierra, do you want to give an update on what you think?

Commissioner Kierra Bracken: I really enjoyed the conference. It was interesting to hear from other SAGs in other state what they are doing for their youth. It gave me a better idea of how the SAG should be here in Nevada. Learning more about disproportionate minority contact because I didn't really know what it was before. It's nice to hear what other states are doing in order to combat DMC.

Leslie Bittleston: What we heard at the DMC conference was that OJJDP is changing the data requirements from states around DMC. They are going to be starting, in state fiscal year 2019, to lessen the requirements for the states from 9 contact points to 5 contact points. Those contact points are arrest, diversion, detention, confinement, and transfer to adult court. The reason it has been narrowed down to 5, according to Ms. Harp, is because the other contact points didn't give enough information about anything. So, these are the 5 contact points they feel needs to be reported going forward. Another thing OJJDP is going to do around DMC is be a little more stringent with what they require state to do in lessening DMC rates. They want states to provide them with what they think they can reduce their DMC rate to every year and their plan for the formula grant. That is a bit of a change for me, just in my period. This may be something in the past they are going back to, I am not sure. In saying that, just because we are going down to 5 contact points does not mean we are going to stop the data collection with AB 472 and all the performance measures. They want all that contact point information anyways. So, we are still going to collect all the data it is just lessening what we have to report to the feds for disproportionate minority contact. So that is my update there. Any questions on that? Moving on to compliance. Kayla and I are now in our busiest 3 months of the year. We are starting our compliance review for the state fiscal year 2018 which was September 1st to October 30th. Kayla is sending out surveys and we are

starting to visit facilities onsite. We have a contractor in Las Vegas named Sheree Corniel, who will be doing site visits for us up there. Page 3 of the document says compliance update. That's just the numbers we have right now. These numbers may change because every year we have to see if facilities have opened or places have closed. We will have a set of numbers that will let you know about onsite visits and secured facilities, all together we are going to tour 54 facilities. We are going to do spot checks on 63 facilities. So that is 117 facilities that we will be visiting. Then, when you look at the column that says surveys 2, 24, and 10. Those are all the surveys that Kayla will be sending out. All of this data is due in January, will be compiled in February and will be due to the feds February 28th. When you look at Kayla and I and we look nuts, that is why. Kayla really has the grunt of it trying to get these surveys back. Sometimes it takes 3 to 4 emails and a phone call to get the surveys back. Sometimes it even takes showing up and saying "Hi, I'm here. Can you get the survey completed while you give me a tour?" Kayla do you want to say anything about that or is that pretty accurate?

Kayla Landes: Nope, that's pretty much it. It's been easier since last year. I have been getting a good response.

Leslie Bittleston: Good. Then going to the bottom of the page that says compliance update. I have already pulled the data on status offences for that year. We had a total 324 status offenses. MC is really not considered a status offence in Nevada, but the feds still look at it as a status offence. This is why it is its own group. Out of the 324, I've broken down to what offence it was. There was 8 deinstitutionalization of status offenders violations in a juvenile detention facility in the year. 19 juveniles were held in an adult jail. 4 were direct filed or certified so they were released within 6 hours. 7 that date and time were missing. I asked Kayla to follow up on that. Have you gotten that information, Kayla?

Kayla Landes: I have not.

Leslie Bittleston: Okay. 1 minor consumption and then 1 DSO violation for an adult jail. We had no sight and sound violations that were reported and no reported uses of a court order so that is very exciting. Over all, I think the data looks good. With that data, I would say we will still be in compliance with the fed. Any questions?

Commissioner Kierra Bracken: I have 2 questions. What is CHINS?

Leslie Bittleston: CHINS is child in need of supervision. They use CHINS very interchangeably. In Nevada state law CHINS doesn't actually match the federal requirement. But when we do the CHINS, we use the federal requirements. So, a kid that's out there flailing around and the police stop him and say what are you doing? And he says, "I don't know." They arrest him for what's called CHINS.

Commissioner Jackie Pierrott: Like they skipped school? Or what do you mean?

Commissioner Pauline Salla-Smith: I have a perfect example. We had 3 kids stopped at 2 o'clock in the morning. Obviously, they are breaking curfew. Police assume they are up to no good. 2 of the youth's parents would be able to be contacted to pick them up. They could not

reach a parent for the other youth. So, they arrested them on CHINS. It can be considered “child in need of supervision” or “child in need of services”. They brought them to us to be booked because they had nobody to release them too and that is a liability for them until we were able to figure out how to get ahold of their parents. The other way that could happen. We had a youth that was on probation, but his sister was not. We went to do a home visit at a motel room and motel was absolutely disgusting. There was drug paraphernalia all around and no parent supervision. We could not leave the sister there with no parent or guardian, so she was arrested as a CHINS. Then we had an emergency hearing to have DCFS take custody.

Leslie Bittleston: So, that’s a CHINS. And what happens when you arrest a child on a CHINS is they take them and book them into a detention facility. The detention facility tries to find a parent or guardian to come pick them up. In the case that Pauline was just speaking about they had an emergency dependency hearing. That is asking child welfare to take over this case and find a foster home for this youth. I remember that because that was a violation. What’s your second questions?

Commissioner Kierra Bracken: What is the difference between a facility review onsite and a spot check?

Leslie Bittleston: So secure facilities per the juvenile justice prevention act must be visited every 3 years. Non-secure facilities or group homes are required to be spot checked. That means there is no requirement to visit every 3 years, but you should be showing up every once in a while. We receive surveys from all of these facilities.

Commissioner Kierra Bracken: Okay. Thank you.

Leslie Bittleston: Any questions? That’s it for my report.

Commissioner Pauline Salla-Smith: Thank you. Training opportunities. Kayla, did I send you training I used to use with facilities?

Kayla Landes: Yes, you did.

Commissioner Pauline Salla-Smith: So, I sent her trainings I used to do with facilities when SB 107 first came out. And different ways to handle challenging youth in facilities. It includes evidenced based practices, best practices, OJJDP, the Macarthur Foundation, and all those great foundations had developed when we were doing the models of change. When we were talking about training opportunities last time. I don’t know if anyone else has any ideas, but this would be the time to bring it up.

Leslie Bittleston: I have a question. So, you trained the correctional facilities and detention facilities, or did I get that wrong?

Commissioner Pauline Salla-Smith: I trained the state facilities and then opened it up to other facilities if they were struggling with room confinement. Most of the facilities wanted the training. And yes, I think I did most of them.

Leslie Bittleston: So, in saying that, do you think it is DCFS programs officer responsibility to train the facilities?

Commissioner Pauline Salla-Smith: It sounds like the office duties have changed a bit since I was there but that was my responsibility. I can't really answer that because I don't know what has been assigned to you guys.

Leslie Bittleston: So, for Katie and I- I think we need to run that by John or Ross and figure out whose responsibility it is, ours at the programs office.

Commissioner Pauline Salla-Smith: Who reports the SB 107 information to the legislative? Is that not in the programs office anymore?

Leslie Bittleston: I do put that data in the annual report to the Governor, but I have not presented that to the legislator. So, I don't know.

Commissioner Pauline Salla-Smith: I think the language in the bill said that would be presented to the Health and Human services committee judiciary. So, I don't know who that has been assigned to now.

Leslie Bittleston: I don't know. I do put that information in the annual report. It may be Ross that goes to present it.

Commissioner Pauline Salla-Smith: I would look at it as Ross is the administrator for you guys, so it would probably fall under an agency beneath him.

Leslie Bittleston: Okay. Katie and I will follow up on that. And figure out who would be best to do that.

Commissioner Pauline Salla-Smith: Anyone else have any training opportunities?

Katie Brubaker: None here in Carson.

Commissioner Pauline Salla-Smith: I do have a training opportunity coming up but its full, so I can't really help out right now. Let's move on to agenda item number 9 and I think we have completed some of this already which is assigned tasked to committee members once everything is completed. Would everyone agree?

Commissioner Kierra Bracken: Yes, I agree.

Commissioner Pauline Salla-Smith: Alright. Let's identify our agenda items for the next meeting. We talked about the CPC indicators. The evidence-based programs inventory list. What else would the committee members like to see on the agenda?

Commissioner Kierra Bracken: About that training, did you want to add that to the next agenda?

Commissioner Pauline Salla-Smith: Oh, yeah. Good idea. Let's do a follow up on the training and see what we find out.

Leslie Bittleston: I think SB 107 is a standing item, but I will not have data available for the community services block grant until February. So, I am not sure if we need that on the next agenda.

Commissioner Pauline Salla-Smith: Can we leave it as is in case the training does get assigned to your office and you have updates on that. And if you don't have anything to report that's okay. Do we need to keep formula grant on there?

Leslie Bittleston: It may be a good idea because we will probably have some updates on the visits and surveys that we are doing. The formula grant funds are still frozen.

Commissioner Pauline Salla-Smith: We have no timeframe in site?

Leslie Bittleston: About 3 weeks ago I heard that the corrective action plan has been submitted and everything, but 2 items have not been approved. So, we are pending on those 2 items.

Commissioner Pauline Salla-Smith: Any other agenda items? Let's confirm the next meetings. Are these the Thursdays prior to Full Commission? Is this time working for everyone?

Commissioner Jackie Pierrott: Yes, this time works for me.

Commissioner Kierra Bracken: As of right now this works for me. I will be starting a new position at the begin of the year, so I will let the committee know if it no longer works for me.

Commissioner Pauline Salla-Smith: Where are you moving to?

Commissioner Kierra Bracken: I am going back to Welfare and social work.

Commissioner Pauline Salla-Smith: I see we have a possible cancelation and I am sure Katie has a good reason for that.

Katie Brubaker: That is only because I will be out of the country.

Commissioner Pauline Salla-Smith: Is everyone okay if we cancel the April 11th one? If something comes up and we need to change that, we can. Is there any public comment? Alright, let's adjourn this meeting at 3:01 pm.

Meeting adjourned at 3:01 PM.

Committee Report and Other Notes:

Commissioner Pauline Salla-Smith made a motion to add EBP inventory to the next agenda. Commissioner Kierra Bracken moved to approve, and Commission Paula Smith seconded the motion. The motion was approved.

Commissioner Kierra Bracken made a motion to do some research on the CPC corrective action plan after receiving an overview and training. Commissioner Jackie Pierrott seconded that motion and it was approved by the committee.