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**Nevada State Juvenile Justice Oversight Commission  
Full Commission Meeting  
November 9, 2018**

**Meeting Minutes - DRAFT**

**Roll Call:** Joey Orduna Hastings- present; Brigid Duffy- present; Darin Imlay- present; Frank Cervantes- present; Jack Martin- present; Jaqueline Pierrot- present; Katie Hickman- present; Kierra Bracken- present; Justice Nancy Saitta- present; Mayra Rodriguez- present; Patrick Schreiber- present; Pauline Salla-Smith- present; Rebekah Graham- present; Ross Armstrong- present; Judge William Voy- present; Katie Brubaker- present; John Munoz- present; Leslie Bittleston- present; Kayla Landes- present; Emmanuel Torres- present; Jennifer Spencer- present

**Public Comment:**

Lucy Carter: I mostly wanted to introduce myself. I am Lucy Carter with the Youth Law Center. We do a lot of work around the country with Juvenile Justice issues. We are here just to see what you all are doing and if there is any way we can support your work.

**Meeting Minutes:**

Commissioner Joey Orduna Hastings: The next item on the agenda is the open meeting law reminders which I have already given. We have confirmed we have a quorum. Moving on to item number 5. This is an action item so we'll need to vote. This is approving the amended JJOC by-laws that have been changed from our previous version to reflect a couple different things related to the co-chairs, the Strategic Planning Committee now being referred to as the Strategic Implementation Committee, the language that was approved on April 13<sup>th</sup>, 2018 to today, November 9<sup>th</sup>, 2018. Just confirming for the record these have been adopted,

advised, and approved with the vote. So with that I will take a motion to approve the newly amended JJOC by-laws.

Commissioner Pauline Salla-Smith: I move that we approve the new and approved JJOC by-laws.

Commissioner Frank Cervantes: We will second that motion.

Commissioner Joey Orduna Hastings: Moving on to item number 6, update to our Nevada Center for Juvenile Justice Innovation, Ms. Brubaker.

Katie Brubaker: I wanted to start with an exciting update that we do have a website address for our resource center. Unfortunately, I forgot to put it on the agenda, so I am just going to say it out loud and then I can send it out in an email as well. It is [NCJJI.NCJJ.org](http://NCJJI.NCJJ.org), you can also find that link on the DCFS website under the JJOC programs tab. We did put out a press release notifying everyone that our website and resource center is up and running. Additionally, with NCJJI there was a newsletter that went out that discussed the website and what we could expect to find with the link to the website. The newsletter the had characteristics of effective programs. That is also linked to the website. I also wanted to let everyone know the scripts are completed now for our first webinar that will be hosted on that website and that will be with respect to Nevada's definition of evidence-based practices. The resource center is connecting with the members of this commission that offered to be apart of that video. We are hoping to have that done by November or December so, by the end of the year we will have our first webinar up on the website. Thank you.

Commissioner Joey Orduna Hastings: Ms. Brubaker, for people would like to receive that newsletter, are they still able to sign up and how are they able to do that?

Katie Brubaker: If you would like to be added to the list for the newsletter you can email me directly and I will make sure you are added, or you can go to the website and scroll all the way down to the bottom and there is a place for you to add your email address.

Commissioner Joey Orduna Hastings: Great, thank you. Are there any questions for Ms. Brubaker in Carson City? In Las Vegas? From the people on the phone? Okay. Hearing none. We will move on to the next item on the agenda. Item number 7, report backs from the committees. We will start with the first one, our Strategic Implementation Committee.

Commissioner Frank Cervantes: At this time, we do not have anything to report out. Our next meeting is scheduled for the 15<sup>th</sup> of November.

Commissioner Joey Orduna Hastings: Thank you and we are moving on to the Data and Measurement Committee.

Commissioner Brigid Duffy: We have not had any meetings and in fact our subcommittee has completed its work.

Commissioner Joey Orduna Hastings: To that point, we will be discussing today the suggested assignments from the strategic plan and how they relate to all the committees and so there is more work to be done. Hopefully we will have an opportunity to discuss that. Can we hear from the Risk Assessment Committee?

Commissioner Darin Imlay: We have had three meetings since our last full commission. Our first meeting that we had was on October 22<sup>nd</sup> about that time we had a presentation by the YLS with Dr. Vincent. We had a number of votes regarding the minimum standards on the probation policies. Some of these things include, the timing of the administration, timing of the YLS assessments, as well as the YLS scoring norms, qualifications and trainings for staff and how that was going to take place. We also discussed the YLS with regards to recommendations and decisions. Mainly we discussed a lot about the predisposition recommendations, pre-adjudication, post-adjudication, probation supervision levels including overrides, supervision needed for overrides, quality assurance plans. We also had a meeting on November 5<sup>th</sup> that continued the minimum standards policy decisions. We voted on a number of the policy changes and implementations, continuing the reassessments and the timings of those things, case planning and what that would include. We also talked about overrides for changes in risk levels and how that would take place. On Wednesday, November 7<sup>th</sup>, we actually had YLS training for the attorneys and Dr. Vincent was present. She went over YLS with a number of attorneys that are stakeholders. There will also be future training for judges as well as for probation officers. Any questions?

Commissioner Joey Orduna Hastings: Are there any questions for Mr. Imlay in Carson? In Las Vegas?

Commissioner Brigid Duffy: Not necessarily a question for Mr. Imlay but I was on the attorney training two days ago and I had asked John Munoz when the court training was because I was not sure if there have been notifications sent out, at least in Clark, to the rural judges for the YLS training? So what Mr. Munoz informed me of is that they need email address for all the people in the rural. They are not all judges but attorneys that are appointed to head out there so that we can unsure that they understand the YLS practice as well. Because we sent out DAs' to Mesquite, Moapa, Boulder City. I want to make sure they understand this process as we go through it. So if I can make a recommendation that we gather the email address for the hearing officers in our rural communities so that they can be present for the YLS court training, I would appreciate that.

Commissioner Joey Orduna Hastings: Does the staff have an update on that?

Katie Brubaker: I wanted to inform everyone that we have been working to obtain everyone's email address who should be attending this next webinar on November 21<sup>st</sup>. So, that is in process.

Commissioner Joey Orduna Hastings: I do want to complement Mr. Munoz and Katie. I think they are going really well, and I want to thank everyone that is attending. I know we are taking time out of very busy days to participate so I just want to thank everybody and acknowledge the extra effort to get those webinars done and completed so thank you for

that. Are there anymore questions or comments related to the report for Mr. Imlay? Mr. Imlay, I do have a question. Do you have a timeframe in which you might want to committee to present to this body for any approval of any drafts or materials?

Commissioner Daren Imlay: Well, what we are going to do is wait until after the December meeting for our next subcommittee meeting. So, I believe it will be after our December meeting.

Commissioner Joey Orduna Hastings: Okay. Thank you very much. Okay, can we please hear from the youth committee?

John Munoz: I am going to report that we have not had a meeting since our last meeting. We are scheduled for tours of the Caliente Youth Center, Summit View Youth Center, and the Clark County Detention Center next week. We are also going to compile and prepare reports about those tours. We also need to follow up with Judge Voy regarding the A Plus Education program. As far as questions for our commission, we would like to know what you would like to see in regard to the reports for our tours? Also, if you have any specific goals you would like us to work on.

Commissioner Joey Orduna Hasting: Would anyone like to respond to Mr. Munoz's questions? Well hopefully you'll get the feedback on what Mr. Munoz is asking. Mr. Munoz, how are we doing on that committee? Do we need to address Co-Chairs and appointees to that? Are we in need of more participation? I will defer some of that to Ms. Brubaker. I know we have been trying to replace some of our youth members and I know we had one in the works, but I am not sure if that went through.

Katie Brubaker: I think we do need to attempt to have more participation in this committee. This committee is least effective in terms of getting together and having a quorum. I also think we could use some additional guidance/support for our youth members in terms of what we should be working on.

Commissioner Joey Orduna Hastings: Okay, good to know. We will continue to work on that. Again, I know we are going to talk about this in a moment but the JJOC committee and assignments that were sent out with this agenda, it does look like there is at least two tasks on that, that I know Judge Walker was very interested in item C. Girls programming in the state of Nevada and how we are responding to those specific needs. So, as we continue to develop the youth committee and those assignments, maybe we can keep those in mind. Okay so, moving on to the SAG committee.

Commissioner Kierra Bracken: We met yesterday, November 8<sup>th</sup>. We discussed SB 107 room confinement numbers and next meeting we plan to look into statewide trainings to provide to facilities in regard to room confinement. We also disgusted the Community Corrections Partnership Grant. Then, we also have an announcement in regard to the formula grant, which Leslie is going to present.

Leslie Bittleston: I have two updates on the formula grant. The first update is in regard to the compliance update we had in August. We have not yet received final results from OJJDP, we are still waiting on that. Secondly, the 2018 formula grant that was just awarded to the state is currently frozen. Funds are not available with this grant. DCFS has been identified as a high-risk grantee and until that situation has been resolved this grant will be frozen. Thank you.

Commissioner Joey Orduna Hastings: Just by ways of clarification, the funds are pending on this new grant because we are frozen on this other issue?

Commissioner Ross Armstrong: Yes, the audit that resulted in the high-risk designation was on our Victims of Crime Grant. It was not anything that this federal formula grant or that this commission has caused for there to be frozen funds. To make everyone aware on the status of that, that audit originally had 22 findings. We have submitted all of our documents for those 22 findings and the feds indicated that they needed more information of 3 of those 22. We are wrapping up those items this week and will probably get that submitted next week. We hope to get that high-risk designation removed shortly.

Commissioner Joey Orduna Hastings: Are there any questions in Las Vegas? Anyone on the phone? Anyone here in Carson? Okay. Thank you. With that, moving right along. We are moving on to item number 8. Some background, this document was created after Judge Walker, myself, and some of the team at DCFS reviewed the strategic plan and decided we could essentially layout what is still needed to be done. These are recommendations at this time as far as what assignments and what committee. So, we requested that these were sent out and you all had a chance to review them. You may agree with some and disagree with others. What I would like to do is go through each of the six items and if there are any questions or thoughts about if this is the right placement or if things need to be added, please feel free to speak up. We will, at the December meeting, need to discuss the future scheduling of these meetings as we are coming into a legislative session. I understand that for some this Friday commitments are troublesome due to family commitments and travel. I would like to agendize for the December meeting the scheduling of these meetings. But with that being said, also ensure with our committee structure and assignments going forward that we meet deadlines as set forth by the strategic plan. Does that sound like a good approach to this item? Any concerns? Okay. So item number 1 is essentially the Full Commission and that outlines from page 23 of the strategic plan and evidence-based practices and the county engagement. As many of you know, letters went out to our counties and we are scheduling time to go on the roadshow. So those items A and B will continue to be that of the full commission co-chairs. The Strategic Implementation Committee, items A through G, primarily coming from pages 22 to about 31, were items that seemed to be best suited for that committee. I would like the co-chairs of that committee, if there are any concerns or thoughts, or recommended tasks.

Commissioner Frank Cervantes: I don't see anything on there at this point that doesn't make sense. I think there may be a couple of things that we may want to add to it after we really examine it and meet with the committee.

Commissioner Joey Orduna Hastings: Judge Voy, anything you want to comment on? I know that we do need to add to it. I just noticed that we should add that parking lot issue for things of future that we have committee to.

Commissioner William Voy: The same thing that Frank just said. What is on here is fine but there are things we have talked about that would be additional items. My questions is can we include a catch all for that? I am not sure how to word it but it would be something like, "anything else we decide we want to talk about."

Commissioner Joey Orduna Hastings: That is a catch all! We will work something in to the language and add an item "h" to allow that flexibility.

Commissioner William Voy: I feel that "g" is already in that ballpark of possibilities. I think if we could just expand it a little more like "other items to be addressed" or something like that.

Commissioner Joey Orduna Hastings: If it is okay will you, we will take the lead on updating the language and then run it by you.

Commissioner William Voy: For sure.

Commissioner Pauline Salla-Smith: Letter F, with the case plans and the re-entry plans, that seems to mesh in with our risk assessment sub-committee because the case plans are part of the YLS. We do have it on the agenda too for NAJJA to come up with some discussion.

Commissioner Joey Orduna Hastings: It is in both. If you look at item number 5-e, you will see that does reappear in both those committees.

Commissioner Pauline Salla-Smith: Thank you.

Commissioner Joey Orduna Hastings: You're welcome. We do understand there is going to be some slight overlap. We tried to spread this exactly for this point, to have this conversation. Because is may be that some of the committees may have to work together. Thank you for allowing us to point that out. Item number 3, the SAG. Items a through c, Ms. Pauline Salla-Smith or Kierra?

Commissioner Pauline Salla-Smith: These are in addition to our required assignments?

Commissioner Joey Orduna Hastings: Correct.

Commissioner Pauline Salla-Smith: Okay, thank you.

Commissioner Joey Orduna Hastings: Okay, moving right along. Number 4, the Data Committee. Ms. Duffy?

Commissioner Brigid Duffy: Well, I am okay with all of this. I just need to make sure I have the right people on my committee to assist with this. I just looked at "b" and think I have

absolutely zero to do with the implementation of CaseLoadPro. I can reach out to those that are doing it and them report back but I think I need to look at the make up of my committee and decide who I might need to add to it.

Commissioner Joey Orduna Hastings: That's a great point. And one does have the parentheses that it will be done in conjunction with DCFS so, Katie, do you want to comment on what that might mean in practice?

Katie Brubaker: I think the intent here is really for DCFS to take the lead on what needs to happen and what we need for support from this particular committee. I believe Ms. Bittleston will be in charge of this particular item.

Commissioner Joey Orduna Hastings: Okay. So, taking in Brigid's comments and the support from DCFS. Brigid, do you have any concerns with this standing how it is right now then developing it?

Commissioner Brigid Duffy: No, not at all.

Commissioner Joey Orduna Hastings: Moving on to item number 5, the Risk Assessment Committee. Mr. Imlay and Mr. Martin, do you have any thoughts or comments?

Commissioner Daren Imlay: I would point out that a and b is what we have been working on with Dr. Vincent with regard to the minimum standards. We have not gotten into the MAYSI yet, that is anticipated for later on. Item d is the similar situation where the department heads will have to develop policies with in their department. E, I feel like we have been working on as far as the case plans and re-entry plans but, that will also have to be DCFS and well as DJJS working on that part of it.

Commissioner Joey Orduna Hastings: Mr. Martin, I believe you might be driving right now but are you able to review the document and comment?

Commissioner Jack Martin: I was able to review it. I think it looks good.

Commissioner Joey Orduna Hastings: The last committee but not least is our Youth Committee. Mr. Munoz, do you have any comments on those? Or Justice Saitta?

Commissioner John Munoz: No, I do not have any questions. I know that we need to work on some of these issues and we will address them.

Commissioner Brigid Duffy: I like c. It's just "what are we going to do with girls in Nevada." I don't know but when you answer that question, let me know.

Commissioner Joey Orduna Hastings: Justice Saitta, do you have any questions?

Commissioner Justice Nancy Saitta: I do not. I just sent John an email, so we can talk offline about these items. And I will get more information as needed.

Commissioner Joey Orduna Hastings: Okay so then, this is an action item. I will request a motion to accept the committee assignments as written. Is there any that is willing to give a motion?

Commissioner Pauline Salla-Smith: So moved!

Commissioner Ross Armstrong: I second that.

Commissioner Joey Orduna Hastings: All in favor, please say I. Any opposed? Fantastic, thank you guys. Moving right along, item number 10, data reporting to the state. This item was added, and you will see there is a chart in our strategic plan. It notes in our strategic plan when we should be reporting data performance and trends. It looks like those are starting in 2019 so I want to be sure to put that on the radar for everybody, so the counties can start to think about how to get this data to the state and others to meet the deadlines. So, this is a reminder item. Please do review your strategic plan that is respective to your state. Ms., Brubaker, do you want to make any comments about this item?

Katie Brubaker: I want to point out that the reason we requested to have county data to the state by December 31<sup>st</sup>, is so that we can put it together and get to it the appropriate bodies by the end of January. Any comments, Ms. Bittleston?

Leslie Bittleston: I do have a quick comment about this. I have been working closely with NAJJA members talking about how to gather this data over the last several months. The counties already report an annually DMC report to the state every January so one of the ideas I came up with is adding these additional items to the DMC report for 2019. The NAJJA members have already reviewed this and I have provided a draft template to them for reporting for this data in 2019.

Commissioner Joey Orduna Hastings: So, Ms. Bittleston, if people have questions about this item, should they contact you?

Leslie Bittleston: Yes. The way I worded the questions was from the approved score card from the JJOC. I took that from the counties and that is the data that was added to the report for 2019.

Commissioner Joey Orduna Hastings: And for those that might not have your contact information, do you mind telling us your email and phone number?

Leslie Bittleston: Yes, it is [lbittleston@dcsf.nv.gov](mailto:lbittleston@dcsf.nv.gov) and my phone number is 775-684-4448.

Commissioner Joey Orduna Hastings: Great, thank you so much. Are there any questions from Las Vegas? On the phone? Here in Carson City?

Commissioner Pauline Salla-Smith: I do. A couple of things. One, if we are moving the date from January to December, that is a statute change from chapter 62. We might just want to have some conversations during the session. We did have it in statute for SB 232, which is



DMC report. Then, the second piece is, are there discussions with CaseLoadPro about our state report? Because now we have a DMC template that is included in our case load to run what is mandatory? Are there discussions with caseload about adding those mandatory pieces?

Leslie Bittleston: I would like to answer that in two phases. One, CaseLoadPro is new to all of us so what I have done is go through each of the screens to see what type of things are there and what is missing in relation to chapter 62. There are some things that are not in CaseLoadPro that we need such as, household composition and poverty. So, I have compiled some of that data and sent it to CaseLoadPro for a quote on these enhancements, so we can get all the data in there. Secondly, I am also pending the cost on 62h, so that is in process pending a quote from CaseLoadPro. It is currently in the statute that the DMC report is due December 31<sup>st</sup> from all of the counties. Going forward, I will continue to follow that January 31<sup>st</sup> date. Counties can provide that data at any given time, but I am not going to request anything other than what is in statute, currently January 31<sup>st</sup>.

Commissioner Frank Cervantes: If we continue to not have CaseLoadPro live, can we get that data from another platform?

Leslie Bittleston: Yes, I am aware of that. I did send a statement out to all of the counties saying, "I know you are in transition so please do the best you can with what you are working with."

Commissioner Joey Orduna Hastings: Thank you, any questions from Carson City or Las Vegas? On the phone? Okay, I realize I skipped over item number 9, I got to excited. If we could go to item number 9, Ms. Brubaker, the work plan highlights.

Katie Brubaker: I did want to highlight a couple things on CaseLoadPro which I think we already touched on. Every county is up and running with the exception of Washoe and Clark, who are working directly with CaseLoadPro with the rest of their data conversion. They are our biggest counties, so it does take a little bit longer. Additionally, the YLS is being programmed into CaseLoadPro. I feel like I have said this at the last 4 meetings. However, this is because we are trying to focus our attention of getting our biggest counties up and running. I guess there were some programming snafus, I am not really familiar with what goes into programming things into a database but that is what they informed me on earlier this week. Regarding the YLS, Mr. Imlay did report about the policy we have been working on, we actually did complete that one and my hope is to have that on the December agenda for this commission to approve. DCFS is also working with NYSAP on a corrections policy for the YLS. We should be finished with ours by November 16<sup>th</sup>, so we will move that to the December Full Commission meeting for feedback. Mr. Imlay also touched bases on the MAYSI. DCFS will be working with NYSAP in addition to Orbis. Orbis is the owner of the MAYSI and we will be working with NAJJA to get any of the policies and case plans done. Ms. Kayla Landes will be working with our vendors as well to coordinate every county getting this together. I do anticipate that this will be a much shorter process than the YLS because most of the counties are already using the MAYSI and a lot of the policy already exists. With respect to the CPC or the Correctional Program Checklist, Summit View did receive their final

report. This went to them, I believe, November 2<sup>nd</sup>. We will be able to put this on the agenda for the full commission in December. China Spring and Spring Mountain did have their CPC assessments done and right now all the assessors are writing draft reports to be reviewed by the vendor so that we can get those out and finalized before the end of the year. And I am happy to announce that all 8 individuals that were trained in the CPC will become certified pending the completion of this report. DCFS policies are all with administration right now. We have a large push to finalize these by the end of the year. Our central implementation team has switched their focus from working on the actual policies to working on the SOPS. We realize that once we have final approval on our policies, we will then finalize the SOPS. Finally, DCFS does have a training plan ready to go so that once policies and SOPS are ready to go, we can state pushing the training out to all of our state agencies. Judges and attorneys' webinars, we have been hosting those. We had one on October 30<sup>th</sup> for judges and October 31<sup>st</sup> for attorneys. We just had one November 7<sup>th</sup> for attorneys' and our last one for judges will be November 21<sup>st</sup>. In case you haven't, these webinars are an overview of AB472 and required court findings. It also goes over the JJOC strategic plan and the YLS/CMI risk needs and responsivity. Also, the JJOC co-chairs and DCFS partnered together to send out a letter to each counties board of county commissioners. This letter was an invitation for us to come and present at their commission meetings about what impact this reform could have one each county. Lastly, I would like to introduce Ms. Emily Tiehm. She is now the administrative assistant to replace Sarah Bellows. We will be working on transitioning all of the calendar invites and emails you see to come from Emily. In saying that, Sarah will be canceling all of her invites. We will be doing it as slowly as possible so there is no confusion in regard to meetings. With that, I would like to thank Ms. Bellows for all of her hard work, as she has juggled multiple responsibilities.

Commissioner Joey Orduna Hastings: Thank you, Ms. Brubaker. Would you like to say anything? No? Okay, she is slyly moving away from the microphone. I do also want to thank Ms. Bellows, she has been handling a couple different positions. You got us organized and off to a great start so if everyone wouldn't mind giving her a round of applause, please. Thank you again for your service. Any questions in Las Vegas or Carson City?

Commissioner Pauline Salla-Smith: Is there a way that the letters that were sent to the county commissioners could also be sent to the county directors and chiefs for our juvenile departments? If we are not aware if our county commissioner has gotten that letter, we will be working with this too. The actual directors and administrators will be involved in the roadshows for their own jurisdiction.

Commissioner Joey Orduna Hastings: Yes, I apologize I thought we had already done that. So if we can please keep that in mind going forward. Oh, and the judges in their jurisdictions should be kept in the loop as well. So, we can go together as one commission and represent all the positions. If we could just make sure this is done going forward. With that. I think we are now on item 11. I do not have anything to add to that besides we have new officials coming into the office and I do think we need to appoint some new membership to this commission. I am not sure how our new governor is going to handle those. So, we can keep this as a parking lot item. Any new business from anyone is Las Vegas or Carson City? Okay, moving on to item number 12, we have our next meeting scheduled for December 14<sup>th</sup> at 1

o'clock. It is a Friday. Again, it sounds like we will have a number of action items so be sure to join us so that we can have quorum. Also keep in mind what you need by way of scheduling with these meetings going forward. We schedule these meetings a year in advanced so that it is on everyone's calendar.

Commissioner William Voy: We have a strategic implementation committee meeting for the 15<sup>th</sup> and it is kind of important because we have been on hold for a while. That is not even close to do-able for me. That date and time is impossible.

Commissioner Frank Cervantes: Yes, I have a conflict as well so maybe we can work with Emily and change the date prior to our next full commission.

Commissioner Joey Orduna Hastings: That is your pleasure as you are the co-chairs of that committee. Are there any other scheduling conflicts the full commission needs to know about? Hearing none. Item number 13. Is there any public comment in Las Vegas? On the phone? In Carson City? Okay, hearing none, I will entertain a motion to adjourn.

Commissioner Justice Nancy Saitta: So, moved.

Commissioner Pauline Salla-Smith: I second.

Commissioner Joey Orduna Hasting: All in favor? Any opposed and would like to continue meetings? Okay, we all have a great weekend.

### **Committee Report and Other Notes:**

Commissioner Pauline Salla-Smith moved to approve the amended JJOC by-laws. Commissioner Frank Cervantes seconded this motion, motion was approved.

Commissioner Pauline Salla-Smith moved to accept the committee assignments as written, Commissioner Ross Armstrong seconded the motion and the motion was approved.

Commissioner Justice Nancy Saitta moved to adjourn the meeting and Commissioner Pauline Salla-Smith seconded the motion. The motion was approved.