

**Albany County Community Juvenile Services Board
Steering Committee
Agenda**

Meeting Date: Tuesday, December 29, 2015
Time: 1:30 o'clock p.m.
Location: Albany County Courthouse: County Commissioners Meeting Room

1. Roll Call

2. Consideration of Changes in Agenda and Setting the Agenda

- 2A. Motion by _____, seconded by _____ that the following changes to the agenda be approved.
- 2B. Motion by Dave, seconded by Dale that the Agenda be set as submitted or changed.

3. Approval of Consent Agenda *Peg gave over*

Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed above. There will be no separate discussions of these items unless a Board Member or citizens so request, in which case the item will be removed from the consent agenda and will be considered on the regular agenda.

- 3A. That the Board acknowledge receipt of the Agenda and Minutes from the September 23, 2015 meeting of the Advisory Committee
- 3B. That the Board acknowledge receipt of the Agenda and Minutes from the October 21, 2015 meeting of the Advisory Committee.
- 3C. That the Board acknowledge receipt of August Statistics of Big Brothers Big Sisters for Diversion Program.
- 3D. That the Board acknowledge receipt of September Statistics of Big Brothers Big Sisters for Diversion Program.
- 3E. That the Board acknowledge receipt of October Statistics of Big Brothers Big Sisters for Diversion Program.
- 3F. That the Board acknowledge receipt of Statistics of CAO Juvenile Intake for September 2015 and from January – September.
- 3G. That the Board acknowledge receipt of Statistics of CAO Juvenile Intake for October 2015 and from January – October.
- 3H. That the Board acknowledge receipt of PowerPoint presentation by the Children's Justice Project of the Wyoming Supreme Court on review of Title 14.

- 3I. That the Board acknowledge receipt overview of subcommittee meeting regarding 18 year old juveniles in Diversion.
- 3J. That the Board acknowledge receipt overview of subcommittee meeting regarding Adolescent IOP.
- 3K. That the Board acknowledge receipt of agenda and meeting minutes from the November 9, 2015 meeting of the Education Subcommittee of the Advisory Committee.
- 3L. That the Board acknowledge receipt of agenda and meeting minutes from the November 10, 2015 meeting of the Mental Health and Substance Abuse Subcommittee of the Advisory Committee.
- 3M. That the Board acknowledge receipt of agenda and meeting minutes from the November 10, 2015 meeting of the Legal Compliance Subcommittee of the Advisory Committee.
- 3N. That the Board approve the Minutes from the August 2015 meeting of the Steering Committee.

Motion by _____, seconded by _____ that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated

4. Regular Agenda

- 4A. Approval of the following individuals to the Advisory Committee of CJSB: Toni Britton, Stuart Nelson, Even Brande, Tim Nyquist, Mike Cabrera, Jeffrey Olson.
- 4B. Review of Statistics of CAO Juvenile Intake and Big Brother Big Sisters.
- 4C. Discussion of Structure of Advisory Board and subcommittees.
- 4D. Approval of Revised Budget for CJSB DFS Grant and VOA grant.
- 4E. Review of By-Laws of the Albany County Juvenile Service Board
- 4F. Set date of work session for Strategic Plan.
- 4G. Set date for future meeting of Steering Committee.

5. Discussion of Future Items to be included on Agenda

6. Adjournment

Motion by tim, seconded by Dave

1) Education Subcommittee 3/8/2016

a) Peggy Trent, Dona Sheen, Deb Formento, Karen Lundahl, Stuart Nelson, Erik Brooks, Dona Coffey, Adrienne Freng, Toni

- i) State has intimidation statute
- ii) Group of 10 went piece by piece through statute to make sure met the requirements
- iii) Tried to make sure everything matched by statute plus do the right thing by
- iv) Understand this si policy
- v) The procedures are not with it they will be referenced
- vi) Ive read it

(1) Peggy says

- (a) I really liked the converse county policy at this time
- (b) Liked the due process protections
- (c) Worry about under
- (d) Liked the simplicity but yet remarkable how it met statutory requirements
- (e) Talked through bullying policy
- (f) Along with Cheyenne policy
- (g) Still holds true to updated policy
- (h) Reporting procedres and report policy it's self
- (i) Informal formal
- (j) Process pointers decided how it went through the process
- (k) Need flow chart decisional format
- (l) Need simplicity
- (m) Cut pasted and then not addressed
- (n) Seems liķe addressed
- (o) Cumbersome
- (p) Juvenile board
 - (i) Look through it
 - 1. Interesting point
 - 2. We read a police report
 - 3. See incident on school bus
 - 4. Not every kid is going to want to report it
 - 5. Not come forward
 - 6. Depending on who comes forward someone
 - 7. Can funnel through a third party
 - 8. Don't see in reality a kid coming forward
 - 9. Karen Lundahl Can come forward with video camers now
 - (ii) Also that taboo about ratting people out
 - (iii) And kids don't want them to know that they are weak and bullied more
 - (iv) There is a culture that you simply don't tell
 - (v) Just general conflict depends on what you would characterize it
 - (vi) Several times on camera
 - 1. Have report of bullying
 - 2. Watch video looks like retaliation
 - (vii) Dona focus on contract resolution instead of the conflict resolution ideas

- (viii) I think it's usually
 - (2) Evidence based information focused on
 - (a) Toni >>>> have victim restored
 - (b) Don't feel like the process focus
 - (c) How does this policy interact with title 9 district>>>>>> Stuart
 - (i) Harassment includes sexual harassment
 - vii) Currently have taken entire policy book
 - (1) Updating each and every policy
 - (2) Rewriting
 - (a) Meet current social demands
 - (b) Harassment one for how long
 - (c) 30-40 policies at one time
 - (d) Wasn't written in policy language
 - (e) Written in subcategories
 - (f) Have entire chapter
 - (g) In the process of renumbering and all
 - (h) Taking a part now
 - (i) All love policy
 - (j) Just getting current policies in new format
 - (k) Love top don't know when renewed
 - (l) I couldn't figure why our tech policy guy kept saying ill write a policy on that as I have read and understand
 - (m) Computer doesn't appear in entire policy book right now
 - (n) Policies and procedures where we want to separate out
 - (o) If they need to be updated
 - (p) Had job description in policy
 - (q) I am curious
 - (i) There was a bill of student privacy at legislature that died
 1. Huge controversy bill
 2. Original legislation
 3. Maybe that was an area that could have the potential to wrestle with
 4. School officials have access to.....
 - a. Phoes and such
 5. Bill passed for homeland security tip line
- 2) Going THROUGH POLICY
 - a) Per state stautute
 - i) Put out comment
 - (1) 21-4-314
 - (a) Mandates policy
 - (b) Dictated what put forward
 - (c) Lines 1-7
 - (d) Definitions from state statute
 - (e) Need to be in alphabetical order
 - (f) Want to be able to put in roman numerals and abcs

- (g) Enforcement policy down the line
 - (h) Outline critique
 - (i) Hadn't got there yet
 - (j) Out definitions in correct order
 - (k) Refer to policy
 - (l) Prohibition needs to inform pro
 - (m) ACSD1 PROHIBITS is a key point in lines 1-8
 - (n) That is the meat of your policy
 - (o) That is what they violated
 - (p) I think they lay out needs to be different
 - (i) After definition section
 - 1. What is appropriate behavior
 - (ii) 7-12 on page 2 should move up to page 1
 - (iii) Tells purpose
- (2) Put what is appropriate behavior
 - (3) Page 2 lines 10-15
 - (4) Expected on how to treat
 - (5) 32 Page 1 to 14 on page 2 right before reporting
 - (a) Needs to be moved over
 - (6) Harrassment – reporting procedures above defitnions
 - (7) Add harassment as definition
 - (8) Sexting as definition
 - (9) And texting as definitions
 - (10)Facebook messaging
 - (11)CYBERBULLYING NEEDS A NEW DEFINITION
 - (12)Get specific with examples below
 - (13)Statutes say examples
 - (14)Social media forms
 - (15)Define as bullying
 - (a) Line 34
 - (i) Characterized by an inbalbance of bheavior
 - (ii) Trying to define bullying should that be in definition section
 - (16)Page 2 lines 7-10
 - (a) Purpose heading
 - (i) Maintina safe.....
 - (ii) With training
 - (iii) Move that the first page
 - (17)Purpose
 - (18)Prohibition
 - (19)2 PP 1-5 probition
 - (20)Potentially add prejudicie
 - (21)Many behaviors do not rise to the level
 - (22)Spelled out when it's prejudicie
 - (23)Add in respect somewhere

- (24) Act of bullying where does it go
 - (a) I think it goes in definitions
 - (b) Have very specific definition of legality example
- (25) Start with purpose!!!
- (26) Then prohibition
- (27) Then definitions
- (28) Example of harassment, intimidation, bullying title
- (29) Be your examples there
- (30) Then you move into reporting procedures
- (31) Need definition of intentional act
- (32) LINE 36 on page 2
 - (a) Staff shall inform >>>>>>>>>>>>>>>>>>>>>>>>> any where else that defines serious misconduct?
 - (b) All intermingled
 - (c) A lot of other things on discipline on behavior ultimate goal
 - (d) Wanted to get this out of the way
 - (e) We continually deal with its urget
 - (f) Directly relates to transgender piece
 - (g) Really have
 - (h) Reporting procedures on page 2
 - (i) Now moving to reporting
 - (i) Get into reporting
 - (ii) Likes douglas
 - (iii) Giving finding and due process
 - (iv) Instituted by
- (33) Restorative justice down the road
- (34) Need of process on page 2 over the 3 basically you have to report it your self
- (35) Doesn't allow for third party
- (36) Notice of hearing and allowing to be heard
- (37) No due process
- (38) No process at all for title 9
- (39) Terrible
- (40) Federally required now
- (41) I feel like we are overlooking it
- (42) Administrative process vs. criminal process
- (43) Does everyone understand the process I think the intent is more due process
- (44) Have procedures for reporting
- (45) That douglas one does
- (46) Not solely on anonymous report
- (47) Have to take action
- (48) Reporting knows you have to disclose name
- (49) Has to have investigation
- (50) If name known
- (51) Investigation complaint

(52) If you do anonymous have to investigate

(53) Always?

(54) Shouldn't you always

(55) What is serious violation?

(56) Definition

- (a) Serious violation
- (b) Serious misconduct
- (c) Need to define what is serious violation
- (d) Prompt investigation and serious violation
- (e) State statute
 - (i) Not all violations are serious
 - (ii) Recommend timelines for investigate
 - (iii) Really important point
 - (iv) With lack of process
 - (v) Timely investigation
 - (vi) Concerned corrective action
 - (vii) Entire continuum
 - (viii) Minor to serious doesn't know where the line to connect

b) State statute infers

- i) Misdemeanor vs. felony bullying
- ii) Talking to LHS people
 - (1) People are reporting everything
 - (2) There is mean
 - (3) There is rude people
 - (4) And people who bully
 - (5) Unless over time

c) Serious violation definition : get attorney's to

d) Moving through

- i) Add something about investigative process
 - (1) Immediate additional

e) Next comes investigation

f) Formal way of investigation

g) Tell me about telephone logs

- i) If you just logged it
- ii) Shall be submitted
- iii) Start to see a pattern
- iv) Behavior logging system
- v) Tracking in powerschool
- vi) Track any behavior

h) I don't know if discipline reports if logged is it part of the policy

i) If you don't take action

j) Only if something has proved to happen

k) Substantiated that they violated the policy

l) If serious violation

- m) Put in investigative scenario
- n) We have substantiated that johnny hit you
- o) First and last time first contact
- p) Investigative
 - i) Protection
 - ii) Policy
- 3) False reporting need in there
- 4) False reporting
 - a) 3 girls were talking trash
 - b) That this one boy sex assault
 - c) Spreading rumor
 - d) Need for that
- 5) Process for consequences and remedial
- 6) Corrective action limiting- toni
 - a) Could do including but not limited
 - b) Corrective is misspelled
- 7) page 4 lines 3-4 mandatory contacting
 - a) brings up confidentiality question
 - b) actors allged contacting
 - c) I think it implies that but it's not clear
 - d) In the timeline of when too becomes an issue if the kid is questioned
- 8) Separate out false reporting
- 9) Defined serious vilation with reporting
- 10) MMR is the vaccine
- 11) Under state statute
 - a) Training
 - b) Have it as communication
 - c) Pro social teaching not consequences later
 - d) Requirement of consequences
 - e) Do you use a character program
 - i) Several in each school
- 12) I would brake down in p
- 13) Disclaimer of liability
- 14) Legal authority
- 15) Rules
- 16) Letter process \
- 17) Families constantly tarty
- 18)

NEXT MEETING:

**Albany County Community Juvenile Services Board
Advisory Committee
Agenda**

Meeting Date: Wednesday, February 24, 2016
Time: 11:30am-1:00pm
Location: Albany County Courthouse: County Commissioners Meeting Room

1. Roll Call
2. Consideration of Changes in Agenda and Setting the Agenda

2A. Motion by _____, seconded by _____ that the following changes to the agenda be approved.

3. Approval of Consent Agenda

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- 3A. That the Board acknowledge receipt of the Agenda and Minutes from the November 18, 2015 meeting of the Advisory Committee.
- 3B. That the Board acknowledge receipt of December 2015 Statistics of Big Brothers Big Sisters for Diversion Program.
- 3C. That the board acknowledge receipt of the January 2016 statistics from the Big Brothers Big Sisters Diversion Program.
- 3D. That the Board acknowledge receipt of Statistics of CAO Juvenile Intake from January 2016.

Motion by _____, seconded by _____ that the consent agenda be approved and that each specific action on the consent agenda be approved as indicated

4. Regular Agenda

- 4A. Subcommittee Reports

1. Education Subcommittee: Minutes of the meetings on 1/14/16 & 2/9/16
2. Mental Health/Substance Abuse Subcommittee: Minutes of the meetings on 1/27/16 & 2/16/16
3. Legal Compliance Subcommittee: No Meetings

- 4B. Review and Comment on Draft of the Albany County Community Juvenile Services Board Strategic Plan

- 4C. Set date for future meeting of Advisory Committee.

5. Discussion of Future Items to be included on Agenda

6. Adjournment

Motion by _____, seconded by _____

2/24/16 Advisory Board

- Lawrence, peg, Naria, dona sheen, Adrienne freng, dona coffey, deb Formento, dasa Robertson, dave o'malley, tim chesnut, Rachel rubino, Karen Lundahl, Jacob stalder, steve hamaker, candaice Schmidt, Nicole hauser, brooke bensen, dale stalder,
- 3 approva of consent agenda
 - Peg talked about stats
 - Providing raw data
 - Put page number
 - 3d report October November December
 - Through single point of entry
 - 127 cases came through office
 - Of which 14 went through diversion
 - 3 petitions
 - 4 probation
 - 0 incarcerated
 - On the back of that page
 - 10 on ISD
 - Pending 19 neglect/abuse cases
 - 26 kids on diversion
 - 29 delinquencies
 - 15 alive at 25
 - Remaining through diversion programs
 - School
 - Law enforcement
 - WRAP around services
 - Fill the gap in the intake meetings
 - DFS got over loaded on prevention programs
 - WRAP around
 - What is WRAP around
 - Brooke Bensen
 - Families that we wrok with multiple service providers a lot going on pull all the players together
 - Differs to develop skills of family
 - Bring in natural supports of family
 - Create that dependency
 - Develop reciprocity in those relationships
 - Out side of the traditional
 - 151 refferals through single point of entry October November December
 - 150-160 kids coming through
 - Show blank form
- Tallying where kid is being
- Bring blank form for next week

- Partner with different entities to fill those gaps in needs
- Instead of the traditional needs
- That is the mentor program
- How can we bring that in our community
- We were working on the coordination team
- One of the key things
 - Treatment isn't enough
 - When we brought up the wrap detention
 - Lacking support at home
 - Part of that is getting them to kids to system
 - Daily consistent basis
 - Pulling from those supports
 - Pulling from history decline so quickly get one thing identified 3 other items have occurred reinforce behaviors that they need
 - I have a question
 - How many mental health providers
 - 25 mental health providers
 - We see those gaps in that IOP
 - Could be utilized by those kids
 - Keep in community
 - Go to inpatient come out go back to peers
- Dona sheen
 - Director corsi legislative bills
 - Funding issues paying for treatment
 - Seeing a lot of funding part
 - Committed to ask advisory to wrestle with that topic differently
 - Bill right now kids who are in treatment programs who are not in state custody a lot of difference community
 - Paid for services by the state
 - Not laced by court or educational basis funding problems that create bigger problems for us
 - Something we look at really hard
 - Hopefully we could inform state advisory board
 - To support what we are doing
 - A lot of work
 - Push back from GAL program not sharing philosophy keeping kids in home they believe have to remove immediately researched base to keep in home more effective than removing
 - That's why we want cathedral home and locally so we can keep people together
 - How do they respond evidence based

- Education subcommittee dona sheen/ Adrienne freng/ dona coffey
 - Stuart is doing a lot of work
 - Working with the truancy problem
 - Find out early cause of intervention
 - Having it be more of a school responsibility
 - Making contact with that family
 - Making contact with definitions of excused vs. unexcused
 - Wanting more clairyt
 - Prior policy had a lot of vague portions that were open to interpretation
 - So all know what policy is
 - Open to and interested in dealing with truancy problems
 - Providing suggestions of implemmentation of evidence based problems
 - Get kdis in school and learning and dealing with it if it's parent that is problems
 - Find better ways to deal with that problems
 - Special court/ court process who would potentially deal with parents problems of gettings kids there
 - We are lokign for good evidence based models
 - Adrienne has provided a lot of programs
 - We also talked about bullying policy
 - Working on policy
 - We have had our first meeting
 - Tasked of
 - We have tasks
 - Check what we know about statute so all is aligned
 - Find out Friday how that will go
 - Have ideas aobut about thing
 - All cam from point of entry
 - Reoccurring policy
 - Truancy
 - Increase in truancy
 - Not graduating
 - Crime rate
 - Seeing contacts with law enforcement
 - # per law enforcement contact of going to school
 - Not kicked out of school not doing well in school
 - See law enforcement
 - Keep track of # of times before the team
 - We were seeing bullying on the school bus for some reason and outside of school
 - Started looking at those issues cropping into law enforcement
 - Have cameras on busses
 - Have aids on busses
 - Matter of what do we do
 - Once we had

- Whwat do we do with parents who is working with
 - Having parents get angry because not saying in home and bring to crisis center
 - See a lot of parents truggling
 - Don't necessarily need to be in system
 - Thos are the parents that lack attendance
- Once finalized things come out of subcommittees will go to legal compliance
- Appreciate now team looking at educational neglect
- Come to us with solutions as well
- I would like to have some sort of program that we can funnel trhough prior to jump into court
- Dona Sheen: Have idea offer that love to be part of intermediate response a lot of unresolved conflict between schools
- I would love to be able to addres s
- Get concerns addressed in appropriate way
- A lot of time if frustrated parents tend to pull away
- Upset threatened to commit suicide
- Seeing that
- Need intermediate
 - Thrown around various ideas
 - Need reccomendations if need be can go into court
 - That shows abuse neglect
- What do you do over 16
 - I can drop if I am 16
 - What do you say that
 - We are trying to approach with WRAP around services
 - To try and get into the home
 - To give help to get ot school
 - See coorelation between law enforcement and attendance in school
 - Utilize that as oppportunity to nudge back into school and back into court
 - Try to not be in that role and work with child
 - It's a process
 - Comes back through
 - May escalate
 - Need autoirtyative approach sometimes
 - It is working
 - I am seeing kids where it is working
 - I feel like I started this program late sometimes
 - Intervention early
 - Have a population of 30ish
 - Feel like I can't do anything
 - If it was up and running sooner

- Open meeting to any public comments of any one would like to address board
- Issues may or may not have
- Give an update: case management organize all information
- Following what we are doing
- We should have it up and running in 30 days
- Will go forward with limited licenses with stake holders
- Only certain information could be released to stake holders
- Providers will provide information about that child
- Only certain people who would have that access
- Having information
- Goals of child
- Have you met with that child
- Time and date met
- Have you addressed goals with child
- Information fed back to CAO and DFS
- Information will be used in what's working and putting all pieces together
- 30 days working
- Having report generated
- Donna Sheen have thinking is there a need to put together pamphlet
- Understand system of what gravity
- Are the parents understanding it parents lost in system and not savvy enough
- To work
- 4 LHS students picked brains
 - All kids knew about alive at 25
 - All just wanted to pay fine
 - Didn't understand that came off parents insurance
 - Didn't understand didn't educational
 - 4 1/2 hours and just pay fine and be done
 - That was interesting
 - Students who did understand
 - Know kids in diversion program now
 - Didn't confirm or deny
 - Basically just told that on target
 - Kids on the Laramie youth council
 - Very pleased to see reach out to kids
 - Talked about teen court
 - Form court with the peers
 - They all wanted that wanted to serve as that
 - Get kids to change the behavior
 - From parents perspective
 - Alive at 25
 - Parents don't understand why doing it
 - Parents just want to pay fine
 - Don't understand

- Not earlier intervention adult system is next step
- dona coffey: once thigs stat working then we can start dreaming
- where are the parents
- peg teaches local government
 - school finigancing this week
 - and how the funding models work
 - I read the constitution
 - Wyoming constitution says that we have declared
 - 6-21 free of charge education public
 - Go back to funding models this state is about education and our kids
 - Constitutional preventions
 - Came about in the 90's
 - Become more advocates for kdis as well
 - Qualntify with statistical datat
 - Easier row with state leg
 - We need kids in school
 - We all have to come together
 - The school system has to look at kdis and aks why drop out
 - Don't feel that what offering is not worth it because not all going to college
 - Constitution also talks about vocational
 - Go back to basis
 - Incorporate
 - A core value
 - Strategic coming forward with being part of the community if there needs to be legislative change as a board come forward from that
- FUTURE TOPICS:
 - Let group know state wide grant funding for a state wide group to develop guidelines for school resource officer school district memo of understanding defining best practices
 - Sro topic in education make sure to invite officers put on educational subcommittee
 - Dr yenni policy plan to get up and rolling
- New issues in frequent
 - Right now talked over with ty and respective parties
- Some point we will be coming back to strategic plan
- Pieces out of there putting forward out
- Motion to adjourn tim
- Secoded dona
- Adjourned all approve

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- 4. Regular Agenda**

- 4A. **Subcommittee Reports**

1. Education Subcommittee: Minutes of the meetings on 1/14/16 & 2/9/16
2. Mental Health/Substance Abuse Subcommittee: Minutes of the meetings on 1/27/16 & 2/16/16
3. Legal Compliance Subcommittee: No Meetings

- 4B. **Review and Comment on Draft of the Albany County Community Juvenile Services Board Strategic Plan**

- 4C. **Set date for future meeting of Advisory Committee.**

5. Discussion of Future Items to be included on Agenda

6. Adjournment

Motion by _____, seconded by _____