



Criminal Justice Management Group

227 N. Santa Fe, Suite 202

Salina, KS 67401

785/826-6590

785/826-6595

MINUTES

Meeting: Criminal Justice Management Group

Date: May 31, 2012

Start Time: 3:05 p.m.

Location: Sheriff Office

251 N. 10th

End Time: 4:00 p.m.

Salina, KS 67401

Co Facilitator: Glen Kochanowski
Annie Grevas

Attendance List:

Glen Kochanowski, Sheriff Office
Rick Hansmann, Sheriff Office
Rita Deister, County Administrator
Todd Heitschmidt, Court Administrator
Jane Eilers, Municipal Court
Rex Lorson, Attorney
John Reynolds, County Commission
Sean Kochanowski, Sheriff Office
Patrick Wallerius, OCKK
Hon. Jerome P Hellmer, Sa Co Dist Crt
Sheila Nelson, OCKK
Jason Gage, City Of Salina

Annie Grevas, Community Corrections
Jerry Fowler, County Commission
James Hill, Police Department
Roger Soldan, Sheriff Office
Kevin Emerson, District Court
Rod Franz, Director of Finance and Administration
Pat Murray, Central Kansas Mental Health Center
Randy Duncan, County Commission
Hon. Jared B Johnson, Sa Co Dist Crt
Jim Robertson, VRJS
John Tillman, Citizen

Minutes: Kathy Sims, Community Corrections

Minutes

1. Welcome and Introduction

Sheriff Glen Kochanowski opened the meeting welcoming returning and new attendees. He asked that all in attendance introduce themselves. Sheriff Kockanowski reminded attendees of Jim Robertson's role as the primary consultant on this project.

2. **Old Business**

Members were asked by Sheriff Glen Kochanowski if there was any old business that required discussion. No old business was addressed.

3. **VRJS Scope of Services Overview (presented by Jim Robertson)**

Jim Robertson provided attendees with a brief overview of the role he and his organization will play during this process. He thanked the committee members for taking the time to assist in the process as well. He advised that the interview process of the committee members was complete and he was very pleased with the input he had been receiving from the interviews regarding concerns and expectations of and for the expansion. He advised that the facility development process is mainly discussion and analysis with committee members having to weed through many ideas before making a decision as whether or not any further action or development would be needed.

Mr. Robertson outlined the services he will be providing and the steps he and the committee will be completing in order to facilitate this process. Attendees were given an outline of the process. Mr. Robertson projects the facilitation of the process will take 8 months. The process will be completed in two phases consisting of 8 separate tasks:

Phase I –Needs Assessment(to be completed during months 1 through 4)

This phase will take approximately 4 months to complete. It will be broken down into 5 separate tasks.

Task 1- Saline Justice System Outcome Statement

To complete this task Jim encouraged the group to create an outcome statement to assist the group in focusing on the purpose and goals of the process.

Task 2-Community Profile and Community Resources. (To be completed during months 1 and 2)

During the completion of this task VRJS will create a "picture" of the community's profile and its needs as well as the local justice systems profile and its needs.

Task 3-Justice System Resources and Data Analysis (To be completed during months 2 through 4):

In task 3 the committee will look at the resources currently available to our community. They will look at the entity's functions, structures, funding sources, operational and facility deficiencies as well as standards and practices of these.

Also during this phase statistical data will be collected and analyzed in order to prepare a report to identify major factors or practices that may be affecting the jail population now and in the future.

Task- 4 Develop Offender Profiles (To be completed during months 2 and 3)

Offender profiles will be created to help in predicting future population trends. This process will require extensive research. The purpose of these profiles is to aid in the committee in assessing the best use of resources for the Community as well as the inmates.

Task-5 Population Projections/Forecasts (To be completed during months 2 through 4):

The committee will establish baseline projections in an effort to forecast facility capacity and population trends for future needs in five year increments. This projection will serve as a reference point for possible policy or practice changes that may be implemented to better serve the inmate population.

Phase II –Options Evaluation and Functional and Space Programs(to be completed during months 4-5)

This phase will take approximately 4 months to complete. It will be broken down into 3 separate tasks.

Task-6 Alternatives to Incarceration (To be completed during months 4 through 5):

During this task different alternatives to incarceration will be explored.

Task-7 Functional and Space Requirements (To be completed during months 5 through 7):

During this task of phase II an operation plan will begin to develop. This task will require several meetings and workshops in order to complete.

Task-8 Project Cost Analysis(To be completed during months 2 through 7)

The committee will begin developing a budget and cost analysis of the recommended changes.

Once the two phases have been completed all of the data gathered will be used to create a plan that will aid in the implementation of making changes to existing services and facilities or in creating new services and facilities. The goal is to create a plan that is cost effective and will serve the community, law enforcement and the inmate/offender population most effectively.

4. Project Milestone Schedule

Committee members were advised by Jim that the project is scheduled to be completed in 8 months. Phase I to be completed during months 1 through 4 and Phase II to be completed during months 4 through 8).

Annie Grevas of Community Corrections provided the committee with a list of 5 tentative meetings dates. They are as follows:
July 12, 2012; August 14, 2012; September 13, 2012; October 25, 2012 and December 13, 2012 all meetings will have a start time of 3:00p.m.

5. Interview Summary

Mr. Robertson gave a brief presentation on the interviews he has been conducting in the community. He advised the committee members of the following key points and or concerns interviewees relayed to him that he feels are most important for all parties involved in the process:

- a. Comprehensive View - Everyone having a similar vision and maintaining perspective.
- b. Get it "right"- Implementing the best plan possible to aid in future operations.
- c. Long Term Vision – Making decisions that are not only best for current needs but for future needs
- d. Work Together – Everyone working together to provide the best outcome.
- e. Outside Looking In – Don't get narrow with focus.
- f. Best for the Community – Finding the best use of resources for all parties served
- g. Are the right people getting the right supervision/services at the right time – Assuring the individuals who would be best served by incarceration are incarcerated and those that would be better served utilizing other resources are receiving those services out in the community.
- h. A Balanced Approach – Recognizing that everyone has a responsibility in implementing change and is a stakeholder in future outcomes.
- i. Options for Consolidation – Consolidation would allow the sharing of resources and facilities and possible cost reductions.
- j. Open Eyes - Being open to all possibilities and views.
- k. Prove the Need – Validation for recommendations.
- l. Public Support – Public Support is essential in implementation as well as funding.
- m. Shared Vision – If focus is lost during the planning phase it could derail the process.
- n. No Single Solution – Explore all options and opinions.
- o. Rush Decision Making – Take the time to make informed decisions.
- p. Not Speaking Up – Stay actively involved in the process and expressing opinions.

6. Decision Making Roles

He advised the committee members that during this process the parties making the decision will change depending on what stage the process is in. He advised that all parties involved will have different capacities of involvement. Mr. Robertson broke roles down into the following four categories:

1. Decide – Make decisions.
2. Participate – Aid in Development.
3. Be Consulted - Asked for opinions.
4. Be informed- On a need to know basis only.

7. Next Steps

According to Mr. Robertson the next steps will include the following:

1. Statistical data collected by Captain Hansmann and Captain Roger Soldan of the Saline County Sheriff's will be compiled.
2. A community profile will be completed as well as an overview of its resources currently available.
3. A review of the existing detention facilities, Court facilities and offender supervision agencies will be evaluated to determine their best use in meeting community needs.

8. Questions/Discussion

At this time the committee was given the opportunity to ask any question they might have.

Sheriff Glen Kochanowski asked how legislative mandates are currently and will later effect programs and outcomes.

Mr. Robertson advised that he believes the legislative mandates will be addressed during the projection phase. (Task 5 of Phase I)

Sheriff Glen Kochanowski encouraged all attendees to feel free to submit any ideas they might have during the process directly to him, Annie Grevas or Rick Hansmann.

He also reminded everyone how important community involvement and support are to the success of this process.

There were no other questions or discussion.

9. Next Meeting Date

The next meeting will be July 12, 2012 at 3:00pm.

10. Adjourn

The meeting adjourned at 4:05pm.