Minutes
DSD Reform Training Action Team
August 26, 2015, 2:30pm-3:30pm
Location: Denver County Jail Conference Room

Present:
- Stephanie O’Malley
- Division Chief Gary Wilson
- Rick Stubbs
- Mindy Barton
- Captain Jaime Kafati
- Shannon Elwell
- Captain Rhonda Jones
- Sergeant Jerry Sherrod
- Pastor William Golson
- Shawn Smith
- Sheriff Elias Diggins (via phone)
- Rob Davis (via phone)
- Sergeant Steven Zarnow
- Division Chief Marie Kielar

Agenda:
1. Approval of Minutes
2. Subgroup Status Updates
3. Discuss status of Implementation Plans & Fiscal Priorities
4. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the Action Team meeting that was held on August 19, 2015, which were approved by the team with no changes.

The Action Team then received status updates regarding work completed to date.

**Staffing & Policy Subgroup**
Division Chief Gary Wilson reported that the Staffing & Policy subgroup reviewed the budget submission for the Training Action Team as provided by Shawn Smith. Chief Wilson indicated that the subgroup also has 11 implementation plans that are planned for submission during the coming week and that the remaining plans are in progress. Stephanie O’Malley then thanked the Action Team members for the efforts put forth in development of fiscal estimates to support the 2016 budget request and reported that the estimates were advanced for consideration during the Denver Sheriff Department 2016 budget meeting with the Mayor. Ms. O’Malley clarified that she has not received any information pertaining to items that have been approved but will notify the team as soon as she is aware of the outcome.

**Curriculum & Administration Subgroup**
Sergeant Steven Zarnow reported that the Curriculum & Administration subgroup is currently revising implementation plans for recommendations 5.2, 5.26, and 5.24 based on feedback received. Shawn Smith reported that the remainder of the implementation plans submitted by the subgroup are being reviewed by Hillard Heintze and feedback would be provided to the subgroup upon receipt.

Shawn Smith then reviewed and explained the fiscal estimates that were advanced to the Mayor to support implementation of recommendations assigned to the Training Action Team. Mr. Smith clarified
that the estimates were revised based on updated labor hour costs and areas where overlap occurred among the entirety of the requests advanced for consideration by the Department, including staffing requests that were duplicated. Chief Wilson then questioned whether the Action Team should still be meeting on a weekly basis based on the status of submitted implementation plans. Ms. O’Malley indicated that she would support adjusting the meeting schedule to allow the members additional time to work on implementation tasks once the Action Team has received approval for implementation plans addressing assigned recommendations.

**Action Items:**

1. Implementation Plans – As completed

**Next Meeting:** September 2, 2015, 2:30pm – 3:30pm  
County Jail Conference Room