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

Present:
- Stephanie O’Malley
- Shannon Elwell
- Cristina Peña-Helm
- Deputy Sheldon Marr
- Sergeant Steven Zarnow
- Shawn Smith
- Sheriff Elias Diggins (via phone)
- Rick Stubbs (via phone)
- Rob Davis (via phone)
- Marcia Thompson (via phone)

Agenda:
1. Approval of Minutes
2. Subgroup Status Updates
3. Discuss status of Implementation Plans
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 26, 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
Rick Stubbs reported that the Staffing & Policy subgroup is continuing to work on development of implementation plans for recommendations assigned to the subgroup and did not meet this week to allow members additional time to complete the implementation plans. Mr. Stubbs then specified that he also placed focus on reviewing recent cases and the PERF report to help guide the implementation effort. Sheriff Diggins then requested further clarification from Hillard Heintze representatives regarding 5.18 including specific jail facilities from around the nation that can be used as examples to support the previously provided clarification. Rob Davis then provided additional context related to the clarification and opinion of Hillard Heintze regarding the approach proposed by the subgroup and agreed to provide a list of the jail facilities that may be used as examples. Stephanie O’Malley then asked when the implementation plans for the remainder of the subgroup’s recommendations would be submitted and Sheriff Diggins indicated that he would follow up with Division Chief Wilson to obtain the requested information.

Curriculum & Administration Subgroup
Sergeant Steven Zarnow reported that the Curriculum & Administration subgroup received feedback from Hillard Heintze on all 26 of the implementation plans that were previously submitted and has completed revisions on seven of the 26. Sergeant Zarnow indicated that revisions to the remaining implementation plans would be completed within two weeks. Shawn Smith asked that the implementation plans be submitted as completed to help streamline workflow related to review of the plans. Shannon Elwell then requested clarification as to whether a decision has already been made regarding a potential location for conducting a larger
academy class size. Ms. O’Malley referred Ms. Elwell to Division Chief Marie Kielar, who is the DSD lead for planning and logistics of conducting a large academy class.

Ms. O’Malley then thanked Rob Davis for the assistance provided by Hillard Heintze in reviewing the implementation plans developed by the Action Team and reaffirmed her request for continued focus on development and submission of the remaining implementation plans.

**Action Items:**

1. Implementation Plans – As completed

**Next Meeting:** September 9, 2015, 2:30pm – 3:30pm
   County Jail Conference Room