Minutes
DSD Reform Leadership, Supervision & Strategic Planning Action Team
November 18, 2015, 3:30pm – 4:30pm
Location: Denver County Jail Conference Room

Present:
• Stephanie O’Malley
• Sheriff Patrick Firman (video conf.)
• Division Chief Connie Coyle
• Captain Frank Rolando
• Deputy Denise VanDyke
• Deputy Calvin Willingham
• Dave Cushen
• Patsy Hathaway
• Angelo Trujillo
• Captain Chris Brown (phone)

Agenda:
1. Approval of Minutes
2. Status Updates
3. Discuss Strategy to Address Remaining Recommendations
4. Presentation on Mentorship
5. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the Action Team meeting that was held on November 4, 2015, which were approved by the team with no changes.

Division Chief Connie Coyle reported that she met with Sheriff Patrick Firman and reviewed the remainder of recommendations assigned to the Action Team for which no implementation plan has been developed. Through this review, it was determined that several of the remaining recommendations are dependent upon recommendation 1.2, which suggests an update to the Denver Sheriff Department’s strategic plan. Sheriff Firman clarified that an update to the strategic plan is in progress and will be shared with staff for feedback. Chief Coyle also indicated that she met with Shawn Smith regarding recommendation 1.6 and expressed a need for clarification from Hillard Heintze because the recommendation suggests creation of a Code of Conduct, which is already in place within the DSD. Stephanie O’Malley then asked for an estimated date by which the strategic plan will be ready; Sheriff Firman indicated the plan will be ready by December 31, 2015.

Dave Cushen (Safety HR) provided the Action Team with a presentation regarding a proposal to establish a sponsorship and mentorship program with the DSD. Mr. Cushen explained that sponsorship is a formal temporary relationship that focuses on assisting new employees successfully transition into their new role while mentorship is an informal relationship based on mutual respect and trust that focuses on increasing knowledge and “connectedness” within the organization. The Action Team discussed how a sponsorship program would relate to the Field Training Officer program in the DSD and Mr. Cushen agreed to conduct further research as to this question. Ms. O’Malley then asked whether the Action Team supported continuing forward with investigating a potential sponsorship and mentorship program for the DSD to which there was no objection.
Mr. Smith then stated that he spoke with the Safety Recruiter regarding feedback received from Action Team members pertaining to recruiting activities and candidate engagement. Captain Chris Brown then reported that the launch of PowerDMS is scheduled for January 4th, 2016.

**Action Items**

1. N/A

Next Meeting: December 9, 2015, 3:30pm - 4:30pm
   County Jail Conference Room