Minutes
DSD Reform Training Action Team
September 23, 2015, 2:30pm-3:30pm
Location: Denver County Jail Conference Room

Present:
- Stephanie O’Malley (phone)
- Division Chief Gary Wilson
- Deputy Sheldon Marr
- Cristina Peña-Helm
- Shannon Elwell
- Rick Stubbs
- Jaime Kafati
- Mindy Barton
- Vivian Stovall (phone)
- Division Chief Marie Kielar (phone)
- Sergeant Steven Zarnow (phone)
- Sheriff Elias Diggins (phone)
- Shawn Smith

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 September 16, 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 has submitted 27 of 29 implementation plans for recommendations assigned to the subgroup. Chief Wilson indicated that the remaining two implementation plans are in progress and the assigned lead, Vivian Stovall, is working with Division Chief Marie Kielar to obtain information needed to complete the plans by the established deadline. Stephanie O’Malley agreed to provide additional time for Ms. Stovall to complete the plans if it is requested.

**Curriculum & Administration Subgroup**
Division Chief Marie Kielar reported that the Curriculum & Administration subgroup is incorporating final revisions for the remaining 13 implementation plans and will provide the plans to Shawn Smith by Friday, September 25, 2015.

Ms. O’Malley informed the Action Team that implementation plans requiring only minor edits will be approved, however, Mr. Smith will work with the authors to incorporate the edits prior to moving forward. Chief Wilson then asked whether the Action Team members can move forward on the plans once they are approved with Ms. O’Malley clarifying that if there are actions that the team can begin work on, absent fiscal or other considerations that remain to be addressed, work should move forward. Ms. O’Malley then reported that the Department of Public Safety provided briefings to City Council the prior day regarding the budget requests advanced for consideration on behalf of the Department and we are awaiting final approvals. The Action Team then discussed how, as the implementation plans are put
into action, related recommendations will be addressed and how coordination will be handled among the teams. Ms. O’Malley agreed to put forth a recommendation to the Reform Implementation Team that it develop a master plan for implementation to guide and coordinate the efforts of the various Action Teams supporting DSD Reform. Cristina Peña-Helm then emphasized the importance of involving DSD Staff who provide training throughout the Department in the implementation of the recommendations. The Action Team then agreed, with the assurance that all remaining implementation plans would be submitted by September 25, 2015, to suspend its meeting until the Reform Implementation Team has developed the master implementation plan for the effort.

**Action Items:**


**Next Meeting:** TBD

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