Minutes
DSD Reform Implementation Team
6/22/2015, 3:00pm-5:00pm
Location: EDOS Conference Room #302

Present:
- Stephanie O’Malley
- Division Chief Connie Coyle
- Nick Mitchell
- Scott Martinez
- Councilman Paul Lopez
- Michael Jackson
- Shawn Smith
- Rob Davis (via phone)
- Al LaCabe
- Christopher M.A. Lujan
- Steve Bohn

Agenda:
1. Approval of Minutes
2. Implementation Status Update
3. Implementation Plan Review
4. Community Forum/Status Update
5. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the team meeting that was held on June 17, 2015, which were unanimously approved by the team with no changes.

The team then received status updates from leads of the Action Subgroups. Nick Mitchell and Al Lacabe informed the group that additional community members and others have agreed to participate in the Use of Force and Internal Affairs action subgroup, which will meet weekly beginning on June 23, 2015. The team was then provided with an update by Stephanie O’Malley and Steve Bohn for the Staffing and Performance Optimization action subgroup. BMO and Safety have been working with representatives from Hillard Heintze to clarify several items and assumptions pertaining to staffing recommendations in order to provide the subgroup with accurate information. This work will serve as a foundation for implementation determinations, to include timing and sequencing of any staffing changes. The group was then updated by Scott Martinez and Rob Davis on the status of recruiting a new Sheriff to the department. Division Chief Connie Coyle then provided an update indicating that assigned DSD personnel have developed draft plans for implementation of Jail Management and Operations recommendations, with final plans to be submitted to the Sheriff by July 1, 2015. An update for the Technology action subgroup was then provided by Scott Martinez, who indicated that the addition of staff in Technology Services serves as the first step in the implementation of Technology recommendations. The new staff members will audit the current state of technology systems, which will inform the implementation strategy for the Technology group including timing and required resources. Christopher M.A. Lujan informed the implementation team that the Human Resources subgroup has assigned recommendations to members and is meeting weekly with a requirement for subgroup members to provide a progress update at each meeting.

Discussion then turned toward Implementation Plans with Stephanie O’Malley requesting that members utilize the templates that have been provided to ensure consistency and accuracy among all the
subgroups working on DSD Reform Implementation. The team was also asked to notify either Stephanie or Shawn if additional templates or other documents are needed. The team also discussed the process for finalizing plans, including approval of each. The team then discussed the responsibility of each action group to define the measures necessary for validating that a recommendation has been fully implemented.

The Implementation Team then discussed the forum scheduled for June 30, 2015 to present the Hillard Heintze/OIR report to the community. The discussion included confirmation that representatives from Hillard Heintze and OIR have been asked to present their report and allowing present community members the opportunity to ask questions related to the recommendations.

The meeting closed with a reminder that final action group plans including proposed membership are due at the next meeting.

**Action Items:**

1. Final Action Group Plans – Due June 29, 2015

**Next Meeting:**  
June 29, 2015, 3:00pm – 5:00pm  
EDOS Conference Room #302