Minutes  
**DSD Reform Training Action Team**  
7/8/2015, 2:30pm-3:30pm  
**Location:** Denver County Jail Conference Room

**Present:**
- Stephanie O’Malley  
- Vivian Stovall  
- Pastor William Golson  
- Mindy Barton  
- Sheriff Elias Diggins  
- Division Chief Marie Kielar  
- Division Chief Gary Wilson  
- Captain Jaime Kafati  
- Deputy Eishi Yamaguchi  
- Sergeant Jerry Sherrod  
- Sergeant Derrick Burroughs  
- Shannon Elwell  
- Deputy Sheldon Marr  
- Rick Stubbs  
- Cristina Helm  
- Shawn Smith  
- Sonya Leyba

**Agenda:**
1. Goals & Objectives  
2. Team Introductions  
3. Team Operating Guidelines  
4. Team Subgroups  
5. Next Steps/Open Forum

**Discussion:**
Stephanie O’Malley opened the meeting by welcoming the participants and thanking all members for their willingness to assist in the DSD Reform effort. Ms. O’Malley then provided members with an overview of the various reports and organizations that have provided the recommendations to be addressed by the action team. Introductions were then completed by each action team member.

Ms. O’Malley continued by providing the team with a description of considerations that may be considered in the implementation phase including resources that may be needed, timelines and steps necessary to complete each recommendation. Ms. O’Malley also informed the action team that we have committed to provide the public with a status report on behalf of the entire DSD Reform effort every 30 days.

The action team then reviewed the operating guidelines to be observed by members in the conduct of work supporting the DSD Reform effort. Ms. O’Malley then reviewed the themes that have been developed to categorize Training recommendations, including Staffing & Policy and Curriculum and Administration, followed by an overview of the proposed subgroup for each category. The team reviewed the composition of subgroups and requested one change in membership of each group.

The action team then reviewed the recommendations contained in each category. Ms. O’Malley followed the review with an explanation of the assignment of personnel from the City Attorney’s office to provide proactive support in the development of policies and implementation of recommendations by the action team. Ms. O’Malley also informed the team of the participation and availability of Hillard Heintze Subject Matter Experts (SMEs) to assist the action team. Action team members then updated the
membership of subgroups with one additional change and confirmed no additional changes were necessary, shown as follows:

<table>
<thead>
<tr>
<th>Staffing &amp; Policy</th>
<th>Curriculum &amp; Administration</th>
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<tbody>
<tr>
<td>Vivian Stovall</td>
<td>Pete Dunbar</td>
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<tr>
<td>Pastor William Golson</td>
<td>Deputy Eishi Yamaguchi</td>
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<td>Sheriff Elias Diggins</td>
<td>Captain Rhonda Jones</td>
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<td>Sergeant Jerry Sherrod</td>
<td>Cristina Helm</td>
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<td>Mindy Barton</td>
<td>Sergeant Steven Zarnow</td>
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<td>Deputy Sonya Leyba</td>
<td>Deputy Sheldon Marr</td>
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The action team then divided into the respective subgroups to establish meeting schedules and roles, following which the action team meeting was closed.

**Action Items:**

1. Recommendations Templates and Assessment Reports to team (Shawn) – Due 7/9/2015

**Next Meeting:** July 15, 2015, 2:30pm – 3:30pm  
County Jail Conference Room