Minutes
DSD Reform Training Action Team
7/15/2015, 2:30pm-3:30pm
Location: Denver County Jail Conference Room

Present:
- Stephanie O’Malley
- Vivian Stovall
- Pastor William Golson
- Mindy Barton
- Sheriff Elias Diggins (via phone)
- 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
- Captain Rhonda Jones
- Shawn Smith

Agenda:
1. Approval of Minutes
2. Subgroup Status Updates
3. Discuss Training Recommendations
4. Next Steps/Open Forum

Discussion:
The meeting opened with a review of the minutes from the Action Team meeting that was held on July 8, 2015, which were unanimously approved by the team with no changes.

The Action Team then received status updates regarding work completed to date.

Curriculum & Administration Subgroup
Sergeant Steven Zarnow reported that the Curriculum & Administration subgroup convened its first meeting and reviewed the assigned recommendations. The subgroup identified some recommendations for which implementation has already occurred or is in progress by the Denver Sheriff Department. Shawn Smith then indicated that implementation plans are still necessary for these recommendations to ensure that full implementation is documented. Sergeant Zarnow then indicated that the subgroup identified one recommendation as a “just do it” item (5.27 – Training Videos). The Action Team followed with discussion of overlapping recommendations and the method for approaching these recommendations in conjunction with other Action Teams and subgroups involved in implementation.

Staffing & Policy
Division Chief Gary Wilson indicated that the Staffing & Policy subgroup held its first meeting with the members focusing on prioritization of assigned recommendations along with discussion of overarching concerns regarding training within the Denver Sheriff Department. Chief Wilson then indicated that the subgroup discussed the need for a change management plan to build a foundation for implementation with concerns related to budget, overtime, resources, and current state of the Department, among others, addressed by the plan. Chief Wilson and Mindy Barton continued with an update regarding the subgroup’s approach to developing a prioritized list of
recommendations, indicating that the team completed its first round of prioritization and complete another round during its next meeting with the goal of identifying the subgroups “top 10” priority list.

The Action Team then discussed the need for subgroups to identify fiscal priorities among the recommendation and submit the list during the next Action Team meeting. The team then discussed recommendations that were thought to overlap with the work of other teams including the process for completing implementation plans for these recommendations. The Action Team discussed how curriculum changes developed by other Action Teams would affect the Training Action Team’s work.

The Action Team’s discussion followed with a review of the implementation plan templates including a request by Stephanie O’Malley for plans to be submitted by the subgroups as soon as possible, explaining that the forms serve as the basis of planning and measuring progress to date. Ms. O’Malley further clarified that recommendations that are already in practice still must be validated as part of the DSD Reform effort. The Action Team then discussed the process for obtaining assistance and clarification from Hillard Heintze Subject Matter Experts in support of implementation. The discussion then turned to the timeline of the 2016 budget cycle and its implications on the Action Team’s work. The Action Team’s meeting ended with a reminder that an implementation plan template must be completed for each recommendation assigned to the Action Team.

**Action Items:**

1. Budget Timeline to all members (Shawn) – Due 7/16/2015
2. Prioritized List of Recommendations – Due 7/22/2015
3. List of recommendations with Fiscal Impact – Due 7/22/2015

**Next Meeting:** July 22, 2015, 2:30pm – 3:30pm
County Jail Conference Room