

ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS
2004 Mid-Winter Workshop
March 31, 2004
Las Vegas, Nevada



Meeting Minutes

Officers Present:

Ronald J. Leffler, IN Parole, President
Donna Bonner, TX, Vice President
Pam Helbling, ND, Secretary
Cindy Pittman, GA, Treasurer

Secretariat:

Kristine C. Prince

Members Present:

Darrell Morong, AZ
Judy Miller, AR
Linda Hawkins, CA
JoAnn Rohan, DC
Marilyn Alexander, DC
Amanda Beagles, FL
Jean Hall, FL
Alicia Ehlers, ID
Mark Boger, ME

Cynthia Yim, MD
Nancy Wikle, MT
Rita Krusemark, NE Parole
Judy Riddle, NE Probation
Linda Bowmer, NV
Molli Davis, NV
John Gusz, NJ
Dennis Wertz, NJ

Dale Dodd, NM
Judy Stephens, NC
Traci Pridgen, NC
Pam Helbling, ND
Amanda Behe, PA
Keith Bonenberger, SD
Margo Bryce, VT
Ryan Pinto, WA

Guests:

Mary Leffler, AJCA Lifetime Member, Facilitator

1. WELCOME/ROLL CALL

Ron Leffer welcomed everyone back to the meeting. Roll call was taken by the Secretariat.

2. AJCA STRATEGIC PLANNING

Mr. Leffler introduced Mary Leffler, an AJCA Lifetime Member, and a past President of AJCA. Ms. Leffler has been trained as a strategic planning facilitator for groups within her agency in her home state of Indiana. The Board thought that Ms. Leffler would be an excellent facilitator for this session both because of her training in strategic planning and because of her background and knowledge of AJCA.

Ms. Leffler explained that strategic planning is an ongoing process that is designed to improve the performance of an organization or agency because it forces those in the organization to step back and identify things that they are doing well and identify some areas of concern.

Mary Leffler introduced the agenda and explained that she has organized the strategic planning session of this Workshop in three parts. During Part 1, separate committees will meet to define a service area assigned to them, assess available data, conduct an assessment of AJCA's strengths, weaknesses, opportunities and threats in that assigned area and develop goals. During Part 2, the full membership will view a PowerPoint presentation from each subcommittee and input will be gathered from the entire membership. Goals will be modified and prioritized based on feedback from the membership. In Part 3, detail will be added to the goals to include specific objectives, timeframes, and responsible individuals. It will be important to ensure there are mechanisms or systems in place to collect data on goal attainment for periodic review to determine if goals are being accomplished.

The membership was then divided into the following four workgroups:

Group 1: John Gusz, Facilitator
Assignment: Professional Development

Members:

Darrell Morong (AZ)
Lynda Hawkins (CA)
JoAnn Rohan (DC)
Cindy Pittman (GA)
Nancy Wikle (MT)
Margo Bryce (VT)

Group 2: Ryan Pinto, Facilitator
Assignment: Supervision/Public Welfare/Enforcement

Members:

Marilyn Alexander (DC)
Cynthia Yim (MD)
Linda Bowmer (NV)
Amanda Behe (PA)
Traci Pridgen (SC)
Donna Bonner (TX)

Group 3: Pam Helbling, Facilitator
Assignment: Administrative Functions

Members:

Judy Miller (AR)
Jean Hall (FL)
Ron Leffler (IN Parole)
Mark Boger (ME)
Rita Krusemark (NE Parole)
Judy Riddle (NE Parole)
Dale Dodd (NM)

Group 4: Judy Stephens, Facilitator
Assignment: AJCA Rules & Regulations

Members:

Amanda Beagles (FL)
Alicia Ehlers (ID)
Dennis Wertz (NJ Parole)
Molli Davis (NV)
Keith Bonenberger (SD)

Each group was asked to define the service area assigned by defining the services offered, the population served and the service area relationships. They should identify their internal and external “customers” and determine resources and funding used. Each group was also asked to provide data assessment such as numbers served, services provided, results of past evaluations, outcome data, trends and forecasts and market summary (demographics, need, growth). Groups would then be asked to analyze the strengths, weaknesses, opportunities and threats in their service area. Next, groups should identify new compact issues and concerns during the transition to the new compact in the next few years. And, lastly, groups should be able to identify goals and set measurable targets that should close the gap between what is happening now and the desired future.

Groups met for the remainder of the morning session to complete their assignments. After lunch, the whole membership was convened to review the work of all four teams. Spokespersons representing each group reported.

Margo Bryce (VT) reported for Group #1 - Professional Development. After a general introduction, Ms. Bryce stated that the recommended goals set by this group are to: (1) to increase attendance at AJCA annual meetings and mid-winter workshops, and, (2) to strengthen the role of regional representatives in order to support goal #1. The group also recommended that training on the new interstate compact begin to be developed and trainers identified.

Ryan Pinto (WA) reported for Group #2 – Supervision / Public Welfare and Enforcement. This group recommends the following goals: (1) raise the visibility of the interstate compact within each state, (2) develop a mobile display that can be used in local training and conferences, (3) update the AJCA

handbook and have it ready for distribution by the August 2004 Annual Meeting, and, (4) promote the user-friendly AJCA website and track the number of times the website is accessed (“hits”). After some discussion, the membership decided that goals #2, #3 and #4 were more appropriate under Professional Development. Ms. Leffler suggested that an interactive PowerPoint AJCA training may be helpful to have on the AJCA website as well.

The supervision/public welfare and enforcement group also recommends adopting the following long-term goals which would improve ICJ program accountability: (1) develop staff to caseload ratio, (2) develop nationwide AJCA accreditation standards, (3) develop an internal auditing system which could audit each state’s ICJ office, (4) develop ICJ office accountability survey, and, (5) uniformly collect national statistics by developing a national database on the AJCA website. Some members felt that the word “develop” should be replaced by the word “research” or “study” in the goals listed. It was also suggested that goals #1 and #2 should be combined.

Pam Helbling (ND) reported for Group #3 - Administrative Functions. Ms. Helbling’s group recommended the following goals: (1) AJCA should promulgate Rules and Regulations to provide for the safety and the protection of juveniles and the communities in which they live, (2) continue and intensify training and education regarding the implementation of the interstate compact to AJCA members and other juvenile justice agencies within each state, (3) strengthen the liaisons and cooperative partnerships already established with outside agencies and groups and work to establish new partnerships through newsletters, website links and conversations, and, (4) facilitate transition to the new compact using effective communication among all partners. (Each AJCA committee should develop a transition plan using the existing committee structures).

After discussion, the members decided that goal #1 should be moved to the Rules and Regulations group who should investigate a way of successfully promulgating rules. It was mentioned that a strength of AJCA is developing rules, but there needs to be a better way of “promulgating” these rules. The process for “promulgating” new rules for each state should be investigated. The members also suggested a better wording for goal #3 would be “Establish/formalize a partnership with group X, Y and Z (for example).”

Dennis Wertz (NJ) reported for Group #4 - Rules and Regulations. An overarching goal of “increasing compliance with existing AJCA Rules and Regulations” was agreed upon along with the following sub-goals: (1) ensure existing Rules and Regulations are uniformly interpreted and accepted by all member states, (2) establish a method of documenting instances of non-compliance, and, (3) reduce instances of non-compliance by 50% within one year. After some discussion, the members recommended that under goal #1, language should be added to establish a mechanism within the Rules and Regulations for interpretive guidance on the compact and reviewing select Rules and Regulations with the idea of adding commentary back into the rules.

Ms. Leffler compiled all of the information presented and will prepare a draft strategic plan for the Board to consider at its April meeting. Each member of the Board who is a committee chairperson should select target dates and resources needed for the implementation of goals within their committees. At that point, the revised strategic plan will be presented to the membership for their approval at the Annual Meeting in August.

Mr. Leffler thanked Mary for all of her hard work in preparing for this meeting, facilitating the meeting, and then compiling a report for the Board. On behalf of the Board and the membership, he presented her with an AJCA portfolio.

3. OTHER BUSINESS

Mr. Leffler also recognized Donna Bonner (TX) and her ICJ staff for all of their efforts in updating the AJCA Manual and sending it out to all states. This was a significant undertaking, and Mr. Leffler presented Ms. Bonner with an AJCA portfolio and said that portfolios will be sent out to each member of Ms. Bonner's staff as well.

4. ADJOURN

Mr. Leffler thanked the members for their participation and input into the strategic planning discussion today. The meeting was then adjourned.