



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

Debbie J. Mealy, Ph.D. Interim Executive Director

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Special Commission Meeting

A Special Commission Meeting was held on October 25, 2011, from 9 AM until 4 PM, at the Red Lion Hotel Seattle Airport located at 18220 International Boulevard, to further discuss the direction of the WSCJTC.

The Chair called the meeting to order at 9:22 AM with a quorum present.

The Chair gave a brief overview of the things that may be discussed: WSCJTC staff presentation, policy direction for the WSCJTC by developing performance expectations, process for selecting an Executive Director, development of a Performance Development Plan for the Interim Executive Director, and creation of a legislative agenda.

Commissioner Boyce suggested the WSCJTC have a legislative open house.

WSCJTC Staff Report

Debbie Mealy, Interim Executive Director

Executive Director Mealy provided each Commissioner with a new WSCJTC challenge coin and lapel pin.

In addition, she discussed the following items that were begun or implemented during former Executive Director Hawe's tenure: DARPA (Defense advanced Research Projects Agency), School Safety/OSPI, Traumatic Brain Injury, BLEA/Self sponsorship, LEEDS/Four Pillars, BLEA/JTA, Equivalency Roundtables, Parks Law Enforcement Academy (Skagit Valley College), Enhanced partnership with the WA State Gambling Commission, Telecommunications (State 911), WSCJTC as host state for IADLEST 2013 Conference, EOC/Room E-205, Facility Mapping Project, Liberia Mobile Training Team Grant/Lebanon Corrections Program Assessment Grant, Open World, and Mobile Biometric Device Pilot Test Project.

Commissioners Present:

Chief Jeff Myers, Chair
Hoquiam Police Department

Julie Anderson
Pierce County Auditor

Thomas Metzger
Pend Oreille County Prosecutor

Bill Boyce
Citizen at Large

Chief Ned Newlin
Kitsap County Sheriff's Office Jail

Secretary Bernard Warner
Department of Corrections

Officer Joshua Kelsey
Lynnwood Police Department

Sheriff Sue Rahr
King County Sheriff's Office

Deputy Darell Stidham
Spokane County Sheriff's Office

WSCJTC Staff Present:

Debbie Mealy, Ph.D.
Interim Executive Director

Steve Lettic
Assistant Director

Sonja Hirsch
Executive Assistant

Jean E. Meyn
Attorney General's Office

Grants

Commissioner Anderson expressed her concern about WSCJTC staff applying for large grants without the Commissioners' approval. She would like the Commissioners to be advised about the dollar amount of the grant, the potential programmatic change, and any ongoing obligations.

Commissioner Boyce stated that there is a difference in applying for and accepting a grant.

Commissioner Warner stated that it is not uncommon for a decision to be made within 60 days of applying for a grant; therefore, it would be difficult to get the Commissioners' approval when they only meet quarterly.

In regard to the DARPA grant, Washington State University will perform the grant administration, and the WSCJTC will do the training. To date, a \$66,000 grant has been received; however, it is unknown who will be awarded the \$2.5 million grant.

LEEDS

Commissioner Rahr gave a general overview of the LEEDS/Procedural Justice program.

Commissioner Newlin would like to see the LEED model implemented throughout the entire system.

Office of Superintendent of Public Instruction (OSPI) – School Safety

The Legislature transferred the school safety program and funding (\$392,000 for biennium) from OSPI to the WSCJTC. Previously, the OSPI contracted with the WSCJTC; however, now the WSCJTC contracts with the OSPI.

Agency Sponsorship

There is currently a reserve officer in the Basic Law Enforcement who is being sponsored by his agency.

Commissioner Anderson stated that we could look into allowing military/federal police to attend the Basic Law Enforcement Academy; however, no slots should be set aside or reserved. They would be allowed to attend on a space available/last-minute fill basis.

Equivalency Academy

The WSCJTC has received feedback from many stakeholders. The WSCJTC will look into a more descriptive grading process; however, standards will not be changed.

Commissioner Rahr believes an Equivalency Academy for executive command staff would be valuable if the WSCJTC could make it happen.

Roundtable meetings will be held around the state. Meeting dates will be distributed to Commissioners.

IADLEST

The Commissioners would like Ms. Hirsch to look into the costs of the WSCJTC hosting the 2013 IADLEST Conference. A staff recommendation is expected at the meeting in December.

WSCJTC Mapping

The WSCJTC has been mapped by Rapid Responder, and some staff members have been trained on the new system.

Executive Director Mealy stated that they have been a few incidents on campus over the years of fleeing suspects running through campus, etc. She said that in that incident the suspect was apprehended by TAC staff who were overseeing mock scenes on campus.

Commissioner Rahr stated that, should there be an incident at the WSCJTC, Burien PD would take the lead and WSCJTC TAC Officers could assist when and where needed per direction from the Incident Commander.

Range Rental

Executive Director Mealy stated that rental fees are not covering the wear and tear to the firing range; therefore, she recommended not renting the range to outside agencies, so it can be preserved.

Commissioner Rahr reported that King County's range has issues and Seattle's range is almost out of service. She stated that some agencies have had discussions about contracting with private ranges.

Strategic Plan

The Chair stated that the Commissioners will remain at a 30,000-foot level view at which time they will set expectations and staff can develop a plan on how to get there.

Executive Director Mealy and Assistant Director Lettic excused themselves prior to the Commissioners' workshop.

At 1:01 PM, Commissioner Rahr excused herself from the discussion concerning the process for selecting an Executive Director for the WSCJTC.

Process for Selecting an Executive Director

Discussions/Comments:

1. Concern for staff, and staff's confidence, if the position is opened.
2. A few Commissioners have been approached by people interested in the position.
3. Do not allow candidates to contact Commissioners individually.
4. Use the same job description as previous recruitment.
5. Use an expedited, open competitive process.
6. The Chair will establish a committee of Commissioners that will select the future Executive Director.
7. Commissioners will perform the reference checks and interview people in leadership positions.
8. The Washington State Patrol will perform the background checks.
9. There will not be a WSCJTC staff meet and greet with the candidates as in the previous process.

Workshop

Commissioner Rahr returned for the workshop.

The Commissioners participated in an exercise to brainstorm ideas concerning the following areas:

Communication

1. Develop a Marketing Strategy
 - a. Legislature
 - b. Public
 - c. Stakeholders
2. Develop a Communication Plan (with)
 - a. Staff/Internal
 - b. Commissioners
3. Legislative Agenda
 - a. Proactive
 - b. Tied to Strategic Plan
 - c. Defense
 - d. Clear role for Commissioners (Lobbying Report)
4. Stakeholder Feedback Program
 - a. CEO
 - b. Recruit
 - c. FTO/Training Coordinator
 - d. First Level Supervisor

Training Curriculum

1. Regular Curriculum Review/Continuous Improvements
 - a. BLEA
 - b. Corrections
 - c. Juvenile
 - d. Telecommunications
 - e. Equivalency Academy Plan
2. LEED
 - a. Development/integration
3. Expand Training Out to Regions (Specialized)
 - a. Send instructors out
4. DOC Reintegration/Partnership
5. Leadership/Supervision Training
 - a. Career Certification
 - b. Open to all criminal justice
 - c. Evaluate fee-basis

Facilities / Capital Improvements

1. Develop Capital Needs Plan
2. Develop Facilities Plan
 - a. Range
 - b. Dormitory

Agency Leadership

1. Clarify structure, roles, and responsibilities
 - a. Commissioners
 - b. Executive Director
 - c. Evaluate need for special committees (ad hoc)

2. Commissioner Orientation
3. Professional Development Plan for Staff
 - a. Recognition
 - b. Awards
 - c. 360 Degree Evaluation Process
4. Professional Development Plan/Evaluation of Executive Director
5. Strategic Plan Should Guide Work and Decisions

Budget/Finance

1. Commissioner Involvement in Development of Budget
2. Create Process for Regular Budget Monitoring/Approval³
3. Approval Criteria
 - a. Contracts
 - b. Year-end monies
 - c. Grants
 - d. Extraordinary expenditures
4. Revenue Stream Sustainability
 - a. PSEA (?) / Dedicated fund
 - b. Plan B: Local agency pay → Value of services
5. Establish Budget Priorities by Services
 - a. Most critical to least critical

Operations

1. Certification Program
 - a. Peace Officers
 - b. Corrections
 - c. Telecommunications
2. Law Enforcement Digest (LED)
3. Create Academy Forecast Model by Years
 - a. BLEA
 - b. COA
4. Technology
 - a. Force multipliers
 - b. Leadership in use / application
5. Evaluate Agency Structure / Efficiencies
 - a. Remain focused on mission