

DCCCP Advisory Board Meeting
August 12, 2015 Meeting Minutes

Board Members Present: David Collins, Dawn Deaner, Ben Everly, Grace Guerra-Woolbright, Charlotte Mann, Kevin McGee, Vince Wyatt, Tyler Yarbro

DCCCP Staff Present: Larissa Burdette, Supervision Coordinator; Michelle Baker, Program Supervisor

1. Welcome – Larissa Burdette welcomed members of the DCCCP Advisory Board.
2. Adopt Minutes from last meeting

Tyler Yarbro reported to the Board that the minutes from the last meeting were not able to be completed because of a computer malfunction that caused her to lose all documents, including the meeting minutes.

3. 4th Quarter and yearly statistics review

Larissa Burdette reviewed these statistics for the Board and answered any questions.

4. Court Services Center (CSC) Update

John Hoffs, CSC Coordinator, was unable to attend the meeting to provide this report.

5. Personnel Changes:

Separations:

- Program Manager Roger Carrier was terminated.
- Sasha Leeth, Program Specialist with Dual Diagnosis Services has given her notice and is pursuing another opportunity. Her last day will be 8/14/15

Promotions:

- There have been no promotions since last meeting.

New Hires:

- Angel Banks was hired on May 26, 2015 to serve as a Case Officer.

Vacant Positions: Program Manager
Program Specialist, as of 8/14/15

6. Recent changes/accomplishments:

L. Burdette reported that staff completed the third “in-house” Defensive tactics/handcuffing Training at the Tennessee Law Enforcement Training Academy in

June. Similar trainings will be offered twice a year. These trainings were previously offered four times a year, but this offering has been cut back to twice a year.

L. Burdette reported that the seventh issue of the *Community Corrections Connection* is scheduled to be distributed next week.

7. Ongoing Projects:

L. Burdette reported that the proposed updated Court Order has been sent to Judge Fishburn for review. If he approves the proposed Order, then it will be circulated among the remaining Criminal Court Judges for their approval.

8. New business:

L. Burdette reported that TDOC has informed DCCCP that the next supervision/financial audit will be January 28th and 29th, 2016. It is unusual to have this much advance notice regarding audits. This audit will include an audit of all financial records.

L. Burdette reported that Carmelita Burns will be deployed on active duty from September 3, 2015 until February 16, 2016. She will be temporarily replaced by Corey Ramsey, who recently interned for DCCCP. Mr. Ramsey will be paid on an hourly basis and will be part time. This change has already been approved by Metro HR and TDOC.

9. Closing:

L. Burdette invites any questions or comments from the Advisory Board. There being none, the Board decided that it would meet again on November 18, 2015 at 3:30.

DCCCP staff excused themselves from the meeting and the Board met to review the recommendation of the Personnel Committee for filling the Program Manager position. The Personnel Committee advised the Board about its process for reviewing candidates. Of the over 160 applications that were submitted, three individuals were interviewed. At the conclusion of their review process, the Personnel Committee decided to recommend Larissa Burdette for the position.

There was a motion and second to accept the recommendation of the Personnel Committee. Upon a unanimous vote of the Board, the Board accepted the recommendation of the Personnel Committee and decided to forward its recommendation of Larissa Burdette to fill the position of Program Manager to Judge Fishburn.

The Board meeting then adjourned.