

DCCCP Advisory Board Meeting Agenda
August 17, 2016 – 3:30 p.m.

Board Members Present: Dawn Deaner; Charlotte Mann, Kevin McGee, and Tyler Yarbro

DCCCP Staff Present: Larissa Burdette, Program Manager

1. Welcome.

After Dawn Deaner, substituting as Chair, called the meeting to order, Larissa Burdette welcomed members of the DCCCP Advisory Board.

2. Adopt minutes from last meeting in May.

Absent a quorum, the minutes from the May meeting could not be adopted.

3. 4th Quarter and 12 month program review – Larissa Burdette.

Larissa reviewed the DCCCP statistics for the 4th Quarter and answered any questions from the Board.

Dawn inquired whether the program does a comparison of statistics on a year-to-year basis. She noted that it would be good to look at trends. Examining these trends would be good for measuring how the program does on a year-to-year basis. For example, Dawn is curious about the year-to-year history on revocations. Larissa responded that she does have all of this yearly data and could produce a yearly memorandum

There was a question from the Board as to how DCCCP develops its goals and assesses how those goals are met. Larissa explained that she was currently working off of a goal list established by former program manager Steve Rhodes.

In the review of quarterly statistics, Larissa noted that because of the way TDOC tracks information, the number of “intakes” looks higher because anyone serving 60 days or more who then comes back out to probation constitutes a new intake. In addition, any time an offender on Community Corrections has to serve some time on the sentence, this is considered a revocation, so those numbers are affected.

4. Personnel Changes :

Separations:

Stephanie Lancaster, Program Specialist/DDS, tendered her resignation on August 1, 2016. Her last day will be August 12, 2016. She is moving out of state. Stephanie served as a Dual Disorders Specialist, who would receive referrals for the program and conduct assessments of offenders to

determine if they qualify for the DDS program. In addition, she conducted counseling classes and did individual counseling.

Larissa noted that this is the second DDS specialist to leave.

Promotions:

No promotions at this time.

Vacant Positions:

Program Specialist for DDS will be vacant as of August 12, 2016.

New Hires:

No new hires at this time.

5. Recent changes/developments:

- Kevin McGee, Grace Guerra, and Charlotte Mann's terms will be up on August 31, 2016. Bettie Kirkland has resigned from her position on the Board and David Collins is not renewing his position when his term is up.
- Charlotte and Kevin will continue to serve. Larissa will e-mail Grace to see if she wants to continue to serve on the Board.

6. Ongoing Projects:

- The current grant for DCCCP will be up for renewal in 2017. Larissa asked the Board to begin thinking about writing reference letters and gaining support for DCCCP.

7. New business:

The next TDOC audit is scheduled for the week of January 9th through the 13th, 2017.

8. Closing:

- Larissa invited questions and comments from the Advisory Board. There were none.
- The next meeting date was scheduled for November 9, 2016 at 3:30.

After the scheduling of the Board's next meeting, the meeting was adjourned.