

DCCCP Advisory Board Meeting Agenda
November 18, 2015 – 3:30 p.m.

Board Members Present: Dawn Deaner, Charlotte Mann, Vince Wyatt, Tyler Yarbro

DCCCP Staff Present: Larissa Burdette, Supervision Coordinator; John Hoffs, CSC Coordinator

1. Welcome

After Vice-Chair Vince Wyatt called the meeting to order, Larissa Burdette welcomed members of the DCCCP Advisory Board and thanked the board for the opportunity to serve as Program Manager.

2. Adopt minutes from last meeting.

Absent a quorum, the minutes from the August 12, 2015 meeting, as drafted, could not be adopted.

3. 1st Quarter review

Larissa Burdette reviewed the DCCCP statistics for the 1st Quarter and answered any questions from the Board.

4. Court Services Center (CSC) update: John Hoffs, CSC Coordinator.

John Hoffs reported that there are currently 202 individuals in DC4 program. He noted that the current curriculum, which was adopted about a year and a half ago, has been fully implemented and is going well. He reminded the board about some of the curriculum's offerings. There are two tracks: one for those with substance abuse problems and one for those who do not have substance abuse problems. He noted that all individuals on Community Corrections – not just the Drug Court offenders – use this curriculum. Some on Community Corrections complain because they have done curriculum before, but John continues to think it is useful.

5. Personnel Changes:

Separations:

- Jennifer Haile, Case Officer 1 – 9-21-15 – resigned for employment elsewhere
- Sean Morris, Surveillance Officer – 9-10-15 – terminated as a result of improper interactions with an individual on Community Corrections. L. Burdette reported that Mr. Morris applied for unemployment compensation and was initially approved. DCCCP appealed and the decision was overturned on a finding of misconduct by Mr. Morris. Mr. Morris has the right to appeal again, but has not yet done so.

- Carmelita Burns, Case Officer 2 – 8-21-15 – resigned. She had been deployed, but, in the meantime, her spouse was relocated so she will not return to Nashville at the conclusion of her deployment.

Promotions:

- Katie Martin promoted to Case Officer 2
- Stephanie Lancaster promoted to Program Specialist, DDS

Vacant Positions:

- One Case Officer position

New Hires:

- Dennis Mahoney, Surveillance Officer with start date 12/7/15
- Erika Peters, Case Officer 1, with start date 11/23/15
- Corey Ramsey, Case Officer 1, with start date 1/11/15. Mr. Ramsey is currently a temporary part-time employee filling Carmelita Burns' former position. He graduates with his Bachelor's degree in December and decided that he would like to transition to a full-time position with DCCCP.

6. Recent changes/developments:

- TDOC granted a salary change proposal requested by L. Burdette in order to give all employees a raise. Final approval was given on November 5, 2015. Along with the salary changes, will be a re-structure of positions:
 - The supervision coordinator position previously held by L. Burdette has been eliminated. The salary from that position will be used to spread to other positions.
 - Case Officers are set at a starting salary of \$30,000 and all other employees up the chain got a raise as well.
 - Chris Young, Michelle Baker, and John Hoffs got a higher raise in compensation because they will soon be assuming duties previously assigned to the Supervisor Coordinator position. They will meet after the Thanksgiving holiday to divvy up those new assignments. L. Burdette feels confident that those assignments can be assumed by these three without imposing too much burden.
 - In addition, employees who have been employed with DCCCP five years or more also got a higher raise because of all the transition they've been through in recent years.

7. Ongoing Projects:

- The proposed updated Court Order applicable to Community Corrections is with Judge Fishburn for his review and approval.

8. New business:

- TDOC has informed us that the next supervision/financial audit will be January 28th and 29th, 2016. At that audit, TDOC will take a sample of 70 or so files and review them to make sure they are in compliance.
- DCCCP is currently interviewing for the Case Officer position (Stephanie Lancaster's position) and Surveillance positions.
- L. Burdette advised that she is scheduled to have knee surgery tomorrow and will be out of the office a few days.

9. Closing:

- Questions/comments from the Advisory Board.
 - D. Deaner inquired about current morale of DCCCP employees. L. Burdette reported that morale is good. It seems that the pay raises and the recent transition to L. Burdette's leadership has helped with employee morale.
 - L. Burdette reported that the staff intends to adopt individuals through the Salvation Army Angel Tree for the upcoming holiday season. Caitlyn Smith to head up this effort again this year. The Board may be asked to contribute.
- The next meeting date was scheduled for February 17, 2016 at 3:30.
- After the scheduling of the Board's next meeting, the meeting was adjourned.