

DCCCP Advisory Board Meeting Minutes
November 9, 2016 – 3:30 p.m.

Board Members Present: Eric Brown, Mike Engle, Donna Grayer, Lonell Matthews, Kevin McGee, Vince Wyatt, and Tyler Yarbrow

DCCCP Staff Present: Larissa Burdette, Program Manager

1. Welcome.

Larissa welcomed the board and, there being several new Board members, introductions were offered around the table.

2. Adopt minutes from August meeting.

Kevin moved to adopt the meeting minutes from both the May and August meetings. Tyler seconded the motion. There being no objection, the meeting minutes from both meetings were adopted.

3. 1st Quarter program review – Larissa Burdette.

Larissa reviewed the program statistics for the first quarter and entertained questions from the Board. Kevin asked whether all drug tests noted in the statistics are conducted by the DCCCP office. Larissa confirmed that DCCCP does handle all of the drug tests. Vince inquired about community service work and Larissa replied that 16 hours a month are required.

4. Personnel Changes

Separations:

Schavonne Hallmon decided not to take the Program Specialist position for DDS. She called shortly before she was scheduled to start job and reported that she had been offered a higher paying position with the State of Tennessee.

Promotions:

Dawn Harper was promoted from Case Officer I position to the DDS Program Specialist.

Vacant Positions: Case Officer I position

New Hires:

New DDS Program Specialist: Schavonne Hallmon was scheduled to start November 7, 2016. See above.

In discussing the DDS Program Specialist position, discussion ensued regarding how the department is organized. Brandi Jimerson is currently one of two employees serving the DDS Program. She assesses individuals for the program and has been successful at marshalling a lot of resources for the program. In addition, there is one DDS counselor.

5. Recent changes/developments:

Kevin McGee and Charlotte Mann's terms were renewed for two more years.

Mike Engle will replace David Collins as the Criminal Defense Attorney's Representative.

Lonnell Matthews will replace Grace Guerra as the Metro Representative.

Donna Grayer will replace Bettie Kirkland as the Non-profit Representative.

6. Ongoing Projects:

The TDOC grant for DCCCP is renewed every three years. The current DCCCP grant will be up for renewal in March/April 2017. Larissa asked the Board to begin thinking about writing reference letters to be submitted with the application in May 2017.

7. New business:

- The next TDOC audit is scheduled for the week of January 9th through the 13th, 2017. In the audit, 75 random cases will be checked. The audit will be checking such things as the post-sentence report, which must be completed within 45 days of the offender being placed in the DCCCP program; the 12 month review; and the audit that must be conducted on every file every 3 months.

- New resolution amending the bi-laws was passed on September 23, 2016 by the Metro Council. This resolution affects how the probation/parole member of the board is selected. TDOC had reported that it needed two representatives – one representing probation and the other representing parole. The Board reviewed the relevant law and agreed that two BOPP representatives are required. Larissa agreed to reach out to TDOC to request that a new Board member be proposed.

- Because David Collins has resigned a new Chairperson needs to be selected.

Tyler nominated Vince Wyatt. Lonnell seconded the nomination. There being no opposition, Vince was elected as Chair of the DCCCP Advisory Board.

Eric then nominated Kevin as Vice-Chair. Vince seconded the nomination. There being no opposition, Kevin was elected as Vice-Chair of the DCCCP Advisory Board.

- Larissa reported that a new three-year Policy and Procedures needs to be adopted and signed by the Chairperson. She reported that the only change to the Policy and Procedures document is that the Supervision Coordinator position is split into two positions: the Assistant Coordinator position and the Assistant Program Manager position.

8. Closing

Larissa distributed the year-to-year statistics as requested by the Board at the last meeting. Larissa also provided an OPI form for the Board. Finally, Larissa entertained any questions and comments from the Advisory Board. There being none, the meeting was adjourned. The next meeting was scheduled for February 15, 2017 at 3:30.ac