

Strategic Planning Process Updates

DOUGLAS COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL (CJCC)

OCTOBER 8, 2024



Strategic Planning Workgroup Updates

- Members:

- Patrick Schmitz, Chair
- Jessica Glendening
- Chief Wes Lovett
- Judge James McCabria

- Meetings Held:

- 9/5: Kickoff Meeting; Reviewed Charter; Selected Chair; Reviewed Roadmap of Process
- 9/23: Reviewed Focus Groups, Facilitation Plan, and Communication/Logistics Plans; Reviewed Initial Data Gathering Process (Focus Groups, Survey, and Data Template)

Strategic Planning Workgroup Roadmap

Meeting Goal	Objectives	Discussion Points	By When
Kickoff Strategic Planning Process	<ul style="list-style-type: none"> - Review Workgroup Charter - Discuss timeline (Tasks and Meetings) - Begin planning for the focus groups - Select Workgroup Chair 	<ul style="list-style-type: none"> - Preexisting workgroups - Logistics and practical implications - Ideas for communications and engagement - Address anticipated obstacles 	09/05/24
Initiate Data Gathering and Engagement Processes	<ul style="list-style-type: none"> - Review data gathering plans - Discuss communications and engagement - Provide feedback on draft documents <ul style="list-style-type: none"> o focus group facilitation plan o data template o online survey 	<ul style="list-style-type: none"> - Document feedback - Ways to strengthen communications and engagement - Logistical and practical implications 	9/23/24
Review Data Gathering Progress to-date	<ul style="list-style-type: none"> - Discuss data gathering progress to-date <ul style="list-style-type: none"> o Focus group findings o Data template findings - Provide feedback re: the online survey - Review communications and engagement progress 	<ul style="list-style-type: none"> - Findings to-date - Feedback re: survey plans - Logistical and practical implications - Shore up data gathering communications and engagement 	October
Plan for the Retreat	<ul style="list-style-type: none"> - Discuss data gathering progress to-date <ul style="list-style-type: none"> o Focus group final findings o Data template final findings o Online survey progress to-date - Provide feedback on draft documents <ul style="list-style-type: none"> o retreat facilitation plan o briefing presentation 	<ul style="list-style-type: none"> - Feedback re: briefing presentation and retreat plans - Continue to shore up communications and engagement with retreat participants - Address any remaining logistical and/or practical issues 	October/ November
Debrief the Retreat and Initiate Plan Drafting	<ul style="list-style-type: none"> - Debrief retreat - Provide feedback on the draft plan - Discuss communications and dissemination efforts re: plan adoption 	<ul style="list-style-type: none"> - Feedback on the strategic plan draft - Discuss communications and dissemination plans re: plan adoption 	November/ December
Finalize Plans for Adoption	<ul style="list-style-type: none"> - Provide feedback on draft documents <ul style="list-style-type: none"> o Strategic Plan o Presentation for adoption 	<ul style="list-style-type: none"> - Provide final feedback - Finalize communications and dissemination efforts to coincide with official adoption 	December/ January

Current Milestone: Focus Groups

- Purpose: Engage those closest to the daily workings of system agencies and impacted community members
- Being held 10/8 and 10/9
- Conducting 6 Stakeholder-specific groups, up to 10 participants each
 - Impacted Individuals
 - Law Enforcement and Detention
 - Court Administration
 - Community Supervision
 - Service Providers and Victim Advocacy
 - Prosecution and Defense
- Findings: Included in the briefing presentation for CJCC members to ground the Strategic Plan development

Remaining Steps/Milestones

- Data Template:

- This will help generate quantitative feedback from across the system to inform strategic planning retreat discussions.
- Some of these measures we will have and some we will not have.
- Opportunity to examine and discuss how we want to better access and utilize data from our system agencies.
- Timeframe: Oct 10-Oct 31

- Survey:

- This will gather similar information as the focus groups, but will be made available to a much broader number of people to provide input.
- Questions will be informed by focus group feedback.
- Timeframe: Oct 23-Nov 1

Remaining Steps/Milestones, cont.

- Briefing Materials:

- This will include all of the information synthesized from the focus groups, survey, and data template and will be provided to CJCC members prior to the strategic planning retreat.
- Intended to ground and inform discussions at the retreat and to help CJCC members identify top priority areas for the strategic plan.
- Timeframe: Mid to late November.

- Strategic Planning Retreat:

- This is where we will begin to review the feedback received throughout the planning process and begin identifying goals and objectives to guide the CJCC's work over 2025-2027.
- Facilitated by JMI.
- As the details are confirmed, CJCC members will receive updates.

Election Process of Chair, Vice Chair, and Member at Large

CJCC Officers According to the new Bylaws:

- Officers:
 - Chair and Vice Chair
 - Elected from positional membership
 - From different disciplines
 - Serve 2-year term, eligible for reelection for 1 additional consecutive term
 - Elected in last meeting of even numbered years
- Executive Committee: Chair, Vice Chair, Member at Large
- Member at Large:
 - Can be positional or representative membership
 - Serve 1-year term, eligible for reelection for 1 additional consecutive term
 - Elected in last meeting of even numbered years

Duties of Officers and Executive Committee

- Duties of the Chair:
 - Preside over meetings of the CJCC and Executive Committee
 - Establish and appoint committees and workgroups, with confirmation by the CJCC
 - Represent and serve as spokesperson for the CJCC, as necessary
 - Encourage attendance and participation
 - Provide direction to CJCC Coordinator
- Duties of the Vice Chair:
 - Perform duties of the Chair in the absence of the Chair
 - Other duties as delegated by the Chair
- Duties of the Executive Committee:
 - Develop CJCC meeting agendas, ensure that matters are ready for the Council
 - Oversee the governance of the CJCC
 - Oversight of development of strategic plan, annual report, workgroups and committees

Members Eligible for Nomination in December Meeting

- Eligible members for nomination and election as Chair or Vice Chair*:

- Sheriff Armbrister or Chief Lockhart
- Judge McCabria or Judge Kopecky
- Jessica Glendening
- Pam Weigand or Susan Benkelman
- Patrick Schmitz or Lori Alvarado

*Where two members are listed, only one would be able to serve as either Chair or Vice Chair

- Eligible members for nomination for Member at Large**:

- All positional members listed above
- City of Lawrence Commissioner (*if* appointed prior to CJCC meeting by Lawrence City Commission as CJCC representative for 2025)
- BOCC (*if* appointed prior to CJCC meeting by BOCC as CJCC representative for 2025)

**In future years, the 3 community member seats will also be eligible for nomination for Member at Large

Nomination and Election Process

- Nominations and elections will be done for only one officer position at a time, starting with Chair
- Any CJCC member can nominate an eligible member for a position; Nomination should be seconded
- Nominated member must accept the nomination
- After all nominations for the position have been received, CJCC members will cast their votes
- Person receiving the most votes will be elected to that position
- Terms for Chair and Vice Chair: January 1, 2025-December 31, 2026
- Term for Member at Large: January 1, 2025-December 31, 2025

Application Changes and Timelines for Community Member Appointments

Community Member Seats According to the new Bylaws:

- 3 seats:
 - Community Member at Large (1)
 - Community Members Impacted by the Criminal Justice System (2)
- County's Board application to be submitted
- Applications reviewed by Executive Committee
- Executive Committee provides recommendations to BOCC
- BOCC appoints in January of odd-numbered years
- Serve a 2-year term, beginning on February 1 of odd-numbered years
- Eligible for reappointment to one additional two-year term

Application Changes

- [Boards and Councils | Douglas County KS \(dgcoks.gov\)](http://dgcoks.gov)

- “Go to Board Application”
- “Apply”

- Suggested Additions:

- “Which seat is this application for?”
- To what extent do we want to receive a statement of interest for either of these seats beyond the required question on the application?
 - Ex. “Please upload a letter of interest that describes your interest in serving on the CJCC. For applicants of the Impacted Individuals seat, please discuss your experiences with the criminal justice system and how those have helped shape your interest in serving.”

- Timeframe for receiving applications

The screenshot shows a web browser window titled "iCompass: Item Details". The form is divided into several sections:

- CONTACT INFORMATION** (green background): Includes fields for First Name, Last Name, Street Address, City, State, Zip Code, Phone, and Email.
- APPLICANT INFORMATION** (grey background): Includes a dropdown for "Please choose the Board/Committee you are applying for:", checkboxes for "Are you a Douglas County Resident?", an "Employer if applicable" field, an "Occupation" field, and a text area for "Why would you like to serve?".
- Expertise Selection** (yellow background): A section titled "If you are applying to serve on the TRC Advisory Board, please indicate the categories of lived experience, subject matter expertise, and/or professional expertise you offer. (Select all that apply)". It contains checkboxes for: Physician/Clinical Expertise, Community Advocates, Lived Expertise, Law Enforcement/EMS/Justice System, and Organizational Management/Human Services/Legal.
- INTERNAL INFORMATION** (pink background): Includes an "Application Status" dropdown menu currently set to "New".
- Add Files** (white background): Includes a "Choose File" button, the text "No file chosen", and a large "Drop a file here" area.
- Captcha** (white background): A section for a captcha challenge.

The browser's address bar at the bottom shows the URL: `/Items/Item/public.aspx?Typeld=36`.

Current Milestone: Focus Groups

Purpose: Engage those closest to the work and impacted community members in the CJCC's strategic planning process

Conducted on 10/8 and 10/9: 6 stakeholder-specific groups, up to 10 participants each

- Community members/directly impacted individuals
- Court administration personnel (e.g., clerks and assistants)
- Community Corrections, Court Services & Pretrial personnel
- Law enforcement and detention personnel
- Service providers and victim advocates
- Prosecution and Defense

Findings: To be included in the briefing presentation that will ground Strategic Plan development

