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DOUGLAS COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL,  
DECEMBER 10, 2024

# Election of Officers: Chair, Vice Chair, and Member at Large

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# CJCC Officers

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- 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

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- 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

# Nomination and Election Process

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- Nominations and elections will be done for only one officer position at a time, starting with Chair, then Vice Chair, and Member at Large
- 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

# Chair: Members Eligible

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- Eligible members for nomination and election as Chair:
  - Sheriff Armbrister
  - Chief Lockhart
  - Judge McCabria
  - Judge Kopecky
  - Jessica Glendening
  - Pam Weigand
  - Susan Benkelman
  - Patrick Schmitz
  - Lori Alvarado

# Vice Chair: Members Eligible for Nomination

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- Eligible members for nomination and election as Vice Chair:
  - Sheriff Armbrister
  - Chief Lockhart
  - Judge McCabria
  - Judge Kopecky
  - Jessica Glendening
  - Pam Weigand
  - Susan Benkelman
  - Patrick Schmitz
  - Lori Alvarado

# Member at Large: Members Eligible for Nomination

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- Eligible members for nomination and election as Member at Large:
  - Sheriff Armbrister
  - Chief Lockhart
  - Judge McCabria
  - Judge Kopecky
  - Jessica Glendening
  - Pam Weigand
  - Susan Benkelman
  - Patrick Schmitz
  - Lori Alvarado
  - Brad Finkeldei



# Application Process for Community Member Appointments

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# Community Member Seats According to the new Bylaws:

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- 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 Process

- [Boards and Councils | Douglas County KS \(dgcoks.gov\)](https://dgcoks.gov)
  - “Go to Board Application”
  - “Apply”
- CJCC-specific Additions:
  - “Which seat is this application for?”
  - A prompt for the Directly Impacted/Lived Experience seat.
    - This can be included in the applicant question of “Why would you like to serve?” or can be included in a letter and uploaded with the application, whichever is preferable for the applicant.
- Timeframe for receiving applications:
  - Applications accepted through January 13, 2025
  - Provided to Executive Committee to begin review on January 14, 2025
  - After review, the Executive Committee will coordinate with County Administrator to provide recommendations to Board of County Commissioners for appointments

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

- Personal Information:** Fields for State, Zip Code, Phone, and Email.
- APPLICANT INFORMATION:** A dropdown menu for "Please choose the Board/Committee you are applying for:" (currently set to "-Select-"). Below this are checkboxes for "Are you a Douglas County Resident?" (Yes/No) and a text field for "Employer if applicable:". There is also a text field for "Occupation:" and a larger text area for "Why would you like to serve? \*".
- Experience Categories:** A section with a yellow background asking for lived experience, subject matter expertise, or professional expertise. It includes checkboxes for: Physician/Clinical Expertise, Community Advocates, Lived Expertise, Law Enforcement/EMS/Justice System, and Organizational Management/Human Services/Legal.
- INTERNAL INFORMATION:** A section with a pink background for "Application Status:" (currently set to "New").
- CRIMINAL JUSTICE COORDINATING COUNCIL:** A section with a light blue background asking for community representative seats. It includes checkboxes for "Community Member at Large (1 seat)" and "Directly Impacted/Lived Experience (2 seats)". Below this is a text area for "If applying for the directly impacted/lived experience seat, please share how you have been impacted or have experienced the criminal justice system (victim or survivor of crime; prosecuted for criminal charges; family member of someone prosecuted for criminal charges; family member of a victim or survivor of crime, etc.)."
- Add Files:** A section with a "Choose File" button and the text "No file chosen". Below this is a large grey area with the text "Drop a file here".

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

# Strategic Planning Process Updates

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# Strategic Planning Workgroup Updates

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- 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)
- 10/15: Reviewed Focus Group feedback; Discussed Survey content, collection and communication processes
- 11/12: Reviewed Survey results; Reviewed briefing document preparation plans; Reviewed Retreat plans
- 12/3 and 12/4: Strategic Planning Retreat Held

| Meeting Goal                                     | Objectives   | Discussion Points  | By When            |
|--|--|--|--------------------|
| Kickoff Strategic Planning Process               | <ul style="list-style-type: none"> <li>- Review Workgroup Charter</li> <li>- Discuss timeline (Tasks and Meetings)</li> <li>- Begin planning for the focus groups</li> <li>- Select Workgroup Chair</li> </ul>   | <ul style="list-style-type: none"> <li>- Preexisting workgroups</li> <li>- Logistics and practical implications</li> <li>- Ideas for communications and engagement</li> <li>- Address anticipated obstacles</li> </ul>   | 09/05/24           |
| Initiate Data Gathering and Engagement Processes | <ul style="list-style-type: none"> <li>- Review data gathering plans</li> <li>- Discuss communications and engagement</li> <li>- Provide feedback on draft documents               <ul style="list-style-type: none"> <li>o focus group facilitation plan</li> <li>o data template</li> <li>o online survey</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>- Document feedback</li> <li>- Ways to strengthen communications and engagement</li> <li>- Logistical and practical implications</li> </ul>   | 9/23/24            |
| Review Data Gathering Progress to-date           | <ul style="list-style-type: none"> <li>- Discuss data gathering progress to-date               <ul style="list-style-type: none"> <li>o Focus group findings</li> <li>o Data template findings</li> </ul> </li> <li>- Provide feedback re: the online survey</li> <li>- Review communications and engagement progress</li> </ul>   | <ul style="list-style-type: none"> <li>- Findings to-date</li> <li>- Feedback re: survey plans</li> <li>- Logistical and practical implications</li> <li>- Shore up data gathering communications and engagement</li> </ul>  | October 15         |
| Plan for the Retreat                             | <ul style="list-style-type: none"> <li>- Discuss data gathering progress to-date               <ul style="list-style-type: none"> <li>o Focus group final findings</li> <li>o Data template final findings</li> <li>o Online survey progress to-date</li> </ul> </li> <li>- Provide feedback on draft documents               <ul style="list-style-type: none"> <li>o retreat facilitation plan</li> <li>o briefing presentation</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>- Feedback re: briefing presentation and retreat plans</li> <li>- Continue to shore up communications and engagement with retreat participants</li> <li>- Address any remaining logistical and/or practical issues</li> </ul> | October/ November  |
| Debrief the Retreat and Initiate Plan Drafting   | <ul style="list-style-type: none"> <li>- Debrief retreat</li> <li>- Provide feedback on the draft plan</li> <li>- Discuss communications and dissemination efforts re: plan adoption</li> </ul>  | <ul style="list-style-type: none"> <li>- Feedback on the strategic plan draft</li> <li>- Discuss communications and dissemination plans re: plan adoption</li> </ul>   | November/ December |
| Finalize Plans for Adoption                      | <ul style="list-style-type: none"> <li>- Provide feedback on draft documents               <ul style="list-style-type: none"> <li>o Strategic Plan</li> <li>o Presentation for adoption</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>- Provide final feedback</li> <li>- Finalize communications and dissemination efforts to coincide with official adoption</li> </ul>   | December/ January  |

# Strategic Planning Workgroup Roadmap

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# Strategic Planning Retreat Overview

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- Retreat held 12/3 and 12/4
  - 12 participants each day
  - Both sessions were active and participatory
- Reviewed results of focus groups, online survey, and quantitative data template
- Various versions of SWOT analyses to identify priority areas
- Began to develop objectives, activities, resources, and potential timeframes to support priority areas over the next 3 years
- Priority Areas Identified for 2025-2027:
  - System Data Metrics
  - Enhance Existing Pretrial Processes
  - Evaluating and Maximizing CJ Resources
  - Improved Community Education

# Drafting Strategic Plan: Next Steps

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- Goal: Adoption in February 11, 2025 meeting
- Important Dates for CJCC Members from the Strategic Planning Workgroup:
  - 1/13/25: CJCC members will receive a draft of the strategic plan from the Strategic Planning Workgroup for review and feedback
  - 1/21/25: Edits to the initial draft due back to the workgroup
  - 1/31/25: Second draft of the plan will be sent to CJCC members for review and adoption on 2/11/25