

Campbell County Juvenile and Family Drug Court
Management Committee and Operational Team Meeting
Thursday, September 28, 2023
12:00 p.m.-1:00 p.m.
GAMB Ponderosa Room

Present: Judge Kim Hoff, Ryan Anderson, DaNece Day, Sheri England, Jim Lyon (proxy for Heidi Phipps), JR Bailey, Bonnie Volk (proxy for Nathan Henkes).

Meeting Called to Order- 12:04 pm

Approval of Prior Board Minutes

Sheri England motioned to approve prior board meeting minutes and Ryan Anderson seconded. Prior board meeting minutes approved.

Program Update

YIT: 5 served in September (KK, TH, GG, LS, AT)

JFDC: 2 served in September (CL, RM)

Court of Origin:

Juvenile Court: 2 (CL, RM)

Circuit Court: 3 (AT, GG, LS)

Municipal Court: 2 (TH, KK)

Step Stone: 2 served in September

YES House: 6 served in September

Residential Treatment: 0

Phase I: 2 (AT, GG)

Phase II: 2 (LS, TH)

Phase III: 1

(KK)

Graduated: 2 (CL, RM)

Terminated: 0

Absconded: 0

Relapses: 1 (TH- alcohol)

New Participants: 0

Pending: 1 (YF)

Referrals: 0

Upcoming Graduations: October 4th (KK)

Coordinators Teleconference:

The coordinators teleconference took place on Monday, September 11, 2023. The first thing on the agenda was the new data system, CSTMS. There will be bi-weekly teams meeting for training and support. Treatment Provider training is scheduled for 9/14/23 and Support meeting for Coordinators and Assistants is scheduled for 9/27/23. It is very important that the providers and their staff who are entering the data participate in the Teams meeting. Any questions or concerns need to be sent to: cstms@gannetpeaktech.atlassian.net. The FY24-25 application will be released in early 2024, with a April 2024 deadline. Reminders: the policy and procedures manuals are due by 9/29/23 and the monthly invoices are due by the 25th of each month, for the previous month.

Board Re-Appointments (1-year):

Jim Lyon stated that he misrepresented the terms of board appointments at last month's board meeting. Jim provided the exact wording of board re-appointments found in Appendix B: Management Committee By-Laws, Section 7: Terms, *"At the conclusion of each initial term, all reappointments shall be for a period of three (3) years. Appointments shall be approved by the Board of Campbell County Commissioners, subject to the individual consent of each appointee. Any vacancy which occurs during the year shall be filled as designated above for the member position so vacated."* Sally Craig, Bonnie Volk, Dawn Rech, Ryan Anderson, and Sheri England will all have their terms expire on June 30, 2026. Jim Lyon will be submitting the term requests to the County Commissioners for approval.

Behavioral Health Management System:

CSTMS training was provided by Gannett Peak on 9/14/23 for Treatment Providers and on 9/27/23 for Coordinator's and Assistants.

CST Policy and Procedure Manual:

The policy and procedure manual is due on Friday, September 29, 2023. The procedure manual and the appendix are completed except for any revisions that come out of today's meeting. The entire document totals 163 pages. Jim recognized Judge Hoff, DaNece Day, and Sheri England, JR Bailey, and Siobahn Gonzalez for their input, editing and formatting. DaNece Day made the motion to approve the Campbell County Juvenile and Family /Drug Court, Court supervised Treatment Policies and Procedures Manual, with the Appendix. Bonnie Volk seconded the motion. The motion passed.

Goals and Objectives were reviewed, and adjustments were made to Goal 1, with the order of Objective 1 and Objective 2 being switched, and numbers being adjusted to be more realistic and obtainable. The language of Goal 2, Objective 3 was modified to read, "100% of the active participants will submit to random alcohol/substance testing ranging from Phase I (minimum 4x's a week), Phase II (minimum of 3x's a week), and Phase III (minimum of 2x's a week). In Goal 4, the word "college" was taken out and replaced by "Adult Education Program."

Jim reported that the next JFDC project will be the JFDC Self-Assessment. The Evaluation Design chapter (page 51) of the policy and procedure manual is where the description can be found.

Drug Testing and Laboratory Updates:

Jim stated that Abbott/Redwood Toxicology has been selected as the new drug testing laboratory. The contract was received on 9/15/23, and is in the review process with the CAO, ITS, and HR.

Training:

Jim stated that he sent an email out on 9/19/23 notifying of the mandatory board training scheduled for November 15th. All board members need to attend the training during their term. Jim reminded the board that there is 1-day treatment provider training scheduled for October 18th. Jim sent an email out on 7/18/23. The training is worth 6.5 CEU's, including 1 ¼ hours of ethics training.

Budget Update:

Attached is the FY24 August invoice. JFDC has utilized quality of life funds for participants which have been helpful to them. There are no questions regarding the budget.

Other Business: Jim Lyon gave a JFDC presentation to the Gillette Ministerial Association. One of the pastors invited Jim to speak about JFDC on his radio station.

End of Board Meeting. 12:40PM