



Commission on Correctional Peace Officers Standards and Training

Commission Meeting

Thursday, August 11, 2016

9:00A.M. - 12:00P.M.

R.A. McGee Training Center

100 Prison Road, Represa, California 95671

Visitor Processing

Members Present

Brenda Gibbons

Jason Lowe

Teresa Perez

Brian Pinneo

Thomas Tyler

Alternates Present

David Baughman

Meeting Minutes

I. Meeting called to order at 9:05 A.M. Commissioner Perez has not arrived yet, but the Commission has a quorum.

II. No public comment.

III. Minutes approval: Lowe was first to motion, Tyler second. Minutes for the June meeting were approved.

IV. Peace Officer Selection and Employee Development Staff:

A. Field Training and Support/Apprenticeship:

- a. Cynthia Baeta, Staff Services Manager I (SSM I), from the Field Training Unit at the Correctional Training Center (CTC), introduced herself, including a history of her career with the California Department of Corrections and Rehabilitation (CDCR). She presented a brief history of the Apprenticeship Program, discussed the current make-up of the unit, including the classifications that participate in the program, what areas the Operational Procedures (OP) cover, the levels of the Appeals Process, the Apprenticeship Committee, and what is missing from the OP, which is currently being revised by CPOST staff.

B. Instructional Design and Systems:

- a. Carol Faith, SSM II (A), from the Instructional Design Unit (IDU) at CTC, introduced herself, including a history of her career with CDCR. She gave a brief history of her unit and what it does, including discussing the different phases a lesson plan goes through before being distributed to the instructors and cadets.
- b. Danny Pinto, SSM I, from IDU at CTC, introduced himself, including a brief history of his career with CDCR. Pinto also discussed some of the phases a lesson plan goes through, including sending the lesson plans to the Office of Legal Affairs (OLA) for evaluation of compliance with new laws, policies, codes, etc. The Commission asked a few questions regarding OLA reviewing all or only

some lesson plans and how that determination is made. Faith responded that modifications are not sent to OLA, but new policies or content are sent to OLA for approval. Pinto concurred; he also explained that with the new cadet laptops, changes that are made mid-academy are distributed via hard copy and instructors are notified. Lowe explained some factors which impact distributing new changes.

C. Curriculum Testing/POST Compliance:

- a. JR, Antablian, SSM I, from the Curriculum Testing Unit (CTU) at CTC, gave a brief explanation of what his unit does, including developing tests, confirming Peace Officer Standards and Training (POST) compliance, and college credit topics.

V. Old business:

A. Fire Curriculum

Gibbons updated the Commission that this curriculum has been sent to IDU.

B. Rubric

Gibbons explained that she and Tyler divided the CPOST staff into two teams, one to work on the Rubric system which was voted in by the Commission at the last meeting, and one to work on the Apprenticeship program. The Rubric team has been further developing how the rubric will be used and applied it to one lesson plan, with each analyst scoring it within a point of the others. At this time, the Commission will need to determine what standard with acceptable or unacceptable for a lesson plan to go forward. The team should be ready to present the Rubric to the Commission at the next meeting. Gibbons introduced Lisa Morabito as the team lead and the person whom they should direct any questions.

C. Apprenticeship

Gibbons introduced Jenn Miller as the team lead for the Apprenticeship team. The team has been meeting multiple times each week to revise the Apprenticeship OP. The team will be meeting with the Division of Apprenticeship Standards and reaching out to CalHR with various questions to ensure the language and parameters of the OP are correct. Gibbons is expecting the Commission to be able to vote on the OP in December.

D. Public Comment:

No public comment.

VI. New business:

A. Hiring of New Staff Services Manager I:

Gibbons introduced the new CPOST SSM I, Toshi Cordova. The new manager has been establishing a new system for identifying and tracking workload, which will factor in to the required budget assessment.

B. Budget Tracking:

Gibbons mentioned Tyler had a meeting with Kristina Arroyo, who is the SSM I for Budgets at CTC, and is currently tracking CPOST's budget. Jenn Miller was introduced as the lead for the CPOST budget. As of now, CPOST is only tracking expenditures; it does not have control over its own budget and does not have access to BIS. The CPOST SSM I will eventually send monthly updates to the Commissioners.

C. Senate Bill 843:

Gibbons explained that Tyler did the write-up on the impact of the new Senate Bill on CPOST, including researching the history of the Department and training as a special project. Tyler explained that the

purpose of the history will help the Commission and the staff understand where CPOST came from to understand where it's going and to help understand why it sets standards for the curricula and instructional resources.

VII. Round Table


No public comment.

VIII. Closed session began at 09:42 A.M.

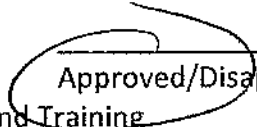
CPOST Commissioners went into closed session to discuss a personnel issue. The Commission is going to allow CTC to do what it needs to in order to fund the CPOST Captain's position. The Commission will place any objections in writing, if necessary.

IX. Adjournment

Meeting adjourned at 10:14 A.M.



BRENDA GIBBONS, Chairperson
Commission on Correctional Peace Officer Standards and Training
Correctional Officer, R.A. McGee Correctional Training Center


Approved/Disapproved

10-17-16
Date



ROBERT CALDERON, Secretary
Commission on Correctional Peace Officer Standards and Training
Chief, Office of Peace Officer Selection


Approved/Disapproved

10/13/16
Date