

CPOST COMMISSION MEETING

ADVANCED LEARNING INSTITUTE
10000 Goethe Road, Suite A1
Room 119 (Pine Mountain Room)
Sacramento, CA 95827
AGENDA¹
September 24, 2019
10:00 A.M. through 3:00 P.M.

Teleconference Call-In Number: (916) 490-4379
Collaboration Code: 734992

COMMISSION MEMBERS

Robert Calderon, OPOS Correctional Administrator
Heather Bowlds, DJJ Deputy Director
Connie Gipson, DAI Director
Brian Pinneo, CHCF Correctional Lt.
Josh Eustice, CDCR Parole Agent I
Harold Gee, CMC Correctional Officer

ALTERNATE MEMBERS

Jason Lowe, CTC Administrator
Teresa Perez, DJJ Associate Director
Tim Sheldon, KVSP Correctional Lt.

EXECUTIVE DIRECTOR

Annemarie Del Mugnaio

****Item V.C taken out of order****

I. CALL TO ORDER

A. Del Mugnaio

Executive Director Annemarie Del Mugnaio called the meeting to order at 10:21AM. Roll call was taken for Commissioner attendance, all Commissioners present.

II. INTRODUCTIONS

A. Del Mugnaio

Executive Director Annemarie introduced herself and asked the audience to introduce themselves on a voluntary basis.

III. PUBLIC COMMENT

No public comment at this time.

IV. OLD BUSINESS

A. 2020 Penal Code Legislative Amendments

A. Del Mugnaio

ED Del Mugnaio introduced the revised 2020 Penal Code Legislative Amendments document and asked the Commissioners if they had any additional concerns or questions. Commissioner Eustice advised that the meeting between management and Labor has not happened and he asked that a vote on this matter be held until the October Meeting.

V. NEW BUSINESS

A. Strategic Planning

A. Del Mugnaio

i. End of Year Rollup Reviews

ED Del Mugnaio presented the End of Year Rollup custody document and asked for input from the Commissioners on the document. ED Del Mugnaio informed the Commissioners on the research process utilized in developing the Rollup document and noted the use of national best practices and use of evidence-based research to develop and make the recommendations.

Commissioner Gipson inquired what CPOST's role will be in workforce diversity. ED Del Mugnaio gave an overview of the request from CDCR to look into the attrition rates within the first two years of employment. Commissioner Gipson made the recommendation that the project look further out than two years and attempt to include diversity issues and stress issues into the exit survey. ED Del Mugnaio inquired about being informed of correctional staff leaving the Department. Commissioner Gipson suggested that the Division of Adult Institutions (DAI) and CPOST form a work group to facilitate a broader scope on the project.

Commissioner Bowlds suggested that this process will be useful for DJJ as well and would like the exit survey to be developed for the new Department of Youth and Community Restoration (YCR) as well. Commissioner Lowe recommended that the exit surveys be gathered by a third party like Health and Wellness and that the data be shared with all stakeholders.

ED Del Mugnaio informed the Commissioners that the CPOST staff has developed a draft exit interview that will be vetted within CPOST and presented to the Commissioners at the October meeting for approval. Commissioner Gipson and CPOST staff will follow up on forming a work group for project facilitation.

ED Del Mugnaio gave some additional information on how the exit surveys may inform other issues like transfers and the need for mentoring in some of the hard to fill facilities. Some discussion was held on possible incentive programs to keep staff in "priority prisons". ED Del Mugnaio advised that CPOST has not officially been requested to do a formal study on the front end of attrition but this is an issue that is directly connected to the exit reports project.

Commissioner Eustice asked that CPOST look into not only the incentive process for the Division of Adult Parole Operations, but also the possibility of an out-of-class (OOC) Parole Agent I assignment for other correctional peace officer classifications. Commissioner Gipson pointed out that the use of these OOC assignments would have a possible

negative impact on DAI and a work group should be formed to look into this matter.

ED Del Mugnaio gave an overview of the research section of the Rollup document and provided details on the current effort to research new curriculum for the Report Writing and Courtroom Testimony.

Executive Counsel, Phillip Reiser, suggested that CPOST reach out to Office of Public and Employee Communications to publish the Rollup document to showcase the unit's accomplishments. The Commissioners were in favor of the idea.

ii. Legislative Mandate/Strategic Initiatives

This item presented for information purposes and did not require a review.

iii. Resource Review/Project Timelines

ED Del Mugnaio presented the Strategic Planning Outline and asked the Commissioners to review and weigh in on the drafted Vision, Mission, and Values for approval. Commissioner Pinneo motioned to approve the Mission and Vision, Commissioner Gipson seconded the motion. A roll call vote was taken, all in favor, motion carries 6-0.

ED Del Mugnaio asked the Commissioner to review the drafted values and give input on changes. Some suggestions were made to Service, Innovation, Leadership, Integrity, and Trust. Commissioner Gipson motioned to approve the Values as amended, Commissioner Calderon seconded the motion. Roll call vote was taken, all in favor, motion carries 6-0.

ED Del Mugnaio asked the Commissioner to review the Project Timeline portion of the Strategic Planning Outline and weigh in on the remaining initiatives. ED Del Mugnaio reminded the Commissioners that the unit may have additional staff to address the remaining initiatives after June of 2020. Ms. Del Mugnaio asked for the Commissioners to provide a combined recommendation for the top three remaining initiatives to be addressed over the next year.

Commissioner Bowlds asked if the list of initiatives was designed to include YCR and discussion was held on YCR specific initiatives.

One-year initiatives will include: development of training standards for YCR Supervisory classifications, review and track attrition at all levels to speak to diversity, review and develop training standards and

recommendations on recruitment/selection, design validation process to assess the effectiveness of departmental training, developing a process for disapproval of training to include an appeal process, develop training standards for Basic and Advanced Supervision.

Three year initiatives include: weapons qualifications recommendations, review and develop training standards/recommendations on the Sergeants Mentoring Program, review and develop additions training standards regarding Stress management and mental health.

Commissioner Bowlds motioned to approve the one and three year initiatives, Commissioner Gee seconded the motion. A roll call vote was taken, all in favor, motion carries 6-0.

- B. Incident Report Tracking Training (SOMS) A. Del Mugnaio
ED Del Mugnaio presented the Incident Report Tracking Training (SOMS) curriculum materials for review. This training is intended for all staff, custody and non-custody. The training will be OJT modules with handouts, videos, and support materials; provided through LMS with trainers facilitating the online modules.

The training was originally intended for October 1st rollout but is currently in the process of Labor Notification. Commissioner Eustice motioned to approve the proposed curriculum, Commissioner Calderon seconded the motion to approve. Additional Discussion was held on some of the existing challenges in the current SOMS process and healthcare not having access. Commissioner Gipson will follow up with the Receivers Office on medical staff having input access to SOMS. A roll call vote was taken, all in favor, motion carries 6-0.

- C. CPS HR Validation Study Reports J. Galvin/ Hillary Ricardo

Hillary Ricardo gave an overview of the job validation study process and informed the Commission of the report objective. The process is intended to gather information according to the Uniformed Guidelines of Employee Selection Procedures, which will speak to existing processes including; selection, training, minimum qualifications, and knowledge skills and abilities, and essential functions. Reports may be used to inform selection criteria, the types of exams to be given to the academy and the institution, and further the training needs of staff.

Commissioner Gipson inquired if the study had reached a sufficient sample size for participation. Ms. Ricardo gave information on the project having a stratified sampling which focused on many demographics that surpass industry standards.

ED Del Mugnaio gave additional information on the possible uses of the study report. The goal for CPOST is to take that study and use it for training standards and determine where if any the Department has opportunities for additional training concepts.

ED Del Mugnaio gave an update that the Fire Captain I classification representatives from the CDCR Fire Stations, Work Environment, Apparatus and Training Committee has formally requested that a job validation study be commissioned by CPOST. As such, CPOST will be moving forward with the contract process.

Commissioner Calderon inquired as to the method needed to utilize this report for the selection process and specifically development of a new selection examination. Ms. Ricardo confirmed that this report can be utilized and “cross-walked” into a selection specific report.

Commissioner Eustice asked about the process of data clean up and what steps were taken to assure data is valid. Ms. Ricardo gave an overview of the process that CPS HR takes to exclude erroneous data and ensure accurate report information is documented. Commissioner Eustice asked if there are drastic changes from prior workforce studies. Ms. Ricardo said they did not compare the results; that would be the next step in moving forward.

ED Del Mugnaio acknowledged the efforts of AGPA Janette Galvin in managing both Phases of the CPS HR Job Validation Study. AGPA Janette Galvin provided an update on Phase II. Correctional Counselors I and Parole Agent I focus groups have wrapped up and the DJJ Parole Agent and Casework Specialists classifications focus groups will be held within the next few weeks. At the end of October, surveys will be sent to the specified classifications. ED Del Mugnaio said that CPOST staff is monitoring the focus groups to keep them on task.

D. DOM Revisions

A. Del Mugnaio

ED Del Mugnaio presented the draft Department Operations Manual (DOM) Revisions that CPOST was requested to weigh in on. The track change document was reviewed and discussed, many of the changes were centered around the removal of Division of Juvenile Justice from all DOM Chapters.

Discussion was held on the Department Operations Manual (DOM) references regarding the seven week Correctional Counselor I (CCI) Academy for CCI (s) hired into the classification without previous Division of Adult Institutions (DAI) experience. Clarifications were requested in 32020.6.2 to include a clause that this requirement only pertains to individuals that have no previous Division of Adult Institutions (DAI) Academy experience. ED Del Mugnaio offered the

possible responses to the memorandum request including; approved, approved with revisions, and disapproved.

A list of the Correctional Counselor I (CCI) Academy curriculum was provided to the Commissioners for review. This document was originally presented during the February 2019 meeting. Alternate Commissioner Lowe provided an overview of the Academy lesson plan. Commissioner Calderon asked if any Correctional Counselor (CCI) specific training is provided in the Correctional Counselor (CCI) Academy and Mr. Lowe clarified that these discussions have not happened to date and the existing training modules are offered regionally. Commissioner Gipson confirmed that this confusion is part of why there is a reluctance to include this verbiage in the Department Operations Manual (DOM) or Memorandum of Understanding (MOU). She understood that her staff was working with Peace Officer Selection and Employee Development (POSED) staff on a proposal for a more formalized training process for all Correctional Counselor I (CCI) (s). ED Del Mugnaio clarified that that training was not included in this discussion on Department Operations Manual (DOM) revisions. With this clarification, Commissioner Gipson's concerns are alleviated.

Commissioner Eustice asked if any provisions should be added to the Department Operations Manual (DOM) revisions regarding an appeal process for the decision to require an employee to attend a reinstatement transitional academy. Commissioner Eustice is concerned that the verbiage as drafted regarding a leave of absence or break in service may have implications on the intended Title 2 provisions. The discussion on the Department Operations Manual (DOM) revisions, specifically 32020.7.1 (2) Reinstatement and Returning Parole Agent Training not consistent between correctional officer and parole agent classifications. Also section 32020.7.2 (a) needs to state "any correctional peace officer" to cover all classifications. These items led to the disapproval of the DOM draft revisions. Commissioner Calderon moved to disapprove, Commissioner Gee seconded. A roll call vote was taken, all in favor, motion carries 6-0.

VI. NEXT MEETING AGENDA ITEMS

2020 Penal Code Legislative Amendments/ Apprenticeship Waiver for MTA/ Attrition Exit Survey/ Sergeants Mentor Training/

VII. PUBLIC COMMENT

No public comment at this time.

VIII. ADJOURNMENT

ED Del Mugnaio adjourned the meeting at 2:15PM.

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Correctional Peace Officer Standards and Training Commission

Meeting Minutes Approval Approval Alternate Text Page

Meeting Date: 09/24/2019

This page added to original minutes document to reflect scanned image of signature page (Page 9). The information below provides descriptive information for those unable to read or understand the content on Page 9.

/Original document signed and approved by Brian Pinneo, Vice Chairperson,

Commission on Correctional Peace Officer Standards and Training

/Original document signed and approved by Heather Bowlds, Vice Chairperson,

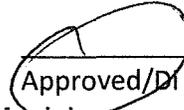
Commission on Correctional Peace Officer Standards and Training

**Correctional Peace Officer Standards and Training
Commission Meeting Minutes Approval**

Meeting Date: 09/24/2019



BRIAN PINNEO, Chairperson
Commission on Correctional Peace Officer Standards and Training
Correctional Lieutenant, California Health Care Facility



Approved/Disapproved

12-5-19
Date



HEATHER BOWLDS, Vice-Chairperson
Commission on Correctional Peace Officer Standards and Training
Deputy Director, Division of Juvenile Justice



Approved/Disapproved

10/5/19
Date