

**Campbell County Juvenile and Family Drug Court  
Management Committee and Operational Team Meeting  
Tuesday, June 18, 2019  
12:00 p.m.-1:00 p.m.  
George Amos Memorial Building**

**Present:** Jim Lyon Jr., Judge Hoff, JR Bailey, Char Edwards, Clark Fairbanks, and Megan Kincaid-Heidel

**Approval of Prior Board Minutes**

Approval of the May minutes was tabled by the Chair due to lack of quorum. Both the May and June minutes will be approved at the July meeting.

**Replacement of Defense Attorney Representative – Status**

Informal discussion due to a lack of quorum.

**Program Update**

JR gave the May 2019 program update

YIT: 7 served in May

JFDC: 2 served in May

Court of Origin:

Juvenile Court: 2

Circuit Court: 1

Municipal Court: 4

Circuit and Muni: 2

PFI: 7

YES House: 2

Phase I: 4

Phase II: 1

Phase III: 4

Graduated: 0

Terminated: 0

Absconded: 0

Relapses: 2

New Participants: 1

Pending: 0

Referrals: 2

Upcoming Graduation:  
July 11<sup>th</sup> and July 18<sup>th</sup>

### **Coordinators Conference/5 Points System**

Jim reported on the coordinator conference and guideline training. The guideline training, which was held Monday, June 10<sup>th</sup> was attended by Jim, JR, and Char. They had a trainer from the NADCP present to host the training and it was very beneficial. Tuesday, June 11<sup>th</sup> was the coordinator conference attended by Jim. There they went over the new data entry system, 5 Points. Jim was asked to submit names of who should have access to the system, and next up to submit is usernames chosen by those people. The following have been determined appropriate for access:

YES House: Misty Bruce, Melisa Miller, and Erin Urbanoski

PFI: Donna Morgan, Kim Krogman, and Stephanie Poel (PFI's new office manager)

Probation: Jim Lyon, JR Bailey, and Megan Kincaid-Heidel

He also informed the members that this system would help track UA's, Notes, Sessions, Treatment, Education, Military service, Demographics, along with many other things to help us show we are meeting the goals and key components. It will also have tutorials at the top if anyone using the system needs a refresher or has a question. This system will be taking over for WyCST so **all data needs to be in WyCST by June 26<sup>th</sup> at 5pm** because starting June 17<sup>th</sup>, the state will be moving all of that information into the new system.

Jim also reported that the Coordinators teleconference agenda was addressed during the coordinators conference. They discussed the contracts received and new system going into place. 5 Points is expected to be fully live on July 1<sup>st</sup>.

### **CST Contract Update**

Jim reported that we have received the CST contract fully signed for the next fiscal year, therefore there will be no delay in spending at the beginning of the fiscal year.

### **Site Audit**

Jim reported that last year we did a self-assessment as required every other year. This year we will have a site visit in August by the state. They will go over files, interview people, and ask questions to ensure we are meeting requirements. The specific date has yet to be determined.

### **Meeting Change Reminder**

Jim reminded that due to the National Conference being in July and with both the Judge and himself being gone, **the meeting next month will be moved to July 23<sup>rd</sup>, 2019.**

### **National Conference Follow-Up**

Jim proposed that there be a sort of retreat after the national conference, so they can present what was learned as well as prepare for the site visit. It was suggested that it would have both board and team

members and function as a mixture of team building and learning.

The discussion developed to it specifically being a day “away” as in from our offices but still in town. The “retreat” would focus on the 10 Key components, what a drug court is, and strengthen the foundations of everyone’s understanding of why we do what we do. Char reminded the board of the confidentiality training she has planned. It was suggested by those present that we each present our roles within the program and present ethical obligations of each as a framework to the program. Jim stressed that we have something where everyone is involved.

Clark suggested the Fire Station conference room which is where the YES House has their meeting occasionally. He said it was good because it was quiet, they would order lunch in, and it was free to use. The Library and training center were also suggested. It was also proposed that since we changed what would be discussed, that we have it after the site visit in August. Friday seemed to be the day that worked best for everyone present. Megan will be sending out a doodle poll to decide which Friday would work for the largest number of board and team members.

### **Other Business**

Another reminder, July 16<sup>th</sup> both Judge Hoff and Jim will be gone. July board meeting will be on July 23<sup>rd</sup>, 2019.

Meeting adjourned.