

# COMMITTEE ON PROBATION

ARIZONA SUPREME COURT  
 ADMINISTRATIVE OFFICE OF THE COURTS  
 1501 WEST WASHINGTON STREET  
 CONFERENCE ROOM 345 A & B  
 PHOENIX, ARIZONA

September 6, 2007

7<sup>th</sup>

<b>CHAIR:</b>			
David F. Sanders			
<b>Attending Members:</b>		<b>Guests:</b>	
Carol Boone	Diane McGinnis	R. Rene Baca	Jerry Landau
Margie Brakefield	Bryon Matsuda	Amy Champeau	Tim Orona
Mike Branham	Scott Mabery	JL Doyle	Alan Palomino
Barbara Broderick	Frank Owens	Julie Dybas	Katy Proctor
Jim Buzard	Tivo Romero	Dori Ege	John Rodriguez, Jr.
Marilee Dal Pra	Rik Schmidt	Elaine Grissom	Don Stokes
Carl Fox	Sharon Sikora	Rick Guereña	Kathy Waters
Billie Grobe	Livingston Sutro	Marie Holck	Julie Wright
Arno Hall	Kem Symmes	Rania Khoury	
Tim Hardy	Rich Tozer		
Marty Krizay	Myrtle Young		
Rob Lubitz	Todd Zweig		
Greg Lucero			
<b>Members Absent:</b>		<b>AOC Staff</b>	<b>Committee</b>
John Armstrong	Debra Hall	Ruth Alvarez	
Frank Begay	Hon. James Keppel	Griselda Barragan	
Vincent Craig	Chuck Moter	Jerry Carroll	
Hon. Michael Cruikshank	Friend Walker		
Dave Despair	Mario Moreno		

## I. WELCOME

David Sanders called the meeting to order at 9:07 a.m. and asked the group to recite the Pledge of Allegiance. Introductions were made around the room.

## II. APPROVAL OF MINUTES

**MOTION:** Tim Hardy and Marty Krizay asked to have corrections to the minutes reflecting that they were not in attendance at the meeting of May 11, 2007 . No other corrections were discussed. **Mike Branham made a motion to accept the minutes as corrected. Rich Tozer seconded the motion. Motion passed unanimously. COP 07-007**

## III. NEW APSD STAFF

- Ruth Alvarez new member to APSD – Administrative Assistant
- Geoff Kudel new member to APETS – Senior Business Analyst
- Ignacio Soto new member to APETS – Senior Business Analyst
- Julie Wright new member to APSD – Program Services Manager

## IV. 2008 APPA WINTER INSTITUTE

- Rich Tozer and Dori Ege provided an update on the event and encouraged attendance. NCTI created an e-brochure as advertising for the Institute.

## V. CORP UPDATE

- Lu McLendon stated that on August 29, 2007, all transfers to CORP from ASRS occurred. 2,222 employees transferred to CORP out of 3,000 potential transfers (does not include new hires). Dollar amounts were transferred to CORP on August 29, 2007 Member accounts are currently being established by CORP and should be available for all members within a few weeks. The CORP Board is in the process of electing board members; recommendations are due September 14, 2007. A two year term position and a four year term position are to be filled with voting to occur on October 19, 2007. Some discussion ensued and Lu answered questions from the committee

## VI. LEGISLATIVE UPDATE

- Jerry Landau introduced Katy Proctor (who replaced Leila Gholam) as the new Legislative Liaison. Jerry will email copies of the current proposals to all members within a few days. There are 9 proposals in existence at this time. One marginally affects probation (2008-07). Jerry can be contacted to request copies of specific proposals.

## VII. EDUCATIONAL REQUIREMENTS – CHIEF, DIRECTOR, PO

- ACJA Section 6-106: Personnel Practices--Kathy Waters and Rob Lubitz presented the results of discussion at AMM and JAM regarding the educational requirements of chiefs, directors and PO's. Discussion ensued surrounding the advantages and disadvantages of requiring a bachelor's degree for PO's and a Master's degree for Chiefs and directors.

**MOTION:** Frank Owens made a motion to accept the current degree requirements which allow for an exception of the master's requirement for chiefs and directors and added that the degree be achieved in a reasonable time as agreed in the exception. Tivo Romero seconded the motion. Barbara Broderick made a friendly amendment to the motion to allow for the degree exception only after a recruitment process in which acceptable degreed candidates could not be found. Frank Owens accepted the friendly amendment. Further discussion ensued regarding waivers and recruitment processes. **Frank reframed the original motion to reflect the friendly amendment. Motion passed unanimously. COP 07-008**

- Additional discussion covered the degree requirements for PO's and possible allowing an exception for that requirement as well. The current code does not allow for an exception for the PO.

**MOTION:** Rich Tozer made a motion to allow for a waiver in the code for the PO degree requirement. The motion was seconded by Carol Boone. Barbara Broderick made a friendly amendment to add a new section to the code for the PO degree requirement. Rich Tozer accepted the friendly amendment. Further discussion ensued. **Vote: 5 in favor, 22 oppose; motion fails. COP 07-009**

## **VIII. CODES UPDATES**

### **ACJA Section 5-204: Administration of Victims' Rights**

- JL Doyle, on behalf of the Court Services Division advised committee members of slight revisions made to the draft code. A short discussion ensued.

**MOTION:** Mike Branham made a motion to approve the code with the revision as presented. Barb Broderick seconded the motion. **Vote: Motion passed unanimously. COP 07-010**

### **ACJA Section 3-401: Priority of Offender Payments**

- Julie Dybas, AOC Court Services, presented revisions made to the code. A discussion ensued.

**MOTION:** Mike Branham made a motion to accept the code as presented and corrected. Barb Broderick seconded the motion. **Vote: passed unanimously. Kathy Waters encouraged COP members to appear at the AJC meeting to support COP's position that active cases should be paid first. Barb Broderick commended the group working on the code. COP 07-011**

### **ACJA Section 1-702: Operational Reviews**

- Julie Dybas presented the code and mentioned revisions that had been made.

**MOTION:** Mike Branham made a motion to accept the code as presented. Diane McGinnis seconded the motion. Further discussion ended with Frank Owens making friendly amendment to change a portion of the code to state "Arizona Rules of the Court" rather than the current language. **Mike Branham accepted the friendly amendment. Vote: passed unanimously. COP 07-012**

## **IX. COMMITTEE UPDATES**

### **SSAC (Staff Safety Advisory Committee)**

- Jim Buzard reported for the committee. As Jim is retiring, Livingston Sutro has been appointed to chair the committee. The committee has established a sub-committee to look at office environments for safety issues. John Ryder, Yavapai County, has been named to head the sub-committee and the group will consider suggestions for re-design to offices. A short discussion took place regarding the status of Tazer pilot programs in Maricopa and Pima counties and the sanctioning of local firearms trainings. It was stated that codes provide minimum standards that a county can exceed at local discretion.

### **COPE (Committee on Probation Education)**

- Marie Holck reported for the committee. Due to staffing difficulties no further trainings will be added to the existing calendar. Several scheduled programs have had their dates moved back...January certification academy is now March 10-21,2008; April certification academy is occurring as scheduled, IPS academy is now May 18-23, 2008; and, faculty skills development training scheduled for May 21-23 has been cancelled and rescheduled for May 28-30, 2008. The division has a new assistant, Rosemary Pena, who can be contacted for scheduling information.

### **PACC (Probation Automation Coordinating Committee)**

- Myrtle Young reported for the committee. Rona Newton of Pima County is the new chair of the committee. The committee is meeting the afternoon of September 7, 2007. The agenda will cover JOLTSAZ and APETS quality assurance issues; and, the new court case management system (pilot project to begin April 2008 with roll-out set for late 2008). Carol Boone discussed Maricopa County Juvenile's conversion to ISIS 4-6 weeks ago.

### **Probation Funding Subcommittee**

- The committee was formed by Chair David Sanders to address probation funding issues. Rob Lubitz and Billie Grobe reported for the sub-committee. Currently, the committee is identifying issues related to funding which will be addressed. Several meetings have been scheduled beginning in October 2007.

## **X. NON-AGENDA ITEMS**

**Public Member:** The public members would like a copy of the COP meeting handouts ahead of time.

- A request was made to ensure that ACJC codes covered in the meeting are distributed to members prior to the meeting.

## **XI. CALL TO THE PUBLIC**

None.

## **XI. ADJOURNMENT**

**The meeting adjourned at 11:50 am. Next meeting – THURSDAY, November 8, 2007.**