
Coconino County Criminal Justice Coordinating Council

Executive Committee Meeting Minutes

Location: LEAF Auditorium, 911 E. Sawmill Rd., Flagstaff, AZ 86001
Date: April 19, 2023
Time: 3:00-5:00 P.M.
Officers: Superior Court Presiding Judge Dan Slayton, Chair
Chief Probation Officer Sarah Douthit, Vice Chair
Staff: Michael Jackiewicz, CJCC Director

I. Welcome

The CJCC Chair, Judge Dan Slayton, welcomed everyone to the meeting.

II. Council Business

Approval of February 2023 Executive Committee Meeting Minutes

Police Chief Dan Musselman moved to approve the minutes from the February 2023 meeting and Coconino County Supervisor Patrice Horstman seconded the motion. With all in favor, the minutes were approved.

III. CJCC Committee Updates

- **Indigenous Initiatives Committee** – Coordinator for Indigenous Initiatives Rose Toehe reported that the listening circles were held last week, and the turnout was great, and the team was very happy. There were about a dozen attending the Flagstaff listening circle, but only a couple with justice experience. Then there were seven in Tuba City and 14 in Page, both which had many attendees or family members with justice experience. Attendees expressed their gratitude that the county was interested in hearing from them and conducting the listening circles. There was also great participation from individuals who are currently on probation, thanks to the help of the probation department. Coordinator Toehe thanked the probation department as well as the other leaders in the room for sending staff to the practitioner focus groups. There were five of the front-line staff listening circles. CJCC Director Michael Jackiewicz and the Justice Management Institute (JMI) are still compiling the list of themes from the listening circles and a report will be provided in June. It was announced at the listening circle events that the information from the report will also be brought back to the communities and the outcomes of these efforts will be shared with them. The traveling team consisted of Coordinator Toehe, Director Jackiewicz, Holly Figueroa who facilitated, and Aimee Wickman and Tom Eberly from JMI. Director Jackiewicz thanked everyone for their support. The sessions were incredibly impactful. Once we have a report and a plan, there will be a return to the communities to maintain commitment. He added that there was interest from the Daily Sun and Coordinator Toehe was interviewed for a news article on the events. Coordinator Toehe explained that while Flagstaff, Tuba City, and Page were visited for these sessions, the goal is to expand to additional communities in the county in the future.

- **Juvenile Justice Committee** – Juvenile Court Services Director Casie Lightfoot reported that the committee is continuing to work on its strategies. They are working to have deflection opportunities reach to Page and Williams in the next three months. Most of the committee’s work was put on hold as Coconino County was selected as one of 17 teams to attend Georgetown University’s program to reduce racial and ethnic disparities. This is a week-long intensive program and team members include Deputy County Attorney Ammon Barker, the Superintendent of Schools, and Flagstaff School Counselor and CJCC member, Darrell Marks, among others. The juvenile court has strived to use a trauma-informed model.
- **Behavioral Health Committee** – Director Jackiewicz provided an update as Health and Human Services Director Kim Musselman was unable to attend. Director Jackiewicz reported the committee has multiple workgroups that are focusing on specific efforts, one being a workgroup to create a criminal justice and behavioral health cross training. There will be ten trainings beginning in June. There is also a group working to create a Rule 11 Restoration Report. That report is being compiled and will be presented to the committee. The pre rule 11 diversion team resumed in February, but the last two meetings were cancelled because of a lack of individuals to be staffed. The next meeting is scheduled for next Wednesday, but there will be further discussion on how to make this effort more impactful. The City of Flagstaff contracted with NACA for an assessment of the unhoused community, and more specifically the Indigenous population within this community. Director Musselman will be participating in the meeting next week on the follow-up to that work. The committee meeting for April was cancelled but will meet again in May. The committee will also look at the strategic plan again to address the items not yet underway, especially areas where there is cross over with the work of the Indigenous Initiatives committee and what was learned from the listening circles.
- **Key Performance Indicators Committee** – Deputy County Attorney Ammon Barker reported they have had three meetings in total. The last meeting was used to solidify the proposed ARPA measures, which will be discussed shortly. The ARPA measures are intended to look at how the court/case backlog is being addressed, which is why funding was received to begin with. These measures will help the county to understand if its investments are working.

IV. Proposed ARPA Measures

Deputy County Attorney Barker provided an overview of the following proposed ARPA measures for discussion.

1. **Case Clearance Rate (Superior Court)**
 - **Definition:** number of criminal cases disposed/ number of criminal cases filed, split by division (monthly)
 - **Goal:** to track the case backlog at the Superior Court
2. **Pending Case Rate (Superior Court)**
 - **Definition:** number of pending criminal cases (monthly)
 - **Goal:** to track court capacity
3. **Case Disposition Rate (Superior Court)**
 - **Definition:** number of criminal cases disposed (monthly)
 - **Goal:** to track case dispositions
4. **Felony Case Clearance Rate (Flagstaff Justice Court)**
 - **Definition:** number of felony cases disposed/ number of cases filed (monthly)
 - **Goal:** to track the backlog at the Flagstaff Justice Court

5. Misdemeanor Case Clearance Rate (Flagstaff Justice Court)

- **Definition:** number of misdemeanor cases disposed/ number of cases filed (monthly)
- **Goal:** to track the backlog at the Flagstaff Justice Court

6. Pending Case Rate (Flagstaff Justice Court)

- **Definition:** number of pending criminal cases (monthly)
- **Goal:** to track court capacity

7. Case Filing Rate

- **Definition:** total number of criminal cases filed (monthly)

Deputy County Attorney Barker was unsure whether this would only include felony cases but sees the value of including misdemeanor cases and will discuss with the workgroup.

- **Goal:** to track cases filed by the County Attorney's Office

8. Completed Trial Rate

- **Definition:** number of completed criminal trials
- **Goal:** to track the number of completed criminal trials

9. Pending Trial Rate

- **Definition:** number of criminal cases set for trial (monthly)
- **Goal:** to track the number of cases set for trial (monthly)

10. Plea Agreement Rate

- **Definition:** number of plea agreements entered (monthly)
- **Goal:** to track the number of plea agreements

11. Pretrial Caseload Rate

- **Definition:** number of active pretrial cases (monthly)
- **Goal:** to track pretrial services caseload

Chief Probation Officer Sarah Douthit noted this measure will be superficially low because pretrial services are no longer being provided.

12. Supervision Rate

- **Definition:** number of probationers (monthly)
- **Goal:** to track the number of individuals on probation

Chief Probation Officer Douthit recommended also tracking the number entering and exiting probation, and the number of presentence reports to give a fuller picture of the flow of individuals through probation & workload. She also offered to join the workgroup to assist with the creation of measures. Judge Slayton also suggested measuring revocations.

13. Clinical Liaison Caseload Rate

- a. **Definition:** number of individuals served (monthly)
- b. **Goal:** to track the number of individuals served by the clinical liaison

14. Navigator Engagement Rate

- **Definition:** number of customers engaged by a navigator (monthly)
- **Goal:** to track the number of customers touched by CJ navigators

15. Public Defender Caseload Rate

- **Definition:** number of cases per public defender (monthly)
- **Goal:** to track capacity in the public defender's office

CJ Navigator Experiences

- **Goal:** to convey a fuller account of the interactions between CJ Navigators and customers
- **Potential Data Source:** CJ Navigator survey or interview

CJ Navigator Client Experiences

- **Goal:** to convey a fuller account of the interactions between CJ Navigators and clients
- **Potential Data Source:** CJ Navigator client survey or interview

A suggestion was raised about potentially using the listening sessions for additional qualitative measures.

V. CJCC Retreat

Judge Slayton turned everyone’s attention to the agenda from the previous retreat. Director Jackiewicz provided two proposals for the next retreat: 1) conduct a similar event to the last retreat to be held on July 12, 2023, in place of the CJCC meeting at the Elks Lodge; 2) include community as part of the strategic planning with broader listening sessions and surveys to help inform a retreat on September 13, 2023. Judge Slayton noted that he will be retiring and feels that September would be more convenient for Judge Reed or his appointee to participate. Probation Officer Douthit will be unavailable for the July retreat date that is proposed. The Flagstaff City Council and County Board will be in recess over the summer. Director Jackiewicz explained that the committee is not restricted to these two proposed dates. The timeline is flexible.

Special Assistant to the County Manager Corey Ringenberg asked about the surveys used by the city and if these would be a viable option for community input. Chief Probation Officer Douthit also suggested community events where informal feedback can be sought. She was successful in similar efforts through her office. Judge Slayton recommended a very brief, possibly three-question survey. Director Jackiewicz will seek volunteers to help with this effort. The group agreed that September was the best date for the retreat.

Director Jackiewicz asked if there are suggestions for the retreat. Chief Probation Officer Douthit felt that the facilitator helps the group consider S.M.A.R.T. goals and produce attainable goals. This group is great at big ideas, but it can be difficult to bring them to fruition. Director Lightfoot noted that juvenile justice is so unique and can be quick to react to changes. She asked if it is advantageous to include juvenile justice in the strategic planning. Chief Musselman, Special Assistant Ringenberg, City Manager Clifton, and Chief Probation Officer Douthit all felt it was important to have juvenile justice involved going forward, but there could be a standalone retreat for this focus. Director Jackiewicz noted that some places have a standalone CJCC for juvenile justice and the group can consider this going forward or at the upcoming retreat.

VI. New Business and Agenda Items for Next CJCC Meeting

It was proposed that, in the collaborative spirit of the CJCC, that future meetings be held in different locations so that all council members have a chance to host.

The following items were proposed for the CJCC meeting:

- Forum for discussion of challenges, achievements, etc.
- Listening circles update
- Presentation from Cares unit

- Quarterly report by department
- Restoration of competency cases data report

Judge Slayton discussed that his upcoming retirement will occur on January 3, 2024.

Sheriff Jim Driscoll let the council know that there is a small outbreak of Covid in the jail, with 19 positives including two staff members. They are quarantining and the cases have been mild, but this could impact the movement of individuals to court.

VII. Adjournment

Next Full CJCC Meeting Date: May 10, 2023 (3:00-5:00)

Next Executive Committee Date: June 14, 2023 (3:00-5:00)