

MINUTES
North Carolina Criminal Justice
Education and Training Standards Commission

Planning and Standards Committee
November 15, 2012

The Planning and Standards Committee of the North Carolina Criminal Justice Education and Training Standards Commission met at the Wake Technical Community College, Public Safety Center on November 15, 2012 at 1:00 pm.

Committee Members Present

Commissioner Stephanie Freeman, Chairperson
Commissioner Robert Myrick
Commissioner Jeff Welty

Staff Present

Pam Pope, Criminal Justice Standards Division
Richard Squires, Criminal Justice Standards Division
Dawn Suffel, Criminal Justice Standards Division

Guests Present

Tim Moose, DPS DAC
Kim Sommerdorf, DPS HR
Catherine Anderson, DPS DJJ
Kathy O'Neal, DPS HR
Mary Goodson, DPS HR
Janice Davidson, NC DOR
Julia Lohman, Sheriffs' Standards
Tracy McPherson, Commissioner
Cathy Jordan, Criminal Justice Standards Legal Counsel

Call to Order

Chairperson Stephanie Freeman called the meeting to order, welcomed committee members with guest appointment of Commissioner Gwen Norville, and declared a quorum.

Rule-Making Hearing

Under separate cover.

The record shows Commissioner Gwen Norville moved to the Education and Training Committee Meeting following the Rule-making Hearing.

Approval of the August 23, 2012 Meeting Minutes

Motion to approve was made by Commissioner Robert Myrick and **seconded** by Commissioner Jeff Welty. **Motion carried** unanimously.

Election of Vice Chairperson

Motion to elect Commissioner Scott Cunningham as Committee Vice-Chairperson was made by Commissioner Jeff Welty and **seconded** by Commissioner Robert Myrick. **Motion carried** unanimously.

Proposed Amendment to the Interpretive Rule (Div. of Juvenile Justice)

Chairperson Stephanie Freeman invited Kathy O'Neal of DPS HR for presentation of proposed amendment to the interpretive rule on behalf of DPS, Division of Juvenile Justice.

Ms. O'Neal explained that due to a recent review of Juvenile Justice position titles, it was discovered many were out of date. Therefore, DPS submitted request for approval of revised list of positions to be included in the Commission's Interpretive Rule concerning Criminal Justice Officers. Requested revisions included replacement of sections titled "State Juvenile Justice Officer Positions" and "Chief Court Counselor/Juvenile Court Counselor Positions" and re-categorization of positions to be consistent with Office of State Personnel classifications.

Motion to approve amendment to the Commission's Interpretive Rule was made by Robert Myrick and **seconded** by Jeff Welty. **Motion carried** unanimously.

Proposed Amendment to the Interpretive Rule (Div. of Community Corrections)

Chairperson Stephanie Freeman invited Kim Sommerdorf of DPS HR for presentation of proposed amendment to the interpretive rule on behalf of DPS, Division of Community Corrections.

Ms. Sommerdorf explained that due to recent implementation of legislation and resulting increased job responsibilities for surveillance officers, DPS requests Commission's approval to reallocate classification for this specific group of employees. Ms. Sommerdorf reviewed that prior proposal to the Committee included a new classification. However, after further evaluation within DPS it was discovered that surveillance officers were functioning more in line with Probation & Parole Officers (PPO) therefore creating the need to transform these employees into the PPO classification. Ms. Sommerdorf asserted that while training and educational requirements exist for PPO positions, today's request involves a one-time grandfathering of current surveillance officers into the PPO classification, regardless of educational qualification.

Chair Freeman advised legal counsel has had opportunity to review details of the request and recommends not accepting request as is but suggests an option of creating a hybrid position to accommodate the appeal by DOCC. Ms. Freeman summed up today's discussion by stating that she will take the issue to the Commission's Executive Committee for further direction.

Review of Personal History Statement Form F-3(LE)

Review of Form F-5A (DAC)

Review of Form F-8 (Mandated Background)

Chairperson Freeman advised the Committee that the Forms Subcommittee met on 10/31/12 to discuss Form F-3 (Personal History Statement) and Form F-5A (DAC). Three representatives from DPS HR attended the meeting to discuss proposed revisions to Form F-5A (DAC). DPS HR staff plans to present options to DPS management including recommendation to change use of forms to simplify process. Goal is to have final version on Form F-3 (Personal History Statement) ready to present to the Commission in February.

Other Business

None.

Date of Next Meeting

The next scheduled meeting of the Planning & Standards Committee will be on Thursday, February 21, 2013 at 1:00 pm at the Wake Technical Community College, Public Safety Center.

Motion to Adjourn

Motion to adjourn was made by Commissioner Jeff Welty and **seconded** by Commissioner Robert Myrick. **Motion carried** unanimously.