

# *Adams County Criminal Justice Advisory Board*

## *Strategic Plan for 2017-2020*

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**Adams County  
Criminal Justice Advisory Board  
Strategic Plan  
2017-2020**

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## ***Introduction:***

In the fall of 2007, dialogue began within the Adams County Court of Common Pleas in regards to the pressure being placed on the criminal justice system as a result of a growing population in the county. Part of the strain being felt was due to the increased demands for services by the public in a time where resources were becoming more and more limited. The desire to provide efficient criminal justice services was conflicting with the ability to effectively organize and fund such initiatives.

It became apparent, that in order to provide the dignified, respectful and efficient services desired, that a forum would need to exist where stakeholders in the local criminal justice system could effectively discuss and organize initiatives. Therefore, the Adams County Criminal Justice Advisory Board was formed in the fall of 2007 by public officials as the forum that could effectively address the issues facing the criminal justice system locally while responsibly addressing the needs of the Adams County citizenry.

With the assistance of the Davison Group, Inc., in Mechanicsburg, PA, the Adams County Criminal Justice Advisory Board (CJAB) started a very detailed self-examination of priority issues and goals within the criminal justice system in Adams County. The overall result was the creation of the first CJAB Strategic Plan in 2009. Since that time an annual review has been conducted by the CJAB and the priority issues

have been updated and new initiatives have been started and successfully completed.

Because of the efforts of many of the CJAB stakeholders who have made up the CJAB over the years, the Adams County Criminal Justice Advisory Board has achieved a statewide reputation for professionalism, efficiency, and innovation within Pennsylvania. This reputation was earned by taking seriously the need to periodically assess the local criminal justice system's performance and to identify new and innovative ways of more effectively delivering quality services as efficiently as possible. In 2015, the CJAB was awarded with its highest honor by being recognized by the County Commissioner Association and the Pennsylvania Commission on Crime and Delinquency with the "PA's Best Practices Award".

Progress continues to be made within the CJAB going into 2017. Participation by voting members, associate members and community representatives remains strong and efforts have been made to increase the local participation levels over the years; especially among the law enforcement and educational communities. The Adams County CJAB will continue to strive towards providing dignified, respectful and efficient services to the people of Adams County, as well as providing a responsible and effective criminal justice system locally. One primary way of succeeding in this goal is to adhere to the principle established in the CJAB's Vision and Mission statement adopted in 2010.

The vision, mission, and core principle values of the Adams County Criminal Justice Advisory Board that were established during this process are as follows:

***CJAB Mission Statement, Purpose and Board Structure:***

In November of 2007, the Criminal Justice Advisory Board adopted a mission statement to reflect the importance of how to address criminal justice issues within the County. In 2010 the mission was updated to reflect a more current view of the work within the CJAB. The CJAB has continued to pursue identified matters as part of its overall strategic plan to take an all-inclusive, structured and proactive approach to identifying criminal justice issues in Adams County.

The mission statement of the Board is:

**The mission of the Criminal Justice Advisory Board is to improve the quality of life within Adams County by supporting the local criminal justice system through an ongoing forum for collaboration among key decision-makers.**

The purpose of the Board is:

**The purpose of the board is to evaluate, analyze, plan, and integrate information, as well as to identify, access and sustain sources of funding. This will allow the board to recommend actions to ensure the delivery of dignified, efficient, respectful and sustainable service to the Adams County community.**

The ongoing goal of the Adams County CJAB is:

**To create and coordinate opportunities, methods and processes within Adams County to improve its criminal justice system and lead to more dignified, efficient, respectful and sustainable service to the community.**

One primary purpose of the Board is to achieve consensus on methods to create efficiencies and improve the effectiveness regarding the administration of criminal justice in Adams County. Based on this goal, the CJAB has established the following procedures:

1. Bring together key decision makers on a bi-monthly basis to openly discuss issues that affect the justice system.
2. Identify problems and issues, and proactively address those issues through planning and coordination.
3. Review programming and policies, avoid duplicate spending of criminal justice agencies, improve programming, and initiate innovative programs and policies through working group processes.
4. Facilitate the administration of justice and the provision of services and programs through the Criminal Justice Advisory Board Office.

## Board Structure and Membership

In 2007, the CJAB underwent a formal organization of structure and membership to improve the efficiency and effectiveness of the Board towards meeting its objectives. The By-laws identified 17 voting members of the CJAB and this organization assisted in improving the following:

- ◆ Creating a more productive meeting schedule
- ◆ Downsizing membership to accurately reflect key decision makers and increase board membership attendance
- ◆ Increase sub-committee structures and membership opportunities
- ◆ Changing the by-laws for CJAB and CJAB office operating purposes

A Judge of the Court of Common Pleas serves as Chair of the Board (currently the Honorable

Thomas Campbell) and a County Commissioner serves as Vice-Chair (currently Commissioner Randy Phiel). The CJAB office staff consists of a CJAB Coordinator who serves as an ex-officio member of the CJAB. Other members are selected based on their position in the criminal justice system, county government and dedication to the criminal justice system from within the local community. Listed in the table in "APPENDIX B" is the full listing of the current voting membership (see page 14; APPENDIX B).

The CJAB also consists of several associate members who have been identified because of their background, experience and/or interest in criminal justice matters in the County. These members fully participate in the planning and discussion stages of CJAB ventures and share their thoughts and ideas with the Board. However, these individuals hold no voting authority on the Board.

### ***Review of CJAB Priorities from 2015-16 Strategic Plan and Current Concerns:***

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions that shape and guide what an organization is, who it serves, what it does, and why it does it, with a focus on the future. Effective strategic planning articulates not only where an organization is going and the actions needed to make progress, but also how it will know if it is successful.

There are many different frameworks and methodologies for strategic planning and management. While there is no absolute rules regarding the right framework, most follow a similar pattern and have common attributes. Many frameworks cycle through some variation on some very basic phases: 1) analysis or assessment, where an understanding of the current internal and external environments is developed, 2) strategy formulation, where high level strategy is developed and a basic organization level strategic plan is documented 3) strategy execution, where the high level plan is translated into more operational planning and action items, and 4) evaluation or sustainment / management phase, where

ongoing refinement and evaluation of performance, culture, communications, data reporting, and other strategic management issues occurs.

At the heart of the Criminal Justice Advisory Board initiative has been an on-going review by the board members as to the local services needed and the efforts to increase the efficiency of those services provided the citizens of Adams County. The annual strategic planning process has become the first step in identifying the central needs of the community and it plays an important role in the efficient operations of the Adams County Criminal Justice Advisory Board. The following are the “priority issues” that resulted from the discussions at the Strategic Planning Retreat held in February of 2017:

**Crisis Intervention Training** – Establish a community partnership to work with mental health consumers and family members within Adams County; set a standard of excellence for law enforcement officers with the respect to treatment of individuals with mental health issues in our communities.

Status: Crisis Intervention Training (CIT) has been developed and is being implemented through a CIT Coordinator. Though response to the program among law enforcement personnel has been positive, there are still law enforcement officers in the County who may not recognize crisis intervention for mental health as a priority and have not received training.

**Preventative Measures for “At-Risk” populations** – Focus on identifying the greatest at-risk populations within the County and explore various preventative measures that may be used to reduce the risks to which these groups are exposed. CJAB will reach out to local legislators, research funding opportunities, and help to identify service need and attempt to bridge gaps in delivering those services to the necessary populations.

Status: This work is ongoing. Active participation in CJAB by community partners such as Collaborating for Youth and Survivors Inc. ensures that attention is focused on emerging vulnerable populations and their needs. One such population is those affected by trauma, as witnesses to crime or other incidents. A new program coordinated by Victim/Witness Assistance is developing crisis response teams of trained volunteers who can provide counseling. Efforts are underway to encourage first responders to refer those exposed to trauma to the program.

**Technology and Dashboard Improvements** – Explore technology improvements to share data more efficiently and better align services across the system.

- Video conferencing: implemented, but more training is needed to encourage and enhance participation by law enforcement and other agencies. A connection is needed to the Adams County Jail.
- E-citation system: CJAB has obtained a grant to implement the system. A working committee is in place.
- Technology tools and updates: ongoing, includes introduction of tablets and other mobile devices, and possible expansion to cloud-based data storage.
- Virtual warrant system – this remains a need but will require funding for implementation
- Unified intake and case management: while this is desirable, significant obstacles and barriers exist in terms of protecting confidentiality and adhering to varying state-imposed policies. CJAB recognizes the value of unified intake but does not perceive it to be a realistic short-term priority.

The CJAB sub-committees will continue their focused work on accomplishing these CJAB priorities in the coming years. As indicated previously, many of the priorities have already developed into significant projects and accomplishments for the CJAB and its members. Since the original 2008 CJAB needs assessment, numerous other issues in the criminal justice system have come to the forefront. In addition to the original three priority areas of concern mentioned above, the following additional issues were identified as future concerns of the CJAB:

**Other priorities**

- *Domestic violence issues* – Survivors Inc. will continue to serve as a liaison to CJAB.
- *Local drug and alcohol services and assessments* – ongoing, with an emphasis on determining the level of need and available services in the community. This would include issues revolving around the “Medicine Take Back” initiative.
- *The Heroin Awareness Task Force*- created in 2016 by the CJAB; will focus on increasing education and awareness for heroin and opioid addictions, as well as the prescription drug epidemic.
- *Coordination of human services and mental health* – ongoing. Coordination of resources remains a significant issue.
- *Community education* – a new area of concern is the difficulty that persons with criminal records have in entering the workforce. Outreach to county employers is needed to encourage them to consider applicants with criminal records when appropriate.
- *Virtual Warrants* – continuing work on the implementation of a virtual warrant system within the County.
- *Court of Common Pleas Assessment and Transformation Project* – recommendations from the initial project have been implemented, and work on subsequent phases is ongoing.
- *Children’s Roundtable* – participation will continue with the Adams County CYS Children’s Roundtable.
- *Trauma Taskforce* – participation will continue with the Adams County Trauma Taskforce
- *Enhancement of cross-training efforts* within the law enforcement community including active shooter preparedness.
- *Succession Planning* – *developing plans for succession of leadership within the sub-committees and the main CJAB.*

***Action Plan for 2017-20:***

The following action plans were established during breakout sessions at the 2017 CJAB Strategic Planning retreat:

**Technology Committee**

**Geoffrey Willet, Chair**

Needed: identify chair, recruit members, and assign responsibility for maintaining committee communications/email list, set meeting schedule through Dec 2017 and for the upcoming years.

Technology Committee Goals	Action steps
Goal 1: Video Conferencing. Achieve county-wide use of video conferencing among law	<ul style="list-style-type: none"> <li>• Identify agencies that have not adopted video conferencing.</li> </ul>

enforcement, human services, mental health and substance abuse treatment providers and others.	<ul style="list-style-type: none"> <li>• Conduct targeted outreach to obtain buy-in.</li> <li>• Consider ongoing training/refresher programs.</li> <li>• Identify and use metrics to measure program success: # video conferences, \$ saved in transport costs, # agencies implementing video conferencing, etc.</li> <li>• Provide regular status report to CJAB.</li> </ul>
Goal 2: Electronic filing. Enhance the use of digital signatures, PAC File, ERMS	<ul style="list-style-type: none"> <li>• Examine ways that PACFile/ERMS could improve efficiency within the County court system.</li> </ul>
Goal 3: E-Citations. Implement e-citation grant to establish use of e-citations throughout county law enforcement agencies.	<ul style="list-style-type: none"> <li>• Work with e-citation committee</li> </ul>

### **Mental Health Committee**

#### **Eric Beyer, Chair**

Needed: recruit members, assign responsibility for maintaining committee communications/email list, set meeting schedule through Dec 2017 and for the upcoming years.

Mental Health Committee Goals	Action steps
Goal 1: Coordination of resources. Improve coordination of organizations and resources addressing mental health issues.	<ul style="list-style-type: none"> <li>• Convene roundtable to discuss mental health issues including provider referral, housing issues, etc.</li> <li>• Coordinate with substance abuse agencies to reduce duplication of effort.</li> </ul>
Goal 2. Provide adequate transition resources (treatment and meds) for persons leaving jail with mental health issues.	<ul style="list-style-type: none"> <li>• Identify and obtain funding to support program.</li> </ul>
Goal 3. Increase community awareness and understanding of mental health issues	<ul style="list-style-type: none"> <li>• Develop outreach and education strategies for specific educational messages.</li> <li>• Support efforts for Trauma-informed Adams County.</li> </ul>

### **Substance Abuse Committee**

#### **Jay Ondrizek, Chair**

Needed: identify chair, recruit members, and assign responsibility for maintaining committee communications/email list, set meeting schedule through Dec 2017 and for the upcoming years.

Substance Abuse Committee Goals	Action steps
Goal 1: Increase treatment for substance abuse for jail inmates, in particular those on work release.	<ul style="list-style-type: none"> <li>• Identify funding and other requirements for an additional treatment person at the county jail to address the re-entry population.</li> <li>• Ensure frequent and consistent provision of AA and other groups for re-entry population.</li> </ul>
Goal 2: Create and support recovery-friendly employers in Adams County.	<ul style="list-style-type: none"> <li>• Connect those in recovery with Career Link expungement classes.</li> <li>• Build a connection between employers and</li> </ul>

	Career Link expungement classes.
Goal 3: Improve access to available community resources for prevention, intervention, treatment and recovery.	<ul style="list-style-type: none"> <li>• Circulate Collaborating for Youth’s Alcohol, Tobacco and Other Drugs (ATOD) Directory and website information to all potential referral sources. Updated version available mid-March.</li> <li>• Develop outreach and education strategies for specific educational messages.</li> <li>• Assess level of services currently available for youth and identify gaps.</li> </ul>
Goal 4: Continue to support the Heroin Awareness Task Force in its efforts to reduce overdose fatalities in Adams County.	<ul style="list-style-type: none"> <li>• CJAB representation will be maintained on the local community taskforce</li> </ul>

### **Strategic and Management Plan Details**

The Criminal Justice Advisory Board of Adams County has completed one-hundred and sixteen very successful months and has laid a foundation that holds a promising future for the criminal justice system in Adams County. Complicated challenges, however, are inevitable in the criminal justice system, and the need for collaboration and strategic planning is becoming more and more important.

#### ***Challenges for the Board***

The Adams County Criminal Justice System has made some significant improvements. However, having one new program here or there throughout the system still does not solve all the problems that exist in the justice system. The future must include planning that crosses all part of the criminal justice and court systems, in order to adequately address all of the problems that exist or will exist in the future.

Maximizing our County resources will be the key to success. It will require comprehensive planning via the CJAB sub-committees and the Board to examine the whole criminal justice picture in the County, rather than looking at departments and agencies individually. The CJAB is the only entity in Adams County capable of completing this task in such a manner. Members of the Board and staff should commit to continuing the previous success of priority identification and sub-committee workgroups that identify and tackle key issues and provide the framework for which the board can address top priorities. This working document and its subsequent planning should guide the Board, the Courts and the justice system for the next several years.

Besides continued planning, the CJAB needs to move diligently on the initiatives already started, such as the Heroin Awareness Taskforce, the E-citation project and Video Conferencing initiative.

Addressing inter-agency communication and collaboration; a continuous process for the Criminal Justice Advisory Board and its members; holds considerable promise to enhance the ability of the Board to function and plan well. Efforts to enhance inter-agency communication should integrate various state initiatives (i.e. JNET, cNET, GIS, etc.) and national initiatives (i.e. Homeland Security, NRA Foundation, etc.).

Another important challenge for the Board is the issue of criminal justice program funding. Efforts to sustain funding for initial programs, continuing programs and services, and future programs and services should be an on-going discussion at the Board and committee levels. The CJAB and its staff should work collaboratively to find and enhance sources of revenue for criminal justice programs and services in the County.

## **Objectives through 2020**

Through 2020, the Adams County Criminal Justice Advisory Board establishes the following objectives towards meeting its goal, mission statement and priorities:

1. Conduct board meetings on a bi-monthly basis to openly discuss priority issues and planning.
2. Fully implement the function of the following committees whose purpose will be to address system gaps:
  - a. Policy Committee
  - b. Technology Committee
  - c. Mental Health Committee
  - d. Drug & Alcohol Committee
  - e. Warrant Committee
  - f. Heroin Awareness Taskforce
  - g. Trauma Taskforce
  - h. E-citation Committee
  - i. \*various ad-hoc committees established by the CJAB as needed
3. Continue to identify problems and issues through yearly needs assessments and through sub-committee work, and proactively address those matters through strategic planning and coordination.
4. Continue the management of criminal justice resources and provision of services and programs through the Criminal Justice Advisory Board Office.
5. Review current and future CJAB Programming and policies through grant reporting and evaluation.
6. Provide assistance and support to the Court of Common Pleas with the execution of the Assessment and Transformation Project; including ongoing strategic planning for various court agencies.

## **CJAB Scheduled Meetings**

Board meetings will be held bi-monthly on the second Thursday of the month beginning in February. The Board may hold additional meetings if issues or continuity is needed. The Executive Committee will meet to discuss CJAB matters as needed. Dates for scheduled CJAB meetings are listed in "APPENDIX D (see page 15; APPENDIX D).

# APPENDIX

## APPENDICES

### **APPENDIX A. Overview and History of Adams County CJAB**

The County of Adams in the state of Pennsylvania, which is approximately 519 sq. miles, was officially designated as a 5th class county in 2012 and has seen a steady increase in population for the last several years. According to the 2010 US census, Caucasians make up 90% of the population with Hispanics representing 6% and African-Americans another 2%. The approximate population size of the County is 101,546 and the County seat is in Gettysburg, PA.

The unique population and its diverse nature; comprised of both urban and rural areas; has presented interesting challenges to public officials in addressing the needs of the populous in Adams County. As development pushes in from the north, south and eastern ends of the county there has been an ever increasing demand on the limited resources within our boundaries.

With the influx of growth, the strain on the Adams County Criminal Justice System has been increasing as well, especially in regard to the tightening of governmental budgets and the responsible use of these limited resources. The Adams County Criminal Justice Advisory Board (CJAB) was formed in 2007 by public official as a forum that could address the issues facing the criminal justice system locally, while responsibly addressing the needs of the Adams County citizenry.

Prior to the inception of the CJAB, there was little effort to organize county criminal justice departments and initiatives. A forum did not exist that brought together all of the county criminal justice entities to focus on holistic organizational needs and to address those needs in a collective manner. The development of a county-based criminal justice policy board created the forum to begin a comprehensive, organized system approach to focusing on criminal justice issues in Adams County.

#### ***Overview of the Board***

In September of 2007, stakeholders in the Adams County criminal justice system, with the assistance of the Pennsylvania Prison Society and the Pennsylvania Commission on Crime and Delinquency, formed the Adams County Criminal Justice Advisory Board (CJAB). The Board approved by consensus the creation of the Executive Committee consisting of the CJAB chair, vice-chair, an at-large member, and the standing committee chairs.

During the first few months of operation, the Policy Committee met to re-evaluate the guidelines to address Board membership and voting rights. The guidelines were adopted as the Adams County Criminal Justice Advisory Board Bylaws on November 8, 2007. Three standing committees were formed at this time; the Policy Committee, the Grants Committee, and the Technology Committee and individuals were recommended to each by the Board.

In January of 2008, an ad hoc committee was formed to begin the search for a CJAB Coordinator whose role would be to assist with operations of the CJAB and to seek funding opportunities for CJAB initiatives. This committee put together a funding proposal for the Pennsylvania Commission on Crime and Delinquency and a coordinator's grant was approved by that agency in the spring of 2008. On July 1st, 2008, the County of Adams and the Court of Common Pleas hired its first Criminal Justice Advisory Board Coordinator.

During initial meetings of the CJAB, participants identified many areas of concern within the criminal justice system and recognized the following critical matters facing the county's criminal justice system. Those matters included the following: mental health problems, performance measures and evaluation, drug and alcohol difficulties, transitional housing dilemmas and the development of a county shooting range. After some discussion about these topics, transitional housing was combined with the mental health initiatives.

As a result of identifying these four critical issues of the local criminal justice system, the first long term ad hoc committees of the CJAB were established: the Mental Health Committee and the Shooting Range Committee. The JNET Advisory Committee was also created as a subcommittee of the standing CJAB Technology Committee.

After a review process, which occurred in the second year of the CJAB, two additional ad hoc committees were organized: the Central Booking Committee and the Drug and Alcohol Committee. Early in 2009 the Central Booking Committee successfully completed the task of creating a Central Booking Plan for the County and, upon its completion, the committee was disbanded. During 2009 the CJAB created two additional ad hoc committees: the Court Efficiency committee and the Constable committee to address concerns in these areas within the county.

At the April 2010 CJAB meeting both the Drug and Alcohol and Mental Health committees' status were changed to CJAB standing committees due to the ongoing nature of their respective issues. These changes were reflected in an updated version of the Adams County CJAB's by-laws.

Throughout 2011, 2012 and 2013 the Adams County CJAB continued to make progress on several areas of concern through the diligent work of their sub-committee structure. The sub-committee structure currently consists of an Executive Committee, four (4) standing committees (Policy, Technology, Mental Health and Drug & Alcohol), and four (4) ad-hoc committees (Justice Reinvestment, Warrants, COOP, and Children of Incarcerated Parents).

The sub-committee structure has aided in providing the groundwork of support for several projects over the CJAB's first nine years. This structure has also allowed for the participation of many more individuals in the CJAB that would have been possible otherwise. This includes members from within the criminal justice system of the county as well as members of interested community organizations and agencies. The benefit of this increased participation is the escalated draw on talent that exists within the County of Adams and far greater use of limited resources for the community.

In February of 2014 there was an organizational change that occurred when the coordination responsibilities of the CJAB were placed under the newly created Department of Operational Services and the coordinator position was changed to the Director of Resource Development. This change has aided in the goal of using the County's criminal justice resources in a more efficient and responsible manner and has helped in moving the CJAB forward.

Many major projects are still being successfully worked on by the CJAB and its subcommittees including the Crisis Intervention Training (CIT) program, the Heroin Awareness Taskforce, and various technology issues including work on a virtual warrant process and video conferencing improvements within the court system.

Progress continues to be made with the CJAB going into 2017. Participation by voting members, associate members and community representatives remains strong and efforts are being made to increase the local participation levels in the upcoming years; especially among the law enforcement and the educational communities. The Adams County CJAB will continue to strive towards providing dignified, respectful and efficient services to the people of Adams County, as well as providing a responsible and effective criminal justice system locally.

**APPENDIX B: CJAB Voting Members**

<b>Name</b>	<b>Title/ Position</b>	<b>Membership Since</b>
Judge Thomas Campbell, Chair	Judge	2016
Randy Phiel, Vice-Chair	Commissioner	2012
Tony Little	District Justice	2012
Laura Rowland	Executive Director of Probation Services	2012
Brian Clark	Warden	2007
Kristin Rice	Public Defender	2011
Shannon Harvey	HACC – Gettysburg Campus	2012
Warren Bladen	Director of 911/EMS	2017
Sgt. James Graham	PSP	2016
Cindy Keeney	Director of Victim Witness	2011
Don Fennimore	Court Administrator	2011
Kelly Lawver	Clerk of Court	2010
Sarah Finkey	Children and Youth Services	2017
James Muller	Sheriff	2007
Chief Michael Woods	President of Adams Co. Chief of Police Assoc.	2008
Phil Walter	Director of MIS	2016
Brian Sinnett	District Attorney	2016

**APPENDIX C: CJAB Sub-Committees**

Executive Committee

Judge Thomas Campbell, Chair  
 Commissioner Randy Phiel, Vice-Chair  
 Geoffrey Willett, Technology Committee Chair  
 Eric Beyer, Mental Health Committee Chair  
 Jay Ondrizek, D & A Chair

Policy Committee:

Judge Campbell, Chair

Drug and Alcohol Committee:

Jay Ondrizek, Chair

Mental Health Committee:

Eric Beyer, Chair

Technology Committee:

Geoffrey Willett, Chair  
 Sherri Piper, Co-Chair

Virtual Warrant Committee:

Don Fennimore, Chair

E-Citation Committee:

Mary Bowers, Chair

Trauma Taskforce:

Andrea Neiderer, Chair  
Cindy Keeney, Co-Chair

Heroin Awareness Taskforce:

Jay Ondrizek, Chair  
Jessica Knouse, Vice-Chair

**APPENDIX D. CJAB Scheduled Meetings Dates:**

<b>2017:</b>	April 13 <sup>th</sup> June 8 <sup>th</sup> August 10 <sup>th</sup> October 12 <sup>th</sup> December 14 <sup>th</sup>	<b>2018:</b>	February 8 <sup>th</sup> April 12 <sup>th</sup> June 14 <sup>th</sup> August 9 <sup>th</sup> October 11 <sup>th</sup> December 13 <sup>th</sup>	<b>2019:</b>	February 14 <sup>th</sup> April 11 <sup>th</sup> June 13 <sup>th</sup> August 8 <sup>th</sup> October 10 <sup>th</sup> December 12 <sup>th</sup>	<b>2020:</b>	February 13 <sup>th</sup> April 9 <sup>th</sup> June 11 <sup>th</sup> August 13 <sup>th</sup> October 8 <sup>th</sup> December 10 <sup>th</sup>
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**APPENDIX E: Accomplishments**

Over the past nine years the CJAB has developed ambitious plans. In a relatively short time the CJAB has successfully accomplished many items highlighted below:

**Board:**

- Formation of Bylaws – Sept. 07
- Formation of Mission Statement – Sept. 07
- Formation of Committees (Policy, Technology, Grants, Executive) – Sept. 07
- Prioritization of Issues Completed – Jan. 08
- Began Summary Reports on local CJ System (911/EMS, Law Enforcement, Central Booking, District Justice, ACACC, Re-Entry, APO) – Feb. 08 (ongoing)
- Presentation on source of statistical data available to County – Feb. 08
- Formation of Mental Health Committee – Feb. 08
- Began relationship with Davison Group, Inc., Mechanicsburg, PA – Sept. 08
- Ad hoc Shooting Range Committee formed – Oct. 08
- Ad hoc Central Booking Committee formed – Dec. 08
- Recognition of JCJC Juvenile Supervisor of the Year, Bob Tomassini – Dec. 08
- Recognition of JCJC Court Operated POY- Don Fennimore – Dec 08
- Preparation for the “Right to Know Law” – Dec. 08
- Held first Strategic Planning Retreat – Jan. 09
- Ad hoc Drug & Alcohol Committee formed – Feb. 09
- Approval of 2009-10 Strategic Plan – April 09
- Approval/Acceptance of Central Booking Plan – June 09
- Formation of Ad Hoc Constable Committee – June 09

- Formation of Ad Hoc Court Efficiency Committee – June 09
  - Addition of Jennifer Weaver (HACC- Gettysburg) as voting member – Dec. 09
  - Approval of Local JNET Policy Manual for the County – Dec. 09
  - Held second Strategic Planning Retreat- Mar 10
  - Approval of 2010-11 CJAB Strategic Plan – June 10
  - Changed status of MH and DA committees to “standing committees” – Jun 10
  - Approved update CJAB bylaws – August 10
  - Held third Strategic Planning Retreat- May 11
  - Formation of the Ad Hoc Warrant Committee – Jun 11
  - Formation of the Ad Hoc Children of Incarcerated Parents Committee – Jun 11
  - Approval of 2011-12 CJAB Strategic Plan – Aug 11
  - Formation of the Ad Hoc COOP committee – Feb 12
  - Appointed new Vice Chair to Board – Feb 12
  - Held fourth annual Strategic Planning Retreat – May 12
  - Addition of Shannon Harvey (HACC-Gettysburg) as voting member – Jun 12
  - Approval of 2012-13 CJAB Strategic Plan – Aug 12
  - Formation of Ad Hoc Adams Walsh Committee – Aug 12
  - Formation of Justice Reinvestment Ad Hoc Committee – Jan ‘13
  - Held fifth annual Strategic Planning Retreat – May 13
  - Establishment of local Constable Policy – Jun ‘13
  - Formation of Ad Hoc Virtual Warrant Committee – Dec 13
  - Held sixth annual Strategic Planning Retreat – Oct 14
- 
- CCAP/PCCD 2015 Best Practices Award received – Apr 15
  - Attended 2015 CCAP Awards Luncheon in State College- Jun15
  - Formation of Ad Hoc Child Engagement Committee- Jun 15
  - Held seventh CJAB Strategic Planning Retreat – Feb 17

**Coordinator:**

- Coordinator hired July 08
- Participation in AOPC Technology Conference – May 08
- Participation in PCCD CJAB Conference – June 08
- Participation begun with Collaborating for Youth (CFY) – July 08
- Relationship begun with CJAB Coordinators from Franklin, Cumberland, York and Lebanon Counties – July 08
- Completion of PCCD Grant Management training – July 08
- Participation in JNET County Integration Conferences – Aug., Dec. 08
- HACC Online Ed. completed, Writing Effective Grant Proposals – Aug. 08
- Participation in Franklin County CJAB meeting – Aug. 08
- Participation begun with CFY Project and Grants Committee – Sept. 08
- Participation in Resource Mapping Meeting with Healthy Adams Co. – Sept. 08
- NCTC Grant Writing Training, Ft. Indiantown Gap, PA – Oct. 08
- Participation in Lebanon County CJAB meeting – Oct. 08
- Participation in PCCD CJAB Seminar – Dec. 08
- Participation/Organized CJAB Strategic Planning Retreat – Jan. 09
- JNET Contact Information List Updated – Jan. 09

- Participated in CCAP Grant Partnership Seminar – April 09
- Participated in Photo Shoot for Crisis brochures project – April 09
- Participated in Proclamation w/ CFY “Parents who Host” campaign – May 09
- Attended/Observed Cumberland County Drug Court – May 09
- Voted in as an official member of the CFY Board – May 09
- Attended Intergenerational Communications Training – September 09
- Attended initial Constable Committee meeting – September 09
- Began discussions with the Community Re-Entry Coalition – October 09
- Filed DCED Government Excellence Award Application – November 09
- Attended PCCD Stimulus/JAG Funding WebEx training- December 09
- Assisted in the filing of three ARRA grants – Dec. 09
- Assisted the Sheriff’s Department in filing the License to Carry grant – Jan. 10
- Participation in JNET County Integration Meeting – Mar 10
- Participation in ATP Communication Preference Training – Mar 10
- Participation/Organized CJAB Strategic Planning Retreat – Mar. 10
- Participation in ATP roundtable discussion with PA Chief Justice – Mar 10
- Began participation in Adams County Domestic Violence Task Force – May 10
- Received “Certificate of Appreciation” from CFY organization – May 10
- Attended Prison Society Criminal Justice Conference – June 10
- Attended EpiCenter Coalition Conference in State College – June 10
- Attended Annual Prevention Conference in State College – June 10
- Attended Shooting Range Committee meeting with Commissioners – August 10
- Attended PAS Training within County – Sept. 10
- Attended Domestic Violence Lecture (Mark Wynn) – Nov. 10
- Began work on Sentencing Guideline Training- Mar. 11
- Began work on Courtroom Security Training- Mar. 11
- Participation in PCCD D&A Conference – Apr. 11
- Participation in PCCD CJAB Conference – Jun 11
- Participation in PCCD Dashboard Project Workgroup – Oct 11
- Began participation on County IT team – Apr 12
- Attended JNET Integration Meeting in State College – May 12
- Attended Adams County Health Assessment Forum – Jun 12
- Spoke at Healthy Adams County Luncheon on CJAB- Jan 13
- Facilitated the Parents’ 360 Plus program at Conewago School District – Mar 13
- Attended PCCD CJAB Coordinators Conference – May 2013
- Summited ChIPs press release to local media – Aug 13
- Attended PCCD Annual CJAB Conference – Oct 13
- Title Change to Director of Resource Development – Feb 14
- Attended CIT Conference (State College)- Mar 14
- Met with Director of CONTACT Helpline 211 service- Apr 14
- Participated in DocStar Training- Apr 14
- Participated in local “Drug Take Back” day - Apr 14
- Re-established JNET Criminal History Access – Jun 14
- Attended State Dashboard Steering Committee (PCCD)- Jun 14
- Attended JNET Integration Meeting (State College)- Jun 14
- Attended PCCD CJAB Workshop Conference- Sept 14

- Participated in local “Drug Take Back” day - Sept 14
- Attended PCCD Annual CJAB Conference- March 15
- Participated in Commissioner Forum on Mental Health – Oct 15
- Attended JNET Integration Meeting (State College)- Jun 16
- Attended Heroin Community Forum (HACC) – Jun 16
- Participated in local “Drug Take Back” day - Apr 17
- Attended JNET Integration Meeting (State College)- May 17

**Projects:**

- Concept Paper for CJAB Coordinator completed – Dec. 07
- Local CJ Records Management System Administrator list created – Feb. 08
- JNET annual report received with very positive scores- June 08
- Resource Mapping/Grant Directory Projects begun – Sept. 08
- Provided support to Court Assessment and Transformation Project – Sept. 08
- Provided support of the Court Mission and Vision Statement – Oct. 08
- Guidelines for LE responding to Person with Severe Mental Illness – Nov. 08
- Approval of ICM case worker at ACACC from York/Adams MHMR- Jan. 09
- Production of Adams County Mental Illness Crisis brochures/insert – Feb. 09
- Development/Approval of '09-'11 CJAB Strategic Plan – April 09
- Hosted JNET Overview Training – May 09
- Hosted Mental Health Training for Law Enforcement – June 09
- Hosted Heroin Training for Local Professionals – June 09
- Began study on a Jail Diversion Program for the County – Aug.09
- Began work on a Constable Policy for the Court – Sept. 09
- Began work on Merger of Probation Services – June 10
- Began work on Mental Health Partnership project – June 10
- Began work on License to Carry Project – June 10
- Began involvement with CCAP Data Quality Project – July 10
- Participation in the DEA “Drug Take Back” initiative – Sept 10
- License to Carry Project Software Installation/Start-up – Dec 10
- Youthful Offenders Education Program Start-up- Jan 11
- Began work on the Digital Dashboard Project – Apr 11
- Hosted Synthetic Drug Trends Seminar for local professionals – July 11
- Hosted Prescription Drug Training Seminar for local professionals – Jan 12
- Hosted Mental Health “101” training for local professionals – Jun 12
- Began implementation of “CIT” program through MH subcommittee – Jul 12
- Began work on ACT 11 (Adams Walsh Act) implementation – Sept 12
- Completed work on Act 11 (Adams Walsh Act) – Dec 12
- Parents 360 Plus Program (Conewago School District) – Mar 13
- YADAC Professional In-service training – Aug 13
- Began work on Virtual Warrant/Video Conferencing Project – Dec 13
- Began discussions with Franklin Co. on CIT Regionalization- Mar 14
- Began work on D&A Prescription Drug Project- Jun 14
- CIT Coordinator hired – Aug 14
- D&A resource assessment begun – Sep 14
- CIT Coordinator trained in CIT program – Oct 14

- CIT Training held week of Jan 12<sup>th</sup> at 911 Center – Jan 15
- Participation in CIT Train the Trainer Program at Laurel Highlands – Apr 15
- Initiation of Trauma Taskforce- Aug 15
- D&A Special Heroin session – Sept 15
- Initiation of Heroin Awareness Taskforce – Feb 16
- Veteran’s Awareness Training – Apr 16
- Sponsored Heroin Community Forum at HACC – Jun 16
- Began work on E-Citation Project- Feb 17

**Technology:**

- Formation of Technology Committee Mission Statement – Dec. 07
- Adams County is first in State in regards to Finger Print compliance – Dec. 07
- Formation of JNET Advisory Committee – Sept. 08
- Court Credit Card payment project approved – Oct. 08
- SAVIN system (Victim notification) installed at ACACC – Nov 08
- Increased Bandwidth between County buildings – Jan. 09
- JNET Jail ER II update – Feb. 09
- Creation of CJAB presence on County Website – April 09
- Established local JNET Policy Manual – Nov 09
- CPCMS Credit Card payment system implemented- Mar. 10
- Began involvement with CCAP Data Quality Project – July 10
- Updated CJAB presence on new County website – August 10
- Participation in PCCD Digital Dashboard Seminar, Harrisburg – September 10
- CCAP Data Quality Project Kick-off Meeting- March 11
- CJEP Project started – May 11
- Local Digital Dashboard project official “handoff” – Oct 11
- JNET Overview Refresher Training – Mar 13
- JNET User Training – Sept 13
- CJAB sponsored DocStar Training at 911 Center- Apr 14
- Began participation on State Dashboard Steering Committee (PCCD)- Jun 14
- Began work on PACFile/EMRS project – Oct 16

**Grants:**

- Received \$10,000 Juvenile Justice and Delinquency Prevention Grant – Dec. 07
- Received PCCD \$1500 Technical Assistance Grant – Dec. 07
- Received \$45,085 CJAB Coordinator Grant– March 08
- Received PCCD \$1500 Technical Assistance Grant – Oct. 08
- Received \$10,000 Juvenile Justice and Delinquency Prevention Grant – Dec 08
- Filed \$50,000 grant application to Hoffman Trust Foundation – Jan. 09
- Filed \$52,000 grant application to State Justice Institute – Jan. 09
- Filed \$25,000 grant application to DCED (Community Revitalization) – Feb. 09
- Filed COPS Grant for 2 Deputy Sheriff Positions – April 09
- Filed Byrne Grant application for Juvenile Aftercare position – April 09
- Received \$110,000 grant from DCED for ATP initiative – May. 09
- Received \$30,057 grant from PCCD for year 2 of coordinator position – June 09
- Received \$9,099.87 grant from Bullet Proof Vest Partnership – Aug 09

- Filed \$1,500 Technical Assistance Grant with PCCD – Nov 09
- Filed Juvenile Justice and Delinquency Prevention Block Grant – Dec 09
- Filed \$100,000 DCED Grant for ATP Year 2 Project – Dec 09
- Filed \$195,000 Digital Dashboard Grant from PCCD – Dec 09
- Filed \$276,000 Mental Health Partnership Grant from PCCD – Dec 09
- Received \$1,500 Technical Assistance Grant from PCCD/PCS – Dec 09
- Filed \$199,000 Merger of Probation Services Grant from PCCD- Dec 09
- Filed \$12,981 License to Carry Grant from PCCD – Jan. 10
- Received \$126,313 Merger of Probation Services Grant from PCCD- Mar 10
- Received \$275,339 Mental Health Partnership Grant from PCCD- Mar 10
- Received \$10,000 Juvenile Justice and Delinquency Prevention Grant – Mar 10
- Received \$70,000 ATP II grant from DCED- Apr 10
- Received \$9,981.00 LTC grant from PCCD – Apr 10
- Filed COPS Grant for Deputy Sheriff Position – June 10
- Received \$15,028.00 from PCCD for year 3 of coordinator position – June 10
- Filed Digital Dashboard Concept Paper with PCCD – July 10
- Digital Dashboard Concept Paper Accepted by PCCD – September 10
- Filed \$88,000 Digital Dashboard Grant Application with PCCD – September 10
- Received \$1,500 Technical Assistance Grant from PCCD/PCS – Nov 10
- Received \$88,000 Digital Dashboard Grant from PCCD- March 11
- Filed \$45,000 DCED Grant for ATP III project – March 11
- Received \$45,000 DCED Grant for ATP III project – April 11
- Filed \$22,500 ATP: Year III Grant with PCCD – September 11
- Received \$22,500 ATP Year III Grant from PCCD- Dec 11
- Filed \$207,367 JAG funding concept paper for CIT initiative – Feb 12
- Filed \$42,645 VIP funding application w/ PCCD through CFY- Mar 12
- Submitted \$200,287 CIT grant application to PCCD – Apr 12
- Received \$199,952 CIT grant from PCCD- Jun 12
- Submitted \$28,485.68 BVP grant to USDOJ – Jun 12
- Received \$14,242.84 funding from BVP grant through USDOJ – Sept 12
- Submitted \$1750 ARRA grant to PCCD for Act 111 equipment – Oct 12
- Received \$1,500 TA grant from PSC for 2013 CJAB Retreat – Nov 12
- Received \$1,750 ARRA grant from PCCD for Act 111 – Nov 12
- Filed \$30,000 DCED grant application for Capacity Building Project – Jan 13
- Received \$30,000 DCED grant for Capacity Building Project – Mar 13
- Submitted \$1,500 TA grant from PSC for 2014 CJAB Retreat- Mar 14
- Submitted \$126,200 PCCD JAG Funding Technology Grant – Mar 14
- Submitted \$38,515 PCCD 2014-15 IP Grant – Apr 14
- Received \$1,500 TA Grant from PSC for 2014 CJAB Retreat – Apr 14
- Submitted \$13,440 BVP grant to USDOJ- May 14
- Filed modification for CIT Grant extension (one year) – May 14
- Received \$38,515 PCCD 2014/15 IP Grant- Jul 14
- Modification for CIT grant approved by PCCD- Jul 14
- Submitted \$20,144.97 BVP grant to USDOJ- May 15
- Received \$39,494.00 IP Grant – Sept 15
- Submitted \$1,500 TA grant from PCCD/CCAP for 2016 CJAB Retreat – May 16

- Submitted \$120,186 2016-18 IP Grant to PCCD – Jun 16
- Submitted \$149,998 E-Citation Grant to PCCD – Jun 16
- Received \$1,500 TA grant from PCCD and CCAP – Oct16
- Received \$149,998 E-citation Grant from PCCD – Jan 17
- Submitted \$15,000 Adult Probation Application Software Grant – Apr 17
- Received \$15,000 Adult Probation Application Software Grant – Jun 17

**On-going Grant Total: \$1,375,854.71 (116 months of CJAB) \*(calculated from Oct 2007 – June 2017)**