

## **Example: Yamhill County, Oregon, EBDM Policy Team Charter**

**Policy Team Vision:** We envision a safer Yamhill County community, where professionals work together utilizing data, research, and evidence-based practices in the criminal justice system. Yamhill County will experience enhanced public safety, a reduction in the number of victims, greater offender accountability, and a reduced threat of harm through appropriate application of proven practices at all phases of the criminal justice process.

**Policy Team Mission:** Our mission is to collaboratively develop, by July 1, 2011, a strategic plan to implement proven, cost-effective system improvements.

### **Policy Team Values:**

- Safe and healthy communities
- Public safety
- Fairness
- Justice, due process, and rule of law
- Respect for the rights, needs, and concerns of people who are victims of crime
- Respect for the rights of people accused of crimes
- Enhanced collaboration
- Cost efficient and effective practices
- Competent and dedicated criminal justice professionals

**Policy Team Activities:** To ensure accomplishment of the policy team's mission, an action plan has been developed, defining the objectives and action steps the policy team will undertake. The action plan will be reviewed at each policy team meeting to ensure that tasks are completed as anticipated and updated as needed. The action plan is attached as Appendix 1.

**Meeting Frequency and Duration:** To accomplish its work, the policy team will meet on a regular schedule. The first meeting of the policy team will be 10/14/10. Policy team meetings will be held twice per month through June, 2011. If accomplishment of the action plan requires more or less time, the policy team will readjust this schedule as necessary.

**Ground Rules and Operating Norms:** The following ground rules and operating norms have been established, and team members have agreed to hold each other accountable for adherence to these rules and norms:

- Be courteous.
  - Don't interrupt.
  - Don't talk over each other.
  - Don't check emails during meetings.
  - Take important phone calls outside of meetings.
- Be candid, honest, and open.
- Strive to be goal-oriented.
- Bring your "best self" to meetings.

- Be on time, participate, complete assigned “homework,” attend all meetings, and stay for the duration of all meetings.
- Start/end meetings on time.
- Agendas will be sent out in advance by email.
  - Each member may add items to the agenda.
- At the end of each meeting, members will review how the meeting went and how well its members adhered to the ground rules and operating rules.
- Judge Collins will facilitate all meetings.
- As the local coordinator, Director Ted Smietana will schedule meetings and handle all necessary logistics in between meetings.
- The policy team will agree to the type of information/messages that will be shared with the policy team member agencies to ensure consistency.
- Team members will be transparent with their agencies regarding the Initiative.

**Decision Making Guidelines:** The policy team has agreed on the following guidelines for decision making:

- All members have equal status for the purposes of input and decision making.
- No proxy voting will be permitted.
- Unanimity is preferred; otherwise, decisions will be reached by consensus whenever possible.
- When consensus cannot be achieved, we will respect divergent views, seek common ground, seek technical guidance, and continue to strive for consensus.
- Team members will remain cognizant of the impact of our decisions on individual agencies.
- Team members have independence to make decisions for their own agency, while still adhering to the collective interest of the policy team.
- Each meeting will be recorded and minutes will be shared with team members.

**Team Membership:** Team members have been selected based upon the desire to have all local and relevant criminal justice agencies involved and represented.

- At least one committee member represents each of the following disciplines/interest areas:
  - Law Enforcement—Sheriff Crabtree, McMinnville Chief Ron Noble, and Newberg Chief Brian Casey
  - Jail Administration—Sheriff Crabtree
  - Judiciary—Presiding Judge John L. Collins
  - County Administration—Commissioner Mary Stern
  - Correctional Treatment—HHS Director Silas Halloran-Steiner
  - Prosecution—District Attorney Brad Berry
  - Defense—Attorney Carol Fredrick
  - Victim Services—Debra Bridges
  - Community Corrections—Director Ted Smietana
- On an ongoing basis, the team will reconsider its composition and seek to add members to the team as additional expertise is required. Because the work of the team will be intensive

and require the full engagement of all policy team members, proxies and designees will not be allowed.

**Team Roles and Responsibilities:** The following roles have been established to support the effective work of the policy team:

- Chair: The role of Chair will be filled by Judge Collins. The Chair's role is to facilitate and oversee each policy team meeting and ensure that the team's mission and purpose is being fulfilled.
- Coordinator: The role of Coordinator will be filled by Director Ted Smietana. The Coordinator's role is to organize meetings and activities and to manage all logistics for the team.
- Recorder: Kathe Bonfield, of Community Corrections, will record each meeting and produce detailed meeting minutes for all team members.
- All team members have the following responsibilities:
  - Each team member will serve as a liaison to the constituency/agency/interest area they are representing, carrying key discussion points to these individuals and reporting feedback to the team.
  - Each team member will serve as a liaison to the community, communicating key decisions and operational changes, and reporting feedback to the team.
- In addition, the following unique responsibilities have been agreed upon:
  - Mimi Carter, Principal and EBDM Initiative Yamhill County Site Coordinator, Center for Effective Public Policy: Ms. Carter will act as a meeting co-facilitator, provide technical assistance, and coach the policy team through the Initiative process so that objectives will be reached. She will also broker any additional technical assistance resources as needed, advocate for the team, and critique the team to assist in the achievement of all goals.
  - Carl Gordon, Ph.D. Local Citizen and former Bureau of Prisons Chief Psychologist: Dr. Gordon will provide additional local technical assistance and team support.

**Attachments:**

Appendix 1 – Policy Team Action Plan

Appendix 2 – EBDM Phase II Timeline

Appendix 3 – List of policy team members and contact information