

*Oregon Youth Authority
Agency Committee Directory*



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OYA AGENCY COMMITTEE DIRECTORY

Overview

The OYA Agency Committee Directory has been designed as a recommendation from the Quality Assurance (QA) Specialists to provide an overview of the Oregon Youth Authority's ongoing statewide committees. The committees in this document consist of only statewide committees and do not include local committees or short-term work groups. The purpose of this directory is to clearly communicate the objectives of each committee and highlight examples of topics discussed during scheduled meetings. Additionally, by providing committee contact information, OYA staff and stakeholders may request further details and inquire about participating in statewide activities for professional development purposes.

For further information on specific OYA committees, follow the link to be directed to the Oregon Youth Authority website: <http://www.oregon.gov/OYA/committees.shtml>.

African American Advisory Committee

Committee Members	<p><u>Members include:</u> <i>Staff from government agencies; education services; local businesses; law enforcement organizations; nonprofit agencies that provide services to African American youth and their families; youth advocacy centers; and a relative of a youth who was previously under OYA custody. The membership is comprised of OYA staff and representatives from different sectors of the African American community at large.</i></p>
Committee Purpose/Intent	<p>The Oregon Youth Authority's African American Advisory Committee (AAAC) will advocate and support OYA in providing culturally specific and gender specific services for African American youth and their families in the following ways:</p> <ul style="list-style-type: none">• Assist in building links between OYA and the African American communities in Oregon.• Assist OYA in maintaining a level of cultural competency in programs, services, and policies regarding African American youth in the OYA system.• Assist in recruiting volunteers, mentors, and guest speakers to support OYA's services to African American youth.• Assist OYA in recruitment and retention of African American staff.• Assist OYA in supporting transition/re-entry services for African American youth.• Assist in establishing community resources for foster homes, residential treatment, sex offenders, gang youth, transition services, and other community support systems and services.• Engage African American youth in OYA custody to participate in partnerships with AAAC to identify goals/objectives to support and assist them with.
Projects/Discussion Topics	Services to African American youth in OYA custody
Meeting Frequency	Monthly meetings
Primary Contact	Lonnie Jackson, lonnie.jackson@oya.state.or.us Office of Minority Services Director Phone: (503) 373-7270
Alternate Contact	Dianna Brainard, dianna.brainard@oya.state.or.us Office Specialist II Phone: (503) 378-4667

Community Design Team

Committee Members	<u>Members include:</u> <i>Field Supervisor (co-chair); Training Director (co-chair); Field Assistant Director; Field Implementation Coordinator; Juvenile Parole and Probation Officers; Juvenile Parole and Probation Assistants; Representative from Office of Minority Services; Union Representative; Foster Care Certifier</i>
Committee Purpose/Intent	The purpose of the Community Design Team is to assess field training needs and recommend training initiatives for the Agency Training plan. Additionally, the group reviews field specific training curricula for appropriateness, accuracy and relevance for OYA field staff.
Projects/Discussion Topics	NEO/Basic training and Field specific trainings
Meeting Frequency	Monthly (third Thursday of the month)
Primary Contact	Lynn Oliver, lynn.oliver@oya.state.or.us Training Director Phone: (503) 982-4498
Alternate Contact	Pam Livingston, pamela.livingston@oya.state.or.us Office Specialist II Phone: (503) 981-2515

Curriculum Review Committee: OYA Statewide

Committee Members	<p><u>Members include:</u> <i>OYA Clinical Director and Chair; Assistant Director of Field Operations or designee; Assistant Director of Facility Operations or designee; Juvenile Parole and Probation Supervisors; Facility Program Director; Assistant Director of Program Office or designee; Treatment Services Coordinator; JJIS Policy and Standards Coordinator; Facility Treatment Managers; Community Resources Unit representative; Office of Minority Services Coordinator; Training Academy Director; Lead OYA Researcher</i></p> <p>In addition, “content experts” from a variety of agency areas and departments present on the treatment needs of a given targeted population associated with the curriculum specific areas being discussed.</p>
Committee Purpose/Intent	<p>The Curriculum Review Committee (CRC) began in March 2005. The committee purposes include:</p> <ul style="list-style-type: none">• Reviewing and approving curriculums and research for implementation within OYA;• Helping to guide the agency in decisions regarding the ways in which we monitor, coordinate and implement OYA approved curriculum;• Developing and approving the implementation plans for evidence based practices;• Serving as the content experts and support to peers at the local level during implementation;• Serving as a communication facilitator between peers at the local level and OYA leadership regarding concerns and suggestions for improvements.• Providing a communication link for OYA leadership to share the activities occurring at the state level as well as way to solicit input regarding the needs of OYA staff.
Projects/Discussion Topics	<p>Curriculum coordination and implementation plans are reviewed in relationship to:</p> <ul style="list-style-type: none">• Key Performance Measures,• Risk Needs Assessment data,• Research data,• Clinical outcome measures,• Case plan data and• Correctional Program Checklist results. <p>New evidence-based curriculum, contracted out-patient provider surveys pilot-project research data, and fidelity measure evaluations are routine areas for discussion and planning.</p>
Meeting Frequency	Meetings are the fourth Thursday of every month from 3:00 to 4:30 p.m. (proposed)
Primary Contact	Lee Lederer, lee.lederer@oya.state.or.us Treatment Services Program Coordinator Phone: (503) 373-7543
Alternate Contact	Mary McBride, mary.mcbride@oya.state.or.us Clinical Director, Program Office Phone: (503) 378-3992

Director's Group

Committee Members	<u>Members include:</u> <i>OYA Director; Deputy Director; Executive Assistant; Assistant Director of Field Operations; Assistant Director of Facility Operations; Assistant Director of Program Office; Assistant Director of Business Services; Director of Office of Minority Services; Assistant to the Director</i>
Committee Purpose/Intent	The Director's Group reviews weekly schedules, plans meetings, communicates significant information from previous week, and discusses current issues/topics.
Projects/Discussion Topics	Members' updates Legislative update when in session Internal audit function (monthly)
Meeting Frequency	Meetings are every Monday from 9:00 to 10:30 a.m.
Primary Contact	Jean Bergen, jean.bergen@oya.state.or.us Assistant to the Director Phone: (503) 373-7212
Alternate Contact	Amanda Lowe, amanda.lowe@oya.state.or.us Executive Support Specialist II Phone: (503)378-6555

Evidence-Based Initiatives Group

Committee Members	<u>Members Include:</u> <i>Assistant Director of Facility Operations; Assistant Director of Program Office; Assistant Director of Field Operations; Clinical Director; Training Director; JJIS Training and Implementation Manager; Facility Operations representative; Field Implementation Coordinator; Program Evaluation and QI Coordinator; OYA Juvenile Parole and Probation Supervisors</i>
Committee Purpose/Intent	The Evidence-Based Initiatives Group began in May 2004. The group provides overall guidance and oversight in the implementation of evidence-based practices across the agency. The group develops implementation and training plans and quality assurance and improvement strategies. The Evidence-based Initiatives Group also reviews data related to program implementation and develops strategies to address system gaps.
Projects/Discussion Topics	Data trends are reviewed in a number of areas including, but not limited to: Key Performance Measures; Risk Needs Assessment and Case Plan data, Fidelity Monitoring and Clinical Outcomes. Discussion of implementation and review of agency initiatives is the primary focus of the group.
Meeting Frequency	Meetings are each Tuesday from 1:00 to 2:30 p.m.
Primary Contact	Philip Cox, philip.cox@oya.state.or.us Assistant Director, Program Office Phone: (503) 373-7531
Alternate Contact	Karen Burnett, karen.burnett@oya.state.or.us Executive Support Specialist II Phone: (503) 373-7514

Facility Training Design Team

Committee Members	<u>Members include:</u> <i>Facility Superintendents (co-chairs); Training Director ; Program Director; Maintenance worker (optional); Representative from Office of Minority Services; Group Life Coordinator; Treatment Manager; Youth Corrections Unit Coordinator; Qualified Mental Health Professional; Cook (optional); Nurse (optional); Union Representative</i>
Committee Purpose/Intent	The purpose of the Facility Training Design Team (FTDT) is to assess facility training needs and recommend training initiatives for the Agency Training plan. Additionally, the group reviews facility specific training curricula for appropriateness, accuracy and relevance for OYA facility staff.
Projects/Discussion Topics	NEO/Basic training and Facility specific trainings
Meeting Frequency	Monthly every third Thursday of the month
Primary Contact	Wally Blinde, wally.blinde@oya.state.or.us Superintendent, North Coast YCF Phone: (503) 861-7190 x 224
Alternate Contact	Chris Duval, chris.duval@oya.state.or.us Superintendent, Hillcrest YCF Phone: (503) 986-0361

Hispanic Advisory Committee (HAC)

Committee Members	<p><u>Members include:</u> <i>Staff from government agencies; education services; local businesses; law enforcement organizations; non-profit agencies that provide services to Hispanic/Latino youth and their families; youth advocacy centers; and a relative of a youth who was previously under OYA custody. The membership is comprised of OYA staff and representatives from different sectors of the Hispanic/Latino community at large.</i></p> <p>The Executive Committee is comprised of six members, including five community members and the OYA Statewide Hispanic Services Coordinator. Each of the community members serves on the committee for a period of two years. The General Membership Committee is comprised of a total of sixteen (16) members, each who participate for a period of two years, although membership may be extended.</p>
Committee Purpose/Intent	<p>The mission of the Hispanic Advisory Committee (HAC) is to support the vision and mission of the Office of Minority Services (OMS), which is “To provide leadership, advocacy, and guiding principles to assist the Oregon Youth Authority in its ongoing efforts to become a culturally competent organization and address the complex issues of a culturally and ethnically diverse agency. OMS supports OYA in embracing the values and strengths of all cultures and the implementation of culturally relevant, language appropriate, and gender specific treatment services that empower youth to make positive changes.”</p> <p>The role of the HAC is to advise and make recommendations to the OYA regarding services provided to Hispanic/Latino youth in our custody and to monolingual or LEP (Limited English Proficient) families. To accomplish this the committee:</p> <ul style="list-style-type: none">• Advocates for language services that are culturally appropriate and gender specific.• Advocates for educational programs and services, in addition to the services the youth receive while in OYA close custody facilities.• Collaborates with government partners and community organizations to determine availability of resources for Hispanic/Latino youth.• Advises the OYA regarding cultural competency in programs, services, and policies regarding Hispanic/Latino youth.• Recruits volunteers, mentors, and guest speakers.• Assists the OYA in recruiting Hispanic/Latino staff as part of OYA’s workforce diversification efforts.• Actively supports Hispanic/Latino youth by assisting OMS in establishing transition and community reintegration services such as foster homes for sex offenders.
Meeting Frequency	<ul style="list-style-type: none">• The General Membership Committee meets quarterly on the fourth Thursday of the last month of the quarter.• The Executive Committee meets on the fourth Thursday of the month preceding the General Membership Quarterly meetings.
Primary Contact	Lily E. Cáceres, lily.caceres@oya.state.or.us Minority Services Hispanic/Latina Coordinator, Office of Minority Services - Phone: (503) 672-9569 x 224
Alternate Contact	Lonnie Jackson, lonnie.jackson@oya.state.or.us Office of Minority Services Director Phone: (503) 373-7270

JJIS County Reports Committee

Committee Members	<p>The JJIS Reports Committee membership is open to all county JJIS users and multi-point Video Conferencing is available to extend participation to those unable to travel to Salem.</p> <p>Current membership is posted on the JJIS website. Minutes are also posted.</p>
Committee Purpose/Intent	<p>The JJIS Reports Committee provides a forum to review and prioritize JJIS report requests, and provides support to the JJIS report developers in designing and validating JJIS reports.</p>
Projects/Discussion Topics	<p>Variety of topics relating to reporting and data extracts in the following areas: Alerts, Allegations, Assessments, Caseload Activity, Conditions, Detention Screenings & Admissions, Detention and Custody, Daily Population, Decision Points, Detention Incident Report Statistics, Dispositions, Expunction, Juvenile Crime Prevention Assessments, Petitions, Population Groups, and School.</p> <p>The committee also provides input to the JJIS Data and Evaluation Committee on the need for enhancements to its annual published statistical reports.</p>
Meeting Frequency	<p>JJIS Reports Committee meetings are generally held on the third Tuesday of each month from 2:00 to 4:00 p.m.</p>
Primary Contact	<p>Cherie Lingelbach, cherie.lingelbach@oya.state.or.us JJIS Policy and Standards Coordinator - Phone: (503) 378-8421</p>
Alternate Contact	<p>JJIS Helpdesk, jjis.helpdesk@oya.state.or.us - Phone: (503) 378-4333</p>

JJIS Data & Evaluation Committee

Committee Members	The JJIS Data & Evaluation Subcommittee is a standing subcommittee of the JJIS Steering Committee. Members are appointed by the JJIS Steering Committee and generally consist of juvenile department directors or management staff and research analysts working for county juvenile departments or OYA. All committee work is submitted to Oregon Juvenile Department Directors Association (OJDDA), OYA Executive Committee and the JJIS Steering Committee for final approval before publication. Current membership is posted on the JJIS website.
Committee Purpose/Intent	<p>The purpose of the JJIS Data & Evaluation Committee is to:</p> <ul style="list-style-type: none"> • Guide the development of routine publications/statistics; specific research initiatives; design, reporting, and analysis of JJIS data in order to provide quality program and system evaluations and forecasting for system resources and prevention and intervention strategies. • Function as an analytical Users Group that assesses development, implementation, and interpretation of analytical reports for consistency, accuracy and appropriateness in the areas of Program Evaluation; Forecasting; Policy Analysis; Impact Analysis; and Trend Analysis <p>The Committee goals are to:</p> <ul style="list-style-type: none"> • Identify data element needs from an evaluation perspective for quality control and identify research questions that Oregon seeks to pursue with JJIS data. • Assist in analyzing and disseminating reasoned and researched information to JJIS partner agencies, leaders and policy makers, including the OJDDA, OYA, and Juvenile Crime Prevention Advisory Committee (JCPAC). • Guide and prioritize the development, use and interpretation of JJIS reports and provide interagency mentorship regarding information sharing and meaningful data; • Define and guide the development of data extracts from the JJIS database to support statewide and local juvenile justice policy and program research initiatives, including annual Recidivism data, Minority Over-Representation, Juvenile Crime Prevention plans and Risk Screening Instruments. • Provide feedback on practices and JJIS technical and program evaluation solutions regarding Case Management and Outcome Measures. • Recommend data elements from an evaluation perspective for Case Management and Program Evaluation module development.
Projects/Discussion Topics	Development and publication of annual county and statewide reports including: Number of Youth & Referrals; Recidivism; Detention & Close Custody Detention – (Admissions by Admission Reason; Length of Stay by Demographics; Detention Admissions by Admission Reason and Length of Stay; Average daily population) Disposition; Community Service and Restitution; and Services/Programs. Guidance on use of data from published reports for reporting to the federal government on minority over-representation
Meeting Frequency	Monthly meetings are scheduled the first Tuesday of each month. Schedule and minutes are posted on the JJIS website.
Primary Contact	Cherie Lingelbach, cherie.lingelbach@oya.state.or.us JJIS Policy and Standards Coordinator - Phone: (503) 378-8421
Alternate Contact	JJIS Helpdesk, jjis.helpdesk@oya.state.or.us - Phone: (503) 378-4333

JJIS Executive Committee

Committee Members	<u>Members include:</u> <i>Assistant Director of Field Services; Assistant Director of Facility Operations; Assistant Director of Program Office; Information Systems Manager; JJIS Training & Implementation Manager; JJIS Development Manager; Assistant Director of Business Services</i>
Committee Purpose/Intent	The JJIS Executive Committee considers any OYA issue or initiative as it relates to JJIS or the use of JJIS in OYA. The committee prioritizes agency requests for JJIS enhancements for presentation to the JJIS Steering Committee. The committee may also consider issues related more broadly to information systems such as other software or hardware, particularly when the issues cross involve multiple operational departments.
Projects/Discussion Topics	Any JJIS issue for OYA may be discussed. Any member can add agenda items. Common topics include direction and discussion of approaches for implementation of JJIS in OYA, advice on how to resolve issues with the use of JJIS within OYA, strategies to overcome barriers to using JJIS effectively in OYA, discussion and prioritization of requests for JJIS resources and software development, and discussion about requests for access to JJIS.
Meeting Frequency	Every other month or as needed.
Primary Contact	George Dunford, george.dunford@oya.state.or.us Assistant Director, Business Services - Phone: (503) 373-7295
Alternate Contact	Shawna Hill, shawna.hill@oya.state.or.us Executive Support Specialist II Phone: (503) 373-7258

JJIS Policy & Standards Committee

Committee Members	<p>Membership in the JJIS Policy & Standards Committee is open to any county or OYA office that wants to participate. As issues impact perspectives beyond the representation in the room, the group seeks input from other existing groups, like OJDDA at large, CEOJJC, Juvenile Detention Managers, and OYA.</p> <p>Current membership is posted on the JJIS website.</p>
Committee Purpose/Intent	<p>The Policy & Standards Committee is an advisory committee to the JJIS Steering Committee. Its purpose is to develop and recommend policies and standards for the implementation of JJIS throughout the state. JJIS policies are developed to define common statewide data standards, policies, and procedures that: adhere to statewide Criminal Justice Information standards; maintain data integrity; and honor the integrity of local county business practices.</p> <p>Policy development is initiated as necessary by the JJIS Steering Committee, the Oregon Juvenile Department Directors' Association, the JJIS Project Manager, or the JJIS Policy and Standards Committee.</p> <p>Current policy, rules, and regulations are researched and analyzed to address proposed policy or policy revision. JJIS policies approved by the JJIS Policy and Standards Committee are then recommended to the JJIS Steering Committee for formal adoption.</p>
Projects/Discussion Topics	<p>In addition to general standards and definitions, the committee has developed nearly 70 policies governing the use of JJIS in the following categories:</p> <p>Access & Security, Data Integrity, Development of JJIS, Reports, Jurisdiction, Referrals, Allegations, Dispositions, Conditions, Decision Points, Detention & Custody, School, Youth Information, Worker, Administration Tools, Training</p>
Meeting Frequency	<p>Meetings are monthly as needed alternating the last or second to last Wednesday or Thursday of the month. Annual schedule is set in December for the following year and posted on the JJIS website. Minutes are also posted on the JJIS website.</p>
Primary Contact	<p>Cherie Lingelbach, cherie.lingelbach@oya.state.or.us JJIS Policy and Standards Coordinator - Phone: (503) 378-8421</p>
Alternate Contact	<p>JJIS Helpdesk, jjis.helpdesk@oya.state.or.us - Phone: (503) 378-4333</p>

JJIS Steering Committee

Committee Members	<p><u>Co-Chairs:</u> <i>OYA Assistant Director of Business Services; Representative from Department of Community Justice, Juvenile Division Director</i></p> <p><u>Members Include:</u> <i>OYA Assistant Director of Field Services; Assistant Director of Facility Operations; Assistant Director of Program Office; Information Systems Manager; Juvenile Department Directors; Department of Youth Services Director; Department of Corrections representative</i></p> <p>Other JJIS staff attend meetings. Membership is posted on the JJIS website.</p>
Committee Purpose/Intent	<p>The JJIS Steering Committee is comprised of county juvenile department directors, OYA representatives, and some external partners, to provide coordination and oversight to the Juvenile Justice Information System (JJIS). The purpose of the JJIS Steering Committee is to set the vision and goals for JJIS, ensure JJIS continues to evolve in a way to support the needs of Oregon's juvenile justice agencies, and to remove barriers to the success of JJIS.</p>
Projects/Discussion Topics	<p>The JJIS Steering Committee reviews the project to ensure that it is on task to accomplish the vision and goals of JJIS. The committee routinely prioritizes the development of software features, makes policy decisions on the operational use of JJIS developing consistent practices and definitions, and allocates available resources to the project. The committee works to ensure appropriate security and access of the information is in place. Additionally the committee has an eye toward making statewide information about juvenile justice available to the public and policy makers. The JJIS Steering Committee has several sub-committees that provide advice to them for decision making. Sub-committees include JJIS Policy and Standards, JJIS Data and Evaluation, and JJIS Reports.</p>
Meeting Frequency	<p>Meetings are held monthly, currently the third Wednesday of the month from 9:00 a.m. to 12:00 p.m. at OYA central office. Minutes are posted on the JJIS website.</p>
Primary Contact	<p>Jill Petersen, jill.petersen@oya.state.or.us Information Systems Manager Phone: (503) 373-7279</p>
Alternate Contact	<p>Jan Mogensen, jan.mogensen@oya.state.or.us Communication Coordinator Phone: (503) 373-1687</p>

Native American Advisory Committee

Committee Members	<p>The group is comprised of representatives from Oregon’s nine federally recognized tribes.</p> <p><u>Members include:</u> <i>Cow Creek Band of Umpqua Indians; Confederated Tribes of the Warm Springs Reservation; Confederated Tribes of Siletz Indians; Coquille Tribe; Coos, Lower Umpqua and Siuslaw; Confederated Tribes of Grand Ronde; Confederated Tribes of the Umatilla Indian Reservation; Burns Paiute and Klamath Tribes</i></p>
Committee Purpose/Intent	<p>The Oregon Youth Authority’s Native American Advisory Committee is formulated to assist OYA with matters concerning the nine federally recognized tribes and Native American communities throughout Oregon. The function of the Native American Advisory Committee is to:</p> <ul style="list-style-type: none">• Establish community links between OYA and the Native American community.• Recruit volunteers to support services offered by OYA for Native American youth within OYA close custody.• Consult with tribal representatives regarding transition and aftercare services for Native American youth.• Conduct staff trainings on Native American culture and the tribal structure.• Develop methods to recruit and retain Native American staff: OYA is expanding as an agency and is committed to having an employee workforce that reflects the diversity of the youth population we serve.• Provide consultation to assist in the cultural competency of programs, services and policies regarding Native American youth within OYA.• Establish resources for out-of-home placements (foster homes).
Projects/Discussion Topics	Services to Native American youth in OYA custody
Meeting Frequency	Quarterly meetings
Primary Contact	Jack Lawson, jack.lawson@oya.state.or.us Tribal Liaison and Native American Coordinator - Phone: (503) 378-6973
Alternate Contact	Lonnie Jackson, lonnie.jackson@oya.state.or.us Office of Minority Services Director - Phone: (503) 373-7270

OJDDA Training Advisory Committee

Committee Members	<u>Members include:</u> <i>Training Director ; OYA JJPO Supervisor; Various OJDDA Juvenile Directors; Various OJDDA Detention Managers</i>
Committee Purpose/Intent	The purpose of the OJDDA Training Advisory Committee is to assess and review the OJDDA training calendar.
Projects/Discussion Topics	All OJDDA trainings
Meeting Frequency	N/A
Primary Contact	Lynn Oliver, lynn.oliver@oya.state.or.us Training Director Phone: (503) 982-4498
Alternate Contact	Joe Van Meter, vanjkphs5@aol.com Training and Conference Consultant Phone: (503) 559-9277

Operations Group

Committee Members	<u>Members include:</u> <i>OYA Director; Deputy Director; Clinical Director; Executive Assistant; Assistant Director of Field Operations; Assistant Director of Facility Operations; Assistant Director of Program Office; Assistant Director of Business Services; Director of Office of Minority Services; Assistant to the Director</i> <u>Operations Group – Policy Committee (in addition to those listed above):</u> <i>Director’s Office Internal Auditor; Federal and Other Programs Manager; Policy Project Coordinator; Accounting Manager; Information Services Manager; Rules and Policy Coordinator; Employee Services Manager; Budget and Contracts Manager; Community Resources Unit Manager; Professional Standards Office Manager; Field Implementation Coordinator</i>
Committee Purpose/Intent	Operations Group is designed to review agency functions. Executive Team and others schedule topic areas for discussion and decision. Provides a forum for mid-manager project/section review.
Projects/Discussion Topics	All agency operations. <ul style="list-style-type: none"> • The ‘regular’ Operations Group normally meets on the third Thursday of each month, from 9:00 a.m. to 12:00 p.m., for OYA agency operations discussions. • The Operations Group – Policy Committee normally meets on the first Thursday of each month, from 9:00 a.m. to 12:00 p.m., for OYA policy review and discussion.
Meeting Frequency	Meetings are held twice a month, one which includes extended membership for OYA policy review and discussion.
Primary Contact	Jean Bergen, jean.bergen@oya.state.or.us Assistant to the Director Phone: (503) 373-7212
Alternate Contact	Amanda Lowe, amanda.lowe@oya.state.or.us Executive Support Specialist II Phone: (503) 378-6555

OR-OSHA 437-001-0765 Safety Committee Meeting

Committee Members Members Include: *Chair, Vice-Chair, Recorder, and other employee and employer representatives (site specific)*

Per OR-OSHA OAR 437-001-0765, safety committees should have an equal number of employee and employer representatives and must have a chairperson elected by the represented staff. Each area must have a Safety Committee: Central Office, Facilities and Field Offices.

Committee Purpose/Intent The purpose of a safety committee is to bring workers and managers together to achieve and maintain a safe and healthy workplace for all employees. The committee through its representatives, will set specific goals to accomplish the following activities:

- Involve employees to achieve and maintain a safe workplace.
- Identify and control hazards and unsafe practices.
- Report workplace injuries.
- Review incidents, accidents and near misses to prevent future injuries.
- Record safety committee meetings, activities and recommendations.
- Periodically evaluate the committee's strengths and areas to improve in.
- Quarterly Safety Inspections.

Projects/Discussion Topics

- Review meeting minutes for additions or corrections.
- Discuss items not covered or resolved during last meeting.
- Discuss new issues or concerns to be addressed or resolved.
- Review and discuss employee suggestions for increased safety.
- Review and discuss recommendations to management.
- Distribute agenda and post where they are easily accessible to other employees.

Meeting Frequency Per OR-OSHA OAR 437-001-0765: Safety Committee Meetings must meet at least once a month. Setting a regular time, date and place for meetings makes it easier for everyone to remember and can make it a part of their routine. Quarterly Inspections can account for a monthly meeting but the inspection must be recorded at least quarterly.

Contact Information Lori Widder, lori.widder@oya.state.or.us OYA Safety Manager
Phone: (503) 373-7355

Alternate Contact Julie Puett, julie.puett@oya.state.or.us Executive Support, Employee Services
Phone: (503) 373-7552

OYA Advisory Committee

Committee Members	<u>Members include:</u> <i>Representatives from the District Attorney's Association, Crime Victims United, Oregon Advocacy Center, League of Oregon Cities, Oregon Juvenile Department Directors Association (OJDDA), Juvenile Rights Project, Commission for Children and Families, Department of Human Services, Coalition of Advocates for Equal Access for Girls, Criminal Justice Commission, Association of Oregon Counties, Judicial/Juvenile Court Improvement, Juvenile Courts, Juvenile Corrections Education Programs, Law Enforcement, County Commissioners, higher education, community programs, faith community, OYA Hispanic Advisory Committee, OYA Native American Advisory Committee, OYA African-American Advisory Committee, and the OYA Director's Office (Director, Deputy Director, Executive Assistant, and Assistant to the Director)</i>
Committee Purpose/Intent	The Oregon Youth Authority (OYA) established the OYA Advisory Committee in December 1998. This committee provides vital input to the agency on pertinent issues including, but not limited to, legislative, budget and operational issues. The Advisory Committee affords OYA leadership an opportunity to gather important information from various representatives across numerous disciplines. Committee discussions assist in making agency policy decisions that may have far-reaching impacts related to community safety, accountability and reformation of youth offenders in Oregon's juvenile justice system.
Projects/Discussion Topics	All aspects of agency operations, leadership, legislation and juvenile justice at large.
Meeting Frequency	Meetings are held once a quarter.
Contact Information	Jean Bergen, jean.bergen@oya.state.or.us Assistant to the Director Phone: (503) 373-7212
Alternate Contact	Robyn Cole, robyn.cole@oya.state.or.us Executive Assistant to the Director Phone: (503) 378-8261

OYA Statewide Safety Committee

Committee Members The group is comprised of staff from close custody facilities, probation and parole offices, Assistant Directors, Business Services and Program Office.

Members Include:

OYA Safety Manager; Employee Services Manager; Employee Services Executive Support; Assistant Director of Business Services; Business Services Executive Support; Facility Managers; Facility Program Directors; Parole and Probation Field Supervisors; Training Academy Director; Training Academy Training Specialist; Group Life Coordinators II; SEIU representative; Juvenile Parole and Probation Officer/Assistant; AFSCME representative

Committee Purpose/Intent	<ul style="list-style-type: none"> • Review Incident/Accident Reports and discuss options to prevent and reduce injuries. • Discuss issues that rise beyond a facility or office that may need resolution across the agency, not just at a specific site • Communicate recommendations through the proper channels, workgroups, etc. • Develop innovative ways to foster and sustain a safety culture throughout the agency (i.e. providing recognition for employee’s investment in cultivating a safety culture, incentives for committee membership/participation, etc.) • Provide recommendations for training and policy changes or updates related to safety. • Discuss recommendations for safety projects and employee participation. • Review local safety committee meeting minutes for data and trends regarding safety. • Communicate statewide safety issues and resolutions to local safety committees. • Provide support to local safety committees and ensure they are in compliance with OR-OSHA standards. • Increase staff awareness of monthly national observances (Safety Month, Earthquake Awareness Month, Emergency Preparedness Month, etc) through regular communication via the OYA bulletin. • Discuss and provide recommendations for the use of statewide EAIP funds. • Coordinate statewide safety fairs or conferences. • Continually discuss ways in which improvements can be made regarding the structure and purpose of the statewide group.
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Projects/Discussion Topics	Safety trends, statewide safety issues and concerns, work related injury/illness trends, vehicle safety, safety topics for monthly bulletin.
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Meeting Frequency	Meetings are the second Friday of every month from 9:00 a.m. to 12:00 p.m.
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Contact Information	Lori Widder, lori.widder@oya.state.or.us OYA Safety Manager and Statewide Safety Committee Chair - Phone: (503) 373-7355
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Alternate Contact	Julie Puett, julie.puett@oya.state.or.us Executive Support, Employee Services Phone: (503) 373-7552
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Quality Assurance (QA) Specialists Committee

Committee Members	<p>The group is comprised of one representative from each field office and one from each facility/camp (these are individuals other than superintendents, camp directors and field supervisors).</p> <p><u>Members include:</u> <i>QA/QI Program Evaluation Coordinator; Juvenile Parole and Probation Officers; Facility Treatment Managers; Facility Counselors; JJIS Training Specialist; Group Life Coordinators II; Youth Corrections Unit Coordinators</i></p>
Committee Purpose/Intent	<p>The QA Specialists Committee began in spring of 2005 and its members have been identified by local management to participate in a number of quality improvement projects. Committee members serve in a variety of capacities which includes “content experts” in the risk needs assessment (RNA) and case planning systems, support for peers at the local level on specific projects, a source for peers to relay concerns and suggestions for improvement that will then be raised to the state level (during QA Specialist meetings), and an avenue by which the OYA leadership can communicate activities occurring at the state level as well as solicit input regarding the needs of OYA staff.</p>
Projects/Discussion Topics	<p>Some of the projects the group has tackled in 2005-2007 include receiving additional training and providing coaching to peers in the RNA and case planning systems (<i>on-going</i>); identifying system gaps regarding community resources; helping to develop Multi-Disciplinary Team standards; prioritizing JJIS help requests (<i>on-going</i>); identifying strategies to increase agency communication (<i>continued involvement</i>); identifying over 100 suggestions for improvement in a variety of areas throughout the agency; and other projects.</p>
Meeting Frequency	<p>Meetings are held a minimum of quarterly but more often as needed for specific projects (typically every six to eight weeks).</p>
Primary Contact	<p>Sharon Pette, sharon.pette@oya.state.or.us Program Evaluation and Quality Improvement Coordinator - Phone: (503) 373-7412</p>
Alternate Contact	<p>Diana Ledbetter, diana.ledbetter@oya.state.or.us Administrative Specialist II Phone: (503) 373-7425</p>

Residential Provider Forum

Committee Members	The group is comprised of representatives from the contracted residential resources and the Community Resources Unit. In addition, representatives from the Field Supervisor's group and the Statewide Certifiers attend.
Committee Purpose/Intent	This committee was developed to provide opportunity for the contracted residential providers to meet on a regular basis to gain agency updates, share information between programs, problem solve and receive training.
Projects/Discussion Topics	The community resources unit believes the more information that can be shared between the agency and the providers, the better the service delivery to youth will be. Current trends, research, and practices shared amongst the group assists in quality improvement and assurances.
Meeting Frequency	Meetings are held the first Thursday after the first Friday of each odd numbered month, from 2:00 to 4:00 p.m., in the OYA Central Office Willamette Room
Primary Contact	Cindi Liebe, cindi.liebe@oya.state.or.us Community Resources Manager Phone: (503) 373-7533
Alternate Contact	Monica Genera, monica.genera@oya.state.or.us Office Specialist II Phone: (503) 373-7595

Resource Development Consultation Committee (RDCC)

Committee Members	<p>The group is comprised of representatives from close custody facilities, probation and parole offices, Assistant Directors and/or their designee, Program Office, the OYA Clinical Director, and members from several state agencies. In addition, “intra-agency representatives” from a variety of agency specialty areas participate in these meetings as needed.</p> <p><u>Members include:</u> <i>OYA Clinical Director; Treatment Services Coordinator; Juvenile Parole and Probation Supervisors; Field Support Services Coordinator; Facility Program Director; Office of Minority Services representative; Federal Revenue Specialists; Department of Education representative; Seniors and People with Disabilities representatives; Addictions and Mental Health representatives</i></p>
Committee Purpose/Intent	<p>The Resource Development Consultation Committee began in March of 2005. The committee purposes include:</p> <ul style="list-style-type: none">• Reviewing and discussing OYA youth placement recommendations• Helping to guide the agency in decisions regarding the ways in which we coordinate and recommend OYA youth into community treatment placements• Developing and approving transition plans for difficult to place youth in OYA custody• Serving as support to field staff making youth referrals• Facilitating communication between intra-agency peers at the local level and state administrative leadership regarding concerns/suggestions and referrals• Providing a communication link for OYA Field Operations to share the referral activities occurring at the state level as well as way to solicit input regarding the community treatment needs of OYA youth.
Projects/Discussion Topics	<p>Resource Development Consultation Committee coordination and implementation discussion focuses on:</p> <ul style="list-style-type: none">• Ensuring the continuity of care• Avoiding having youth “slip through the cracks” when transitioning between treatment services and/or placements• Identifying possible service options• Coordinating resources in a consistent and efficient manner• Identifying an intra-agency liaison to consult with OYA Juvenile Parole/Probation Officer (JPPO)
Meeting Frequency	<p>Meetings are the second Tuesday of every month from 1:00 to 3:00 p.m. (proposed).</p>
Primary Contact	<p>Lee Lederer, lee.lederer@oya.state.or.us Treatment Services Program Coordinator Phone: (503) 373-7543</p>
Alternate Contact	<p>Joe Mesteth, joe.mesteth@oya.state.or.us JPPO Supervisor Phone: (503) 434-7376 x 4</p>

Statewide Quality Improvement (QI) Steering Committee

Committee Members	<p>The group is comprised of staff from close custody facilities, probation and parole offices, Assistant Directors, Program Office, and Information Systems. In addition, “content experts” from a variety of agency areas (e.g. departments) present on a variety of project specific quality assurance activities.</p> <p><u>Members include:</u> <i>Program Evaluation and Quality Improvement Coordinator; Assistant Director of Field Operations; Assistant Director of Facility Operations; Juvenile Parole and Probation Officers; Juvenile Parole and Probation Supervisors; Facility Program Directors; Assistant Director Program Office; Facility Operations Coordinator; Facility Treatment Managers; Community Resources Unit representative; IS Implementation & Training Manager; Facility Counselors; Office of Minority Services Coordinator; Training Academy representative; IS Manager; Research Analyst</i></p>
Committee Purpose/Intent	<p>The Statewide QI Committee began in March 2005. The committee serves as a body to help guide the agency in decisions regarding ways in which we can monitor the quality of services we provide (the “what” and “how”). The committee is responsible for reviewing quality assurance reports and data, including the agency’s Key Performance Measures, and for identifying deficiencies in the OYA system. Additionally, the committee discusses and develops potential strategies to address system gaps. The Statewide QI Committee also provides feedback on QA plans and makes recommendations regarding QA measures and project priorities. The committee is kept informed of agency improvement activities throughout the state via monthly presentations by staff members, on a variety of project topics.</p>
Projects/Discussion Topics	<p>Data trends and quality assurance plans are reviewed in a number of areas including, but not limited to: Key Performance Measures; Risk Needs Assessment and case plan data; Performance-based Standards; youth surveys; Functional Family Therapy fidelity; OYA foster care; individualized services treatment contracts; Correctional Program Checklist (CPC) results; etc.</p>
Meeting Frequency	<p>Meetings are the last Tuesday of every month.</p>
Primary Contact	<p>Sharon Pette, sharon.pette@oya.state.or.us Program Evaluation and Quality Improvement Coordinator - Phone: (503) 373-7412</p>
Alternate Contact	<p>Diana Ledbetter, diana.ledbetter@oya.state.or.us Administrative Specialist II Phone: (503) 373-7425</p>

Training Advisory Committee (TAC) –not active

Committee Members	<u>Members include:</u> <i>Training Director and Training Assistant; Juvenile Parole and Probation Officer or Assistant; Treatment Manager or Youth Corrections Unit Coordinator; Superintendents or Camp Director; JJPO Supervisor; Program Director; Group Life Coordinator; Employee Services representative; Clinical Director; Office of Minority Services representative; Business Services representative; Union Representative</i>
Committee Purpose/Intent	The purpose of the TAC is to assess and review the agency training plan and advise the training academy on Agency training issues. This committee is currently not active and may be re-structured.
Projects/Discussion Topics	All OYA trainings
Meeting Frequency	N/A
Primary Contact	Lynn Oliver, lynn.oliver@oya.state.or.us Training Director - Phone: (503) 982-4498
Alternate Contact	Pam Livingston, pamela.livingston@oya.state.or.us Office Specialist II Phone: (503) 981-2515

Web Design Committee

Committee Members	The group is comprised of staff representing close custody facilities, probation and parole offices, Program Office, and Information Systems. In addition, “content experts” from a variety of agency areas (e.g. departments) present on a variety of project specific quality assurance activities. <u>Members include:</u> <i>Juvenile Parole and Probation Supervisors; Rules and Policy Coordinator; JJIS Communication Coordinator; Community Resources Unit representative; Office of Minority Services Coordinator; Training Academy representative; Facility Operations representative; Quality Assurance Coordinator; Director’s Office Executive Assistant</i>
Committee Purpose/Intent	The Web Design Committee began in March 2007. The committee serves as a body to help guide the agency in website design, migration, and monitoring. The committee is responsible for working with DAS to ensure compliance with statewide formatting, design ideas, implementation, and migration of the OYA website to the new format in the spring of 2008 and for identifying new pathways in the OYA system. Additionally, the committee discusses and develops potential strategies to address website gaps.
Projects/Discussion Topics	Design trends and formatting plans are reviewed in a number of areas including, but not limited to the following: statewide requirements; innovative web design; workflow outlines and mapping strategies and narrative reconstruction.
Meeting Frequency	Twice every month until migration is completed
Primary Contact	Robyn Cole, robyn.cole@oya.state.or.us Executive Assistant to the Director Phone: (503) 378-8261
Alternate Contact	Jan Mogensen, jan.mogensen@oya.state.or.us Information Systems Communication Coordinator - Phone: (503) 373-1687