

# The <sup>M</sup><sub>B</sub><sup>A</sup> Dispatch

A Publication of Mel Brown and Associates

[www.melbrown.org](http://www.melbrown.org)

March, 2010

## Preparing the Department for My Departure Harrison County CSCD Sponsors Regional Training for Juvenile and Adult Probation

By Arlene Parchman (Guest Columnist)

Approximately four years ago I began to toy with the possibility of retirement in 2010. My immediate concern was for staff; the issues included how to ensure a smooth transition for them, preparing and encouraging as many of them as possible for leadership roles after my departure. While I cannot influence the outcome of the selection process, I wanted the Judges to know they have a number of well-qualified individuals within the department from whom they can choose to assume the director's position. Planning began for approximately 8 - 10 monthly in-depth sessions for those interested in the in's and out's of a CSCD director position.

After contacting Mel Brown and Associates for guidance, he proposed entitling the sessions "Effectively Leading and Managing CSCD's" and we decided to begin the sessions with my doing an introduction similar to "Director's Corner" that I present to newly hired staff, with additional information included from various CJAD presentations and made specific to the director's position. This session covered: the definition of community supervision; overview of CSCD's and criminal justice in Texas; our relationship to CJAD, TDCJ, judges, prosecutors, police, defense attorneys, commissioners courts, victims, defendants, and the community; funding sources; funding allocations from the Legislature and how they are accounted for; various statutes that govern us with tips on navigating the World Wide Web for assistance in locating these citations; benefits and personnel policies; how CSCD's are formed; the Director's role; a sample job description for the position; the community justice plan; competing interests; an overview of budgets and what drives them; important documents needed to accomplish the job; and related information. Please see Parchman, Page 2

The Harrison County Community Supervision and Corrections Department (CSCD) in Marshall, Texas is hosting a regional training event for juvenile and adult probation personnel on March 24, 2010.

Darwyn Cooper, Harrison County CSCD director, decided that it would be more cost effective to arrange for training to be delivered in his jurisdiction than it would be to send his staff to locations outside of Harrison County. By hosting the training in Marshall, he hopes to assist juvenile probation departments and CSCDs in northeast Texas in meeting their training needs in a cost effective manner.

After discussions with Mel Brown, MBA President and CEO, regarding MBA providing the training at a site in Marshall, Cooper secured a training room at the City of Marshall's Center for Applied Technology.

At the request of Cooper, MBA solicited suggestions for training topics from Directors of juvenile probation departments and CSCDs within a 150 mile radius of Marshall. After potential topics were identified, a list of topics and workshop descriptions were emailed to juvenile probation and CSCD directors asking for them to identify the workshops they would prefer be offered.

A list of the topics to be offered can be found on page 2 of this newsletter and a registration form for the training can be found on page 3.

To register for the training complete the registration form, attach a check for the registration fee and submit them to Mel Brown and Associates, 490 Charleston Park, Conroe, Texas 77302. Any questions regarding the training should be emailed to [info@melbrown.org](mailto:info@melbrown.org).

## Williamson County Juvenile Probation Chief Credentialed by Renown Coaching Schools

Charly Skaggs, Director of Juvenile Services for Williamson County, who is well-known as a trainer, has now been credentialed as a coach both by Corporate Coach University, Inc. and by the renowned Val Hasting School of Personal Coaching, two of the top Professional and Personal Coaching schools.

Credentialing by the two schools qualifies Skaggs to begin coaching government, business and clergy professionals.

Having a personal coach is nothing new to the corporate world and due to its success of coaching in the business world, it is moving rapidly into government and ministry.

Charly has served the criminal justice field for over 32 years.

Not only has he provided leadership within the Williamson County Juvenile Probation department, he has also served as the President of both the National and Texas Juvenile Detention Associations.

While Skaggs is already known as an excellent listener, the newly acquired skills gained during studies in Personal Coaching will enhance his ability to be a great personal coach.

If you would like to talk to Charly about coaching, he can be reached at [CASCoaching@gmail.com](mailto:CASCoaching@gmail.com) or by phone at 512-630-9991.

MBA President Mel Brown, who has also been credentialed as a coach by both Corporate Coach University and the Val Hasting School of Personal Coaching, states that he is extremely pleased to see someone of Skaggs' stature join the ranks of executive coaches.

## Training Corner

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### Correctional Management Institute of Texas

Juvenile Supervision (Detention) Officer Basic  
March 23-26, 2010 Edinburg, Texas, For more information, contact Vanessa Farmer (936) 294-1639, [vfarmer@shsu.edu](mailto:vfarmer@shsu.edu)



Hurricane Preparedness Training, March 25-26, 2010, Huntsville, Texas. For more information, contact Fred Rangel (936) 294-3916 [frangel@shsu.edu](mailto:frangel@shsu.edu)

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### Texas Probation Association

Annual Conference, Beaumont, Texas, March 11-14, 2010. For more information, contact Robin Dulock, (936) 294-3073 [dulock@shsu.edu](mailto:dulock@shsu.edu)



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### Northeast Texas Regional Training Agenda

#### 8:30 am- Noon—Implementing Evidence-Based Principles in Community Corrections.

During this workshop, participants:

- Learn what is meant by the terms “what works,” “best practices,” and “evidence based practices”
- Discover the distinctions between “what works,” “best practices,” and “evidence based practices”
- Learn the eight principles of effective intervention
- Gain an understanding of how to apply the principles of effective intervention
- Identify the components of correctional interventions
- Learn the recommended guidelines for implementing effective interventions

#### 1:15 pm-4:45 pm Thinking Outside the Box: A Path to Creative Problem Solving

Probation department personnel are continually asked to provide more services without being provided adequate resources to do so. As a result, probation officers and administrators must be creative in their approaches to providing services to mental health offenders, substance abusers, domestic violence offenders, sex offenders, etc. During this highly interactive workshop, participants will:

- Have fun while learning the principles of creative problem solving
- Identify roadblocks that limit problem solving abilities
- Learn to define problems in a manner that leads to discovering multiple solutions to problems
- Gain skills that will enable them to apply “out of the box” thinking to situations that arise in their daily lives as well as in their jobs

### Parchman: Preparing the Department for my Departure

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During the second month Mel presented an overview session on effectively leading and managing CSCD’s including effectively dealing with governing bodies. He then presented “Let’s get Fiscal,” an introduction to budgeting and a budget assignment which required preparation of two budgets that had to meet CJAD requirements, with specifics provided regarding the number of defendants supervised by this fictitious department. Some participants were grouped together, while others were asked to complete the assignment individually. All were encouraged to carefully consider the information in previous lessons in preparing these budgets.

During the third month’s training, the morning half of the session consisted of Mel challenging participants to be creative in their problem solving by “Thinking Outside the Box.” In the afternoon, participants presented their budgets to a “judges panel” that consisted of Mel and me. The budgets were critiqued and overall pointers were given. The participants learned that their own philosophy will impact budget preparation and how difficult it is to cover all necessary expenses, including staff raises, with limited funds.

The fourth month’s training consisted of an informal session in which participants were introduced to our CJAD regional director and two assistant regional directors. The session was very informative and interactive, resulting in the group feeling more assured, confident, and informed regarding CJAD’s role with departments.

The fifth session focused on bookkeeping procedures, adjustments to financial records, and contracts. The Senior Bookkeeper detailed: how to take payments; the variety of information that is needed for consideration in taking payments; prioritization of payments; internal controls; why financials need to be adjusted; how to waive fees for individuals who are engaged in inpatient treatment or are serving a jail or prison sentence while under supervision; conversion problems from the previous computer system, and similar issues. An Assistant Purchasing Agent also made an informative presentation on the purchasing process and laws applicable to the process.

The March session will be provided by the County Auditor and Assistant Auditor assigned to the CSCD. They will discuss issues related to internal controls, auditing, required reports, the relationship between their office and ours, outside audits, and other related issues.

The next session will focus on preparing for the interview with actual questions posed by the sitting judges who will constitute the panel conducting interviews for the director’s position. I have been questioning the judges over the past few months to ascertain areas our applicants need to prepare prior to their interviews and that information will be used to develop the session.

Please see Parchman, Page 3

**“Quality Service is Our Only Product”**

## MBA Provides Coaching/Mentoring Services

MBA now provides coaching for personal and professional growth for those who:

- are in their first job as an agency administrator
- are highly stressed and facing potential burnout
- are in a highly conflicted setting
- want to enhance their performance as a leader

Mel Brown has served as the Director of both a Juvenile Probation Department and Community Supervision and Corrections Department.

He has completed course work in coaching offered through Corporate Coach University, Inc. and the Val Hasting School of Personal Coaching.

He has served as an adjunct faculty member in

- the Criminal Justice Department at The University of Texas at Arlington
- the College of Criminal Justice at Sam Houston State University
- the College of Juvenile Justice and Psychology at Prairie View A&M University

For information regarding Coaching/Mentoring services, contact

Mel Brown and Associates  
 Tel: 936-273-0919  
 email coach@melbrown.org

## Parchman: Preparing the Department for my Departure

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Other sessions will be developed as the time ticks down to August. In the meantime, applicants have asked to shadow me as I go about reviewing monthly and quarterly reports, restitution check preparation, budgets, contracts, and other issues. The session participants are already showing increased leadership as they share their experiences with other staff members and use themselves as role models in improving the department operations.

It has been fun and exciting to watch the passion, zeal, thought, and preparation that have gone into the training sessions by our staff members. I always knew I had the best staff in the world. These sessions have solidified that thought and have reinforced my belief that staff will lead, learn, grow, develop, contribute, and prosper under a new director, whether or not he or she is selected from within the department. My fervent hope is that the new Brazos County CSCD director will be from the ranks of current employees, who are poised to lead the department through whatever the future holds.

Perhaps a mistake is that these sessions have not been ongoing for years. Preparation of staff for your retirement is important, but leadership from within is always crucial to an organization's survival, growth, and development. If I had it to do over again, these sessions would have started long ago.

### Registrant Information – Please Print

#### Northeast Texas Regional Training for Juvenile Probation and CSCD Personnel Sponsored by Harrison County CSCD

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Complete form and submit with check to:  
 Mel Brown and Associates  
 490 Charleston Park  
 Conroe, Texas 77302

Registration Fee:  
 \$90.00 for ½ Day\*  
 \$125.00 for Full Day  
 \*Half day registrants should indicate whether they plan to attend the morning or afternoon session.

The training will be conducted at the City of Marshall's Center for Applied Technology located at 2660 East End Blvd. South, (Hwy 59) Marshall, Texas

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