
TRANSITION FROM JAIL TO THE COMMUNITY INITIATIVE Kick-Off Meeting Agenda Template

AGENDA

Example for a Two Day Meeting

First Day

9am

Welcome and Introductions

- Introductory Exercise: What share of 100 jail cases has been touched by social service organizations in the community?

9:30am

Why We're Here – Goals of Meeting and Organization of the Two Days

- Officially launch TJC and introduce model to stakeholders and providers
- Develop shared goals and joint ownership
- Begin substantive strategic planning – what is the team doing now; where do they want to go; how to get there
- Assess technical assistance needs

9:45am

What Jail Transition Looks Like in _____ County

- Who is getting out?
- Where are they going?
- What services are available to them?
- What key information is unknown?

Session Goal: Build a common understanding of the jail transition issue in the county to work from during the kickoff meeting, and spotlight what is unknown

10:45am

Break

11:00am

Introduce TJC Model

- Presentation of TJC model
- For each piece of the model, participants asked on a scale of 1-3 where they think the county is relative to that element
 - Solicit comments from a few participants for each piece

Session Goal: Attendees understand the TJC model well enough for it to serve as the framework for the two days and beyond; understanding of what the county is doing that can be built upon, and where there's work to do

- 11:45am Leadership, Vision, and Organizational Culture**
(Facilitators: Panel of criminal justice coordinating council leaders, community leaders, corrections personnel, and reentry coordinator/specialist)
- Working session on mission and vision development
 - Preliminary mission statement shared with attendees, they are asked to send thoughts to coordinating team
 - These thoughts presented at meeting
 - Discussion focused on values around reentry
- Session Goal: Begin working toward consensus on the shared values that will guide the TJC effort
- 12:15pm Working Lunch: Building and Sustaining an Evidence-Based Approach to Jail/Community Transition**
(Presenter: Evidence Based Approach Expert)
- 1:15pm Collaboration and Joint Ownership**
- Who's missing from this group?
 - Brainstorm as a group
 - What would success look like? [breakout groups]
 - System outcomes
 - Individual outcomes
 - People indicate priority
- Session Goal: Find out what participants want this effort to have brought about in two years; feed into the data discussion—how would you measure to see if you've done them?
- 3pm Break**
- 3:15pm Data-driven Understanding of the Local Issue**
- What more does the team need to know about the local problems and assets?
 - How can they get that information?
- Session Goal: Clarifying what a data-driven effort means, and how data might be used at the front-end (problem identification) and the back end (measurement of effectiveness of interventions)
- 4:30pm Adjourn**

Day 2

9:00am **Recap Previous Day; Overview of Day Ahead**

9:15am **Transition Intervention Strategies**

- Introduction to Triage matrix
- Breakout groups work on filling matrix, by area
 - Screening and Assessment
 - Transition Plans
 - Pre-Release Interventions
 - Post-Release Interventions
- Breakout questions
 - Define target populations
 - Flag one easy win
 - Identify the most important element, the “must-have”

Session Goal: Surface issues, build understanding of the Triage matrix, begin process of thinking through the problem in triage matrix terms

11:45am **Working Lunch: Creating Effective Connections between Community Service Agencies and Jails**

(Presenter: Speaker on building collaboration)

12:30pm **Self-Evaluation and Sustainability**

- *Information-sharing*
- *MOU's*
- *Media/outreach/public education efforts*

1:30 pm **Wrap Up and Next Steps**

2pm **Adjourn**