



PLANNING YOUR FIRST RETREAT – OUR CJAB IS!

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Retreats

- ▣ Why a Retreat?
 - This is a great way to have all of the key-players in the county criminal justice system in the same room for a day to discuss issues in-depth.
 - Retreats are a perfect time to involve members of the community and/or speakers that may not be able to participate in regular meetings due to time constraints.

- ▣ How is a Strategic Planning Retreat different?
 - This kind of Retreat helps to:
 - ▣ Clarify the intensity of the mission of the CJAB.
 - ▣ Ensure that the CJAB is organized and ready for action.
 - ▣ Increase the ease of interdepartmental collaboration.
 - ▣ Assist in determining the instruments needed to be in place so that clearly defined outcomes from the projects the Board recommends can be obtained.

- ▣ The Free Management Library:
 - <http://www.managementhelp.org/>



The First Steps – For Planners

1

- Speak with the members of your Board and determine the most pressing issues their departments face.

2

- Observe, if possible, the common themes that arise from these initial interviews. Recognizing common trends will assist you in the planning process.

3

- Compile a list of pressing matters and use your CJAB to help you prioritize them. Consider whether or not to hire a consultant to assist you in this overall process.



Reach Out

- Never underestimate the value of reaching out to your neighboring counties to discuss ideas!
 - ✓ Lancaster, Berks, York, Cumberland, Delaware, Lehigh, Franklin, Dauphin and Schuylkill Counties have all been willing to share information about the way their CJABs work.
- What works in one county may not work in another.
- If at all possible, plan the Retreat during a month that travel is generally light.



The First Steps – For CJAB Members

1

- Be open-minded about the strategic – or general – retreat planning process.

2

- Be prepared to open your organization up to assist the CJAB. It's likely that its work will benefit you in the future if you work together.

3

- Be clear with your CJAB Planner about his/her duties.



Basically:



Keeping Boredom at Bay

➤ Vary Topics.

➤ Ask what was learned after each session.

➤ Use relevant team-building exercises for a break during the day.



Another meeting....



Lebanon's Retreat

- ▣ A presentation was made at a regular CJAB meeting about Strategic Planning/Retreats.
- ▣ It was decided a consulting firm should be hired to assist with the project.
- ▣ Funding was procured through a \$1,500 Technical Assistance and Training Grant through the PCCD and the PCS.



Structure of the Day

- ▣ Interviews with CJAB Members will take place approximately one month before the Retreat.
- ▣ Lebanon's CJAB now has committees; all but one has developed a basic goal chart.
- ▣ The LCCJAB Planner and the Consultants will work together to compile all of this information from which the topics of the sessions at the Retreat will be determined.

Isn't this *my* space?

Challenges of Collaboration



- ✓ Especially for young CJABs, take the time to be certain each department has a thorough understanding of what others in the criminal justice system do.
- ✓ If necessary, prepare a list of expectations for CJAB members.



The Bliss of Success.



END