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Instructions

Your notes should be 2-10 single-spaced pages, including 8-10 [hyperlinks](#).

While you'll write most of your notes during the meeting, outside work (pre-research and revision) are also important parts of the process. We recommend spending time equal to half the total meeting duration on outside work (See more details on payscale updates effective Oct. 24 [here](#))

Please also note the meeting's start and end time. Including timestamps every five or ten minutes as you take your notes is also a great habit that makes it easier to double-check a quote or discussion when a meeting recording is available. (See a typical timestamp format for 10 minutes below.)

[00:10:00]

See below for more specific instructions and links to helpful tips from the [Documenters Field Guide](#).

Cook County Juvenile Temporary Detention Center Advisory Board [in person or remote]

Documenter name: Angela Ybarra (Notetaker, Documenters.org)

[Cook County Board of Commissioners](#)

Date: March 23, 2023

[See more about this meeting at Documenters.org](#)

Meetings Agenda

[AGENDA FOR JTDC ADVISORY BOARD](#)

Write all notes on the following page

Meeting Start Time: 12:00 pm End Time 2:12 pm

JTDC (Juvenile Temporary Detention Center) Advisory Board)

[JTDC \(Juvenile Temporary Detention Center\)](#)

Roll Call:

[JTDC Temporary Detention Center Advisory Board](#)

JTDC Superintendent: [Mr. Leonard Dixon](#)

JTDC Alum

JTDC Current Detainee Parents (Crystal Morales, Amy Fagger)

JTDC Staff (JTCD Chief Financial Officer not present)

JTDC Doctor/In-house Staff

Notes

Here are three steps to writing your notes:

1. **Pre-research:** Take 30-60 minutes to make sure you understand the agency and agenda before the meeting starts ([Get tips](#))
2. **During the meeting:** Focus on direct quotes, debate, decisions and details like ordinance numbers, names and titles. Collect all available handouts for reference ([Get tips](#))
3. **Revision:** Clean up and fact-check your raw notes afterwards so that your reader can make sense of them ([Get tips](#))

Takeaways

What are the key discussions, votes or outcomes from this meeting that you think everybody should know? Highlight up to four—think of these as the one-sentence previews or headlines for the rest of your notes.

- ***...JTDC (Juvenile Temporary Detention Center) general overview final report to be available April 2023.***
- ***[Covid](#) Response and Plan of Action to combat breakouts, low vaccination rates and the comparison to other major city with a similar size of population of juvenile detainees that were compared to JTDC of Cook County***
- ***...Need for ability for State Advisory Board and JTDC Staff to work together to ensure a return to normalcy, regarding 35 -30 minute rule for violations, bed time to be adjusted to reflect pre pandemic rules and programming to roll back out now that Covid outbreaks and restrictions are modified.***

Additional Notes/Observations:

- On April 3, 2023 formal report will be given and taken into record, today's meeting was to discuss discord between JTDC and JTDC Advisory Board
- Superintendent Dixon gave general overview of progress to JTDC and offer defense to performance of staff Doctor and team with regards to lack of Covid -19 plans, called out 80+ page rebuttal of previous report meeting regarding Doctor and support staffs response to Covid-19, stated that work done was an outstanding job
- In-house JTDC's Doctor and medical staff spoke to overall JTDC performance to reaction to outbreaks, Covid-19 vaccination policy regarding data on actual number vaccinated
- Parents of current detainees stated experience has been made bearable because staff of JTDC is providing quality care, mental health services and coordination of all wraparound services available for their use IE mental health services
- Briana Payton (Listed as JTDC Advisory Board Member) questioned detention, time out with regard to 35-30 Rule, bedtime clarification, need for not only data but explanation of data and by what means is it collected and provided to Advisory Board of JTDC
- [Doctor Amanda Klonsky](#) speaking on behalf of JTDC's Advisory Board provided clarification on last meeting challenges to JTDC's performance regarding bed times, detention and Covid-19 responses

Follow-Up Questions & Observations

What are you left wondering? What observations or learnings are you taking away from this meeting? What do you feel, think or predict?

- *...What is plan for the future of the organization (JTDC) with regards to working with the Advisory Board to achieve realistic benchmarks that establish stability and normalcy for juveniles within temporary detention center*
- *...Providing a source of education for parent(s)/guardian(s) to understand Covid-19 (variants of virus) and the need to administer vaccination done via in person meetings, meetings done via Zoom (if needed) , coordination of past offenders with individuals who completed time in JTDC and are now contributing members of society to provide mentorship to detainees*
- *Questions with regard to sleep schedule, [school](#) attendance via online services during State of Illinois Mandated Covid-19 restrictions, and finally a system of providing followup services once juvenile is returned to society so that there is no need to enter JTDC services going forward*

Note to reader: Unless quotation marks are used, all text is paraphrased. If you believe anything in these notes is inaccurate, please email us at documenters@citybureau.org with "Correction Request " in the subject line. Learn more about Documentaries on our [website](#).