

Council of the District of Columbia
COMMITTEE ON THE JUDICIARY & PUBLIC SAFETY
1350 Pennsylvania Avenue, N.W., Washington, D.C. 20004

January 25, 2017

Michelle Bonner
Executive Director
Corrections Information Council
2901 14th Street, N.W.
Washington, D.C. 20009

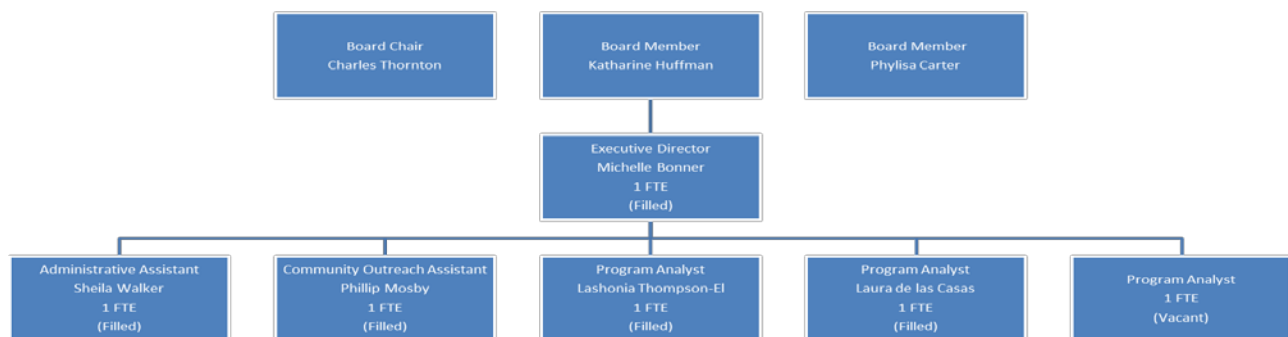
Dear Director Bonner:

The Committee on the Judiciary and Public Safety will hold performance oversight hearings on agencies under its purview between February 13, 2017, and March 2, 2017. Your agency's hearing is scheduled for **February 13 at 11 a.m. in Room 412**, and your agency will be the fifth heard on that day.

In preparation for your hearing, the Committee is sending the following questions for your response. Please submit your responses no later than the close of business on **February 7, 2017**. Please submit your responses in Word or Excel format, as applicable, and minimize the use of attachments. *The Committee additionally requests six bound, paper copies of your responses.* If you need to discuss any of the questions, please contact Chanell Autrey, Deputy Committee Director, at (202) 727-8272 or cautrey@dccouncil.us.

General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision. Include the names and titles of all senior personnel and provide the date that the information was collected on the chart.
A current organizational chart is dated January 27, 2017.



- a. Please provide an explanation of the roles and responsibilities for each division and subdivision.

While we do not have separate divisions and subdivisions, the program analysts lead the bulk of report writing and inspections. The community outreach assistant is responsible for replying to letters/emails/calls from inmates and community; he also manages our social media and attends functions as CIC representative. The administrative assistant manages the office, phones, acts as receptionist, and performs other administrative duties. The executive director represents the CIC in public meetings, meetings with partners, shareholders, corrections agencies, and with government officials. She also is responsible for meeting government reporting requirements, personnel issues, accounting/budget management, website/communications management, and other duties.

- b. Please provide a narrative explanation of any changes made during the previous year.

No changes have been made during the previous year. In FY 2016 budget enhancement, we expanded our staff from three to six FTEs: executive director, three program analyst positions, a community outreach assistant (position added in FY2015) and administrative assistant position (position added in FY2015).

2. Please provide a current Schedule A for the agency which identifies all employees by title/position, current salaries, fringe benefits, and program. The Schedule A should also indicate if the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions.

Schedule A is attached.

- a. For each vacant position, please provide the status of the agency's efforts to fill the position, as well as the position number, title, program number, activity number, grade, salary, and fringe associated with each position. Separate salary and fringe. Please also indicate whether the position must be filled to comply with federal or local law.
- **Program Analyst Position – by end of February, we will have identified a replacement and use name-select process to fill the position vacated Dec. 2016. Position #00087548, Program Analyst, Program Code 1010, Activity 1000, Grade 11, with 20% fringe. This position need not be filled to comply with Federal or local law.**
- **Salary Range:**

Salary	Fringe	Total Comp
56,852.00	11,370.40	68,222.40
62,333.00	12,466.60	74,799.60

- b. For each filled position, please provide the employee's length of service with the agency.

Attached in Schedule A.

3. Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

None.

4. Please provide the Committee with:

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY16 and FY17, to date;

Program Analyst Lashonia Thompson-El - cellphone

Community Outreach Assistant Phillip Mosby - cellphone

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY16 and FY17, to date;

No vehicles owned, leased or otherwise used by the agency. However, the CIC did rent vehicles from Enterprise Rental Car, 2730 Georgia Ave NW, Washington, DC, in FY2016 and FY2017 to date. There have been no reported accidents.

- c. A list of employee bonuses or special award pay granted in FY16 and FY17, to date;

None.

- d. A list of travel expenses, arranged by employee for FY16 and FY17, to date, including the justification for travel; and

Attached.

- e. A list of the total overtime and workers' compensation payments paid in FY16 and FY17, to date, including the number of employees who received overtime and workers' compensation payments.

None.

5. Regarding the use of communication devices:

- a. What procedures are in place to track which individuals or units are assigned mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.

The CIC obtains mobile devices and equipment agreement from the EOM Telecommunications Specialist. The executive director instructs staff on the proper usage of cellular and mobile devices, which are used for work email and work calls only. Executive director only loads work email onto mobile phones.

- b. How does your agency limit the costs associated with its mobile devices?

The agency pays at a set rate each month for each mobile phone (\$60.45 and \$53.74) assigned to the agency, and is notified of any data overages. Agency has not received any such notices.

- c. For FY16 and FY17, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?

FY2016 = \$1370.28

FY 2017 to date = \$389.01 to date

6. For FY16 and FY17, to date, please list all intra-District transfers to or from the agency.

FY2016 – From CIC to DC Net (OCTO) for Telecommunication Services (Internet, VPN to District Network, Telephones) = \$12,567.72.

FY2017 – Not yet billed, so no transfer to DC Net to date.

7. For FY16 and FY17, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated by each source or program; (5) expenditures of funds, including the purpose of each expenditure; and (6) the current fund balance.

None.

8. For FY16 and FY17, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Attached.

9. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY16 and FY17, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

In FY16 the CIC renewed its MOU with the Federal Bureau of Prisons (BOP) for announced inspections of BOP facilities. The original MOU was entered into on July 22, 2013 and expired on July 22, 2016. The new MOU is for another three year term, from July 21, 2016 to July 20, 2019.

10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY16 and FY17, to date.

- **Meetings/Emails – The CIC holds regular meetings with DC Department of Corrections and Federal Bureau of Prisons, as well as meetings with community partners. The CIC also sends representatives to non-governmental associations’ meetings, including Reentry Action Network, Reentry Task Force, and Re-Think Justice meetings.**
- **FY16 Summer Intern Presentations – In FY2015 the CIC started an annual summer event where summer interns from various agencies present their work to other summer interns. This summer we held this event with Council for Court Excellence (CCE) summer interns.**
- **FY17 – Federal Partners - Meetings with staffers in US Senators Booker and Lehy’s Senate Offices, to discuss the work of the CIC. Also met with USDOJ staffers in FY16 after publication of the Colson Task Force Report.**
- **FY17 – CIC partnered with a host of community organizations and government agencies to invite volunteers to sign postcards that CIC sent to over 4000 DC inmates in BOP facilities throughout the country.**
- **FY17 – The CIC and PDS Community Defender Division are co-hosting the 2017 DC Prisoner and Reentry Symposium on March 10, 2017 at UDC-DCSL.**
- **FY16-FY17 – Thematic Report research – CIC has worked with HIPS, Ballou STAY, and American University Washington College of Law on research and information on LGBTQ justice-involved persons in DC. The CIC has also worked with HEARD to identify and learn about challenges facing deaf/hard of hearing DC inmates. The CIC has also interviewed persons on the DC Department of**

Corrections (DOC) Transgender Advisory Committee, and plans to write about this best practice.

11. Please list all currently open capital projects, including an update on all capital projects under the agency's purview in FY16 and FY17, to date, and the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

None.

- a. An update on all capital projects begun, in progress, or concluded in FY15, FY16, and FY17, to date, including the amount budgeted, actual dollars spent, and any remaining balances.
 - b. An update on all capital projects planned for FY17, FY18, FY19, FY20, FY21, and FY22.
 - c. Do the capital projects begun, in progress, or concluded in FY15, FY16, or FY17, to date, have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.
12. Please provide a list of all budget enhancement requests (including, but not limited to, capital improvement needs) for FY16 and FY17, to date. For each, include a description of the need and the amount of funding requested.

FY2017 (made in FY2016)

Fellowship stipend – to supplement administrative position and provide research support to our program analysts

Date: December 14, 2015

Total Amount of Local Funds: \$20,000 (NOTE: received in OVSJG grant)

FY2018 (made in FY2017)

1. FTEs: 1 - Capacity to Receive and Respond to Corrections Complaints

Date: November 2, 2016

Total Amount of Local Funds: \$79,000;

2. Adequate Office Space, pursuant to DC Code § 24-101.01(i)

Date: November 2, 2016

Total Amount of Local Funds: \$150,000

3. Essential VPN and Telecommunication Services, pursuant to DC Code § 24-101.01(i) – to pay for services already received, but not currently in budget.

Date: November 2, 2016

Total Amount of Local Funds: \$13,500

13. Please list, in chronological order, every reprogramming in FY16 and FY17, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY16 and FY17. For each reprogramming, list the date, amount, rationale, and reprogramming number.

FY 2016 CORRECTIONS INFORMATION COUNCIL (FIO) REPROGRAMMINGS							
Count	From Agency Code	Fund	To Agency Code	Fund	Date	Amount	Rationale
AGENCY FIO LOCAL APPROPRIATED OPERATING BUDGET AT 10/1/2015						\$ 482,292	
1	FLO	LOCAL	FLO	LOCAL	May 2, 2016	45,008	The funds are needed to reallocate personnel services budget authority, into non – personnel services budget in accordance with agency spend plan, in order to fulfill printing, postage , in and out of town travel, professional services and fees, conference fees and dues, IT software maintenance, and supplies needs for the remainder of the fiscal year.
FY 2016 Local Reprogramming Total						\$ 45,008	
AGENCY FIO LOCAL APPROPRIATED OPERATING BUDGET AT 09/30/2016						\$ 482,292	
FY 2017 CORRECTIONS INFORMATION COUNCIL (FIO) REPROGRAMMINGS							
Count	From Agency Code	Fund	To Agency Code	Fund	Date	Amount	Rationale
AGENCY FIO LOCAL APPROPRIATED OPERATING BUDGET AT 10/1/2016						\$ 497,297	
							No current reprogrammings
FY 2017 Local Reprogramming Total						\$ -	
AGENCY FIO LOCAL APPROPRIATED OPERATING BUDGET AT 12/31/2016						\$ 497,297	

14. Please list each grant or sub-grant received by your agency in FY16 and FY17, to date.
List the date, amount, and purpose of the grant or sub-grant received.

October 1, 2016-September 30, 2017 – OVSJG-administered Byrne JAG grant:

Evolution of the CIC: Capacity Building for the 21st Century - \$75,000

\$75,000 = \$55,000 for OCTO to design and build a customized database; \$20,000 for intern stipend(s).

15. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

None.

16. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District of Columbia to significant financial liability and/or will result in a change in agency practices, and the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

None.

17. Please provide the total number of administrative complaints or grievances that the agency received in FY16 and FY17, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.

None.

18. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY16 and FY17, to date.

None.

19. Please describe any anticipated spending pressures for the remainder of FY17. Include a description of the pressure, the estimated amount, and any proposed solutions.

None.

20. Please provide a copy of the agency's FY16 performance plan. Please explain which performance plan objectives were completed in FY16 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Attached.

21. Please provide a copy of your agency's FY17 performance plan as submitted to the Office of the City Administrator.

Attached.

22. Please provide the number of FOIA requests for FY16 and FY17, to date, submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

None.

23. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY16 and FY17, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee.

Reports Published FY16 and FY17 to date	Date
Inspection Reports:	
USP Lewisburg	11/5/2015
FCI Victorville Medium I	1/7/2016
FCI Victorville Medium II	1/7/2016
USP Victorville	1/7/2016
FCI Otisville	1/7/2016
USP Canaan	1/7/2016
FCI Petersburg Low	4/26/2016
FCI Petersburg Medium	4/26/2016
FCI Bennettsville	6/27/2016
USP Hazelton	9/30/2016
SFF Hazelton	10/21/2016
FCI Hazelton	10/21/2016
FCI Allenwood Medium	1/7/2017
Issue Briefs:	
Pop-Up Think Tank: Family Engagement	5/11/2016
Pop-Up Think Tank: Reimagining CTF	8/24/2016
LGBT+ Persons in Prison	6/30/2016
Bulletins	
CIC Bulletin	1/30/2016
CIC Bulletin	3/1/2016
CIC Bulletin	7/15/2016
CIC Bulletin	1/6/2017

24. Please separately list each employee whose salary was \$100,000 or more in FY16 and FY17, to date. Provide the name, position number, position title, program number,

activity number, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Michelle Bonner is only staffer in this category; no overtime or bonuses received.

Position No	Position Title	Grade	Fund Detail	Salary FY 2016	Salary Increases (3%)	Salary FY 2017 (Salary + Increases)	Fringe Benefits (20%)	Total Salary + Fringe FY 2017
10006732	Executive Director	09	0100	120,000.00	3,600.00	123,600.00	24,720.00	\$ 148,320.00

25. Please list in descending order the top 25 overtime earners in your agency in FY16 and FY17, to date, if applicable. For each, state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.

None.

26. For FY16 and FY17, to date, please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

None.

27. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement.

None.

28. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, and wards of residence of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY16 or FY17, to date, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

Phylisa	Carter	Active / filled seat	Mayoral Appointee, Public Member	11/3/2015	6/7/2018	Ward 5
Katharine	Huffman	Active / filled seat	DC Chairman/Council appointee	6/7/2014	6/7/2016	Ward 3
Charles	Thornton	Active / filled seat	Mayoral Appointee, Public Member	12/15/2016	6/7/2017	Ward 6

Attached:

Agendas and minutes of each open meeting attached. The CIC's goal is to have 3-4 open meetings per year. In FY16 there were meetings in January and April, but April's meeting was combined with a think tank. There was another open meeting in December 2016, combined with postcard writing volunteering. Once the CIC Board is increased from 3 to 5, there is a greater chance for quorum for quarterly open meetings.

29. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

Reporting Requirements pursuant to DC Code 24-101.01:

- **(f)(1)A) = A report on the conditions of confinement of DC inmates in DC Department of Corrections (DOC) custody – Not Compliant: While the agency has performed tours, the CIC is still in negotiations with DOC to receive reporting data.**

We anticipate that this will be agreed upon soon; and then the CIC will complete its draft 2016 DOC report.

- **(f)(1)(B) = A report on each inspection of a facility housing DC sentenced felons as required in subsection (d)(3) of this section (“Conducting, on an annual basis, comprehensive inspections of at least 3 separate Bureau of Prisons facilities housing DC sentenced felons”) – Compliant. The CIC regularly publishes more than three facility inspection reports, publishing 10 in FY16 and 3 in FY17 to date.**

30. Please list each contract, procurement, lease, and grant awarded, entered into, extended and option years exercised, by your agency during FY16 and FY17, to date. For each contract, please provide the following information, where applicable:

- The name of the contracting party;
- The nature of the contract, including the end product or service;
- The dollar amount of the contract, including budgeted amount and actually spent;
- The term of the contract;
- Whether the contract was competitively bid;
- The name of the agency’s contract monitor and the results of any monitoring activity; and
- Funding source.

Name	Nature of Contract	Dollar Amount	Term	Competitively bid?	Contract monitor/results	Funding Source
Symphonic Strategies	Strategic Planning/ Road Mapping	\$9,500	FY2016	No	None	Local

31. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, as well as the number of agency employees that were trained.

Name of Training	Subject	No. of Employees
American Correctional Association (ACA)	Conditions of Confinement	2
National Association of Civilian Oversight of Law Enforcement (NACOLE)	Corrections Oversight	1
HEARD Training	Issues re deaf/hard of hearing inmates	4
Safe Zone Training	Creating safe spaces for LGBT+ clientele	3

32. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

Yes, conducted by the Director. This is the first year that the agency has conducted performance evaluations. The Director reviews job description and duties with each employee during evaluation. She also has meetings with each employee throughout the year, especially if there are issues with performance. Together, the Director and staff work to find solutions to potential problems and obtain resources needed to solve them.

Agency Operations

1. Please describe any initiatives that the agency implemented in FY16 or FY17, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

FY16 –

- The CIC hosted a volunteer from YouthBuild, who came in several hours a week in the fall of 2015, helping with mass mailings to inmates and other administrative tasks.
- The CIC retained the services of Symphonic Strategies for strategic planning, to create a road map of the agencies priorities and tasks over the next 2-3 years.
- CIC Bulletin – The CIC has produced 4 bulletins to update the community on issues affecting DC incarcerated residents.
- Social Media - It has also developed its Facebook page and will develop its Twitter account in FY16.
- Pop-Up Think Tanks – The CIC held two such events, where community members engage in group-think to tackle challenges facing incarcerated residents.
- Thematic reports – The CIC did a general issue brief on LGBT+ persons in prison, and is continuing research for DC-specific information. It also began researching deaf/hard of hearing inmate issues in DOC and BOP.

FY17 –

- Postcard Writing Event – an extension of the Family Engagement Pop-Up Think Tank and suggestions from community members, the CIC held events where volunteers signed individual postcards that it sent to over 4000 inmates in BOP facilities across the country.
- 2017 DC Prisoner and Reentry Symposium, 3/10/17 – The CIC has partnered with PDS Community Defender Division to convene service providers, advocates, government agencies and leaders to think through some of the top prisoner and reentry issues.
- Thematic Report – The CIC would like to highlight the corrections best practice: DOC Transgender Advisory Committee in FY17.
- Birth Certificate Fee Waiver - The CIC plans to engage with Dept. of Health's Vital Records Division to fashion the most efficient way DC inmates and returning citizens can use the waiver process to obtain their birth certificates prior to reentry.

2. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY17.

Most of the FY17 Priorities are extensions of FY16 priorities, and contain our new initiatives:

- a. **Reduce backlog of inspection reports – While the CIC published 10 inspection reports last fiscal year, greatly reducing inspection report backlog, we still have some reports from FY15 inspections to publish. Although its review process is sometimes slow, the BOP has been cooperative and has displayed a commitment to helping the CIC eliminate the reporting backlog.**
 - b. **Establish inspection follow-up – The CIC is constantly thinking of ways to follow up with those recently released from facilities to ascertain whether there have been any changes of conditions of confinement. The Community Outreach Assistant has held office hours at Mayor’s Office of Returning Citizen Affairs and Free Minds Book Club, but with limited results. The CIC is now exploring ways to attract these returning residents to its office for follow-up.**
 - c. **Data Management System – The eMOU approval process is almost complete for OCTO to design and develop the customized database, which will take the CIC’s data management to unimagined heights.**
 - d. **Thematic reports and information – The CIC will continue to create and disseminate information on broad issues affecting incarcerated persons. Formats include pop-up think tanks, issues briefs, reports, and educational sessions during open meetings.**
 - e. **Establish greater relationship with DC Department of Corrections – While the CIC has an MOU with BOP and regularly receives information on DC inmates from BOP, the CIC does not have the same working relationship with DOC. The DOC has indicated that it does not wish to execute an MOU with the CIC; but the parties are negotiating ways in which DOC can share more information with the CIC.**
3. Please list each new program implemented by the agency during FY16 and FY17, to date. For each initiative please provide:
- a. A description of the initiative;
 - b. The funding required to implement to the initiative; and
 - c. Any documented results of the initiative.
- **Pop-Up Think Tanks – In FY16, the CIC held two “Pop-Up Think Tanks”, opportunities for community members to collectively think through issues facing incarcerated DC residents. The topics were “Family Engagement” and “Reimagining CTF” (ideas for CTF after DOC assumption of operations). Funding required for each think tank was about \$500 for food (out of Director’s pocket), supplies (flip charts, index cards, markers, etc.), and paper/printing. Reports from the think tanks have been provided.**
 - **Family Engagement Writing Event – as a result of the think tank, the CIC held a writing event for loved ones to send handmade cards and photos to incarcerated DC inmates. The event was held at a local church in Ward 8 for free, and food was donated by a supportive citizen. Like the think tanks themselves, funding of at least \$500 will be needed for future events of this nature. (Hard copy of report has been provided.)**
 - **The Washington Center Interns – In FY16 and FY17 the CIC has hosted undergraduate interns from The Washington Center (TWC). These interns have provided tremendous help with correspondence, research, writing, and outreach.**

The program charges the agency nothing but the cost of office supplies and equipment, about \$500, including local transportation and fees for meetings.

- **Thematic Reports/Issue Briefs/Bulletins** – In FY16 the CIC started implementing more ways to communicate with stakeholders. In June 2016 it published the LGBT+ issue brief; and think tank reports were published soon after the events. It has also published four CIC Bulletins so far. It will continue to publish outside of inspection reports. The cost of printing is the only outside cost, apart from staff time. The CIC uses free communications tools, such as Mail Chimp, Canva, and GovDelivery right now. (Hard copies of reports have been provided.)
- **2017 DC Prisoner and Reentry Symposium** – FY17 will be the first year for the CIC, in conjunction with PDS. The UDC David A. Clarke School of Law is the free location for the event. However, the hosts must still raise money for food and other costs, which could be as much as \$5000. The Symposium has about 80 registrants to date. (Hard copy of flyer has been provided.)

4. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY16 and FY17, to date.

The CIC measures programmatic success in the following ways:

- **Number of inspection reports published (especially given the backlog);**
- **Number of inspection reports published within six months of inspection;**
- **Number of website visits/hits;**
- **Number/level of interest in CIC events;**
- **Demonstrable changes in conditions of confinement and transition to reentry based on agency's work;**

Report publication is a major change in FY16, given increased capacity and focus on the backlog of inspection reports. The CIC published 10 reports in FY16, and it is moving towards publishing current inspection reports in a timely manner. Also, it just started measuring website hits, with the assistance of OCTO; and there was a tremendous increase in website activity between 2015 and 2016. While there is still little interest in CIC open meetings alone, this will be monitored and will hopefully improve over time. Measuring demonstrable changes that are directly related to CIC reports and recommendations is proving to be difficult. While it may never be able to directly show the “but for” relationship, the CIC will endeavor to show how it influences corrections policies and practices.

5. Please list the task forces and organizations of which the agency is a member.

Although CIC is not a member of these organizations, the CIC attends conferences and meetings for:

- **American Correctional Association (ACA);**
- **National Association of Civilian Oversight of Law Enforcement (NACOLE):**
Corrections Oversight track;
- **Criminal Justice Coordinating Council committee meetings and conferences;**
- **Reentry Task Force (RTF);**
- **Rethink Justice;**
- **Reentry Action Network (RAN)**

6. Please explain the impact on your agency of any legislation passed at the federal level during FY16 and FY17, to date, which significantly affected agency operations. If regulations are the shared responsibility of multiple agencies, please note.

Presidential Executive Actions, though not legislation, have greatly affected the CIC's work in FY16-FY17.

Executive Actions Limiting Solitary Confinement – On January 25, President Obama adopted US Department of Justice recommendations limiting solitary confinement for adults and banning the use of solitary confinement for juveniles in BOP facilities. The CIC must monitor BOP to ensure these new orders are being implemented throughout the BOP and within DOC for inmates under BOP custody. The CIC did inspect the juvenile unit at CTF on Sept. 30, 2016; and on Feb. 10, 2017, the CIC will have inspected USP Lewisburg. This will be six months after BOP's implementation of modifications to the Special Management Unit program pursuant to President Obama's Executive Actions.

7. Please describe any steps the agency took in FY16 and FY17, to date, to improve the transparency of agency operations.

In FY16, the CIC gave BOP the option of writing formal responses to CIC reports, that would then be published with the CIC report itself. This increases transparency and adds integrity to the reporting. The CIC also started publishing bulletins, or occasional newsletters, to keep stakeholders informed beyond inspection reports. Also, in both fiscal years the CIC has resumed more frequent meetings with DOC leadership.

8. Please identify all electronic databases maintained by your agency, including the following:

Inmate Correspondence Database

- a. A detailed description of the information tracked within each system;
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
- c. Whether the public can be granted access to all or part of each system.

In FY16, the CIC developed an Excel Inmate Correspondence Database, which tracks communication from inmates and/or their loved ones by inmate, facility, issue(s), date, type of correspondence, and agency response. We plan to incorporate this data into the customized database that OCTO will develop for the agency in FY17. This database contains confidential information and is not available to the public.

9. Please provide a detailed description about any new technology acquired in FY16 and FY17, to date, including the cost, where it is used, and what it does. Please explain if there have there been any issues with implementation.

FY16 - The CIC purchased two new CPUs with faster speed and more storage for program analysts, as well as two 20" monitors, totaling \$2,262. These were also purchased through the District government's contract with Dell Computer Corp. These have greatly improved the efficiency of the program analysts.

FY17 – The CIC purchased STATA, data analysis and statistical software for professionals in December 2016. The cost was \$1,195. The CIC began looking at sentencing data and BOP release data (released from halfway house/DOC versus released from BOP facility).

Unfortunately, the Public Policy Program Analyst relocated at the end of the year, so the CIC is eager to hire another who can take advantage of this advanced technology.

STATA – lost staff person. Projector, computers, larger monitors for new staff

10. Please list and describe each facility visit made in FY16 and FY17, to date. What facility visits are currently planned for the remainder of FY17?

In FY16, the CIC visited several United States Penitentiaries (USPs), high security BOP prisons where DC residents are incarcerated. In FY17, the CIC plans to re-inspect USP Lewisburg, especially after Pres. Obama’s Executive Orders have gone into effect altering the Special Management Unit program. The CIC also intends to inspect federal medical centers for men and women (FMC’s), and the highest security prison where DC residents are incarcerated, USP Florence ADMAX in Colorado. The CIC will also request to inspect a juvenile facility where DC Title XVI juveniles have been sent recently, in Post, TX.

Now that the DOC controls the operations at the Correctional Treatment Facility, the CIC plans to visit CTF in late-March/early April after operations have settled after transition.

10/22/2015	Pine Knot, KY	USP McCreary
10/23/2015	Pennington Gap, VA	USP Lee
11/5/2016	Washington, DC	DC Jail
4/13/16 - 4/14/16	Bruceton Mills, West Virginia	FCI Hazelton
4/21/16 - 4/22/16	Allenwood, PA	FCI Allenwood
5/25/2016	Bruceton Mills, West Virginia	FCI Hazelton
8/31/16-9/2/16	Tucson, AZ	USP Tucson
9/14/16-9/16/16	Terre Haute, IN	USP Terre Haute
9/30/2016	Washington, DC	DC Jail
2/10/2017	Lewisburg, PA	USP Lewisburg
Spring	Carswell, TX	FMC Carswell
Spring	Post, TX	Cornerstones, Garza County Juvenile Center
Spring	Florence, CO	ADX and USP Florence
Summer	Butner, NC	FMC Butner
Spring	Washington, DC	CTF

11. Please list any reports that CIC plans to release in FY17.

In FY2017, the CIC plans to publish more of the backlogged inspection reports, including Rivers Correctional Institution, Beaumont Complex, Coleman Complex and others, depending on BOP’s review. Also, the CIC plans to publish reports on recent inspections of USP Tucson, USP Terre Haute, and USP Lewisburg (inspection scheduled for 2/10/17).

Thematic reports may include LGBT+ justice involved persons in DC, status of deaf/hard of hearing DC inmates, and issue brief on DOC's Transgender Advisory Committee.

12. How does CIC follow-up with a facility on a published report?

The CIC meets with corrections agency officials and discuss the more pressing issues mentioned in the reports. Since the agencies review reports prior to their publication, subsequent meetings are merely updates if any changes have occurred. This fiscal year, the CIC is starting to conduct follow-up inspections/visits, starting with USP Lewisburg on Feb. 10, 2017.

13. Please discuss any community outreach planned for the remainder of FY17.

- **Open Meetings – goal will be to have one each quarter.**
- **2017 DC Prisoner and Reentry Symposium, March 10, 2017 – partnering with PDS Community Defender Division, we hope this to be first of an annual event.**
- **HIPS – The CIC is planning an outreach event with HIPS to gather information from LGBT+ justice-involved persons in DC.**
- **Summer Intern Presentations – The CIC may open this up to the public, possibly an open meeting or separate event, to disseminate more information the CIC has gathered regarding conditions of confinement.**

CORRECTIONS INFORMATION COUNCIL (FI0) FY 2017 Schedule A (as of 12/31/16)																
Appr Year	Position Status	Vacancy Status	Activity	Program Code	Position Number	Title	Length of Service in Years	Grade	Step	Salary	Fringe (at .20%)	Total Compensation (Salary and Fringe)	FTE x Dist %	Regular/ Temp/ Term	Filled by Law (Y/N)	Start Date with Agency
17	A	F	1010	1010	00029006	Program Analyst	0.67	11	4	62,333.00	12,466.60	74,799.60	1	Term	N	4/4/2016
17	A	F	1010	1010	00085456	Clerical Assistant	5.08	5	5	36,247.00	7,249.40	43,496.40	1	Term	N	11/2/2015
17	A	F	1010	1010	00085457	Community Outreach Assistan	1.75	5	2	32,929.00	6,585.80	39,514.80	1	Reg	N	3/15/2015
17	A	F	1010	1010	00087330	PROGRAM ANALYST	3.67	11	2	58,679.00	11,735.80	70,414.80	1	Temp	N	12/14/2015
17	A	F	1010	1010	00087609	Executive Director	1.08	9	0	123,600.00	24,720.00	148,320.00	1	Reg	Y	11/9/2015
17	A	V	1010	1010	00087548	Program Analyst		11	0	56,852.00	11,370.40	68,222.40	1	Reg	N	12/14/15-12/16/16
						Total Agency				\$370,640.00	\$74,128.00	\$444,768.00	6			

General Question #4d: List of Travel Expenses FY16 and FY17 to date

Name of Traveler/Trainee	Position Title	Dates of Travel or Training	Location	Purpose	Total Expenditures
Cara Compani	Program Analyst	10/22/15-10/23/15	Pine Knot, KY, Pennington Gap, VA	Inspection USP McCreary and USP Lee	\$1,016.00
GraceAnn Caramico	Legal Intern	10/22/15-10/23/15	Pine Knot, KY, Pennington Gap, VA	Inspection USP McCreary and USP Lee	\$815.10
Katharine Huffman	Board Member	10/23/2015	Pine Knot, KY	Inspection USP McCreary	\$1,583.74
Lashonia Thompson-El	Program Analyst	5/25/2016	Bruceton Mills, West Virginia	FCI Hazelton Inspection	\$51.00
Lashonia Thompson-El	Program Analyst	12/06/16 thru 12/07/16	Petersburg, VA and Winton, NC	CSOSA Reentry Visit to Petersburg Federal Prison Complex and Rivers Correctional Institution	\$463.00
Lashonia Thompson-El	Program Analyst	4/13/16 - 4/14/16	Bruceton Mills, West Virginia	FCI Hazelton Inspection	\$181.68
Lashonia Thompson-El	Program Analyst	8/31/16-9/2/16	Tucson, AZ	Inspect USP Tucson	\$822.52
Lashonia Thompson-El	Program Analyst	9/14/16-9/16/16	Terre Haute, IN	Inspect USP Terre Haute	\$691.65
Lashonia Thompson-El	Program Analyst	9/8/16-9/11/16	Oakland, CA	FICPFM Conference	\$1,259.90
Laura de las Casas	Program Analyst	5/25/2016	Bruceton Mills, West Virginia	FCI Hazelton Inspection	\$207.78
Laura de las Casas	Program Analyst	8/5/2016	Boston, MA	ACSA Conference - Registration	\$345.00
Laura de las Casas	Program Analyst	8/10/2016	Boston, MA	Uber to Airport	\$17.44
Laura de las Casas	Program Analyst	8/10/2016	Boston, MA	Baggage Charge Receipt - American Airlines	\$25.00

General Question #4d: List of Travel Expenses FY16 and FY17 to date

Name of Traveler/Trainee	Position Title	Dates of Travel or Training	Location	Purpose	Total Expenditures
Laura de las Casas	Program Analyst	12/06/16 thru 12/07/16	Petersburg, VA and Winton, NC	CSOSA Reentry Visit to Petersburg Federal Prison Complex and Rivers Correctional Institution	\$314.00
Laura de las Casas	Program Analyst	4/21/16 - 4/22/16	Allenwood, PA	FCI Allenwood Inspection	\$194.24
Laura de las Casas	Program Analyst	8/31/16-9/2/16	Tucson, AZ	Inspect USP Tucson	\$1,419.83
Laura de las Casas	Program Analyst	8/5/16 - 8/10/16	Boston, MA	ACA Conference - Hotel	\$2,071.55
Laura de las Casas	Program Analyst	9/14/16-9/16/16	Terre Haute, IN	Inspect USP Terre Haute	\$912.80
Michelle Bonner	Executive Director	10/17/16 thru 10/19/16	Denver, CO	National Criminal Justice Reform Project: State Strategic Planning and Leadership Summit.	\$886.02
Michelle Bonner	Executive Director	4/13/16 - 4/14/16	Bruceton Mills, West Virginia	FCI Hazelton Inspection	\$486.42
Michelle Bonner	Executive Director	4/21/16 - 4/22/16	Allenwood, PA	FCI Allenwood Inspection	\$451.90
Michelle Bonner	Executive Director	8/31/16-9/2/16	Tucson, AZ	Inspect USP Tucson	\$1,687.79
Michelle Bonner	Executive Director	9/26/16-9/28/16	Albuquerque, NM	NACOLE Conference on Oversight	\$914.80
Phillip Mosby	Community Outreach Assi	9/8/16-9/11/16	Oakland, CA	FICPFM Conference	\$1,209.35
Phylisa Carter	Board Member	10/22/15-10/23/15	Pine Knot, KY, Pennington Gap, VA	Inspection USP McCreary and USP Lee	\$815.00
Phylisa Carter	Board Member	4/21/16 - 4/22/16	Allenwood, PA	FCI Allenwood Inspection	\$194.24
Phylisa Carter	Board Chair	9/14/16-9/16/16	Terre Haute, IN	Inspect USP Terre Haute	\$878.85
Talilia Lewis	SME - Volunteer	8/31/16-9/2/16	Tucson, AZ	Inspect USP Tucson	\$1,216.25

General Question #4d: List of Travel Expenses FY16 and FY17 to date

Name of Traveler/Trainee	Position Title	Dates of Travel or Training	Location	Purpose	Total Expenditures
Tiffany Culley	Program Analyst	8/5/2016	Boston, MA	Airport Cab to Hotel	\$32.75
Tiffany Culley	Program Analyst	8/5/2016	Boston, MA	Uber to Conference	\$13.34
Tiffany Culley	Program Analyst	8/6/2016	Boston, MA	Uber to Conference	\$17.70
Tiffany Culley	Program Analyst	8/7/2016	Boston, MA	Uber to Conference	\$10.26
Tiffany Culley	Program Analyst	8/7/2016	Boston, MA	Uber to Conference	\$13.92
Tiffany Culley	Program Analyst	8/8/2016	Boston, MA	Uber to Conference	\$15.98
Tiffany Culley	Program Analyst	8/8/2016	Boston, MA	Uber to Conference	\$13.34
Tiffany Culley	Program Analyst	8/10/2016	Boston, MA	Uber to Conference	\$10.32
Tiffany Culley	Program Analyst	4/13/16 - 4/14/16	Bruceton Mills, West Virginia	FCI Hazelton Inspection	\$181.68
Tiffany Culley	Program Analyst	8/5/16 - 8/10/16	Boston, MA	ACA Conference - Registration	\$345.00
Tiffany Culley	Program Analyst	9/14/16-9/16/16	Terre Haute, IN	Inspect USP Terre Haute	\$736.84
Yvonne Rivers	Volunteer	4/13/16 - 4/14/16	Bruceton Mills, West Virginia	FCI Hazelton Inspection	\$181.68

General Question 8: PCard Purchases, FY16 and FY17

Date	Amount	General Purpose	CIC Staffer
12/22/2015	\$ 315.26	Office Supplies	Sheila Walker
1/6/2016	\$ 82.87	Office Supplies	Sheila Walker
1/8/2016	\$ 30.11	Office Supplies	Sheila Walker
1/12/2016	\$ 50.70	Office Supplies	Sheila Walker
2/4/2016	\$ 134.99	Office Supplies	Sheila Walker
2/4/2016	\$ 136.59	Office Supplies	Sheila Walker
2/6/2016	\$ (134.99)	Office Supplies	Sheila Walker
2/11/2016	\$ 1,734.00	Computer Equipment: CPU's (2)	Sheila Walker
2/25/2016	\$ 113.10	Office Supplies	Sheila Walker
3/12/2016	\$ 638.68	Office Supplies	Sheila Walker
3/19/2016	\$ 6.74	Certified Mail	Sheila Walker
3/19/2016	\$ 6.74	Certified Mail	Sheila Walker
3/22/2016	\$ 69.08	Office Supplies	Sheila Walker
3/23/2016	69.08	Office Supplies	Sheila Walker
4/5/2016	\$183.45	Office Supplies	Sheila Walker
4/5/2016	\$47.94	Office Supplies	Sheila Walker
4/8/2016	\$450.23	Office Supplies	Sheila Walker
4/12/2016	\$92.43	Out of town Hazelton WV	Sheila Walker
4/12/2016	\$92.43	Out of town Hazelton WV	Sheila Walker
4/12/2016	\$92.43	Out of town Hazelton WV	Sheila Walker
4/12/2016	\$92.43	Out of town Hazelton WV	Sheila Walker
4/12/2016	\$130.06	Office Supplies	Sheila Walker
4/13/2016	\$51.81	Office Supplies	Sheila Walker
4/15/2016	\$242.00	Car Rental	Sheila Walker
4/23/2016	\$215.56	Car Rental	Sheila Walker
4/23/2016	\$41.03	Books re incarcerated parents	Sheila Walker
4/26/2016	\$13.58	Books re incarcerated parents	Sheila Walker
4/27/2016	\$23.02	Office Supplies	Sheila Walker
4/29/2016	\$133.22	Office Supplies	Sheila Walker
5/4/2016	\$1.95	Fee	Sheila Walker
5/4/2016	(\$1.95)	Fee	Sheila Walker
5/4/2016	\$40.00	Webinar Fee	Sheila Walker
5/6/2016	\$825.00	Printing	Sheila Walker
5/12/2016	\$263.72	Printing	Sheila Walker
5/12/2016	\$767.00	Printing	Sheila Walker
5/17/2016	\$48.55	Books purchased from Tony Lewis website	Sheila Walker
5/18/2016	\$34.83	Office Supplies	Sheila Walker
5/23/2016	\$99.00	Membership Fee	Sheila Walker
5/23/2016	(\$99.00)	Membership Fee	Sheila Walker
5/26/2016	\$140.00	Consultant Payment: Wellnes Event	Sheila Walker
5/26/2016	\$105.58	Car Rental	Sheila Walker

General Question 8: PCard Purchases, FY16 and FY17

Date	Amount	General Purpose	CIC Staffer
6/1/2016	\$98.83	Office Supplies	Sheila Walker
6/1/2016	\$23.04	Office Supplies	Sheila Walker
6/4/2016	\$9.82	Office Supplies	Sheila Walker
6/7/2016	\$136.40	Office Supplies	Sheila Walker
6/7/2016	\$305.00	Membership Dues	Sheila Walker
6/8/2016	\$350.00	Membership Dues	Sheila Walker
6/9/2016	\$10.56	Warranty	Sheila Walker
6/9/2016	\$40.00	Office Supplies	Sheila Walker
6/10/2016	\$20.00	Local Travel	Sheila Walker
6/10/2016	\$20.00	Local Travel	Sheila Walker
6/10/2016	\$20.00	Local Travel	Sheila Walker
6/10/2016	\$20.00	Local Travel	Sheila Walker
6/10/2016	\$126.79	Office Supplies	Sheila Walker
6/10/2016	\$20.00	Local Travel	Sheila Walker
6/15/2016	\$87.73	Office Supplies	Sheila Walker
6/28/2016	\$100.00	Paypal	Sheila Walker
6/28/2016	\$74.98	Custom Tablecover	Sheila Walker
6/29/2016	\$25.25	Office Supplies	Sheila Walker
6/30/2016	\$51.58	Office Supplies	Sheila Walker
8/3/2016	\$376.20	Airline Ticket	Sheila Walker
8/3/2016	\$376.20	Airline Ticket	Sheila Walker
8/3/2016	\$456.20	Airline Ticket	Sheila Walker
8/3/2016	\$456.20	Airline Ticket	Sheila Walker
8/4/2016	\$2,071.55	Hotel - ACA Conference	Sheila Walker
8/4/2016	\$295.00	Membership Fee	Sheila Walker
8/5/2016	\$525.29	Office Supplies	Sheila Walker
8/8/2016	\$345.00	Membership Fee	Sheila Walker
8/8/2016	\$345.00	Membership Fee	Sheila Walker
8/9/2016	\$450.00	Contractor	Sheila Walker
8/13/2016	\$91.97	Office Supplies	Sheila Walker
8/16/2016	\$232.60	Airline Ticket	Sheila Walker
8/16/2016	\$232.60	Airline Ticket	Sheila Walker
8/16/2016	\$232.60	Airline Ticket	Sheila Walker
8/16/2016	\$232.60	Reverse Dispute	Sheila Walker
8/16/2016	\$232.60	Reverse Dispute	Sheila Walker
8/17/2016	\$73.13	Airline Ticket	Sheila Walker
8/18/2016	\$210.60	Airline Ticket	Sheila Walker
8/18/2016	\$210.60	Airline Ticket	Sheila Walker
8/18/2016	\$210.60	Airline Ticket	Sheila Walker
8/19/2016	(\$22.00)	Airline Ticket	Sheila Walker
8/19/2016	(\$22.00)	Airline Ticket	Sheila Walker
9/7/2016	\$20.00	Metro	Sheila Walker
9/7/2016	\$20.00	Metro	Sheila Walker
9/8/2016	(\$73.13)	Temporary Dispute	Sheila Walker
9/8/2016	(\$232.60)	Temporary Dispute	Sheila Walker
9/8/2016	(\$13.95)	Credit Adjustment	Sheila Walker

General Question 8: PCard Purchases, FY16 and FY17

Date	Amount	General Purpose	CIC Staffer
9/8/2016	(\$232.60)	Temporary Dispute	Sheila Walker
9/9/2016	\$378.20	Airline Ticket	Sheila Walker
9/9/2016	\$319.20	Airline Ticket	Sheila Walker
9/9/2016	\$319.20	Airline Ticket	Sheila Walker
9/9/2016	\$67.84	Airline Ticket	Sheila Walker
9/9/2016	\$42.91	Airline Ticket	Sheila Walker
9/9/2016	\$319.20	Airline Ticket	Sheila Walker
9/9/2016	\$42.91	Airline Ticket	Sheila Walker
9/9/2016	\$42.91	Airline Ticket	Sheila Walker
9/9/2016	\$319.20	Airline Ticket	Sheila Walker
9/9/2016	\$258.23	Contractor Payment	Sheila Walker
9/12/2016	\$511.65	Oakland Conference	Sheila Walker
9/12/2016	\$494.29	Oakland Conference	Sheila Walker
9/14/2016	\$350.00	Tee Shirts	Sheila Walker
9/16/2016	(\$8.99)	Airline Ticket	Sheila Walker
9/20/2016	\$390.00	Freelance	Sheila Walker
9/20/2016	\$580.00	Flash Drives	Sheila Walker
9/20/2016	\$465.00	Pens	Sheila Walker
9/20/2016	\$799.47	Language Access	Sheila Walker
9/20/2016	\$310.20	Airline Ticket	Sheila Walker
9/20/2016	\$940.00	Business Cards	Sheila Walker
9/21/2016	\$22.00	Travel Insurance	Sheila Walker
	\$ 22,982.91	Total FY2016	
Date	Amount	General Purpose	CIC Staffer
11/1/2016	\$179.73	Office Supplies	Sheila Walker
11/3/2016	\$150.00	Intrepeter	Sheila Walker
11/7/2016	\$1,195.00	Database Services	Sheila Walker
11/8/2016	\$137.69	Intrepeter	Sheila Walker
11/12/2016	\$45.52	Office Supplies	Sheila Walker
11/15/2016	\$150.00	Interpreter Services	Sheila Walker
11/15/2016	(\$150.00)	Services refund	Sheila Walker
11/20/2016	\$170.14	Office Supplies	Sheila Walker
11/21/2016	\$9.02	Paypal	Sheila Walker
11/21/2016	\$25.81	Paypal	Sheila Walker
11/23/2016	\$40.48	Office Supplies	Sheila Walker
12/1/2016	\$14.33	Paypal	Sheila Walker
12/1/2016	\$8.89	Paypal	Sheila Walker
12/2/2016	\$44.35	Office Supplies	Sheila Walker
12/4/2016	\$204.00	Email Marketing	Sheila Walker
12/7/2016	\$201.22	Enterprise Car Rental	Lashonia Thompson-El
12/8/2016	\$105.83	Hotel Hampton Inn	Sheila Walker
12/8/2016	\$105.83	Hotel Hampton Inn	Sheila Walker
12/9/2016	\$63.43	Office Supplies	Sheila Walker
12/14/2016	\$50.00	Metro Farecard	Sheila Walker
12/15/2016	\$150.00	Intrepeter	Sheila Walker
12/16/2016	\$42.19	Office Supplies	Sheila Walker

General Question 8: PCard Purchases, FY16 and FY17

Date	Amount	General Purpose	CIC Staffer
12/20/2016	\$40.18	Telephone chargers	Sheila Walker
12/21/2016	\$13.61	Postcards	Sheila Walker
1/5/2017	\$100.00	Mediation Services	Sheila Walker
1/11/2017	\$8.90	Replacement Ink Pad	Sheila Walker
1/12/2017	\$79.26	Computer Speakers	Sheila Walker
1/17/2017	\$45.26	Educational Book	Sheila Walker
	\$3,230.67	Total to date FY2017	

Corrections Information Council FY2016

Agency Corrections Information Council Agency Acronym CIC Agency Code FI0 Fiscal Year 2016

2016 Objectives

FY16 Objectives

Objective Number	Objective Description
Agency Management (3 Objectives)	
1	Improve system transparency through inspections, monitoring and reports
2	Provide education on conditions, programs, and reentry services in prison to inform and empower inmates, community, and decision-makers.
3	Provide recommendations and information to improve conditions of confinement, policies and procedures, thereby improving public safety.

2016 Key Performance Indicators

Measure	Division	Frequency of Reporting	Current Fiscal Year Target	Q1FY2016	Q2FY2016	Q3FY2016	Q4FY2016	FY 2016	Was KPI Met?	Please explain any barriers to meeting your KPI Target?
1 - Improve system transparency through inspections, monitoring and reports (1 Measure)										
Complete and publish backlog of inspection reports, per mandate		Annually	8					10	Met	Ten published reports in this fiscal year, when only four were published in FY 2015, is quite an improvement. Publishing is still slow-going due to BOP taking 30 days or more to review and respond to each draft report, but we will continue to get draft reports before them for review and response, per our MOU.
2 - Provide education on conditions, programs, and reentry services in prison to inform and empower inmates, community, and decision-makers. (2 Measures)										
Measurable increase in attendees at open meetings and CIC events		Annually	50					53	Met	We had 33 and 20 participants at our think tank meetings, which were respectable showings at both events. We still need to reach out and encourage more returning citizens to join advocates and service providers at these meetings.
Views on website		Annually	1000					2773	Met	We have greatly increased traffic to the CIC website. In first quarter we had only 226 sessions by 105 users. In the fourth quarter of FY16 we had 769 sessions by 430 users - a 400% increase in users visiting the site.
3 - Provide recommendations and information to improve conditions of confinement, policies and procedures, thereby improving public safety. (1 Measure)										
Value-added impact of CIC recommendations to corrections agencies		Annually	3					5	Met	We don't believe that this is unmet. CIC's inspection report on USP Lewisburg was considered in US Dept. of Justice recommendations to change the Special Management Unit Program for the better. BOP is now holding future vendors for residential reentry centers to its Statement of Work, in part due to previous CIC reporting on DC's halfway house. Tucson complex will now include those going to the halfway house to those who participate in CSOSA's Community Resource Day video conferences. Also, we influenced facilities to use language access lines for inmates with limited English proficiency (LEP). Our Pop-Up Think Tank on "Reimagining CTF" has spurred and influenced discussion and consideration among DC decision-makers of changes in use of jail and reentry services.

2016 Workload Measures

Measure	Frequency of Reporting	Q1FY2016	Q2FY2016	Q3FY2016	Q4FY2016	FY 2016
Workload Measure (7 Measures)						
Onsite Facility Inspections	Annually					8
Inspection Reports Published	Quarterly	1	5	3	1	10
Community Outreach Events	Annually					51
Publish Thematic report/Issue Brief	Annually					5
Educational Event/Presentation	Annually					3
Publish Annual Reports	Annually					0
Meeting with corrections agency officials	Annually					5

2016 Initiatives

Objective - Agency	Objective Number	Objective Title	Initiative Number	Initiative Title	Initiative Description	Update from:	Initiative Status Update	Status of Impact	Explanation of Impact	% Complete	If not 100%, please explain why this initiative wasn't completed in FY16:
Agency Management - 1 (1 Initiative)											
Corrections Information Council	1		1.0	Data Management System	Collection and analysis of data within and across facilities to evaluate facility operations, programs, and reentry initiatives	FY16Q4	CIC has obtained grant funding from OVS/JG in FY17 for database development with OCTO. The project should be completed in FY17.	Incremental	We are behind a bit in plans to have a database to analyze CIC data, but we are using Excel and other basic programs in the meantime to collect and analyze existing data.	25-49%	CIC consulted with no fewer than 3 vendors in FY16 to develop a data management system, but prior consultations exceeded the budget available to complete project. When OCTO came back with an affordable proposal, it was too late in FY16 to begin with FY16 funding; project would not have been completed by 9.30.16.
Agency Management - 2 (1 Initiative)											
Corrections Information Council	2		2.0	Subject-Matter Expert Participation	Invite subject-matter experts to participate in inspections and to present on discrete issues affecting incarcerated DC residents at Open Meetings or other forums.	FY16Q4	In September 2016 we invited a subject matter expert in the area of deaf/hard of hearing and other disabilities. SME greatly added to the inspection with insightful questions, validation to facility for advancements in communication with deaf inmates, and issue-spotting other areas for improvement.	Demonstrable	Tucson complex is the first that has obtained advanced technology to improve communication with deaf inmates. SME encouraged BOP to share Tucson's knowledge with other corrections complexes, which will move communication with deaf inmates into the 21st century.	Complete	

2016 Accomplishments

Accomplishments

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
In FY16 the CIC held two "CIC Pop-Up Think Tanks" where community members, advocates, and service providers were convened to think through important issues affecting incarcerated DC residents. Our first two think tanks focused on family engagement and "Reimagining CTF" after DC's resumption of operations of the second jail in 2017.	The think tanks brought to the fore these important issues, not only for consideration, but for thinking through the problems towards potential solutions. Even those who were unable to attend but heard about these newly formatted meetings have expressed how they are beginning to think differently, act and speak out in response to these challenging issues.	The CIC has created a new way beyond inspection reports to inform, educate and engage DC residents - both here and incarcerated far away - about incarceration and rehabilitation issues. As a result of the family engagement discussion, the CIC held a family/friends writing event in June and sent holiday postcards to over 4000 inmates in FY17. The CIC is now involved in discussions with decision-makers about reimagining the use of jail space in the District. The CIC now also has access to more voices and expert opinions to help better shape its recommendations to improve conditions of confinement for DC inmates.

Corrections Information Council FY2017

Agency Corrections Information Council Agency Acronym CIC Agency Code FI0 Fiscal Year 2017

2016 Objectives

FY16 Objectives

Objective Number	Objective Description
(empty) (4 Objectives)	
1	
2	
3	
4	

2016 Key Performance Indicators

Measure	Division	Frequency of Reporting	Current Fiscal Year Target	Q1FY2016	Q2FY2016	Q3FY2016	Q4FY2016	FY 2016	Was KPI Met?	Please explain any barriers to meeting your KPI Target?
1 - (empty) (1 Measure)										
Percentage of Inspection reports submitted to corrections agency for review within 90 days of onsite inspection		Annually	17					Not available		
2 - (empty) (2 Measures)										
Number of issue papers/thematic reports produced		Annually	17					Not available		
High rating of meetings by attendees to CIC meetings		Annually	17					Not available		
4 - (empty) (9 Measures)										
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises								Not available		
Contracts/Procurement- Contracts lapsed into retroactive status								Not available		
Budget- Local funds unspent								Not available		
Budget- Federal Funds returned								Not available		
Customer Service- Meeting Service Level Agreements								Not available		
Human Resources- Vacancy Rate								Not available		
Human Resources- Employee District residency								Not available		
Human Resources- Employee Onboard Time								Not available		
Performance Management- Employee Performance Plan Completion								Not available		

2016 Workload Measures

Measure	Frequency of Reporting	Q1FY2016	Q2FY2016	Q3FY2016	Q4FY2016	FY 2016
No measures found						

2016 Initiatives

Objective - Agency	Objective Number	Objective Title	Initiative Number	Initiative Title	Initiative Description	Update from:	Initiative Status Update	Status of Impact	Explanation of Impact	% Complete	If not 100%, please explain why this initiative wasn't completed in FY16:
Agency Management - 1 (1 Initiative)											

Corrections Information Council	1	1.0	Data Management System	Collection and analysis of data within and across facilities to evaluate facility operations, programs, and reentry initiatives	FY16Q4	CIC has obtained grant funding from OVS/JG in FY17 for database development with OCTO. The project should be completed in FY17.	Incremental	We are behind a bit in plans to have a database to analyze CIC data, but we are using Excel and other basic programs in the meantime to collect and analyze existing data.	25-49%	CIC consulted with no fewer than 3 vendors in FY16 to develop a data management system, but prior consultations exceeded the budget available to complete project. When OCTO came back with an affordable proposal, it was too late in FY16 to begin with FY16 funding; project would not have been completed by 9.30.16.
Agency Management - 2 (1 Initiative)										
Corrections Information Council	2	2.0	Subject-Matter Expert Participation	Invite subject-matter experts to participate in inspections and to present on discrete issues affecting incarcerated DC residents at Open Meetings or other forums.	FY16Q4	In September 2016 we invited a subject matter expert in the area of deaf/hard of hearing and other disabilities. SME greatly added to the inspection with insightful questions, validation to facility for advancements in communication with deaf inmates, and issue-spotting other areas for improvement.	Demonstrable	Tucson complex is the first that has obtained advanced technology to improve communication with deaf inmates. SME encouraged BOP to share Tucson's knowledge with other corrections complexes, which will move communication with deaf inmates into the 21st century.	Complete	

2016 Accomplishments

Accomplishments

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
No accomplishments found		

D.C. CORRECTIONS INFORMATION COUNCIL

NOTICE OF PUBLIC MEETING

The DC Corrections Information Council (CIC), in accordance with the DC Official Code § 2-575, hereby gives notice that it has scheduled the following meeting for **Tuesday, January 12, 2016, from 6:00 pm to 7:30 pm, in the Ground Floor Meeting Room of the Greater Washington Urban League Building, 2901 14th St NW, Washington, DC, 20009**. For additional information, please contact Sheila Walker, CIC Administrative Assistant, at (202) 478-9211 or sheila.walker@dc.gov.

The CIC is an independent monitoring body mandated by the US Congress and the DC Council to inspect, monitor, and report on the conditions of confinement at facilities where DC residents are incarcerated. This includes facilities operated by the Federal Bureau of Prisons, the DC Department of Corrections, and private contractors. Through its mandate, the CIC collects information from many different sources, including facility inspections, communication with incarcerated DC residents, and community outreach.

Below is the draft agenda for this meeting. A final agenda will be posted on the CIC website, available at <http://cic.dc.gov/>.

DRAFT AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of New Members of CIC Board and Staff
- IV. CIC Strategic Planning
- V. Reports: Publishing Schedule
- VI. Recent Inspections
- VII. USP Lewisburg Report
- VIII. Community Outreach Report
- IX. Other
- X. Schedule Next CIC Open Meeting and Set Open Meeting Schedule
- XI. Vote to Close Remainder of Meeting, pursuant to DC Code § 2-575(b)(12) for Member and staff training.
- XII. Closed Session of Meeting (if approved by the Board)
- XIII. Adjournment

CLOSED MEETING

- I. Closed Session of Meeting (if approved by the Board)
- II. Adjournment

DC Corrections Information Council

Public Meeting Minutes

January 12, 2016

- I. Call to Order Katherine Huffman
- II. Roll Call Present: Michelle Bonner – Executive Director, Phylisa Carter (Awaiting new board member)
- III. Introduction of New Staff
Lashonia Thompson Program Analyst, Tiffany Culley Program Analyst. Cara Compani, Program Analyst, Sheila Walker, Administrative Assistant and Phil Mosby, Community Outreach Assistant who is absent. It is great to see the CIC is fully staffed now and have a full contingency and focusing on going to the next phase and working with the people of the District of Columbia.
- IV. CIC Strategic Planning
Speaker – Michelle Bonner, First I would like to thank you all for coming to the first CIC Open Meeting in 2016. CIC is now an independent agency. What that means is as you can see Cara and Phil moved to a space outside of the Wilson Building. The budget was increased, and we now have additional staff. The two program analyst came on in December and now we are a team. We are now an independent company reporting to the Mayor, Council, Eleanor Norton and most importantly the community.

One of the things we are planning to do in January and February is Strategic Planning. There has been a lot of interest in the community about Reentry. We will have something done by March to show you. If you have a facility that you would like the CIC to look into this year, please notify us and we will look into it.

V. Reports: Publish Schedule

The inspections are on the website. They are USP Victorville, Victorville I, Victorville II, USP Canaan and FCI Otisville. Going forward two reports will be conducted at a time.

VI. Recent Inspections

USP Lee High risk security 1,472 people 172 from DC, and USP McCreary. They are always on lockdown. It is hard to interview when lockdown. Cara and staff did inspection of Lee (October 22nd).

Procedure discussed about how we conduct and select inmates for interviews. We also add request on the day that we visit as opposed to in writing, if not a large response from inmates.

Inspections must be done before reports. None will be done (as the Month of the recording) but some will be done in the future.

Audience Member (Ms. Dyson): She has a grandson in Lee that was sent to Rochester for medical. He had two (2) strokes, so they took a piece of his brain out and put it in his stomach, till the swelling went down. Then when they put it back it lead to him being paralyzed on his left side and he is left handed. He is in Lewisburg and they do not give him any type of rehab for that. Whenever he tries to go up the ladder, they come into his cell and take something away from him. Sometimes they do not allow him to shower or take recreation. He was sent to Lewisburg because he could not take a pee test because of Ramadan, and none of that was taken in consideration.

October they went to McCreary. November 2nd they went to the DC Jail (GED, Reentry Unit, South 3&1, and the Process Center. They would like to go back.

VII. Lewisburg Report

General population 200, Special Management Unit 18-24 months non punitive, usually done in a lockdown setting, programming done in the cell. You have a cellmate. The program works in such that if you get an infraction you are “reset” and a starting from day one (1) of the program.

The issue is that people are spending more than 24 months in this program.

Biggest Complaints

Excessive use of force/strength by Staff. Administrative Remedy system isn't working. They reported on time spent in isolation incidents. A lot of inmates have lost visitation and phone call privileges. This leads to mental health issues.

There are people that are in the Special Management Unit that have attempted to commit suicide and stayed SMU. People were taken off mental health meds and having suicidal thoughts. Then there is a report of 75% of inmates being released from SMU. They have the highest GED passage rate and great health care. There were 122 complaints sent to General Counsel Office and only being answered because there were “mistakes” in the others. Prisons do not like grievances to get past the BP-9 level.

Questions/Concerns: DC inmates saying that all their mail, including legal, is being read.

Michelle stresses that if people in the community have grievances that they get send them to the CIC so that they can have more data to share.

Question: Are there ways that the Council can address the process of the reports and look at different ways that the reports can be addressed?

Response: The burden lies in that its organizations, the Reentry Task Force, are created to handle these issues. The push for these issues is supposed to come from the advocacy programs. This is not really a task for the CIC.

Michelle: To the extent that the CIC can gather the information needed for these advocacy groups to step in and handle the situation they will. In addition we do meet with FBOP, City Council Eleanor Holmes Norton. We do feel like our information does, and is , having some effect. Policy makes use our information to effect change.

Question/Concern: Having people that actually go into the jails and get the stories are very important. You can't do the study if you don't have the story.

Question/Concern: In terms of Lewisburg, when you mentioned that there were 86 processed but only one granted what does that mean? Were they granted a trial?

Response: Granted means that the facility admits their fault. Now changes in regards to that grievance dosen't always happen.

Question: Of the 46 reports that were dismissed because of "technical" concerns, do we know why?

Response: It is usually because the paperwork wasn't filed correctly.

Reiteration: We really rely on information we get from inmates and their families. We don't ever identify anyone. We make sure that the identity of people are respected and protected.

Question: When you go to the facility do you visit every part of the facility or where you hear that more things are going on?

Response: When we go to the facility we usually see all the sections. However, we usually don't see every single housing unit because of time. According to our MLU we can have access to any area that we want to. So if we request to see an area, even on the day of, they have to take us there. As far as talking to people, that takes place where we can have a face-to-face confidential conversation. They can take place in the legal rooms, office, etc.; it just depends on the facility. We speak to DC inmates that respond, but if we don't get enough affirmative response then we randomly generate a list of inmates in most units to get an idea of what's going on in each unit. We also visit Special Housing

Units to speak to any men or women that would like to speak to us. In regards to speaking to inmates, we speak to them in a setting that is akin to attorney-client visits. There is usually sound separation but usually people are usually afraid to speak to us. Most people upon returning home will come speak to us here privately about it.

Question: In Nov 2012 did an inspection of Hope Village. Where there any follow-up to the deficiencies discovered there?

Response: Over the next month and half we are going to do some strategic planning that's going to include mapping out our inspection schedule. Hope Village and other DC area facilities will be discussed then.

VIII. Community Outreach

As you know we attend a lot of community outreach events and also other agency events. If you know of events that CIC should attend to gather information or meet people that should work with the VIC, please contact any one of us and we will be present when we can. We did get the announcement about the CSOSA reentry reflection periods, usually in January and February they have several events going on and we will attend those, including the Women's Reentry Symposium on February 13 at Temple Praise Church @ 700 Southern Avenue. We also have a Facebook page that we began posting on. We don't only post about CIC but also about organizations such as CSOSA. We will seek to inform people about the information that is available to them via our Facebook page. Something that we'll be working on in our strategic planning is working on spaces for people to come and share information and stories with us. To the extent that we can create safe spaces and times for people to do that.

IX. Special Guest & Food Provider:

Shaun Lightfoot and the First Food Factory. We do workforce, which is relevant towards hospitality. They have a café their going to open called

the Anacostia Art Factory. We also have a kitchen incubator (afford the opportunity for those that underserved, and low-income people that want to start their own food service business in Maryland. They are talking about bringing this process to DC in Ward 8. They will do entrepreneur training, and job placement because they are interested in that one that is looking for a career. We work with Project Power. CSOSA, any organization that will send him good people that will back the work. Reentry ism somewhere that we are really focused. The best way to contact him is through website: thefreshfoodfactory.com. His email is chef@freshfoodfactory.com. **His link can be found on website in the announcement** the address is 1231 Good Hope Road Se Washington, DC 20020. The most basis way to come into a job is to do what you know. I'm not looking at what you did, I'm looking at what you want to do, and Right now their main focus is the Anacostia Art Center because that is where their factory is going to be.

X. Adjournment

**CORRECTIONS INFORMATION COUNCIL
OPEN MEETING**

**Tuesday, April 26, 2016, 5:00 pm to 7:30 pm
Ground Floor Meeting Room
Greater Washington Urban League Building
2901 14th St NW, Washington, DC 20009**

- I. Call to Order
- II. Roll Call
- III. Introduction of CIC Staff
- IV. CIC Strategic Planning
- V. Reports: Publishing Schedule
- VI. Recent Inspections
- VII. Community Outreach Report
- VIII. Other
- IX. Schedule Next CIC Open Meeting
- X. Adjournment of Open Meeting

National Reentry Week – CIC Pop-up Think Tank

D.C. CORRECTIONS INFORMATION COUNCIL

NOTICE OF PUBLIC MEETING

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Below is the draft agenda for this meeting. A final agenda will be posted on the CIC website, available at <http://cic.dc.gov/>.

DRAFT AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of New Member of CIC Board, Charles Thornton
- IV. Expansion of CIC Board
- V. Inspections and CIC Reports
- VI. CIC Projects/Events
- VII. Other
- VIII. Schedule Next CIC Open Meeting
- IX. Adjournment

POST-MEETING POSTCARD WRITING EVENT

MEETING MINUTES FOR OPEN MEETING

TUESDAY, DECEMBER 13, 2016, 2901 14ST Street NW @ 6:00pm

CALL TO ORDER

Board Chair Phylisa Carter called meeting to order on Tuesday, December 13, 2016 @ 6:04 pm.

ROLL CALL

Phylisa Carter Chairperson, Katherine Huffman Board Member, Michelle Bonner Executive Director.
Staff attendees; Laura de las Casas, Tiffany Culley, Philip Mosby and board member Charles Thornton.

INTRODUCTION OF NEW MEMBER OF CIC BOARD

Mr. Charles Thornton is the new Board Member. Charles will be sworn in on Thursday, December 13, 2016 @4:45pm at 441 4th Street – Judiciary Square on the first floor. When he is sworn in the board will be at full capacity. A picture should be taken with the Mayor to be put on our website. CIC will then become a fully functioning board, and the staff can continue to accomplish many things we have planned in the future.

EXPANSION OF CIC BOARD

Judiciary Kenyon McDuffie ominous criminal justice bill was included with the nomination of Charles Thornton and also the other provision was an expansion of the Board members from three (3) to five (5) members. This has been an issue that has been raised by CIC at least a couple of time in years past. McDuffie did not move on it previously. But decided to throw it into this bill and let the Mayor appoint three (3) CIC Board members and the City Council appoint two (2) members.

Any further comments about the expansion of the CIC Board?

None

INSPECTIONS AND CIC REPORTS

Address the Reports first and the Inspections second. The Bureau of Prisons is currently reviewing the draft inspection FCI Allenwood that was done in late February 2016. As you know we have backlog and it is challenging because the BOP has a minimum of thirty (30) days to review draft and respond to reports. So while they have Allenwood, CI Rivers is in the queue for them. So Rivers report was a combination of inspections done in FY 2014 and FY 2015. And to see if any information has changed the program analysts have sent surveys. We are reviewing to see if any changes have occurred.

Discussion as to whether we can do it before inauguration, during or after. There is an expert psychologist who has a lot of experience in criminal justice and Corrections in particular, he has worked at Rikers. The idea was to take an expert into our inspections. We had done so with our Tucson inspection back in September. Talia Lewis, who helped with inmates disabilities is an expert on deaf and hear of hearing. Talia provided a lot of insight and great questions on that inspection. There was one DC gentlemen who was deaf and we had 4 four interpreters there to speak to him in Tucson. In Tucson they have a relay interpreter system they just set up. It would be great to take another expert to Lewisburg because we got a lot of feedback from Lewisburg in 2014. BOP changes that have been made in SMU since August 2016. Also take a psychologist who can analyze in terms of mental health issues. Having a mental health expert with you would be helpful. It would allow you to help the guys by asking mental health staff about different approaches to how BOP handles it in the prison system. Also how they approach staff with mental staff issues providing health care.

The first is to have the expert go in. How did this person get here? The second is to try to use release form, get people who are SMU now or recently been. Allowing us to look at records while there, we can do due diligence. Look into the records while we are there it is in the MOU. If we see somebody while there we can look into the records to find out why. Is BOP sharing approaches cross the Board? If so, because we are going to different facilities, we are seeing different practices in different places and things are highlighted. It seems to be a good approach.

So this week you should be receiving the combined 2013 and 2014 report. Two interns whose last days was December 8, 2016, Alexis Wilsuz and Mabel Tejada from the Washington Center Interns. They have been great. Also we had Clinton Oxford from Georgetown Law School who has been tremendous in helping us with the 2016 Department of Corrections report. They have been working really long and hard. But the goal is to get the draft and to get the 2016 report out. Because we have more people, we have been collecting information with the eye towards getting the report out.

Any further comments on Inspections and CIC Reports?

None

CIC PROJECTS/EVENTS

The Postcards events have been inviting. We have had an event at the Washington Convention Center where the interns live at the dorms. So we decided on Postcards so there would not be an issue about what is inside or what does it say. Random names are given to people. Mabel has been dynamo in scheduling. We will try to get some this week. We are trying to review and make sure information going out is correct. The Wire would be a good connect. Other Community Outreach organizations can be notified next time and send out emails letting people know.

We have gotten a handful of offensive cards. That is why we want to review them first. Example we had a person say "DC Do or Die" that is offensive. That would mean that one person did not receive a card because of another not knowing why? So deciphering what is acceptable and what is not means that reading each individual card helps. Maybe something that innocuous or sending something that the BOP would not be able to control.

Tiffany is leaving us. But Tiffany has provided so much and that was one of the reasons that she was brought on and is calm. We need to be able to provide statistical analysis with some of the data that we used before and continue to use. We will continue to grow. She started a good foundation for us. She also was good at implementing OCTO to get us a database management system up and running. We are almost there. We just got finished with the MOU. Hopefully, next quarter they will spend that money building it up. Tiffany has basically put together all the information needed for that. Setting up the foundation for that and also in the future. So thank you very much for that. That was not an easy task. She will also be available for a month or so if needed, for database analysis. IF we need her we can reach out.

Any further comments on CIC/Events?

None

OTHER

The Mayor has put out there to all its agencies about things or changes that people would be concerned about, certainly funding issues. We have gotten \$75,000 for data management system this fiscal year. There is hope that we have an MOU in place. It is a sense that it has to be confirmed by the Senate. It is a small confirmation hearing. It will be interesting to see who will be chosen.

Any further comments?

None

SCHEDULE NEXT CIC OPEN MEETING

We will certainly have one within the next quarter, and will contact board members and try to schedule a good date for that. Would you like to have the meeting before or after the budget and performance hearings that will be happening in February 2017? Just keep that in mind and we will post it.

Any further comments?

None

ADJOURNMENT

There being no further business Phylisa Carter, Chairperson declared this meeting closed at 6:52pm