

Project. As drafted the criminal code legislation would change the name and membership of the Commission, create a new District agency to handle criminal code revision. The legislation would transfer the Commission's Criminal Code Project staff and functions to the new agency on October 1, 2016. Mr. Schmechel stated that the Council vote was finalized on June 21, 2016, and the pending legislation was approved as part of the District Budget for FY 2017.

Mr. Schmechel stated that the existing Project Management Plan does not require a change and described project deliverables for the remainder of FY 2016. Per the Management Plan, Commissioner's will receive project related materials for review in August and the Commission will take action on materials prepared by the Criminal Code Revision Committee (CCR) and agency staff at the Commission's September 20, 2016 meeting. Following Commission approval, those materials would be submitted to the Council and Mayor.

**VII.** Status Update of Employee Manual – Information Item, Linden Fry

*Status Update of Employee Manual:* Mr. Fry provided an update on the status of the Agency Employee Manual submitted to DCHR for approval. Mr. Fry stated that the agency employee manual approval has been delayed due to significant upcoming DCHR modifications of the District Personnel Manual (DPM) which specifically relate to Excepted Service Employees and the agency employee manual. Once the DPM is updated, the Commission may need to revisit some sections of the employee manual.

Commission members raised several questions and concerns regarding the modification process, employee evaluation process, the role of Commission members in the process, and the effect of the new criminal code legislation on the agency. Judge Weisberg stated that he has obtained a list of the Executive Director's duties and responsibilities which can serve as the basis for developing a performance evaluation for the position and will share this information with members. The Commission recommended further discussion after October 1, 2016.

Meeting Adjourned at 6:25 p.m.

NEXT MEETING:

July 19, 2016

One Judiciary Square (441 4<sup>th</sup> St., NW), Room 430S.



District of Columbia  
Sentencing and Criminal  
Code Revision Commission

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441 Fourth Street, NW, Suite 430 South, Washington, D.C. 20001  
(202) 727-8822 – Fax (202) 727-7929

Hon. Frederick H. Weisberg,  
Chairperson

Barbara S. Tombs-Souvey  
Executive Director

Donald Braman, Esq.  
Renata Cooper, Esq.  
Hon. Gregory E. Jackson  
Ronald Gainer, Esq.  
Laura E. Hankins, Esq.  
Cedric Hendricks, Esq.  
William "Billy" Martin, Esq.  
Hon. Robert E. Morin.  
Dave Rosenthal, Esq.  
Julie E. Samuels  
Marvin Turner  
Molly Gill, Esq.  
Paul Butler, Esq.  
Earl J. Silbert, Esq.

*Non-voting members:*

Maria Amato, Esq.  
Michael Anzallo  
Judi Simon-Garrett, Esq.  
Hon. Kenyan McDuffie  
Stephen J. Husk

**D.C. Sentencing and Criminal Code Revision Commission Meeting**  
**September 20, 2016**  
**5:00 to 6:30 PM**  
**Room 430S**  
**441 Fourth Street, N.W. (One Judiciary Square)**  
**Washington, DC 20001**

**Agenda**

1. Review and Approval of the Meeting Minutes from June 20, 2016 Meeting - Action Item, Judge Weisberg.
2. Welcome Commission's New Staff Member – Miatta Sesay, Data Manager, Informational Item, Barbara Tombs-Souvey.
3. Criminal Code Revision Project Deliverables – Action Item, Richard Schmechel, Project Director.
  - a. Overview of Report to the Council
  - b. Overview of Appendices
  - c. Commission Action
4. Guideline Evaluation Study Timeline - Informational Item, Barbara Tombs- Souvey.
5. Next Meeting Scheduled for October 18, 2016.
6. Adjourn.



# District of Columbia Sentencing Commission

441 4th St, NW, Suite 430 South, Washington, DC 20001  
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## MINUTES OF FULL COMMISSION MEETING

September 20, 2016

One Judiciary Square, Suite 430S, Washington, DC 20001

### Voting Members in Attendance:

Frederick Weisberg	Paul Butler	Dave Rosenthal
William Martin	Julie Samuels	Marvin Turner
Laura Hankins	Molly Gill	Renata Cooper
Gregory Jackson		

### Non-Voting Members in Attendance:

Chanell Autrey (Chairman McDuffie)

### Staff in Attendance:

Barbara Souvey	LaToya Wesley	Miatta Sesay
Richard Schmechel	Linden Fry	
Rachel Redfern	Jinwoo Park	
Bryson Nitta	Mia Hebb	

- I. Chairman Weisberg called the meeting to order at 5:10 p.m.
- II. The minutes from June 20, 2016 were reviewed, amended and approved.
- III. Welcome Commission's New Staff Member – Miatta Sesay, Data Manager Specialist, Informational Item, Barbara Tombs-Souvey.

*New Staff Member:* Barbara Souvey introduced newest Staff Member, Miatta Sesay. Ms. Sesay briefly discussed her educational and professional experience. Chairman Weisberg and the Commission welcomed her.

- IV. Criminal Code Revision Project Deliverables – Action Item, Richard Schmechel, Project Director.
  - a) Overview of Report to the Council
  - b) Overview of Appendices
  - c) Commission Action

*Criminal Code Revision Project Deliverables:* Richard Schmechel informed the Commission that its current Statutory Mandate to develop recommendation for Criminal Code Revision expires September 30, 2016. Mr. Schmechel reviewed the final report to the Council and Mayor on the Criminal Code Project. He described how the report provides information on recent project activities and summarizes the scope of the Commission's work on the code revision. He

explained how the final report recommends no action; rather the project's work and records will be transferred to the new agency for further development.

Mr. Schmechel briefly gave an overview of the Appendices that will be included in the report to the Council and Mayor as drafted:

- Appendix A: Committee Draft Revised Criminal Code
- Appendix B: List of Staff Research Reviewed by Committee
- Appendix C: List of Staff Research Not Reviewed by Committee

The Commission members raised concerns regarding the language and recommended modifications to the Report and Appendices. The language will be amended prior to submitting the report to the Council.

***Commission Action #1:*** The Commission voted 11 – 0 to approve the report and its appendices, as modified by the Commission, and submit it to the Council as reflection of the work the Criminal Code Revision Committee and Commission.

V. Guidelines Evaluation Study Timeline-Informational Item, Barbara Souvey.

***Guidelines Evaluation Study Timeline Update:*** Barbara Souvey gave a brief overview of Phase I and II of the Guidelines Evaluation Study.

Ms. Souvey informed the Commission of following Evaluation Study timeline updates:

- October 18, 2016 - The Commission will receive a presentation on the key findings of Phase I and II of the Study.
- November 22, 2016 - The Committee's first draft of the report will be distributed to the Commission for review.
- November 29, 2016 - The staff will present a full presentation on the Study and answer any questions regarding the types of analysis and findings depicted in the report. The Commission will have two weeks to provide edits or comments following the full presentation.
- December 20, 2016 -This meeting will discuss the recommendations set forth by the Research Committee after reviewing all the data and findings from the report. Committee members have up until the 30th of December to provide feedback. The Commission will provide their feedback on what should be included and not included in the report.
- January 9, 2017 - The final print of the report will be distributed to the Commission.

Ms. Souvey gave special recognition to Research Committee members: Honorable Frederick Weisberg, Molly Gill, Julie Samuels, Stephen Husk, Judi Garrett and Donald Braman for their continued assistance and input on the Guidelines Evaluation Study. The Committee members also commended the staff members for their hard work on the analysis and responding to questions or changes as needed.

The Commission raised an issue regarding the evaluation study meeting timeline. Commission members recommended further discussion regarding the proposed timeline at the October 18, 2016 Commission Meeting.

Meeting Adjourned at 6:25 p.m.

NEXT MEETING:  
October 18, 2016  
One Judiciary Square (441 4<sup>th</sup> St., NW), Room 430S.