

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

January 10, 2018

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 in February and March of 2018. 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 9, 2018**, in Word or Excel format, as applicable, and *minimize the use of attachments*. *The Committee additionally requests three bound, paper copies of your responses*. If you need to discuss any of the questions, please contact Sonia Weil, Legislative Counsel, at sweil@dccouncil.us or (202) 724-8197.

General Questions

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

CIC Organizational Chart in attached Excel workbook.

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

Not applicable.

- b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.
- **For FY 2018, the CIC was granted a new FTE position for a program analyst to conduct liaison duties. The CIC Program Analyst Laura de las Casas assumed this role. The CIC hired Rebekah Joab to fill the vacant Program Analyst position on October 2, 2017.**
- **In FY 2018, the CIC managed to convert the Community Outreach Assistant position to the Communications Specialist position. This vacancy was filled January 8, 2018.**
- **The Mayor appointed Calvin Woodland, Jr. as her third nominee for the CIC Board, pursuant to the Omnibus Criminal Justice Amendment Act of 2016. He was sworn in on December 16, 2017.**

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

Schedule A is in attached Excel workbook.

3. Please list all employees detailed to or from your agency. 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.

N/A – no CIC employees are detailed to or from this agency.

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 FY17 and FY18, to date;

FY17 – cell phones: Laura de las Casas, Program Analyst

Phillip Mosby, Community Outreach Assistant

FY18 – cell phone: Laura de las Casas, Program Analyst (liaison)

- 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 FY17 and FY18, to date;

None – no vehicles owned, leased, or otherwise used by this agency. No accidents to report. However, the CIC did rent vehicles on its inspection trips. Rental details are in the travel expenses report in 4(c).

- c. A list of travel expenses, arranged by employee for FY17 and FY18, to date, including the justification for travel; and

Report of travel expenses for FY17 and FY18 attached in Excel workbook.

- d. A list of the total workers' compensation payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

None – No CIC employees received workers' compensation in FY17 or FY18 to date.

5. For FY17 and FY18, to date, what was the total cost for mobile communications and devices, including equipment and service plans?

FY 2017 - \$1,365

FY 2018 - \$187.80 to date

6. For FY17 and FY18, to date, please list all intra-District transfers to or from the agency.

FY 2017 - From CIC to OCTO: \$55,065 (database development; Byrne-JAG funds)

FY 2018 – None to date

7. For FY17 and FY18, 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:

- a. The revenue source name and code;
- b. The source of funding;
- c. A description of the program that generates the funds;
- d. The amount of funds generated by each source or program;
- e. Expenditures of funds, including the purpose of each expenditure; and
- f. The current fund balance.

None.

8. For FY17 and FY18, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Report of PCard spending for FY17 and FY18 is in attached Excel workbook.

Administrative Assistant Sheila Walker is the agency PCard Holder for all PCard purchases, save one by Lashonia Thompson-El.

9. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY17 and FY18, 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.

MOU between Federal Bureau of Prisons and CIC: Announced Inspections

- Executed July 22, 2013;
- Renewed July 21, 2016;
- Expires July 20, 2019.

MOU between OCTO and CIC: Development of CIC Database

- For FY 2017, execution of MOU document complete Jan. 17, 2017
- Expired Sept. 30, 2017

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 FY17 and FY18, to date.

- **2017 Prisoner and Reentry Symposium – On March 10, 2017, the CIC and PDS Community Defender Division cohosted this first of many gatherings of returning citizen advocates, service providers, government workers, and decision-makers to talk about what they are doing to meet the most pressing challenges facing those transitioning from prison to the community. Representatives from the Pre-Release Center (PRC) in Montgomery County, MD, the city reentry portal in Newark, NJ, and a statewide nonprofit reentry portal also participated in this event. The CIC and PDS plan to cohost future events in FY 2018 and beyond.**
- **Meetings/Communications with Corrections Agencies – The CIC holds regular meetings with DC Department of Corrections and Federal Bureau of Prisons, as well as emails and calls to address particular issues as they arise.**

- **Community Partner Meetings** - The CIC sends representatives to non-governmental association Reentry Action Network (RAN) meetings. The CIC also meets independently with its members, including Free Minds Book Club and Voices for a Second Chance. The CIC also attends CJCC Reentry Steering Committee and Substance Abuse Treatment and Mental Health Services Integration Taskforce (SATMHSIT) Committee Meetings.
- **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. Again this past summer we held this event with Council for Court Excellence (CCE) summer interns.
- **CIC Holiday Postcard Initiative** – The CIC partnered with 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. Fiscal years 2017 and 2018 are the first two years of this project.
- **FY16-FY17 – Expert Consultation** – The CIC has relied on the expertise of Drug Policy Alliance, School Justice Project, Public Defender Service-Parole Division, the Lewisburg Prison Project, and other individual experts to educate staff and inform the work of the CIC.

11. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY17 and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

- a. An update on all capital projects begun, in progress, or concluded in FY16, FY17, and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances.
- b. An update on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23.
- c. A description of whether the capital projects begun, in progress, or concluded in FY16, FY17, or FY18, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

None – The CIC has no capital projects for FY17 or FY18.

12. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY17 and FY18, to date. For each, include a description of the need and the amount of funding requested.

FY 2018 (made in FY 2017)

1. FTEs: 1 - Capacity to Receive and Respond to Corrections Complaints – FTE to manage correspondence from inmates, loved ones, and concerned citizen and to communicate directly with corrections agencies to address pressing issues.

Date: November 2, 2016

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

2. Adequate Office Space, pursuant to DC Code § 24-101.01(i) – Funds to move from current location of under 700 sq. ft to a new location of at least 2000 sq. ft.

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

FY 2019 (made in FY 2018)

1. Funding to keep Communication Specialist, hired in FY 2018 through increase in PS Funds due to GULC Fellows Donation.

Date: November 3, 2017

Total Amount of Local Funds: \$20,000

2. FTEs: 1 – Increase capacity by hiring a Deputy Director of Operations for operations management and development.

Date: December 6, 2017

Total Amount of Local Funds: Personal Services (PS) Funds: \$97,908.40 (\$81,050 salary + 20.8% fringe)

13. Please list, in chronological order, each reprogramming in FY17 and FY18, 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 FY17 and FY18, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Reprogramming for FY17 and FY18 in attached Excel workbook.

14. Please list each grant or sub-grant received by your agency in FY17 and FY18, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

FY 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). Of \$75,000, the amount expended was \$74,970.75

FY 2018 – Georgetown University Law Center (GULC) Fellow: \$20,000 to support a recent graduate from GULC. Supplemental funds are added to pay full salary and benefits. About \$7,000 of the \$20,000 for the year has been expended towards CIC Program Analyst Rebekah Joab's salary and benefits.

- a. 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?

While no FTEs are dependent on grant funding, the GULC Fellow funds have enabled the CIC to convert the Community Outreach Assistant position to the Communications Specialist position, with a higher grade and step. The GULC funding is for one year; and we presently have no plans to take on another Fellow in FY 2019. Therefore, the CIC has

submitted a budget enhancement request of \$20,000 to maintain the Communications Specialist position at current pay. If this enhancement request is not granted, the CIC will attempt to raise additional funds from private grantors, and it is willing to reprogram funds in FY 2019 to maintain this position.

15. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY17 and FY18, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. The nature of the contract, including the end product or service;
- c. The dollar amount of the contract, including amount budgeted and amount actually spent;
- d. The term of the contract;
- e. Whether the contract was competitively bid;
- f. The name of the agency's contract monitor and the results of any monitoring activity; and
- g. The funding source.

Name	Nature of Contract	Dollar Amount	Term	Competitively bid?	Contract monitor/results	Funding Source
Dr. Andrea Weisman	Psychology expert for USP Florence ADX inspection	\$ 8,812.50	Apr.-Sept. 2017	No	None	Local
Tiffany Culley	Consultant for report writing	\$ 1,067.50	Feb.-Apr. 2017	No	None	Local
Briane Cornish Knight	Consultant for Legal Fellow under Byrne JAG	\$18,947.00	March – Aug. 2017	No	None	Byrne-JAG Grant
Rebekah Joab	Consultant for Legal Fellow under Byrne JAG	\$ 958.75	Sept. 2017	No	None	Byrne-JAG Grant

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 to significant financial liability or will result in a change in agency practices, and describe 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 list all settlements entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If

unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

None

18. Please list the administrative complaints or grievances that the agency received in FY17 and FY18, 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. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.

None

19. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, whether or not those allegations were resolved.

No allegations of sexual harassment or misconduct in FY17 or FY18 to date.

The CIC has a zero tolerance policy for sexual harassment and sexual misconduct. If the Director were to receive a report or information regarding alleged sexual harassment or sexual misconduct, she would follow the DCHR procedures outlined in DC Sexual Harassment Policy.

<https://ohr.dc.gov/sites/default/files/dc/sites/ohr/publication/attachments/LawsAndRegs-SexualHarassmentPolicy.pdf>. The Director will commit the allegations to writing, confer with DCHR, OHR and BEGA to ensure proper steps are being taken, implement any temporary administrative actions (including but not limited to separation of parties, administrative leave with pay) while an investigation is being conducted, monitor for retaliation, and impose disciplinary action – up to and including termination – if warranted.

20. 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 FY17 and FY18, to date.

None

21. Please describe any spending pressures the agency experienced in FY17 and any anticipated spending pressures for the remainder of FY18. Include a description of the pressure and the estimated amount. If the spending pressure was in FY17, describe how it was resolved, and if the spending pressure is in FY18, describe any proposed solutions.

None at this time.

22. Please provide a copy of the agency's FY17 performance plan. Please explain which performance plan objectives were completed in FY17 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Attached.

Explanation: The CIC did not meet the key performance indicator: Percentage of

Inspection reports submitted to corrections agency for review within 90 days of onsite inspection. There was high turnover in FY17, with two of three program analysts leaving CIC employ after FY17Q1. One was replaced at the end of FY17Q2; the other, FY17Q4.

23. Please provide a copy of your agency's FY18 performance plan as submitted to the Office of the City Administrator.

Attached.

24. Please describe any regulations promulgated by the agency in FY17 or FY18, to date, and the status of each.

None to date.

25. Please provide the number of FOIA requests for FY17 and FY18, to date, that were 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

26. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY17 and FY18, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

Inspection Reports
CIC Inspection Report of DOC - FY 2017 - January 8, 2018
CIC Inspection Report of DOC - FY 2016 - December 31, 2017
FCI Cumberland Inspection Report - September 14, 2017
Rivers Correctional Institution Inspection Report - August 17, 2017
USP Terre Haute Inspection Report - June 15, 2017
FCI Edgefield Inspection Report - May 15, 2017
USP Tucson Inspection Report - April 4, 2017
FCI Allenwood Medium Inspection Report - January 7, 2017
FCI Hazelton Inspection Report - October 21, 2016
SFF Hazelton Inspection Report - October 21, 2016
Annual Reports
2016 CIC Annual Report - December 31, 2017
2017 CIC Annual Report - December 31, 2017
CIC Bulletins
CIC Bulletin - January 30, 2018
CIC Bulletin - January 9, 2018
CIC Bulletin - November 16, 2017
CIC Bulletin - November 1, 2017
CIC Bulletin - September 28, 2017

CIC Bulletin - September 25, 2017
CIC Bulletin - September 7, 2017
CIC Bulletin - July 20, 2017
CIC Bulletin - January 5, 2017
Issue Briefs/Info Sheets
Distance from Facilities to Union Station
BOP Administrative Remedies (aka "Grievance") Process
BOP Mail Policy Changes as of November 13, 2017
BOP Medical Care Levels
BOP Mental Health Care Levels
Corrections Agencies' Responses to Opioid Abuse in Facilities
Testimony (containing analysis)
CIC Testimony on Special Education for Incarcerated Young Adults 10.4.17
CIC Testimony on Youth Rehabilitation Amendment Act 2017 10.26.17
CIC Testimony on Bill 22-459 Opioid Abuse Treatment Act 12.12.17

27. Please separately list each employee whose salary was \$100,000 or more in FY17 and FY18, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Michelle Bonner is the only CIC employee in this category. No overtime or bonus pay received.

Position No.	Position Title	Grade	Fund Detail	Salary FY17	Salary Increase	Salary FY18	Fringe Benefits	Total Salary + Fringe FY 2018
10006732	Executive Director	09	0100	123,600.00	\$0	123,600.00	24,720.00	\$148,320.00

28. Please list in descending order the top 25 overtime earners in your agency in FY17 and FY18, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

No overtime earners in FY17 or FY18.

29. For FY17 and FY18, to date, please provide a list of employee bonuses or special 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

30. 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. Please note if the agency is currently in bargaining and its anticipated completion.

None

31. If there are any boards, commissions, or similar entities associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each meeting in FY17 or FY18, to date, if minutes were prepared. Please inform the Committee if the entity did not convene during any month.

Name	Type of Appointment	Term	Ward
Phylisa Carter	Mayoral Appointee/Public Member	11/3/2015 to 6/7/2018	Ward 5
Katharine Huffman	DC Chairman/Council Appointee	6/7/2016 to 5/4/2018	Ward 3
Charles Thornton – CIC Board Chair	Mayoral Appointee/Public Member	12/15/16 to 6/7/2018	Ward 6
Calvin Woodland, Jr.	Mayoral Appointee/Public Member	12/16/2017 to 6/7/2019	Ward 8
VACANT SEAT	DC Chairman/Council Appointee		

Agendas and minutes of each open meeting are attached. The CIC had two open meetings in FY 2017: December 13, 2016 and Sept. 28, 2017. Now that the CIC Board is increased to four and a capacity of five members, there is a greater chance for quorum for open meetings. Going forward, the CIC plans to hold open meetings on the first Thursday of the third month of each quarter. The schedule for open meetings for the remainder of FY 2018 is as follows: March 1, June 7, and September 6.

32. 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 – The CIC recently published 2016 and 2017 reports on conditions of confinement of DC Inmates in DOC custody, both of which can be found on the CIC website.
- (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”) – The CIC regularly publishes more than three facility inspection reports, publishing 7 in FY17 and on track to exceed the minimum requirement in FY18.

33. 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, the names of the trainers, and the number of agency employees that were trained.

Name of Training	Subject	Trainer	No. of Employees
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Safe Zone Training	Creating safe spaces for LGBT+ clientele and public.	Mabel Tejada, SAFE Zone Trainer	3
Transition from Incarceration to Supervision	Learning about CSOSA's role in transition/reentry planning.	Cedrick Hendricks and Transitional Intervention for Parole Supervision (TIPS) Team	4
Special Education and IDEA	Special Education and related services for IDEA eligible incarcerated 18-22 yr olds.	Sarah Comeau, School Justice Project	6
Understanding Parole/Supervised Release Revocation	Primer on process of violating and revoking parole/supervised release.	Vincent Haskell, PDS Parole Division	6
Responding to Opioid Crisis in Corrections	Primer on the opioid crisis in correctional facilities.	Kaitlin Boecker, Drug Policy Alliance	6
PREA Implementation and Audit Preparedness Training	Dynamics of sexual abuse in confinement, PREA standards, PREA Audit process, LGBTI sensitivity.	National PREA Resource Center	2
Using Stata Effectively	Learn to use the data analysis and statistics software Stata	StataCorp	1
Communications Training	Trained Communications Specialist on effective uses of social media, press releases and connections, web presence, newsletters, branding, etc.	Melanie Bates Consulting, LLC	1
Other Communications Web/In-person trainings	Training on how to use web tools, including GovDelivery, Mail Chimp, and Drupal for CIC website updates	GovDelivery – 2 webinars; Mail Chimp Tutorial; OCTO in person training for Drupal	1

34. 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. The Director reviews job description and duties with each employee during evaluation. Together, the employee and Director set SMART goals, with timelines and discussion about resources needed to achieve these goals. The Director also endeavors to meet one-on-one with each employee at least twice a month. Together, the Director and staff work to find solutions to potential problems and obtain resources needed to solve them.

Agency Operations

35. Please describe any initiatives that the agency implemented in FY17 or FY18, 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.

CIC Holiday Card Initiative – In FY17 and FY18, the CIC has coordinated holiday postcard writing events with community partners and has sent around 4000 postcards to BOP prisons and contract prison where DC residents are incarcerated. Results have included positive feedback and connections with those incarcerated far away and community members who participate.

Prisoner and Reentry Symposium – In March 2017, the CIC and PDS cohosted the first Prisoner and Reentry Symposium, where over 50 returning residents, service providers, government workers, and criminal justice leaders presented to nearly 200 attendees. The first symposium was a broad introduction; the next symposium will focused one targeted issue. This has improved our connections and interactions with various criminal justice stakeholders.

Use of Experts on Inspections – The CIC has long consulted with experts to learn more about issues affecting incarcerated persons. In FY 17 and FY18 the CIC has also used experts on two of its prison inspections: Talila Lewis of HEARD for USP Tucson in FY17; and Dr. Andrea Weisman, a corrections psychology expert, in FY18. These interactions improve our internal operations by increasing staff expertise through working with these experts.

CIC Program Analyst Liaison – In FY18, Laura de las Casas has taken on the CIC Program Analyst Liaison position. She manages all CIC correspondence: with inmates, community members, service providers, etc., and she manages the tracking of issues/concerns. She also confers with the Director to reach out to corrections agencies' leadership on systemic issues or issues that require immediate attention. The CIC expects that the results will be better tracking of issues and more immediate responses by corrections agencies of issues the CIC brings to their attention.

Dedicated DOC Program Analyst – In FY18, the CIC hired GULC Fellow Rebekah Joab to act as the CIC Program Analyst dedicated primarily to DC Department of Corrections (DOC) facilities. In the first quarter alone, she produced the 2016 and 2017 CIC reports on the DOC; and she has visited several DOC inmates. She will also work on the thematic report on education services provided in DOC facilities.

Communications Specialist Position – The CIC Director has taken on much of the CIC communications, including website revisions and updates, CIC Bulletins, event marketing and fliers, etc., while two program analysts managed Twitter and Facebook posts when they had time. On January 8, 2018, the CIC hired a Communications Specialist to have someone devoted full-time to getting out the information that the CIC obtains. Mabel Tejada has received communications training, has set up a social media post plan, has set an Open Meeting schedule, and is developing a broader communications plan for the agency.

CIC Info Sheets – The CIC has basic information on procedures, definitions, and other data, that it is making available to the public in the form of “Info Sheets.” Rather than waiting for an inspection report, the CIC is constantly trying to implement ways to make corrections information more available and accessible to the general public. These can be found on the CIC website; and their posting is advertised via social media and in CIC Bulletins.

CIC Information Fair – CIC Board Chair Charles Thornton led a contingent of DC representatives from agencies including MORCA, Department of Behavioral Health, CSOSA, and returning citizens to meet with DC men incarcerated at FCI Cumberland, MD. They provided information on reentry services as well as first-hand experiences about transitioning from prison to the community.

Testifying at Public Hearings – The CIC collects information that informs challenges that agencies, service providers, and decision-makers are attempting to address. The CIC has proactively participated in public hearings to provide this information to the Council and to the public to help them implement changes that will positively affect incarcerated DC residents. The testimony to date includes: CIC Testimony on Special Education for Incarcerated Young Adults (10.4.17); CIC Testimony on Youth Rehabilitation Amendment Act 2017 (10.26.17); and CIC Testimony on Bill 22-459 Opioid Abuse Treatment Act (12.12.17).

36. What are the agency’s top five priorities? Please explain how the agency expects to address these priorities in FY18. How did the agency address its top priorities listed for this question last year?

FY18 List:

- **Report Writing** – In addition to the BOP inspection reports backlog, the CIC has endeavored to catch up on CIC annual reports and CIC annual reports on DOC. This fiscal year, the CIC has published annual reports for 2016 and 2017, as well as DOC reports for 2016 and 2017. The CIC also endeavors to produce more in-depth thematic reports, starting with one on education within the DOC.
- **Increased Focus on DOC** – With a dedicated program analyst, the CIC hopes to increase its focus on DOC. The CIC will continue to try to obtain more information from DOC, attempt to visit more persons at DOC facilities, and produce thematic reports on issues pertaining to DOC.
- **Communications** – With a full-time Communications Specialist, the CIC hopes to increase the amount and frequency of information made available to the public through various platforms.
- **Bring more DC inmates back to DC** – The CIC has had several conversations with DC decision-makers and hopes to have more with the BOP about how more beds under the intergovernmental agreement between BOP and DOC can be used to keep more BOP custody DC inmates in the city. The CIC has proposed keeping 18-22 year olds who are eligible for special education and related services under Individuals with Disabilities in Education Act (IDEA) here. The CIC will also explore more ways inmates can stay here rather than to BOP facilities far away.

- **Increasing CIC Expertise** – The CIC continues to be dedicated to increasing the expertise of its staff in conditions of confinement. Two staffers were sent to a Prison Rape Elimination Act (PREA) training in October. Another staffer will attend the American Jail Association Conference; and our social worker will present at a Health in Corrections Conference in March. The CIC will also engage a medical expert when it inspects another federal medical facility this fiscal year.

FY17 List:

- Reduce backlog of inspection reports** – While the CIC published 10 inspection reports in FY16, and eight reports in FY17, greatly reducing inspection report backlog, it still has some reports from FY15 inspections to publish. The BOP has been cooperative and has displayed a commitment to helping the CIC eliminate the reporting backlog.
- 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 CIC Program Analyst Liaison Laura de las Casas tracks communication from facilities the CIC has inspected in the past, and she can see when people have been transferred to other facilities.
- Data Management System** – In FY17, OCTO developed Phase I of the customized database, which allows for input of BOP facility inspection and survey information. Rather than using multiple databases (Ragic, Excel, and OCTO-developed database), the CIC is attempting to raise funds and work with OCTO to develop Phase II, where it can incorporate correspondence, inmate rosters, and other information that the CIC collects outside of its inspections.
- Thematic reports and information** – The CIC has produced “Info Sheets” and thematic report information on the opioid crisis in corrections. The CIC also provides information through its testimony on public hearings targeted issues.
- Establish greater relationship with DC Department of Corrections** – The DOC has indicated that it does not wish to execute an MOU with the CIC; so the parties have been negotiating ways in which DOC can share more information with the CIC. The DOC has responded to requests for information for FY16 report and FY17 report. The CIC Director and DOC Deputy Director of Programs have a very good working relationship; the DOC counterpart has been very responsive and receptive. The CIC and DOC leadership have a meeting scheduled for Feb. 27, 2018 to further information sharing negotiations.

37. Please list each new program implemented by the agency during FY17 and FY18, to date. For each initiative, please provide:

- A description of the initiative;
- The funding required to implement the initiative; and
- Any documented results of the initiative.

See Question #35 for additional description. The chart below answers #37 a., b., and c.

Initiative	Funding Required	Documented Results
<u>CIC Holiday Card Initiative</u> – In FY17 and FY18, the CIC has has sent around 4000 postcards each year to BOP prisons and contract prison where DC residents are incarcerated.	Postcards \$1500 from CIC budget; Postage \$1500 (covered by District); staff time.	See CIC Bulletins 1.5.17 and 1.9.18, attached. See also 2016 and 2017 CIC Annual Reports, attached.
<u>Prisoner and Reentry Symposium</u> – In March 2017, the CIC and PDS cohosted the first Prisoner and Reentry Symposium, where over 50 returning residents, service providers, government workers, and criminal justice leaders presented to nearly 200 attendees.	\$2,500 minimum for food, supplies, printing (assuming space remains free); staff time.	See 2017 CIC Annual Report, attached.
<u>Use of Experts on Inspections</u> – In FY 17 and FY18 the CIC has also used experts on two of its prison inspections.	\$10,000 for consultant fees, travel, M&IE	USP Tucson Inspection Report, attached.
<u>CIC Program Analyst Liaison</u> – In FY18, Laura de las Casas has taken on the CIC Program Analyst Liaison position.	Grade 11/Step 4, plus 20% fringe	
<u>Dedicated DOC Program Analyst</u> – In FY18, the CIC hired GULC Fellow Rebekah Joab to act as the CIC Program Analyst dedicated primarily to DC Department of Corrections (DOC) facilities.	Grade 11/Step 1, plus 20% fringe	CIC Annual Reports on DOC for 2016 and 2017, attached.
<u>Communications Specialist Position</u> – On January 8, 2018, the CIC hired a Communications Specialist to have someone devoted full-time to getting out the information that the CIC obtains.	Grade 9/Step 1, plus 20% fringe	Just hired January 8, 2018. No Documented results can be found on Twitter and Facebook (streaming on CIC home page), as well as board member page and meeting minutes updates on website.
<u>CIC Info Sheets</u> – The CIC has basic information on procedures, definitions, and other data, that it is making available to the public in the form of “Info Sheets.”	Staff time.	Info sheets, attached, and on CIC website.

<u>CIC Information Fair</u> – CIC Board Chair Charles Thornton led a contingent of DC representatives to meet with DC men incarcerated at FCI Cumberland, MD.	Transportation cost: \$1500; staff time.	See 2017 CIC Annual Report.
<u>Testifying at Public Hearings</u> – CIC Testimony on Special Education for Incarcerated Young Adults (10.4.17); CIC Testimony on Youth Rehabilitation Amendment Act 2017 (10.26.17); and CIC Testimony on Bill 22-459 Opioid Abuse Treatment Act (12.12.17).	\$100 for copies; staff time.	Testimony from three hearings attached and on CIC website. As a result of Education Committee testimony, the CIC was invited to participate in Councilmember Grosso's working group on the issue.

38. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY17 and FY18, to date.

The CIC measures programmatic success in the following ways:

- **Number of inspection reports published (especially given the backlog);**
- **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;**

While there is still little interest in CIC open meetings alone, this will be monitored and will hopefully improve over time. The CIC is implementing an Open Meeting schedule, and it plans to hold open meetings outside of the CIC office, in Wards 5, 7, and 8.

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.

39. What are the top metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

In addition to number of inspections and number of inspection reports published, the CIC is looking at other operational metrics, such as

- **Number of CIC Bulletins produced;**
- **Number of CIC Info Sheets produced;**
- **Frequency of social media posts;**
- **Amount of public testimony given outside of CIC oversight hearings;**
- **Quality as well as quantity of correspondence tracking;**
- **Amount of information collected pre-, during, and post-inspection (measuring the efficiency of our inspection instruments).**

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

While the CIC attends other organizations' meetings, it maintains its independent status and is not an official member of these organizations.

The CIC has been invited by Councilmember Grosso to participate in the Council's Education Committee Working Group on Students in the Care of the District of Columbia.

41. Please explain the impact on your agency of any legislation passed at the federal level during FY17 and FY18, to date, which significantly affected agency operations.

There has been no federal legislation that has significantly affected agency operations to date.

42. Please describe any steps the agency took in FY17 and FY18, to date, to improve the transparency of agency operations.

- **More information on the website – The CIC modified the website to include more information, including “Open Government and FOIA” page. The website also includes testimony, postings of upcoming inspections, and is a repository of meeting minutes.**
- **Hired Communications Specialist – With this new position, the CIC will put out even more information about the CIC, as well as the information it collects.**
- **CIC Bulletins – the Bulletins included calls for interested persons to apply to be nominated to the CIC Board, as well as open meeting notices.**
- **CIC Annual Reports – The CIC published annual reports for 2016 and 2017, which includes operations information.**

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

- 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.

Ragic – The CIC uses Ragic to track all correspondence. It is a web-based system that we use per subscription, so there are regular updates to the software. The public cannot be granted access to the system, as it contains personally identifying information of incarcerated persons who reach out to us confidentially.

Shared Drive – The CIC has an internal shared drive on which CIC staff saves Excel spreadsheets, rosters, documents, and drafts of its work. This shared drive cannot be made public, as it contains personally identifying information and confidential information.

Information that can be shared publicly the CIC can and does make publicly available on the CIC website.

44. Please provide a detailed description of any new technology acquired in FY17 and FY18, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.

- **Customized Database – \$55,065 – OCTO is still testing prior to CIC's use of Phase I of the customized database. Phase I limited in scope to BOP inspection data only.**

- **Stata Software - \$1,195 – The CIC hired and trained CIC Program Analyst Kendra van de Water, a licensed social worker with statistical analysis experience, to use this software.**
- **Ragic license - \$110 yearly – for correspondence database. No problems with implementation.**
- **EFax - \$165/year – to send faxes via computer (OCTO had problems connecting us to landline fax) – no problems with implementation.**
- **Survey Monkey - \$300/year – for analyses of inmate surveys. No problems with implementation.**
- **Canva - \$300/year – for graphic design for communications. No problems with implementation.**

45. How many in-person training programs for agency employees took place in FY17 and FY18, to date?

FY17 – Five in-person trainings.

FY18 – Three in-person trainings to date.

See Question #33 for details.

46. What training deficiencies, if any, did the agency identify for its employees during FY17 and FY18, to date?

Per chart in Question #33, the agency identified the need for training in those areas. The agency particularly wanted the new Communications Specialist to receive the bulk of communications training right away, early on in her tenure. The CIC will also bring in experts on prison transfer process and sentence computation.

47. How does CIC track inquiries that it receives from family members of incarcerated inmates?

The CIC Program Analyst Liaison Laura de las Casas manages the correspondence received from inmates and their loved ones on Ragic, the web-based data management system. Staff are instructed to input all correspondence in this system, and to identify the key issues mentioned in the correspondence. Staff also scan in hard copy letters, and they log responses to incoming correspondence.

48. Please list and describe each facility visit made in FY17 and FY18, to date. What facility visits are currently planned for the remainder of FY18?

Fiscal Year 2018	
USP Pollock, LA - December 14-15, 2017	High security prison
USP Atwater, CA - April 11-12, 2018	High security prison
FCC Butner - to include FMC Butner, FCI Butner Medium I, FCI Butner Medium II, and FCI Butner Low - TBD	Men's complex that includes a federal medical center and medium/low facilities.
FMC Devens, MA - TBD	Federal medical center for men

FMC Springfield, MO - TBD	Federal medical center where men from supermax are sometimes sent.
FCI Aliceville, AL - TBD	Women's prison
Fiscal Year 2017:	
USP Lewisburg, PA - February 10, 2017	Special Management Unit
USP Florence ADMAX and USP Florence High - April 26-28, 2017	BOP's only supermax security prison
Correctional Treatment Facility (CTF) - June 22-23, 2017	Low to medium security jail now under DOC operation.
FCI McKean, PA - July 21, 2017	Medium security prison
FCI Beckley, WV - August 1, 2017	Medium security prison
FMC Carswell, TX - September 7-8, 2017	Only BOP federal medical center that houses DC women
Volunteers of America Chesapeake RRC - September 20, 2017	RRC for DC sex offenders and other DC men
Central Detention Facility (DC Jail) - September 26-27, 2017	DC Jail - contains high security inmates

49. Please list any reports that CIC plans to release in the remainder of FY18.

Inspection Reports:

USP Lewisburg

USP Florence ADX

FCI McKean

FCI Beckley

Volunteers of America Chesapeake

FMC Carswell

Note: There are eight backlog inspection reports from FY15 remaining that the CIC hopes to work with BOP to expedite review and publication during this fiscal year.

Thematic Report:

Education Services in DOC

50. How does CIC follow-up with a facility on a published report? How did it do so in FY17 and FY18, to date?

BOP – Per the MOU, the CIC communicates with a BOP staff person in its central office, who then communicates with the inspected facility as it writes a response to the CIC draft report.

DOC – The CIC is meeting with DOC leadership on Feb. 27, 2018; and the CIC reports on DOC will be on the agenda.

51. How does CIC engage its stakeholders, including the Council, on a report's findings following its publication? What does CIC view as the value of its reports?

The CIC distributes published reports to the Council, the Mayor, the correctional agencies, Congresswoman Norton, and to the public. They are also published on the website. Opportunities to discuss published reports are on every open meeting agenda. The CIC has also participated several times on Roach Brown's radio show, "Crossroads," on WPFW. The CIC also attends other organizations' meetings to share information.

There is much value in CIC inspection reports. The CIC reports on facilities that DC residents may never have the opportunity to visit. They provide a glimpse into the lives of loved ones incarcerated far away. They also raise issues and present SMART recommendations that corrections agencies can implement to improve conditions of confinement for all inmates, not just DC inmates.

52. Please discuss any community outreach planned for the remainder of FY18.

In addition to open meetings, the CIC plans to publish additional CIC Bulletins throughout the year, as well as increased social media presence. The CIC will continue to participate in community events throughout the year, where it provides information to attendees. This year, the CIC also plans to produce an inmate newsletter, to be sent to DC incarcerated residents throughout the BOP. The CIC would like to expand its outreach beyond criminal justice stakeholders, by attending ANC and other meetings that are not necessarily criminal justice-focused.

53. Please provide an update on any thematic reports CIC has been researching and writing.

Education in DOC – The CIC will engage an education expert this month and will embark on the research and observation necessary for an in-depth thematic report on education services provided in DOC jail facilities. The CIC expects this report to be completed by the end of the fiscal year.

Health Services – On March 23, 2018, the CIC will present at the Academic & Health Policy Conference on Correctional Health in Houston, TX, where it will discuss continuity of care issues between DOC, BOP, and the community. After this presentation, where attendees will provide thoughts and recommendations, the CIC will conduct further research and report on the challenges and solutions to this issue.

DC Specific Issues – the liaison program analyst will compile a list, with explanations, on the DC specific corrections issues, from sentence computation, to parole-grant hearings, to disparate treatment, and transition issues. The research will include polling incarcerated and formerly incarcerated persons, as well as service providers and other stakeholders.

Publicly-run Residential Reentry Center – The CIC will take a closer look at the Pre-Release Center (PRC) in Montgomery County, MD, as a model publicly-run residential reentry center (RRC, or "halfway house") and how this model might be replicated.

54. Has CIC hired the Program Analyst funded by the Council in the FY 2018 budget? If not, please provide an update on the search to fill this position.

Yes, Laura de las Casas, an existing employee, filled the FY18 budget position; and we hired Rebekah Joab on Oct. 2, 2017 to fill vacant program analyst position.

55. How can CIC expand its capacity in ways other than hiring additional FTEs, such as utilizing legal fellows and volunteers? What efforts, if any, has CIC made to do so?

The CIC has benefited from the services of undergraduate interns through its partnership with The Washington Center (TWC), a program that places undergraduate interns with government and nonprofit agencies in the District. The CIC has 1-2 TWC interns each term (spring, summer, fall).

Each summer, the CIC also has 1-2 legal interns from local law schools to assist with research, writing, and inspections.

- a. During the Committee's FY18 budget hearing, CIC described a possible fellowship with the Georgetown University Law Center, in which the law school would provide funding for a recent law graduate to work at CIC. Please provide any update on this partnership.

The CIC hired Program Analyst Rebekah Joab through the post-graduate fellowship program at the Georgetown University Law Center (GULC). The program provides \$20,000 towards the full-time employment of the Fellow. Rebekah Joab is the CIC Program Analyst dedicated to monitoring DOC.

56. Please provide an update on CIC's search for a new office space, which the Council funded in the FY18 budget.

The Department of General Services (DGS) has identified 2500 sq. ft. space in a commercial building at 1400 I St NW. Presently, the Office of Police Complaints is located there, and DGS is renegotiating OPC's lease. The expectation is that CIC's space would be added to this lease. DGS expects this move to be complete by the end of this fiscal year.

57. Please provide an update on any applications for grant funding CIC has made in FY18, to date.

- a. Has CIC applied for FY18 Byrne JAG funding through the Office of Victim Services and Justice Grants? If not, why not?

The CIC did apply for FY18 Byrne JAG funding but was not awarded a grant in its initial offering. However, OVSJG has stated that, if there are any residual funds, the CIC might be eligible to receive them to support Phase 2 of the CIC database development.

The CIC sought and acquired a GULC Fellow, with \$20,000 to supplement the Fellow's salary. This was a strategic fundraising effort to free up \$20,000 in the CIC Local Funds budget for other expenses.

58. What “pop-up think tank” events has CIC held in FY17 and FY18, to date? What such events does CIC plan to hold in FY19?

Instead of “pop-up think tanks”, the CIC held the *2017 Prisoner and Reentry Symposium* with PDS on March 10, 2017. The final session of this event was akin to a think tank, where attendees provided their thoughts and ideas on issues presented earlier in the day. The CIC and PDS is planning another symposium for FY 2018, and they have plans to continue this event into FY19. Should CIC staff have the desire and capacity to hold additional pop-up think tanks, the CIC will do so.

The CIC would also like to convene other corrections oversight bodies like the CIC (no enforcement authority, independent), to share their methods, challenges, and expertise with each other. There are only a handful of such agencies to invite; and the CIC would like to create relationships with other such bodies.

59. Please provide a description of CIC’s relationship with the Federal Bureau of Prisons.

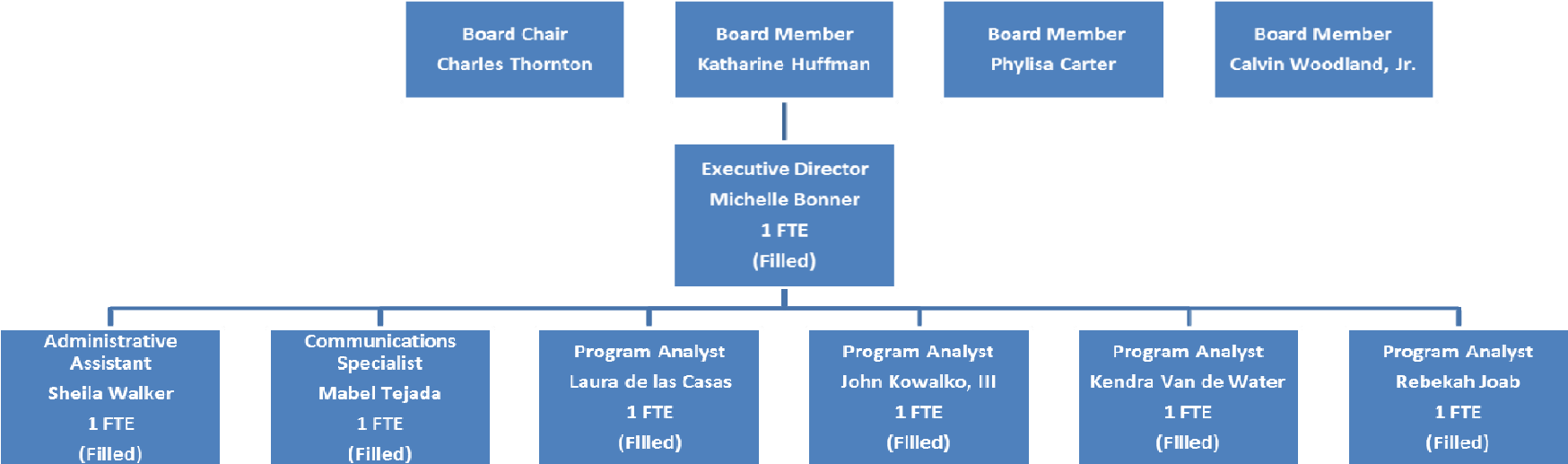
a. What kind of notice does the BOP require for a site visit?

The CIC has renewed its three-year MOU with the BOP through July 2019 to conduct announced inspections at BOP facilities and its contract facilities where DC residents are incarcerated. The CIC gives at least 30 days notice of its intention to inspect a facility, with a request for documentation and data on that particular facility. The CIC provides a draft of the inspection report to BOP, and the BOP takes 30 or more days to submit a response to the report. The CIC then publishes its report and the BOP response. Also, the CIC provides drafts of any bulk mail it intends to send to DC inmates in BOP facilities. The BOP provides a quarterly roster of DC Superior Court inmates (supervised release violators are part of this list), which the CIC is not permitted to share. Outside of the MOU, the CIC has developed a good working relationship with BOP Headquarters, where the CIC will notify the BOP of issues of concern and the BOP will look into those issues and respond to CIC as to its findings and/or corrective action.

60. What recommendations does the agency have to grow or enhance its mission or capacity? **Increase amount of information received from DOC – The CIC will again pursue an MOU with DOC. Also, the CIC is also looking at changes/updates to the *2003 DC Jail Improvement Act*. The Act currently does not include all facilities that are now under DOC operations; and the CIC would like to include information to be provided from DOC to CIC to enable better monitoring.**

Deputy Director of Operations – The Director is stretched thin, managing administrative, programmatic, communications, personnel, and other duties. The CIC has submitted an enhancement request for a Deputy Director of Operations, so that the Director can have more time to provide her criminal justice expertise to the CIC projects and staff.

Corrections Information Council
Organization Chart
(Effective January 8, 2018)



CORRECTIONS INFORMATION COUNCIL (FI0)
FY 2018 SCHEDULE A

Vacancy Status	FTE
Filled	7.00
Vacant	0.00
Total	7.00

Agency Code	Fiscal Year	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe (18.2%)	FTE	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FI0	18	1010	1000	F	Clerical Assistant	Walker,Sheila A	11/07/11	5	6	37,353.00	6,798.25	1.00	Reg	A	N
FI0	18	1010	1000	F	Executive Director	Bonner,Michelle R.	11/09/15	9	0	123,600.00	22,495.20	1.00	Reg	A	Y
FI0	18	1010	1000	F	Program Analyst	de las Casas,Laura	04/04/16	11	5	64,160.00	11,677.12	1.00	Term	A	N
FI0	18	1010	1000	F	PROGRAM ANALYST	Van de Water,Kendra	08/21/17	11	7	67,814.00	12,342.15	1.00	Term	A	N
FI0	18	1010	1000	F	Program Analyst	Kowalko,John A	03/20/17	11	3	60,506.00	11,012.09	1.00	Term	A	N
FI0	18	1010	1000	F	Program Analyst	Joab,Rebekah M	10/02/17	11	3	60,506.00	11,012.09	1.00	Term	A	N
FI0	18	1010	1000	F	Communications Specialist	Tejada, Mabel	01/08/18	9	1	47,185.00	8,587.67	1.00	Term	A	N
AGENCY GRAND TOTAL										\$ 461,124.00	\$ 83,924.57	5.00			

Traveler's Name	Expenditure Amount	Travel Date	DESCRIPTION	STATE
AMY ERNST	\$167.00	8/1/2017	FCI BECKLEY	WV
ANDREA WEISMAN	\$746.00	4/28/2017	USP FLORENCE ADX	CO
BRIAN FERGUSON	\$1,423.00	10/6/2017	Beaumont Visit	TX
BRIANE CORNISH	\$579.00	4/28/2017	USP FLORENCE ADX	CO
BRIANE CORNISH	\$167.00	7/20/2017	FCI MCKEAN	PA
CHANNING REEVES	\$167.00	8/1/2017	FCI BECKLEY	WV
CHARLES THORNTON	\$178.00	4/17/2017	RIVERS REENTRY DAY	NC
CHARLES THORNTON	\$667.00	9/8/2017	FMC CARSWELL	TX
CHARLES THORNTON	\$1,423.00	10/6/2017	Beaumont Visit	TX
CHARLES THORNTON	\$1,407.00	12/15/2017	USP POLLOCK	LA
JOHN KOWALKO	\$746.00	4/27/2017	USP FLORENCE ADX	CO
JOHN KOWALKO	\$167.00	8/1/2017	FCI BECKLEY	WV
JOHN KOWALKO	\$809.00	9/8/2017	FMC CARSWELL	TX
JOHN KOWALKO	\$1,841.00	10/7/2017	PREA TRAINING	AZ
JOHN KOWALKO	\$1,407.00	12/15/2017	USP POLLOCK	LA
JOHN KOWALKO	\$295.33	12/15/2017	USP POLLOCK	LA
KENDRA VAN WATER	\$809.00	9/8/2017	FMC CARSWELL	TX
KENDRA VAN WATER	\$462.00	12/6/2017	CSOSA PRISON TRIP	NC
KENDRA VAN WATER	\$1,407.00	12/15/2017	USP POLLOCK	LA
LASHONIA THOMPSON-EL	\$357.00	12/7/2016	CSOSA PRISON TRIP	NC
LAURA DE LAS CASAS	\$357.00	12/7/2016	CSOSA PRISON TRIP	NC
LAURA DE LAS CASAS	\$175.00	2/10/2017	USP LEWISBURG	PA
LAURA DE LAS CASAS	\$2,108.00	4/12/2017	AJA Conference	FL
LAURA DE LAS CASAS	\$1,097.00	4/28/2017	USP FLORENCE ADX	CO
LAURA DE LAS CASAS	\$167.00	7/20/2017	FCI MCKEAN	PA
LAURA DE LAS CASAS	\$985.00	9/8/2017	FMC CARSWELL	TX
LAURA DE LAS CASAS	\$1,563.00	10/7/2017	PREA TRAINING	AZ
LAURA DE LAS CASAS	\$182.00	12/6/2017	CSOSA PRISON TRIP	NC
LAUREN MONTGOMERY	\$167.00	7/20/2017	FCI MCKEAN	PA
			NCJRP SUMMIT- REIMBURSED	CO
MICHELLE BONNER	\$0.00	10/19/2016		
MICHELLE BONNER	\$567.00	2/10/2017	USP LEWISBURG	PA
			2017 NJ PRISONER REENTRY CONFERENCE	NJ
MICHELLE BONNER	\$472.00	4/13/2017		
MICHELLE BONNER	\$1,097.00	4/28/2017	USP FLORENCE ADX	CO
MICHELLE BONNER	\$605.00	7/20/2017	FCI MCKEAN	PA

MICHELLE BONNER	\$514.00	8/1/2017	FCI BECKLEY	WV
MICHELLE BONNER	\$751.00	9/8/2017	FMC CARSWELL	TX
MICHELLE BONNER	\$1,545.00	10/6/2017	Beaumont Visit	TX
MICHELLE BONNER	\$167.00	10/23/2017	MCAA EXECUTIVE DIRECTORS CONFERENCE - MD JAIL WARDENS	MD
PHILLIP MOSBY	\$178.00	4/17/2017	RIVERS REENTRY DAY	NC
PHYLISA CARTER	\$838.00	4/28/2017	USP FLORENCE ADX	CO

Transaction Detail

DCPCARD

Date/Time Printed: 02/09/2018 03:53:58 PM

Orientation: Landscape

Selection Criteria: Transaction Date Is Between '10/1/2016' AND '2/9/2018'

Tran ID	Tran Date	Post Date	Purchase Method	Merchant	City, State	MCC	Debit Amount	Credit Amount	Tax Tran Type
THOMPSON-EL, LASHONIA *****8902									
180137616	12/08/2016	12/09/2016	Unknown	ENTERPRISE RENT-A-CAR	WASHINGTON, DC	3405	\$201.22	\$0.00	\$0.00 Purchase
Totals for THOMPSON-EL, LASHONIA					Total Transactions 1		\$201.22	\$0.00	\$0.00

WALKER, SHEILA *****4509

178050185	11/01/2016	11/02/2016	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$179.73	\$0.00	\$9.77 Purchase
178050186	11/01/2016	11/02/2016	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$492.96	\$0.00	\$26.80 Purchase
178204157	11/03/2016	11/04/2016	Unknown	PAYPAL *LANIESIGNLA	4029357733, CA	8999	\$150.00	\$0.00	\$0.00 Purchase
178420301	11/07/2016	11/08/2016	Unknown	STATACORP LP	09796964600, TX	7372	\$1,195.00	\$0.00	\$0.00 Purchase
178557845	11/08/2016	11/10/2016	Unknown	COMPREHENSIVE LANGU	ARLINGTON, VA	8299	\$137.69	\$0.00	\$0.00 Purchase
178722763	11/12/2016	11/14/2016	Unknown	BEST BUY 00010926	WASHINGTON, DC	5732	\$45.52	\$0.00	\$0.00 Purchase
178859635	11/15/2016	11/16/2016	Unknown	PAYPAL *LANIESIGNLA	4029357733, CA	5969	\$0.00	(\$150.00)	\$0.00 Purchase
178859636	11/15/2016	11/16/2016	Unknown	PAYPAL *MINDYLANIE	4029357733, CA	8999	\$150.00	\$0.00	\$0.00 Purchase
179123458	11/20/2016	11/21/2016	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$170.14	\$0.00	\$9.25 Purchase
179214203	11/21/2016	11/22/2016	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$9.02	\$0.00	\$0.00 Purchase
179214204	11/21/2016	11/22/2016	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$25.81	\$0.00	\$0.00 Purchase
179341397	11/23/2016	11/25/2016	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$40.48	\$0.00	\$2.20 Purchase
179690738	12/01/2016	12/02/2016	Unknown	PAYPAL *LCASAS	4029357733, CA	8999	\$14.33	\$0.00	\$0.00 Purchase
179690739	12/01/2016	12/02/2016	Unknown	PAYPAL *TEJMABEL	4029357733, CA	8999	\$8.89	\$0.00	\$0.00 Purchase
179805959	12/02/2016	12/05/2016	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$44.35	\$0.00	\$2.41 Purchase
179805960	12/02/2016	12/05/2016	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$16.48	\$0.00	\$0.90 Purchase
179805961	12/02/2016	12/05/2016	Unknown	CTC*CONSTANTCONTAC T.C	855-2295506, MA	5968	\$204.00	\$0.00	\$0.00 Purchase
179805962	12/04/2016	12/05/2016	Unknown	CTC*CONSTANTCONTAC T.C	855-2295506, MA	5968	\$0.00	(\$204.00)	\$0.00 Purchase

180035071	12/08/2016	12/08/2016	Unknown	HAMPTON INNS	EMPORIA, VA	3665	\$105.83	\$0.00	\$0.00	Purchase
180035072	12/08/2016	12/08/2016	Unknown	HAMPTON INNS	EMPORIA, VA	3665	\$105.83	\$0.00	\$0.00	Purchase
180114272	12/08/2016	12/09/2016	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$63.43	\$0.00	\$3.45	Purchase
180439834	12/14/2016	12/15/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$50.00	\$0.00	\$0.00	Purchase
180507702	12/15/2016	12/16/2016	Unknown	SQ *SQ *JOSEPH LUCAS	GOSQ.COM, DC	7392	\$150.00	\$0.00	\$0.00	Purchase
180602898	12/16/2016	12/19/2016	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$42.19	\$0.00	\$2.29	Purchase
180720451	12/20/2016	12/21/2016	Unknown	APL*APPLEONLINESTOR EUS	800-676-2775, CA	5732	\$40.18	\$0.00	\$0.00	Purchase
180770830	12/21/2016	12/22/2016	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$13.61	\$0.00	\$0.74	Purchase
181219713	01/05/2017	01/06/2017	Unknown	PAYPAL *MANTRAMEDIT	4029357733, CA	8999	\$100.00	\$0.00	\$0.00	Purchase
181479561	01/11/2017	01/12/2017	Unknown	HOLMESSTAMP	9043962291, FL	7399	\$8.90	\$0.00	\$0.00	Purchase
181544652	01/12/2017	01/13/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$79.26	\$0.00	\$4.31	Purchase
181741597	01/17/2017	01/18/2017	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$45.26	\$0.00	\$0.00	Purchase
182099131	01/24/2017	01/25/2017	Unknown	SMK*SURVEYMONKEY.C OM	971-2445555, CA	5968	\$300.00	\$0.00	\$0.00	Purchase
182261267	01/26/2017	01/27/2017	Unknown	PLN*ON-LINE HOTEL	877-477-5812, CT	4722	\$0.00	(\$93.74)	\$0.00	Purchase
182261268	01/26/2017	01/27/2017	Unknown	PLN*ON-LINE HOTEL	877-477-5812, CT	4722	\$0.00	(\$93.74)	\$0.00	Purchase
182261269	01/26/2017	01/27/2017	Unknown	PLN*ON-LINE HOTEL	877-477-5812, CT	4722	\$93.74	\$0.00	\$0.00	Purchase
182261270	01/26/2017	01/27/2017	Unknown	PLN*ON-LINE HOTEL	877-477-5812, CT	4722	\$93.74	\$0.00	\$0.00	Purchase
182591529	01/31/2017	02/02/2017	Unknown	SENODA INC	202-2933035, DC	2741	\$1,742.00	\$0.00	\$0.00	Purchase
182591530	01/31/2017	02/02/2017	Unknown	SENODA INC	202-2933035, DC	2741	\$767.00	\$0.00	\$0.00	Purchase
182591531	02/01/2017	02/02/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$511.77	\$0.00	\$27.83	Purchase
182782029	02/03/2017	02/06/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$17.11	\$0.00	\$0.00	Purchase
182997831	02/08/2017	02/09/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$46.26	\$0.00	\$0.00	Purchase
183181331	02/10/2017	02/13/2017	Unknown	COUNTRY INN AND SUITES	LEWISBURG, PA	3829	\$99.19	\$0.00	\$0.00	Purchase
183181332	02/10/2017	02/13/2017	Unknown	COUNTRY INN AND SUITES	LEWISBURG, PA	3829	\$99.19	\$0.00	\$0.00	Purchase
183181333	02/11/2017	02/13/2017	Unknown	ENTERPRISE RENT-A- CAR	WASHINGTON, DC	3405	\$338.16	\$0.00	\$0.00	Purchase
183267904	02/13/2017	02/14/2017	Unknown	FEDEXOFFICE 00016618	WASHINGTON, DC	7338	\$0.00	(\$70.39)	(\$3.83)	Purchase

183267905	02/13/2017	02/14/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$12.94	\$0.00	\$0.00 Purchase
183323651	02/14/2017	02/15/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$27.50	\$0.00	\$0.00 Purchase
183455920	02/16/2017	02/17/2017	Unknown	EDUCATION TO GO	08007018755, CA	8220	\$115.00	\$0.00	\$0.00 Purchase
183907499	02/24/2017	02/27/2017	Unknown	SENODA INC	202-2933035, DC	2741	\$236.00	\$0.00	\$0.00 Purchase
184070222	02/27/2017	03/01/2017	Unknown	DOCUMENT MANAGERS	202-2991011, DC	8999	\$857.00	\$0.00	\$0.00 Purchase
184070223	02/28/2017	03/01/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$99.60	\$0.00	\$5.42 Purchase
184143597	03/01/2017	03/02/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$62.59	\$0.00	\$3.40 Purchase
184439203	03/06/2017	03/07/2017	Unknown	RAGIC.COM	8886668037, CA	5734	\$110.00	\$0.00	\$0.00 Purchase
184439204	03/06/2017	03/07/2017	Unknown	PCNAME TAG INC	8002339767, WI	5943	\$52.18	\$0.00	\$0.00 Purchase
184568288	03/07/2017	03/09/2017	Unknown	DAYS INN WASHINGTON	WASHINGTON, DC	3510	\$171.75	\$0.00	\$0.00 Purchase
184568289	03/08/2017	03/09/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$15.00	\$0.00	\$0.00 Purchase
184849578	03/13/2017	03/14/2017	Unknown	RAGIC.COM	8886668037, CA	5734	\$10.00	\$0.00	\$0.00 Purchase
184967988	03/15/2017	03/16/2017	Unknown	PAYPAL *MINDYLANIE	4029357733, CA	8999	\$225.00	\$0.00	\$0.00 Purchase
185038236	03/15/2017	03/17/2017	Unknown	RAGIC.COM	8886668037, CA	5734	\$0.00	(\$10.00)	\$0.00 Purchase
185288752	03/21/2017	03/22/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$11.71	\$0.00	\$0.00 Purchase
185288753	03/21/2017	03/22/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$34.99	\$0.00	\$1.90 Purchase
185357121	03/22/2017	03/23/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$34.99	\$0.00	\$1.90 Purchase
185357122	03/22/2017	03/23/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$8.10	\$0.00	\$0.00 Purchase
185435827	03/22/2017	03/24/2017	Unknown	AMERICAN 00179778820056	BELLEVUE, WA	3001	\$387.20	\$0.00	\$0.00 Purchase
185551547	03/24/2017	03/27/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$48.22	\$0.00	\$2.62 Purchase
185714053	03/28/2017	03/29/2017	Unknown	AMERICAN JAIL ASSOCIAT	HAGERSTOWN, MD	8641	\$450.00	\$0.00	\$0.00 Purchase
185984447	03/31/2017	04/03/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$10.05	\$0.00	\$0.00 Purchase
186145095	04/03/2017	04/05/2017	Unknown	MEARS WEB-SHUTTLE	407-4224561, FL	4131	\$23.00	\$0.00	\$0.00 Purchase
186215410	04/05/2017	04/06/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$30.41	\$0.00	\$1.65 Purchase
186406059	04/07/2017	04/10/2017	Unknown	UNITED 01679792386952	800-932-2732, TX	3000	\$163.80	\$0.00	\$0.00 Purchase
186406060	04/07/2017	04/10/2017	Unknown	DOCUMENT MANAGERS	202-2991011, DC	8999	\$145.00	\$0.00	\$0.00 Purchase
186406061	04/07/2017	04/10/2017	Unknown	UNITED 01679792381956	800-932-2732, TX	3000	\$312.60	\$0.00	\$0.00 Purchase

186406062	04/08/2017	04/10/2017	Unknown	CANVA FOR WORK YEARLY	8778877815, CA	7221	\$119.40	\$0.00	\$0.00 Purchase
186406063	04/07/2017	04/10/2017	Unknown	UNITED 01679792381960	800-932-2732, TX	3000	\$312.60	\$0.00	\$0.00 Purchase
186406064	04/07/2017	04/10/2017	Unknown	UNITED 01679792381993	800-932-2732, TX	3000	\$312.60	\$0.00	\$0.00 Purchase
186406065	04/07/2017	04/10/2017	Unknown	UNITED 01679792385950	800-932-2732, TX	3000	\$387.60	\$0.00	\$0.00 Purchase
186406066	04/07/2017	04/10/2017	Unknown	UNITED 01679792385961	800-932-2732, TX	3000	\$387.60	\$0.00	\$0.00 Purchase
186406067	04/07/2017	04/10/2017	Unknown	ORBITZ*7257582717505	ORBITZ.COM, WA	4722	\$4.00	\$0.00	\$0.00 Purchase
186406068	04/07/2017	04/10/2017	Unknown	AMERICAN 00179792386966	BELLEVUE, WA	3001	\$307.80	\$0.00	\$0.00 Purchase
186620607	04/11/2017	04/13/2017	Unknown	GREATER WASHINGTON URB	WASHINGTON, DC	8398	\$2,110.14	\$0.00	\$0.00 Purchase
186620608	04/11/2017	04/13/2017	Unknown	AMTRAK .CO1010714014626	08008727245, DC	4112	\$374.00	\$0.00	\$0.00 Purchase
186692600	04/13/2017	04/14/2017	Unknown	FAIRFIELD INN & SUITES	ORLANDO, FL	3715	\$697.50	\$0.00	\$0.00 Purchase
186692601	04/13/2017	04/14/2017	Unknown	ORBITZ*7258886174351	ORBITZ.COM, WA	4722	\$4.00	\$0.00	\$0.00 Purchase
186692602	04/13/2017	04/14/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$131.07	\$0.00	\$7.13 Purchase
186791255	04/13/2017	04/17/2017	Unknown	AMERICAN 00179796904744	BELLEVUE, WA	3001	\$311.80	\$0.00	\$0.00 Purchase
186791256	04/13/2017	04/17/2017	Unknown	UNITED 01679796904730	800-932-2732, TX	3000	\$456.80	\$0.00	\$0.00 Purchase
186791257	04/13/2017	04/17/2017	Unknown	UNITED 01679796904730	800-932-2732, TX	3000	\$0.00	(\$456.80)	\$0.00 Purchase
186925041	04/18/2017	04/19/2017	Unknown	HAMPTON INN ROANOKE RA	ROANOKE RAPID, NC	3665	\$102.83	\$0.00	\$0.00 Purchase
186925042	04/18/2017	04/19/2017	Unknown	HAMPTON INN ROANOKE RA	ROANOKE RAPID, NC	3665	\$102.83	\$0.00	\$0.00 Purchase
186990348	04/18/2017	04/20/2017	Unknown	ADOBE *EXPORTPDF SUB	800-833-6687, CA	5734	\$25.25	\$0.00	\$1.37 Purchase
186990349	04/19/2017	04/20/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$93.04	\$0.00	\$5.06 Purchase
187061354	04/08/2017	04/21/2017	Unknown	TEMPORARY DISPUTE CRDT ES	COLUMBUS, OH	7221	\$0.00	(\$119.40)	\$0.00 Purchase
187169686	04/21/2017	04/24/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$12.46	\$0.00	\$0.00 Purchase
187329792	04/24/2017	04/26/2017	Unknown	COMPREHENSIVE LANGU	ARLINGTON, VA	8299	\$75.00	\$0.00	\$0.00 Purchase
187615758	04/28/2017	05/01/2017	Unknown	ENTERPRISE RENT-A- CAR	COLORADO SPRI, CO	3405	\$484.63	\$0.00	\$0.00 Purchase
187615759	04/28/2017	05/01/2017	Unknown	ENTERPRISE RENT-A- CAR	COLORADO SPRI, CO	3405	\$382.65	\$0.00	\$0.00 Purchase

187615760	04/28/2017	05/01/2017	Unknown	HILTON HOTELS	CANON CITY, CO	3504	\$182.00	\$0.00	\$0.00 Purchase
187615761	04/28/2017	05/01/2017	Unknown	HILTON HOTELS	CANON CITY, CO	3504	\$182.00	\$0.00	\$0.00 Purchase
187713408	04/29/2017	05/02/2017	Unknown	HILTON HOTELS	CANON CITY, CO	3504	\$273.00	\$0.00	\$0.00 Purchase
187713409	04/29/2017	05/02/2017	Unknown	HILTON HOTELS	CANON CITY, CO	3504	\$273.00	\$0.00	\$0.00 Purchase
187713410	04/29/2017	05/02/2017	Unknown	HILTON HOTELS	CANON CITY, CO	3504	\$273.00	\$0.00	\$0.00 Purchase
187713411	04/29/2017	05/02/2017	Unknown	HILTON HOTELS	CANON CITY, CO	3504	\$100.47	\$0.00	\$0.00 Purchase
188036086	04/08/2017	05/08/2017	Unknown	REVERSE DISPUTE CREDIT	CHICAGO, IL	7221	\$119.40	\$0.00	\$0.00 Purchase
188191355	05/09/2017	05/10/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$29.39	\$0.00	\$1.60 Purchase
188191356	05/10/2017	05/10/2017	Unknown	VISTAPR*VISTAPRINT.CO M	866-8936743, MA	2741	\$256.72	\$0.00	\$0.00 Purchase
188546331	05/15/2017	05/16/2017	Unknown	BEST MESSENGER00 OF 00	WASHINGTON, DC	4215	\$35.95	\$0.00	\$0.00 Purchase
188546332	05/15/2017	05/16/2017	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$50.00	\$0.00	\$0.00 Purchase
189016485	05/22/2017	05/24/2017	Unknown	COMPREHENSIVE LANGU	ARLINGTON, VA	8299	\$218.84	\$0.00	\$0.00 Purchase
189016486	05/23/2017	05/24/2017	Unknown	WASHINGTON COUNCIL OF	02029425063, DC	8999	\$26.00	\$0.00	\$0.00 Purchase
189016487	05/23/2017	05/24/2017	Unknown	WASHINGTON COUNCIL OF	02029425063, DC	8999	\$52.00	\$0.00	\$0.00 Purchase
189165758	05/25/2017	05/26/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$13.36	\$0.00	\$0.00 Purchase
189165759	05/26/2017	05/26/2017	Unknown	DC BAR	02027374700, DC	8699	\$389.00	\$0.00	\$0.00 Purchase
189165760	05/26/2017	05/26/2017	Unknown	DC BAR	02027374700, DC	8699	\$389.00	\$0.00	\$0.00 Purchase
189442783	05/31/2017	06/01/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$56.33	\$0.00	\$3.06 Purchase
189782608	06/05/2017	06/07/2017	Unknown	GREATER WASHINGTON URB	WASHINGTON, DC	8398	\$395.78	\$0.00	\$0.00 Purchase
189782609	06/05/2017	06/07/2017	Unknown	COMPREHENSIVE LANGU	ARLINGTON, VA	8299	\$279.89	\$0.00	\$0.00 Purchase
189855889	06/06/2017	06/08/2017	Unknown	GREATER WASHINGTON URB	WASHINGTON, DC	8398	\$10.50	\$0.00	\$0.00 Purchase
189855890	06/07/2017	06/08/2017	Unknown	PAYPAL *LMONTGOMERY	4029357733, CA	8999	\$10.07	\$0.00	\$0.00 Purchase
189936792	06/08/2017	06/09/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$17.13	\$0.00	\$0.00 Purchase
189936793	06/08/2017	06/09/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$39.80	\$0.00	\$0.00 Purchase
190053490	06/09/2017	06/12/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$30.00	\$0.00	\$0.00 Purchase

190364836	06/14/2017	06/16/2017	Unknown	DOCUMENT MANAGERS	202-2991011, DC	8999	\$970.34	\$0.00	\$0.00 Purchase
190911128	06/22/2017	06/26/2017	Unknown	METRO 075-COLUMBIA HGT	WASHINGTON, DC	4111	\$10.00	\$0.00	\$0.00 Purchase
191075645	06/26/2017	06/28/2017	Unknown	SENODA INC	202-2933035, DC	2741	\$222.75	\$0.00	\$0.00 Purchase
191075646	06/27/2017	06/28/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$64.47	\$0.00	\$3.50 Purchase
191075647	06/27/2017	06/28/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$30.24	\$0.00	\$0.00 Purchase
191154436	06/28/2017	06/29/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$55.18	\$0.00	\$3.00 Purchase
191241259	06/29/2017	06/30/2017	Unknown	BEST MESSENGER00 OF 00	WASHINGTON, DC	4215	\$30.67	\$0.00	\$0.00 Purchase
191504870	07/05/2017	07/06/2017	Unknown	PAYPAL *NA	4029357733, CA	8111	\$13.61	\$0.00	\$0.00 Purchase
191504871	07/05/2017	07/06/2017	Unknown	PAYPAL *NA	4029357733, CA	8111	\$7.42	\$0.00	\$0.00 Purchase
191883242	07/11/2017	07/13/2017	Unknown	SENODA INC	202-2933035, DC	2741	\$360.00	\$0.00	\$0.00 Purchase
192242646	07/19/2017	07/19/2017	Unknown	DELL SALES & SERVICE	866-393-9460, TX	5045	\$317.25	\$0.00	\$17.25 Purchase
192400659	07/20/2017	07/21/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$86.04	\$0.00	\$4.68 Purchase
192518739	07/21/2017	07/24/2017	Unknown	ENTERPRISE RENT-A- CAR	WASHINGTON, DC	3405	\$437.80	\$0.00	\$0.00 Purchase
192518740	07/19/2017	07/24/2017	Unknown	BEST WESTERN PLUS	814-362-4501, PA	7011	\$404.04	\$0.00	\$0.00 Purchase
192784419	07/27/2017	07/27/2017	Unknown	DMI* DELL HLTHCR/REL	800-274-1550, TX	5045	\$407.83	\$0.00	\$0.00 Purchase
192784420	07/27/2017	07/27/2017	Unknown	DMI* DELL HLTHCR/REL	800-274-1550, TX	5045	\$407.83	\$0.00	\$0.00 Purchase
192784421	07/27/2017	07/27/2017	Unknown	DMI* DELL HLTHCR/REL	800-274-1550, TX	5045	\$407.83	\$0.00	\$0.00 Purchase
192784422	07/27/2017	07/27/2017	Unknown	DMI* DELL HLTHCR/REL	800-274-1550, TX	5045	\$407.83	\$0.00	\$0.00 Purchase
192784423	07/26/2017	07/27/2017	Unknown	AMAZONPRIME MEMBERSHIP	AMZN.COM/PRME, WA	5968	\$99.00	\$0.00	\$0.00 Purchase
192784424	07/27/2017	07/27/2017	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$58.62	\$0.00	\$0.00 Purchase
192872163	07/26/2017	07/28/2017	Unknown	AMERICAN 00186877935020	BELLEVUE, WA	3001	\$499.40	\$0.00	\$0.00 Purchase
192872164	07/26/2017	07/28/2017	Unknown	AMERICAN 00186877935031	BELLEVUE, WA	3001	\$499.40	\$0.00	\$0.00 Purchase
192872165	07/27/2017	07/28/2017	Unknown	PAYPAL *LMONTGOMERY	4029357733, CA	8999	\$7.15	\$0.00	\$0.00 Purchase
192991288	07/27/2017	07/31/2017	Unknown	AMERICAN BAR ASSOCIATI	08002852221, IL	8699	\$146.00	\$0.00	\$0.00 Purchase
192991289	07/30/2017	07/31/2017	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$131.35	\$0.00	\$0.00 Purchase
193092811	08/01/2017	08/01/2017	Unknown	HOTWIRE-SALES FINAL	866-468-9473, CA	4722	\$145.48	\$0.00	\$0.00 Purchase

193157604	08/01/2017	08/02/2017	Unknown	TRAVEL INSURANCE POLIC	08007296021, VA	6300	\$27.00	\$0.00	\$0.00 Purchase
193236671	08/02/2017	08/03/2017	Unknown	COURTYARD BY MARRIOTT-	BECKLEY, WV	3690	\$102.83	\$0.00	\$0.00 Purchase
193236672	08/02/2017	08/03/2017	Unknown	COURTYARD BY MARRIOTT-	BECKLEY, WV	3690	\$102.83	\$0.00	\$0.00 Purchase
193236673	08/02/2017	08/03/2017	Unknown	COURTYARD BY MARRIOTT-	BECKLEY, WV	3690	\$102.83	\$0.00	\$0.00 Purchase
193236674	08/02/2017	08/03/2017	Unknown	COURTYARD BY MARRIOTT-	BECKLEY, WV	3690	\$102.83	\$0.00	\$0.00 Purchase
193443680	08/03/2017	08/07/2017	Unknown	AMERICAN BAR ASSOCIATI	08002852221, IL	8699	\$311.00	\$0.00	\$0.00 Purchase
193547279	08/07/2017	08/08/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$19.50	\$0.00	\$0.00 Purchase
193547280	08/07/2017	08/08/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$11.08	\$0.00	\$0.00 Purchase
193547281	08/07/2017	08/08/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$13.40	\$0.00	\$0.00 Purchase
193547282	08/07/2017	08/08/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$21.93	\$0.00	\$0.00 Purchase
193612985	08/08/2017	08/09/2017	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$274.98	\$0.00	\$0.00 Purchase
193612986	08/09/2017	08/09/2017	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$78.05	\$0.00	\$0.00 Purchase
193612987	08/09/2017	08/09/2017	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$50.97	\$0.00	\$0.00 Purchase
194517999	08/22/2017	08/23/2017	Unknown	VISTAPR*VISTAPRINT.CO M	866-8936743, MA	2741	\$102.94	\$0.00	\$0.00 Purchase
194595259	08/22/2017	08/24/2017	Unknown	DOCUMENT MANAGERS	202-2991011, DC	8999	\$189.00	\$0.00	\$0.00 Purchase
194690724	08/25/2017	08/25/2017	Unknown	AMAZON MKTPLACE PMTS	AMZN.COM/BILL, WA	5942	\$59.92	\$0.00	\$0.00 Purchase
194690725	08/23/2017	08/25/2017	Unknown	AMERICAN BAR ASSOCIATI	08002852221, IL	8699	\$120.00	\$0.00	\$0.00 Purchase
194825178	08/25/2017	08/28/2017	Unknown	STACORP LP	09796964600, TX	7372	\$950.00	\$0.00	\$0.00 Purchase
194825179	08/26/2017	08/28/2017	Unknown	STAPLES DIRECT	PUTNAM, CT	5111	\$52.85	\$0.00	\$2.87 Purchase
195017955	08/29/2017	08/30/2017	Unknown	TRAVEL INSURANCE POLIC	08007296021, VA	6300	\$105.00	\$0.00	\$0.00 Purchase
195017956	08/29/2017	08/30/2017	Unknown	TRAVEL INSURANCE POLIC	08007296021, VA	6300	\$42.00	\$0.00	\$0.00 Purchase
195017957	08/29/2017	08/30/2017	Unknown	TRAVEL INSURANCE POLIC	08007296021, VA	6300	\$63.00	\$0.00	\$0.00 Purchase
195017958	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459341426	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase
195017959	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459378121	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase

195017960	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459378132	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase
195017963	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459353271	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase
195017969	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459378143	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase
195017970	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459341430	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase
195017971	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459341441	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase
195017972	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459341452	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase
195017973	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459341463	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase
195017974	08/28/2017	08/30/2017	Unknown	AMERICAN 00121459353260	08004337300, TX	3001	\$283.20	\$0.00	\$0.00 Purchase
195202865	08/31/2017	09/01/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$55.47	\$0.00	\$3.01 Purchase
195202866	09/01/2017	09/01/2017	Unknown	DELL SALES & SERVICE	866-393-9460, TX	5045	\$714.87	\$0.00	\$38.87 Purchase
195643439	09/07/2017	09/08/2017	Unknown	ENTERPRISE RENT-A-CAR	IRVING, TX	3405	\$225.72	\$0.00	\$0.00 Purchase
195643440	09/06/2017	09/08/2017	Unknown	BEST WESTERN LAKEWORTH	LAKE WORTH, TX	3502	\$91.00	\$0.00	\$0.00 Purchase
195784057	09/08/2017	09/11/2017	Unknown	ENTERPRISE RENT-A-CAR	IRVING, TX	3405	\$294.77	\$0.00	\$0.00 Purchase
195784058	09/07/2017	09/11/2017	Unknown	BEST WESTERN LAKEWORTH	LAKE WORTH, TX	3502	\$91.00	\$0.00	\$0.00 Purchase
195784059	09/08/2017	09/11/2017	Unknown	BEST WESTERN LAKEWORTH	LAKE WORTH, TX	3502	\$182.00	\$0.00	\$0.00 Purchase
195784060	09/08/2017	09/11/2017	Unknown	BEST WESTERN LAKEWORTH	LAKE WORTH, TX	3502	\$182.00	\$0.00	\$0.00 Purchase
195784061	09/08/2017	09/11/2017	Unknown	BEST WESTERN LAKEWORTH	LAKE WORTH, TX	3502	\$182.00	\$0.00	\$0.00 Purchase
195903381	09/11/2017	09/12/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$23.89	\$0.00	\$0.00 Purchase
196066498	09/13/2017	09/14/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$45.54	\$0.00	\$0.00 Purchase
196066499	09/13/2017	09/14/2017	Unknown	CONGRESSIONAL BLACK CA	02022632824, DC	8398	\$135.00	\$0.00	\$0.00 Purchase
196438084	09/18/2017	09/19/2017	Unknown	VISTAPR*VISTAPRINT.CO M	866-8936743, MA	2741	\$50.99	\$0.00	\$0.00 Purchase
196438085	09/18/2017	09/19/2017	Unknown	INT*IN *VOW TRANSPORTA	202-8671330, DC	4111	\$1,500.00	\$0.00	\$0.00 Purchase
196438086	09/18/2017	09/19/2017	Unknown	PAYPAL *JILLWINTLE	4029357733, CA	8999	\$10.81	\$0.00	\$0.00 Purchase
196438087	09/18/2017	09/19/2017	Unknown	PAYPAL *TIFFANYCULL	4029357733, CA	8999	\$1,067.50	\$0.00	\$0.00 Purchase

196438088	09/18/2017	09/19/2017	Unknown	CONGRESSIONAL BLACK CA	02022632824, DC	8398	\$135.00	\$0.00	\$0.00	Purchase
196438089	09/18/2017	09/19/2017	Unknown	CONGRESSIONAL BLACK CA	02022632824, DC	8398	\$135.00	\$0.00	\$0.00	Purchase
196438091	09/18/2017	09/19/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$24.88	\$0.00	\$0.00	Purchase
196438092	09/18/2017	09/19/2017	Unknown	PAYPAL *MZVANDEWATE	4029357733, CA	8999	\$10.54	\$0.00	\$0.00	Purchase
196438093	09/18/2017	09/19/2017	Unknown	NLADA	02024520620, DC	8699	\$225.00	\$0.00	\$0.00	Purchase
196438094	09/18/2017	09/19/2017	Unknown	PAYPAL *MZVANDEWATE	4029357733, CA	8999	\$12.91	\$0.00	\$0.00	Purchase
196438095	09/18/2017	09/19/2017	Unknown	PAYPAL *MZVANDEWATE	4029357733, CA	8999	\$11.16	\$0.00	\$0.00	Purchase
196438096	09/18/2017	09/19/2017	Unknown	PAYPAL *SHAYFERRER	4029357733, CA	8999	\$10.84	\$0.00	\$0.00	Purchase
196512909	09/18/2017	09/20/2017	Unknown	ENTERPRISE CAR TOLLS	877-8601258, NY	4784	\$12.95	\$0.00	\$0.00	Purchase
196512910	09/19/2017	09/20/2017	Unknown	PAYPAL *DOGBERT3002	4029357733, CA	8999	\$60.00	\$0.00	\$0.00	Purchase
196512911	09/19/2017	09/20/2017	Unknown	PAYPAL *RMJ51	4029357733, CA	8999	\$2,494.38	\$0.00	\$0.00	Purchase
196512912	09/19/2017	09/20/2017	Unknown	PAYPAL *RMJ51	4029357733, CA	8999	\$2,494.38	\$0.00	\$0.00	Purchase
196599543	09/20/2017	09/21/2017	Unknown	PAYPAL *DOGBERT3002	4029357733, CA	8999	\$17.00	\$0.00	\$0.00	Purchase
196599544	09/20/2017	09/21/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$4.42	\$0.00	\$0.00	Purchase
196695512	09/21/2017	09/22/2017	Unknown	ENTERPRISE RENT-A-CAR	WASHINGTON, DC	3405	\$438.01	\$0.00	\$0.00	Purchase
196695513	09/21/2017	09/22/2017	Unknown	PAYPAL *RMJ51	4029357733, CA	5969	\$0.00	(\$2,494.38)	\$0.00	Purchase
196837229	09/20/2017	09/25/2017	Unknown	ENTERPRISE CAR TOLLS	877-8601258, NY	4784	\$8.75	\$0.00	\$0.00	Purchase

FY 2018

197543601	10/05/2017	10/05/2017	Unknown	HOTWIRE-SALES FINAL	866-468-9473, CA	4722	\$31.79	\$0.00	\$0.00	Purchase
197610340	10/04/2017	10/06/2017	Unknown	UNITED 01623681716646	800-932-2732, TX	3000	\$596.20	\$0.00	\$0.00	Purchase
197610341	10/04/2017	10/06/2017	Unknown	UNITED 01623681741883	800-932-2732, TX	3000	\$596.20	\$0.00	\$0.00	Purchase
197610342	10/04/2017	10/06/2017	Unknown	UNITED 01623681761704	800-932-2732, TX	3000	\$1,314.40	\$0.00	\$0.00	Purchase
197610343	10/04/2017	10/06/2017	Unknown	UNITED 01623681866870	800-932-2732, TX	3000	\$718.20	\$0.00	\$0.00	Purchase
197610344	10/04/2017	10/06/2017	Unknown	UNITED 01623681875325	800-932-2732, TX	3000	\$596.20	\$0.00	\$0.00	Purchase
197610345	10/04/2017	10/06/2017	Unknown	UNITED 01629202674805	800-932-2732, TX	3000	\$109.00	\$0.00	\$0.00	Purchase

197610346	10/05/2017	10/06/2017	Unknown	TRAVEL INSURANCE POLIC	08007296021, VA	6300	\$18.00	\$0.00	\$0.00 Purchase
197707638	10/06/2017	10/09/2017	Unknown	TBIRDEXECINN 16164386	GLENDALE, AZ	7011	\$679.50	\$0.00	\$0.00 Purchase
197707639	10/06/2017	10/09/2017	Unknown	TBIRDEXECINN 16164386	GLENDALE, AZ	7011	\$689.50	\$0.00	\$0.00 Purchase
197707640	10/07/2017	10/09/2017	Unknown	MARRIOTT HOUSTON AIRPT	HOUSTON, TX	3509	\$141.57	\$0.00	\$0.00 Purchase
197707641	10/07/2017	10/09/2017	Unknown	MARRIOTT HOUSTON AIRPT	HOUSTON, TX	3509	\$141.57	\$0.00	\$0.00 Purchase
197707642	10/07/2017	10/09/2017	Unknown	MARRIOTT HOUSTON AIRPT	HOUSTON, TX	3509	\$141.57	\$0.00	\$0.00 Purchase
198175081	10/16/2017	10/17/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$14.41	\$0.00	\$0.00 Purchase
198175082	10/16/2017	10/17/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$8.83	\$0.00	\$0.00 Purchase
198175083	10/16/2017	10/17/2017	Unknown	PAYPAL *SHAYFERRER	4029357733, CA	8999	\$7.72	\$0.00	\$0.00 Purchase
198390857	10/18/2017	10/20/2017	Unknown	SENODA INC	WASHINGTON, DC	2741	\$350.00	\$0.00	\$0.00 Purchase
198514018	10/23/2017	10/23/2017	Unknown	HOTWIRE-SALES FINAL	866-468-9473, CA	4722	\$73.42	\$0.00	\$0.00 Purchase
198609842	10/23/2017	10/24/2017	Unknown	TRAVEL INSURANCE POLIC	08007296021, VA	6300	\$18.00	\$0.00	\$0.00 Purchase
199110155	10/31/2017	11/01/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$19.60	\$0.00	\$0.00 Purchase
199110156	10/31/2017	11/01/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$15.65	\$0.00	\$0.00 Purchase
199110157	10/31/2017	11/01/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$16.36	\$0.00	\$0.00 Purchase
199110158	10/31/2017	11/01/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$10.82	\$0.00	\$0.00 Purchase
199110159	10/31/2017	11/01/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$14.18	\$0.00	\$0.00 Purchase
199110160	10/31/2017	11/01/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$21.26	\$0.00	\$0.00 Purchase
199882680	11/14/2017	11/14/2017	Unknown	AMAZON.COM	AMZN.COM/BILL, WA	5942	\$30.06	\$0.00	\$0.00 Purchase
199882681	11/13/2017	11/14/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$13.03	\$0.00	\$0.00 Purchase
199882682	11/13/2017	11/14/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$12.70	\$0.00	\$0.00 Purchase
200015605	11/15/2017	11/16/2017	Unknown	USPS PO 1049740200	WASHINGTON, DC	9402	\$49.00	\$0.00	\$0.00 Purchase
200015606	11/16/2017	11/16/2017	Unknown	TARGET.COM *	800-591-3869, MN	5310	\$76.12	\$0.00	\$0.00 Purchase

200091007	11/15/2017	11/17/2017	Unknown	AMERICAN BAR ASSOCIATI	08002852221, IL	8699	\$125.00	\$0.00	\$0.00 Purchase
200295413	11/20/2017	11/21/2017	Unknown	VISTAPR*VISTAPRINT.CO M	866-8936743, MA	2741	\$384.87	\$0.00	\$0.00 Purchase
200295414	11/20/2017	11/21/2017	Unknown	ENTERPRISE RENT-A-CAR	TULSA, OK	3405	\$272.71	\$0.00	\$0.00 Purchase
200295415	11/20/2017	11/21/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$9.03	\$0.00	\$0.00 Purchase
200548425	11/27/2017	11/28/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$9.39	\$0.00	\$0.00 Purchase
200548426	11/27/2017	11/28/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$8.60	\$0.00	\$0.00 Purchase
200754647	12/01/2017	12/01/2017	Unknown	TARGET.COM *	800-591-3869, MN	5310	\$86.69	\$0.00	\$0.00 Purchase
200850864	11/30/2017	12/04/2017	Unknown	DOCUMENT MANAGERS	202-2991011, DC	8999	\$289.00	\$0.00	\$0.00 Purchase
200850865	12/02/2017	12/04/2017	Unknown	VISTAPR*VISTAPRINT.CO M	866-8936743, MA	2741	\$312.87	\$0.00	\$0.00 Purchase
200925896	12/04/2017	12/05/2017	Unknown	PAYPAL *JILLWINTLE	4029357733, CA	8999	\$4.95	\$0.00	\$0.00 Purchase
200925897	12/04/2017	12/05/2017	Unknown	PAYPAL *JILLWINTLE	4029357733, CA	8999	\$6.70	\$0.00	\$0.00 Purchase
201000060	12/04/2017	12/06/2017	Unknown	DOCUMENT MANAGERS	202-2991011, DC	8999	\$994.40	\$0.00	\$0.00 Purchase
201000061	12/05/2017	12/06/2017	Unknown	PAYPAL *JILLWINTLE	4029357733, CA	8999	\$3.67	\$0.00	\$0.00 Purchase
201076364	12/06/2017	12/07/2017	Unknown	ORBITZ*7314356401028	ORBITZ.COM, WA	4722	\$231.00	\$0.00	\$0.00 Purchase
201076365	12/06/2017	12/07/2017	Unknown	ORBITZ*7314356401028	ORBITZ.COM, WA	4722	\$10.00	\$0.00	\$0.00 Purchase
201152021	12/06/2017	12/08/2017	Unknown	AMERICAN 00170725850934	BELLEVUE, WA	3001	\$389.80	\$0.00	\$0.00 Purchase
201152022	12/06/2017	12/08/2017	Unknown	AMERICAN 00170725850945	BELLEVUE, WA	3001	\$389.80	\$0.00	\$0.00 Purchase
201152023	12/06/2017	12/08/2017	Unknown	AMERICAN 00170725850956	BELLEVUE, WA	3001	\$389.80	\$0.00	\$0.00 Purchase
201152024	12/06/2017	12/08/2017	Unknown	DELTA 00670725994116	BELLEVUE, WA	3058	\$672.80	\$0.00	\$0.00 Purchase
201152025	12/06/2017	12/08/2017	Unknown	DELTA 00670725994120	BELLEVUE, WA	3058	\$672.80	\$0.00	\$0.00 Purchase
201152026	12/06/2017	12/08/2017	Unknown	DELTA 00670725994131	BELLEVUE, WA	3058	\$672.80	\$0.00	\$0.00 Purchase
201152027	12/07/2017	12/08/2017	Unknown	ENTERPRISE RENT-A-CAR	WASHINGTON, DC	3405	\$198.81	\$0.00	\$0.00 Purchase
201297156	12/08/2017	12/11/2017	Unknown	PAYPAL *RMJ51	4029357733, CA	8999	\$15.91	\$0.00	\$0.00 Purchase

201297157	12/08/2017	12/11/2017	Unknown	PAYPAL *SHAYFERRER	4029357733, CA	8999	\$15.20	\$0.00	\$0.00 Purchase
201297158	12/09/2017	12/11/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$42.72	\$0.00	\$1.78 Purchase
201297160	12/09/2017	12/11/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$298.59	\$0.00	\$16.23 Purchase
201297161	12/08/2017	12/11/2017	Unknown	PAYPAL *DOGBERT3002	4029357733, CA	8999	\$2.42	\$0.00	\$0.00 Purchase
201297162	12/08/2017	12/11/2017	Unknown	PAYPAL *DOGBERT3002	4029357733, CA	8999	\$60.58	\$0.00	\$0.00 Purchase
201297163	12/08/2017	12/11/2017	Unknown	PAYPAL *JILLWINTLE	4029357733, CA	8999	\$10.28	\$0.00	\$0.00 Purchase
201532926	12/13/2017	12/14/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$23.51	\$0.00	\$0.00 Purchase
201532927	12/13/2017	12/14/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$30.41	\$0.00	\$0.00 Purchase
201532928	12/13/2017	12/14/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$15.05	\$0.00	\$0.00 Purchase
201532930	12/13/2017	12/14/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$8.43	\$0.00	\$0.00 Purchase
201532931	12/13/2017	12/14/2017	Unknown	PAYPAL *RMJ51	4029357733, CA	8999	\$25.07	\$0.00	\$0.00 Purchase
201532932	12/13/2017	12/14/2017	Unknown	PAYPAL *RMJ51	4029357733, CA	8999	\$8.78	\$0.00	\$0.00 Purchase
201532933	12/13/2017	12/14/2017	Unknown	PAYPAL *RMJ51	4029357733, CA	8999	\$9.14	\$0.00	\$0.00 Purchase
201602674	12/14/2017	12/15/2017	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$14.70	\$0.00	\$0.00 Purchase
201700860	12/16/2017	12/18/2017	Unknown	HAMPTON INN AND SUITES	ALEXANDRIA, LA	3665	\$223.68	\$0.00	\$0.00 Purchase
201700861	12/16/2017	12/18/2017	Unknown	HAMPTON INN AND SUITES	ALEXANDRIA, LA	3665	\$223.68	\$0.00	\$0.00 Purchase
201700862	12/16/2017	12/18/2017	Unknown	HAMPTON INN AND SUITES	ALEXANDRIA, LA	3665	\$223.68	\$0.00	\$0.00 Purchase
201826651	12/19/2017	12/20/2017	Unknown	PAYPAL *MICHELLEBON	4029357733, CA	8999	\$14.68	\$0.00	\$0.00 Purchase
201826652	12/19/2017	12/20/2017	Unknown	PAYPAL *MZVANDEWATE	4029357733, CA	8999	\$2.38	\$0.00	\$0.00 Purchase
201826653	12/19/2017	12/20/2017	Unknown	PAYPAL *MZVANDEWATE	4029357733, CA	8999	\$8.91	\$0.00	\$0.00 Purchase
201826654	12/19/2017	12/20/2017	Unknown	PAYPAL *MZVANDEWATE	4029357733, CA	8999	\$6.12	\$0.00	\$0.00 Purchase
201826655	12/19/2017	12/20/2017	Unknown	PAYPAL *MZVANDEWATE	4029357733, CA	8999	\$26.91	\$0.00	\$0.00 Purchase
201935032	12/21/2017	12/22/2017	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$111.01	\$0.00	\$6.04 Purchase
202004225	12/22/2017	12/26/2017	Unknown	STAPLES DIRECT	FRAMINGHAM, MA	5111	\$0.00	(\$163.67)	\$0.00 Purchase
202600888	01/10/2018	01/11/2018	Unknown	USPS PO 1049740200	WASHINGTON, DC	9402	\$156.80	\$0.00	\$0.00 Purchase
202666540	01/11/2018	01/12/2018	Unknown	STAPLES DIRECT	800-3333330, MA	5111	\$52.86	\$0.00	\$2.87 Purchase
202910879	01/16/2018	01/18/2018	Unknown	DOCUMENT MANAGERS	202-2991011, DC	8999	\$239.00	\$0.00	\$0.00 Purchase

203000335	01/17/2018	01/19/2018	Unknown	UNITED 01623816490004	800-932-2732, TX	3000	\$404.00	\$0.00	\$0.00 Purchase
203145984	01/22/2018	01/23/2018	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$17.75	\$0.00	\$0.00 Purchase
203145985	01/22/2018	01/23/2018	Unknown	PAYPAL *LDELASC1	4029357733, CA	8999	\$19.28	\$0.00	\$0.00 Purchase
203255288	01/24/2018	01/25/2018	Unknown	TRAVEL INSURANCE	08007296021, VA	6300	\$23.44	\$0.00	\$0.00 Purchase
203255289	01/23/2018	01/25/2018	Unknown	AMERICAN 00121690473155	08004337300, TX	3001	\$375.00	\$0.00	\$0.00 Purchase
203255290	01/24/2018	01/25/2018	Unknown	ENTERPRISE RENT-A- CAR	WASHINGTON, DC	3405	\$67.21	\$0.00	\$0.00 Purchase
203255291	01/24/2018	01/25/2018	Unknown	SMK*SURVEYMONKEY.C OM	971-2445555, CA	5968	\$360.00	\$0.00	\$0.00 Purchase
203429854	01/25/2018	01/29/2018	Unknown	DOCUMENT MANAGERS	202-2991011, DC	8999	\$994.40	\$0.00	\$0.00 Purchase
203429855	01/26/2018	01/29/2018	Unknown	UMASS WORCESTER	774-455-7581, MA	8220	\$450.00	\$0.00	\$0.00 Purchase
203429856	01/27/2018	01/29/2018	Unknown	DELL SALES & SERVICE	866-393-9460, TX	5045	\$845.99	\$0.00	\$46.00 Purchase
203713511	01/31/2018	02/02/2018	Unknown	HOLIDAY INN EXPRESS	PINEVILLE, LA	3501	\$108.00	\$0.00	\$0.00 Purchase
203713512	01/31/2018	02/02/2018	Unknown	HOLIDAY INN EXPRESS	PINEVILLE, LA	3501	\$108.00	\$0.00	\$0.00 Purchase
203713513	02/01/2018	02/02/2018	Unknown	PAYPAL *MELANIEBATE	4029357733, CA	8999	\$2,100.00	\$0.00	\$0.00 Purchase
203823533	02/02/2018	02/05/2018	Unknown	TRAVEL INSURANCE	08007296021, VA	6300	\$131.91	\$0.00	\$0.00 Purchase
203823534	02/01/2018	02/05/2018	Unknown	AMERICAN 00121706550943	08004337300, TX	3001	\$668.01	\$0.00	\$0.00 Purchase
203823535	02/01/2018	02/05/2018	Unknown	AMERICAN 00121706550954	08004337300, TX	3001	\$668.01	\$0.00	\$0.00 Purchase
203823536	02/01/2018	02/05/2018	Unknown	AMERICAN 00121706550965	08004337300, TX	3001	\$668.01	\$0.00	\$0.00 Purchase
203823537	02/01/2018	02/05/2018	Unknown	AMERICAN 00106165888861	08004337300, TX	3001	\$8.52	\$0.00	\$0.00 Purchase
203823538	02/01/2018	02/05/2018	Unknown	AMERICAN 00106165888872	08004337300, TX	3001	\$8.52	\$0.00	\$0.00 Purchase
203823539	02/02/2018	02/05/2018	Unknown	AMERICAN 00106165888871	08004337300, TX	3001	\$0.00	(\$8.52)	\$0.00 Purchase
203823543	02/02/2018	02/05/2018	Unknown	AMERICAN 00106165888889	08004337300, TX	3001	\$0.00	(\$8.52)	\$0.00 Purchase
203823544	02/01/2018	02/05/2018	Unknown	AMERICAN 00106165888883	08004337300, TX	3001	\$8.52	\$0.00	\$0.00 Purchase
203823545	02/03/2018	02/05/2018	Unknown	AMERICAN 00121706550948	08004337300, TX	3001	\$0.00	(\$668.01)	\$0.00 Purchase
203823546	02/03/2018	02/05/2018	Unknown	AMERICAN 00121706550955	08004337300, TX	3001	\$0.00	(\$668.01)	\$0.00 Purchase

203823547	02/03/2018	02/05/2018	Unknown	AMERICAN 00121706550963	08004337300, TX	3001	\$0.00	(\$668.01)	\$0.00 Purchase
203823548	02/02/2018	02/05/2018	Unknown	AMERICAN 00106165888863	08004337300, TX	3001	\$0.00	(\$8.52)	\$0.00 Purchase
203913635	02/05/2018	02/06/2018	Unknown	J2 EFAX SERVICES	323-817-3205, CA	5968	\$179.50	\$0.00	\$0.00 Purchase
Totals for WALKER, SHEILA					Total Transactions 318		\$68,006.08	(\$5,885.71)	\$267.33

Grand Totals						Total Transactions 319	\$68,207.30	(\$5,885.71)	\$267.33
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CORRECTIONS INFORMATION COUNCIL (FIO)					
FY 2017 REPROGRAMMING LIST					
LOCAL			Starting Budget		\$497,297
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2017	0100	6/26/2017	BJFI0360	Redistribute NPS Budget Authority within NPS	(\$36,000)
2017	0100	6/26/2017	BJFI0360	Redistribute NPS Budget Authority within NPS	\$36,000
				Final Budget	\$497,297

PRIVATE DONATION			Starting Budget		\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2017	8450	3/30/2017	BHKB0185	ESTABLISH BUDGET FOR COMMUNITY OUTREACH	\$4,164
				Final Budget	\$4,164

FEDERAL PAYMENT - N/A			Starting Budget		\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2017					
				Final Budget	\$0

FEDERAL GRANT - N/A			Starting Budget		\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2017					
				Final Budget	\$0

Corrections Information Council FY2017

Agency Corrections Information Council

Agency Acronym CIC

Agency Code FIO

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Michelle (CIC) Bonner

Agency Budget POCs Michelle (CIC) Bonner

Fiscal Year 2017

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

2017 Strategic Objectives

FY17 Objectives

Objective Number	Strategic Objective
1	Improve system transparency through inspections, monitoring, and timely inspection reports.
2	Provide education on conditions of confinement, programs, and prison reentry to inform and empower inmates, community, and policy decision-makers.
3	Provide recommendations to improve conditions of confinement, policies and procedures affecting incarcerated residents to improve public safety.
4	Create and maintain a highly efficient, transparent and responsive District government. **

Add Strategic Objective

2017 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Frequency of Reporting	Add Data Fields (if applicable)	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Quarter 1	FY 2017 Quarter 2	FY 2017 Quarter 3	FY 2017 Quarter 4	FY 2017 Actual	Was 2017 KPI Met?	Are Explana of Barrie to Meet KPIs Comple
1 - Improve system transparency through inspections, monitoring, and timely inspection reports. (1 Measure)																
Percentage of Inspection reports submitted to corrections agency for review within 90 days of onsite inspection	✓	Annually		Not available	Not available	Not Available	Not Available	New Measure	60%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	12.5%	Unmet	
2 - Provide education on conditions of confinement, programs, and prison reentry to inform and empower inmates, community, and policy decision-makers. (2 Measures)																
Number of issue papers/thematic reports produced	✓	Annually		Not available	Not available	Not Available	Not Available	New Measure	3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5	Met	
High rating of meetings by attendees to CIC meetings	✓	Annually		Not available	Not available	Not Available	Not Available	New Measure	75%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2017 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Improve system transparency through inspections, monitoring, and timely inspection reports. (1 Activity)					
Inspections and Reports	Inspect BOP and DOC facilities, monitor changes, and write/publish inspection reports.		Daily Service	2	1
TOT				2	1
2 - Provide education on conditions of confinement, programs, and prison reentry to inform and empower inmates, community, and policy decision-makers. (2 Activities)					
Thematic Reports	Provide brief/reports on systemic issues affecting inmates in BOP or DOC facilities		Daily Service	1	2
Community Outreach and Education	Attend events and hold events with experts to educate community about CIC and its mission.		Daily Service	2	1
TOT				3	3
3 - Provide recommendations to improve conditions of confinement, policies and procedures affecting incarcerated residents to improve public safety. (1 Activity)					
Relationship Building	Communications with BOP and DOC officials on conditions of confinement and community concerns		Daily Service	1	0
TOT				1	0
4 - Create and maintain a highly efficient, transparent and responsive District government.** (1 Activity)					
COMPREHENSIVE INSPECTIONS DISTRICT PRIS	Inspection of Corrections Facilities	CIC will report on inspections it conducts of prisons, jails, and halfway houses where DC residents are incarcerated.	Daily Service	1	2
TOT				1	2
TOT				7	6

2017 Workload Measures

All Workload Measures must be linked to a specific Operation. If Workload Measures are already in the system but not yet linked, email the Office of Performance Management with a spreadsheet that identifies to which Operation each Workload Measure belongs.

Workload
Measures -
Operations

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actual	FY 2017 Quarter 1	FY 2017 Quarter 2	FY 2017 Quarter 3	FY 2017 Quarter 4	FY 2017
1 - Inspect BOP and DOC facilities, monitor changes, and write/publish inspection reports. (2 Measures)													
Number of onsite facility inspections conducted	<input type="checkbox"/>		Number of facilities inspected	Number of facilities inspected	Quarterly	Not available	Not available	8	0	1	3	5	9
Number of inspection reports published	<input type="checkbox"/>		Number of inspection reports published	Number of inspection reports	Annually	Not available	Not available	10	Annual Measure	Annual Measure	Annual Measure	Annual Measure	8
2 - Attend events and hold events with experts to educate community about CIC and its mission. (2 Measures)													
Number of community meetings and events attended by CIC	<input type="checkbox"/>		Number of community events attended	Number of community events attended	Annually	Not available	Not available	51	Annual Measure	Annual Measure	Annual Measure	Annual Measure	36
Number of CIC education presentations/events held	<input type="checkbox"/>		Number of CIC education events held	Number of CIC education events held	Annually	Not available	Not available	3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4
2 - Provide brief/reports on systemic issues affecting inmates in BOP or DOC facilities (1 Measure)													
Number of thematic reports/issue briefs on issues affecting incarcerated residents published	<input type="checkbox"/>		Number of thematic reports/issue briefs	Number of thematic reports/issue briefs	Annually	Not available	Not available	5	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5
3 - Communications with BOP and DOC officials on conditions of confinement and community concerns (1 Measure)													
Number of meetings with corrections agency heads regarding CIC recommendations	<input type="checkbox"/>		Number of meetings with agency heads	Number of meetings with agency heads	Annually	Not available	Not available	5	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4
4 - Inspection of Corrections Facilities (1 Measure)													
One Annual Report of CIC inspections, reports, educational activities, outreach and value-added impact	<input type="checkbox"/>		Annual report within 60 days of end of fiscal year	annual report	Annually	Not available	Not available	0	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1

2017 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update	# of Initiative Updates	Needs Initiative Update Notification
Community Outreach and Education (1 Strategic Initiative)					
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.	09-30-2017		4	
TOT				4	
COMPREHENSIVE INSPECTIONS DISTRICT PRIS (2 Strategic initiatives)					
Data Management System	Collection and analysis of data within and across facilities to evaluate facility operations, programs, and reentry initiatives	09-30-2017		4	
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.	09-30-2017		4	
TOT				8	
Inspections and Reports (1 Strategic Initiative)					
Data Management System	Collection and analysis of data within facilities and across facilities to evaluate facility operations.	09-30-2017		4	
TOT				4	
Thematic Reports (2 Strategic initiatives)					
Data Management System	Collection and analysis of data within and across facilities to evaluate facility operations, programs, and reentry initiatives	09-30-2017		4	
SME Participation in Thematic Reports	Include SMEs in writing, editing or review of thematic reports and issue briefs on issues affecting incarcerated DC residents.	09-30-2017		4	
TOT				8	
TOT				24	

2017 Initiative Updates

Initiative Updates	Strategic Initiative-Operation Link - Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	FY2017 Quarters
Data Management System (12 Initiative Updates)								
Data Management System		The CIC has negotiated an MOU with OCTO for OCTO to design and build a customized database. The CIC has also improved its inmate correspondence database. This quarter the CIC has started analyzing release data to discern who receives halfway house or DOC time prior to release from BOP custody.	0-24%	High	Incremental	As a result of the release data analysis, the CIC has had conversations with EOM about those released straight from prison to the community, towards how we can address this potential public safety issue.		FY17Q1

[illegible]

Subject-Matter Expert Participation	Some CIC staff participated in Safe Zone training, provided by a Safe Zone Training expert. We also interviewed LGBTQ issues experts at HIPS, including transgender liaison for Department of Corrections Transgender Advisory Committee.	25-49%	High	Demonstrable	Impact was demonstrable as we interviewed LGBTQ adult students at Ballou STAY regarding their incarceration experiences. Safe Zone Training was fully employed during those interviews and in our survey.	Safe Zone Membership Packet.pdf	FY17Q1
Subject-Matter Expert Participation	The CIC has identified a forensic psychologist who has acted as an expert in numerous state corrections cases as a potential expert for our inspection of BOP facilities.	0-24%	High	Incremental	This expert has pointed us to others, so have other CIC partners. This will greatly improve our inspections of facilities by adding a mental health perspective to our observations and reporting.		FY17Q1
Subject-Matter Expert Participation	On March 10, 2017, the CIC and PDS co-hosted the 2017 DC Prisoner and Reentry Symposium, where SMEs in the areas of advocacy, corrections and reentry services, government agencies, and criminal justice leaders presented on issues of importance to transition from prison to the community.	50-74%	High	Transformative	The Symposium was a success, with networking and relationships being developed. A few of our presenters continued providing information on radio and other panels as a result of exposure through CIC event.	DC Prisoner & Reentry Symposium Program 8.5x11 folded.pdf	FY17Q2
Subject-Matter Expert Participation	CIC conferred with SME for USP Lewisburg inspection, held on Feb. 10, 2017. The CIC learned pointers on where to look for information, who to speak to, and trends regarding inmates who are or have recently been at this facility.	50-74%	High	Demonstrable	The CIC also obtained great information from inmates as a result of SME consultation prior to inspection and inmate interviews. The CIC is also trying to employ other ways of collecting information for its facility monitoring.		FY17Q2
Subject-Matter Expert Participation	This is just about complete, given the Symposium last quarter. The CIC took an expert in psychological services in corrections settings to the Maximum Security Prison (Florence ADX) at the end of April. Dr. Andrea Weisman, former head of Mental Health Services for DC DOC and DYRS, will help CIC with its reporting on mental health issues at this facility.	75-99%	High	Transformative	Dr. Weisman is looking at some of the most impactful experiences any prisoner can have while incarcerated in the Federal Bureau of Prisons. The CIC report will provide an update on the federal government's reporting on mental health issues surrounding use of solitary confinement and reporting on use of restraints.		FY17Q3
Subject-Matter Expert Participation	The CIC took an expert in psychological services in corrections settings to the Maximum Security Prison (Florence ADX) at the end of April. Dr. Andrea Weisman, former head of Mental Health Services for DC DOC and DYRS, will help CIC with its reporting on mental health issues at this facility.	50-74%	High	Transformative	Dr. Weisman is looking at some of the most impactful experiences any prisoner can have while incarcerated in the Federal Bureau of Prisons. The CIC report will provide an update on the federal government's reporting on mental health issues surrounding use of solitary confinement and reporting on use of restraints.		FY17Q3
Subject-Matter Expert Participation	In FY17, the CIC engaged expert from Drug Policy Alliance (DPA) to give information on what corrections agencies are doing in response to the opioid crisis. The CIC then introduced her to DOC, which also met with DPA in response to our recommendation. In March 2017, CIC engaged Sarah Comeau from School Justice Project to provide primer on special education for incarcerated young adults, and Vincent Haskell of PDS to inform us about hearings and incarceration of those on community supervised release.	Complete		Transformative	There is now a bill before the Council (Bill 22-459) that will further direct corrections staff on how to approach drug crises. CIC and DPA will participate in public hearing on this bill 12/14/17.		FY17Q4
Subject-Matter Expert Participation	In addition to obtaining draft report from Dr. Weisman, corrections psychologist expert, for our supermax prison report, we have used session and information from expert from Drug Policy Alliance to inform our inspection of DC Jail in September. Information from Sarah Comeau of School Justice Project informed CIC's inspection of IYP School at CDF.	Complete		Demonstrable	We are better able to ask questions of DOC and BOP regarding their policies to combat the opioid and synthetic drug crises in correctional facilities across the country. We can also make SMART recommendations to help them better deal with the issue.		FY17Q4

Agency Accomplishment

Add Add Accomplishment
Accomplishment

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?
CIC Holiday Card Initiative - The CIC printed over 4000 postcards with scenes from DC monuments (Big Chair, White House, Congress, Lincoln Memorial). The CIC then held several events where volunteers filled out pre-addressed postcards to DC residents who are incarcerated in Federal Bureau of Prisons facilities across the country.	The goal of the card initiative was to let incarcerated DC residents know that people back in DC were thinking about them. The CIC reached this goal. Beyond that, it informed those who participated about the magnitude of the issue of DC not having a prison nearby and how difficult it is for other DC residents to stay connected to DC.	This increased CIC's connection with incarcerated DC residents, some of whom had not previously heard of the CIC. CIC also sparked the interest of other agencies, including non-criminal justice agencies, who have since wanted to partner with or participate in future years' holiday card initiatives.
The CIC inspected the only supermax in the Federal Bureau of Prisons (BOP), ADX Florence, with the assistance of corrections psychology expert.	This is the first time anyone from DC has been able to enter ADX Florence beyond visiting halls, and we have communicated with loved ones of those incarcerated there. We have also managed to aid in getting needed services for DC inmates who needed medical and mental health services.	This has improved CIC's relationship with BOP and improved CIC's ability to reach out to DC residents incarcerated in the special administrative facilities.
The CIC partnered with the Public Defender Service (PDS) to put on the first annual DC Prisoner and Reentry Symposium on March 10, 2017 at the University of the District of Columbia David A. Clarke School of Law. At this event, CIC and PDS convened criminal justice stakeholders, with presentations from over 20 experts in the fields of transition from prison, housing, employment, and supervised release. Leaders from Congress (Norton), DC Council (Allen, R. White), BOP, DOC, CSOSA, USPC addressed attendees as well.	Service providers, advocates, agency leaders, and decision-makers got to learn from experts in how they are serving incarcerated and recently released DC residents. These stakeholders were also able to network, connect, and talk about how they can continue to work to serve this population.	This is the first large-scale event sponsored by CIC. Engaging experts in DC and from other jurisdictions has increased CIC's presence and access to these experts as it continues to do its inspection/monitoring work.

2017 Special Mayoral Plans

Strategic Initiative Header	Strategic Initiative Title	Special Mayoral Plan	Mayoral Plan Domain	Mayoral Plan Goal	Mayoral Plan Action
No links to special mayoral plans found					

Administrative Information

FY Performance Plan Corrections Information Council FY2017 **Record ID#** 362

Performance Plan ID 236

Corrections Information Council FY2018

Agency Corrections Information Council

Agency Acronym CIC

Agency Code FIO

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Michelle (CIC) Bonner

Agency Budget POCs Michelle (CIC) Bonner

Fiscal Year 2018

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

2018 Objectives

Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Improve system transparency through inspections and monitoring.	1	1
2	Improve the quality of corrections facilities through the issuance of timely reports and recommendations.	2	1
3	Provide education on conditions of confinement, programs, and prison reentry to inform and empower inmates, community, and policy decision-makers.	0	2
4	Create and maintain a highly efficient, transparent and responsive District government. **	9	0
TOT		12	4

Add Strategic Objective

2018 Key Performance Indicators

Key Performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2018 Quarter 1
1 - Improve system transparency through inspections and monitoring. (1 Measure)											
Number of facilities housing DC residents that have been inspected during the fiscal year.	✓	Up is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	Annual Measure
2 - Improve the quality of corrections facilities through the issuance of timely reports and recommendations. (2 Measures)											
Percent of inspections that have published reports	✓	Up is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	55%
Average number of calendar days to produce a draft report from the date of completion of an inspection	✓	Down is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	Annual Measure

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Operations

Operations	Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives

1 - Improve system transparency through inspections and monitoring. (1 Activity)					
Inspections	Inspect BOP and DOC facilities and monitor changes.	Inspect BOP facilities per MOU and monitor changes. Inspect DOC facilities and monitor changes.	Daily Service	3	1
TOT				3	1
2 - Improve the quality of corrections facilities through the issuance of timely reports and recommendations. (1 Activity)					
Reporting	Reporting on inspections and thematic issue areas	CIC will report on inspections it conducts of prisons, jails, and halfway houses where DC residents are incarcerated. The CIC will also share information via bulletins, annual reports, and thematic reports on the work the CIC conducts, as well as impressions of correctional facilities, polices and operations it monitors.	Daily Service	3	1
TOT				3	1
3 - Provide education on conditions of confinement, programs, and prison reentry to inform and empower inmates, community, and policy decision-makers. (2 Activities)					
Community Outreach and Education	Attend events and hold events with experts to educate community about CIC and its mission.	Attend community and public government events surrounding corrections or transition from incarceration to community. CIC will also host events with experts to educate community about issues pertaining to conditions of confinement and transition from incarceration.	Daily Service	3	1
Legislation	Informing policy decision-makers and legislation	Informing policy decision-makers, including the Mayor, DC Council, Congressional representative(s), and federal agencies, of conditions of confinement and recommendations. Inform legislation through introduction or support of proposed legislation before District government and/or federal government.	Key Project	0	1
TOT				3	2
TOT				9	4

Workload Measures - Operations

Catching up on backlog on prior year reports	The CIC published the DOC 2016 report, as well as the 2016 and 2017 annual reports on December 31, 2017. The CIC also published DOC 2017 report in January 2018 (Q2).	75-99%	High	Demonstrable	Information from DOC and annual reports will be used in Council's Public Roundtable on DC Dept. of Corrections (DOC) by the CIC and others who plan to testify at this hearing. CIC has also used information collected on education in DOC facilities at hearings on education of the incarcerated, and will use info at Councilmember Gross's education working group.		Q1
Inspect at least two medical center facilities (1 Initiative Update)							
Inspect at least two medical center facilities	The CIC staff has drafted an FY18 inspection schedule, which includes inspections of at least 2 medical centers. These include FMC Butner in NC and FMC Devens in MA. Butner inspection is planned for April 2018; Devens, June 2018.	0-24%	High	Incremental	Scheduling helps the CIC to identify and hire medical experts to accompany designated staffers on medical center inspections.		Q1
Introduce legislation with amendments to the DC Jail Improvement Act (1 Initiative Update)							
Introduce legislation with amendments to the DC Jail Improvement Act	The CIC has identified an SBE consultant who can draft changes to the 2003 DC Jail Improvement Act. The CIC has provided proposed changes to this consultant, as well as other information for her to research and to begin drafting in Q2.	0-24%	High	Incremental	The SBE consultant has experience as a legislative staffer for the Council's Committee on Judiciary and Public Safety and is familiar with the DC corrections system.		Q1
Submit a story about a CIC report or activity to a major publication or media outlet. (1 Initiative Update)							
Submit a story about a CIC report or activity to a major publication or media outlet.	In FY18Q1 the CIC has identified a Communications Specialist for hire, with start date of January 8, 2018. The CIC has also been in regular communication with a local journalist and quoted in a Washington Post article about DC residents incarcerated in federal prisons.	0-24%	High	Incremental	So far, the CIC is getting the word out about DC state offenders being incarcerated in federal prisons, a fact unknown to many District residents. The Washington Post article is a good start to informing the wider DC population.		Q1



Administrative Information

FY Performance Plan Corrections Information Council FY2018 Record ID# 523

Performance Plan ID 397