

**Commission on Re-Entry and Returning Citizen Affairs**

GOVERNMENT OF THE DISTRICT OF COLUMBIA



**Responses to Fiscal Year 2018 Performance Oversight Questions**

**Corwin Knight**

Chairman, Commission on Re-Entry and Returning Citizen Affairs

Submission to

Committee on Facilities and Procurement

Chairperson Robert White

At-Large Councilmember

February 14, 2019

Committee on Facilities and Procurement

John A. Wilson Building

1350 Pennsylvania Ave., NW

Washington, DC 20004

## GENERAL QUESTIONS

1. Please provide the agency's mission statement.

**ANSWER:** To serve as an advisory board to the Mayor, the Council, and the Director on the process, issues, and consequences of the reintegration of returning citizens into the general population

2. Please list all statutory mandates with which the agency must comply.

**ANSWER:** Please see D.C. Code § 24-1303, Establishment of the Commission on Re-Entry and Returning Citizen Affairs

3. Please separately 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.).

**ANSWER:** Review and submit to the Mayor, the Council, and the Office an annual report that shall be submitted to the Mayor and the Council within 90 days after the end of each fiscal year, be the subject of a public hearing before the Council, and include:

- A summary of the recommendations of the Commission, including a summary of required monthly meetings pursuant to subsection (b)(7) of this section;
- A budget breakdown, with supporting budget documents, detailing the fiscal implications of the Commission's recommendations;
- Executive branch policy and legislative priorities of the Commission for the following fiscal year; and
- A summary of community outreach efforts undertaken by members of the Commission.

An Annual Report was due on January 1, 2019; however, the document is still being finalized. Once it is finalized, we will submit the final report to the Mayor and Council.

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

**ANSWER:**

- Amount of attendance and active participation of Commission members in monthly meetings.
- Quantity and quality of outreach efforts to returning citizens, their family members and their supporters.
- Number of goals achieved that were set for the fiscal year.

- Number and quality of policy and legislative recommendations made to Mayor, Council and Office of Returning Citizens.
- Timeliness of the submission of our required Annual Report.

5. Please describe any initiatives or programs that the agency implemented in FY 18 and FY 19, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the funding required and the results, or expected results, of each initiative.

**ANSWER:** Re-entry forum in DC DOC and participation in the K2 campaign.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 19.

**ANSWER:** Under the new leadership of Chairman Knight the commission wants to explore and focus on voting rights for incarcerated individuals (possibly absentee votes), developing ban the box further, developing workforce incentive programs further, identifying children with incarcerated parents (and help connect to services), and discuss with DCPS the possibility of getting more vocational trainings at the school.

7. 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 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 issue involved in each case.

**ANSWER:** The Commission has no pending lawsuits.

8. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 18 or FY 19, 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.).

**ANSWER:** The Commission has not entered into any settlements.

9. Please provide the number of FOIA requests for FY 18, and FY 19, 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 estimate number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.

**ANSWER:** The Commission did not have any FOIA requests.

10. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 18 and FY 19, to date.

**ANSWER:** The Commission has no ongoing investigations.

11. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY 18 and FY 19, 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.

**ANSWER:** The Commission did not have any reports, studies, or research papers prepared in FY18 and FY19, to date.

#### ADVISING ON THE REINTEGRATION OF RETURNING CITIZENS

12. Please provide a current list of voting members of the Commission, their initial dates of appointment, the date their current terms end, and the number of meetings of the Commission they have attended since appointment.

**ANSWER:**

BOARD OR COMMISSION - B or C	First Name	Last Name	Appointment Status	Term end	Ward of Residence	Seat Designation (specific role)
Commission on Re-Entry and Returning Citizen Affairs	James	Berry, Jr.	Active / filled seat	8/4/2020	Ward 4	Public member
Commission on Re-Entry and Returning Citizen Affairs	Leon	Fields	Active / filled seat	8/4/2020	Ward 4	Public Member
Commission on Re-Entry and Returning Citizen Affairs	Clarence	Johnson	Active / filled seat	8/4/2019	Ward 8	Public Member
Commission on Re-Entry and Returning Citizen Affairs	Corwin	Knight	Active / filled seat	8/4/2019	Ward 8	Public member

Commission on Re-Entry and Returning Citizen Affairs	John Peterbug	Matthews	New member appointment in progress	8/4/2021	Ward 6	Public member
Commission on Re-Entry and Returning Citizen Affairs	Larry	Moon	New member appointment in progress	8/4/2020	Ward 7	Public member
Commission on Re-Entry and Returning Citizen Affairs	Tanisha	Murden	Active / filled seat	8/4/2019	Ward 6	Public member
Commission on Re-Entry and Returning Citizen Affairs	Nicole	Porter	Active / filled seat	8/4/2019	Ward 4	Public member
Commission on Re-Entry and Returning Citizen Affairs	Paula	Thompson	Active / filled seat	8/4/2019	Maryl and Resident	Public Member
Commission on Re-Entry and Returning Citizen Affairs	Decarlo	Washington	Active / filled seat	8/4/2019	Ward 7	Public member
Commission on Re-Entry and Returning Citizen Affairs	Eric	Weaver	Active / filled seat	8/4/2019	Ward 8	Public member

13. For each voting member of the Commission, please list whether the member is a returning citizen, a representative from an established District-based public, private, nonprofit, or volunteer community organization involved with the provision of services for returning citizens, the incarcerated, and their families, or a member of a group, organization, or service provider that focuses on the needs of female returning citizens.

**ANSWER:** Of the active commissioners' eight are returning citizen, three are part of an established district-based public, private, nonprofit, or volunteer community organization involved with the provision of services for returning citizens.

14. Please provide, for each ex-officio, non-voting member of the Commission, the number of meetings of the Commission the ex-officio member, or their designee, has attended in FY 18 and FY 19, to date.

**ANSWER:** The Commission has not had ex-officio members attend meetings with enough frequency. This is something the new leadership of the commission is expected to address in the second quarter of FY19.

15. For FY 18 and FY 19, to date, for each meeting of the Commission, please provide the proposed agenda, the minutes of the meeting, the voting and ex-officio members in attendance, and whether a quorum was present.

**ANSWER:** See attached.

16. Please provide any rules of procedure that have been adopted by the Commission.

**ANSWER:** See attached.

17. Please provide any annual reports submitted to the Mayor and the Council by the Commission since its establishment.

**ANSWER:** Commission has completed FY17 Annual Report and is working on the completion of FY18 Annual report, which we anticipate to be completed soon.

18. Please list any public hearings or community meetings on returning citizen issues attended by voting Commissioners in FY 18, or FY 19, to date.

**ANSWER:**

Date	Name of Event
5/25/2018	Entrepreneurship Session at DOC
7/28/2018	5th Annual Returning Citizen Family Day Cookout
7/31/2018	Empowerment Session with YME Unit at DOC
9/12/2018	Power to the Polls at New Bethel Baptist Church
9/24/2018	Ready Center Kickoff Orientation
9/25/2018	Spirit of Democracy
10/12/2018	Reentry Empowerment Expo at DOC
11/4/2018	The Vote
11/8/2018	Broccoli Talks #2
11/15/2018	From Inside to Outside
2/10/2019	The Spirit of Reform Brunch

19. Please provide any policy recommendations made by the Commission on legislation, regulations, policies, and programs affecting returning citizens in FY 18, or FY 19, to date.

**ANSWER:** Please see question #6.

# **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday October 5, 2017**

**6:00 PM – 8:00 PM**

**Location: 2100 Martin Luther King Ave. S.E.**

***(3<sup>rd</sup> Floor Conference Room)***

***Washington D.C. 20020***

## **Agenda**

- I. Opening – Call to Order***
- II. Recap of last month's meeting***
- III. Commission recommendation letter to CIC in reference to Beaumont inmates impacted by Hurricane Harvey***
- IV. Sub Committee Designations***
- V. Mayor's Expungement Legislation***
- VI. Public Comments***
- VII. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **October 5, 2017 Meeting Minutes Summary**

(2100 Martin Luther King Jr Ave SE, Washington, DC 20010)

### **I. Opening - Call to order by Commission Chair (6:13 PM)**

### **II. Roll Call**

#### **Attendees**

Delores A Mason (DBH/Commission)	Paula Thompson (VSC/Commission)
Brian Ferguson (Director of MORCA)	Tony Lewis (CSOSA/Chairman)
Stenise Sanders (Commission)	Tanisha Murden (Co-Chair/ The W.I.R.E)
Corwin Knight (Commission)	James Barry (CSOSA/Commission)
Clarence Johnson (Commission)	Courtney Stewart

### **III. Quorum Established**

### **IV. Adoption of the minutes of September Meeting**

### **V. Old/ New Business**

- 1) Discussed strategic planning of what the commission looks like, what is the mission, purpose and goal of the commission.
- 2) Discussed ways to get the community and organization involved.
- 3) Discussed oversight of subcommittee and how it relates to reentry and what is the mission, purpose and goals to making sure it is successful in meeting the need of the Reentry population.
- 4) Discussed neutrality in discussions and the absence of personal bias in decision making.
- 5) Discussed collection of by laws and legislations.
- 6) Voted Stenise Sanders for secretary in place of Keith Campbell

**VI. Adjournment - adjourn commission meeting (7:37 PM)**

- No motion has been passed

# **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday November 9th, 2017**

**6:00 PM – 8:00 PM**

*Location:* 100 42<sup>nd</sup> St. N.E.

*(1<sup>st</sup> Floor Conference Room)*

*Washington D.C. 20020*

## **Agenda**

- I. Opening – Call to Order***
- II. Recap of last month's meeting***
- III. Update from Councilmember Robert White Office on Reentry Legislation***
- IV. Mayor's Expungement Legislation***
- V. Returning Citizen Turkey Giveaway***
- VI. Public Comments***
- VII. Adjournment 7:30PM/8:00PM***

**\*\*Commission meetings will be held monthly\*\***

# **Commission on Reentry and Returning Citizen Affairs**

## **November 9, 2017 Meeting Minutes Summary**

(100 42<sup>nd</sup> St. NE (first floor conference room) Washington, DC 20020)

### **I. Opening - Call to order by Commission Chair (6:20pm)**

### **II. Roll Call**

#### **Attendees**

Brian Ferguson (Director of MORCA)	Tony Lewis (CSOSA/Chairman)
Stenise Sanders (Commission)	Corwin Knight (Commission)
James Barry (CSOSA/Commission)	Clarence Johnson (Commission)
Shawn Hilgendorf (Robert White's Legislative Director)	
Nicole Porter (Commission)	Charles Dotson (Commission/ DYRS)

### **III. Quorum Established**

### **IV. Adoption of the minutes of September Meeting**

### **V. Old/ New Business**

- 1) Discussed strategic planning of what the commission looks like, what is the mission, purpose, roles, and goal of the commission.
  - What can the commission do to better serve the population?
  - What is needed?
- 2) Discussed ways to get the community and organization involved.
- 3) Discussed ways to organize a "Holiday Hiring Event"
- 4) Discussed setting up a conference call for the whole commission in between meetings.
- 5) Discussed "Getting Involved with Legislation to Help Returning Citizens"(Councilmember Robert White)
  - Returning Citizens Opportunity to Succeed Amendment Act 2017

- 6) Discussed oversight of subcommittee and how it relates to reentry and what is the mission, purpose and goals to making sure it is successful in meeting the need of the Reentry population.
- 7) Discussed trying to establish quarterly meetings preferably in the evenings or on a Saturday for those that have conflicting work schedules to discuss the needs of returning citizens.
- 8) Discussed record sealing and expungement certificate of disability
  - certificate of disability
  - pardons
- 9) Discussed hosting a Reentry Support/ Advocacy Group with the council.
- 10) Discussed MORCA/ DMV Pathways to Work Program

**VI. Adjournment - adjourn commission meeting (8:15pm)**

Motion passed to establish quarterly reentry focused hearings.

Motion passed to establish a Reentry Advocacy Group to include Council

# **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday December 14, 2017**

**6:00 PM – 8:00 PM**

*Location:* *2100 Martin Luther King Ave. S.E.*

*(3<sup>rd</sup> Floor Conference Room)*

*Washington D.C. 20020*

## **Agenda**

- I. Opening – Call to Order***
- II. Recap of last month's meeting/Updates***
- III. Councilmember Robert White's Hearing***
- IV. MORCA/Commission Christmas Party for Children with Incarcerated Parents***
- V. Marcus Batchelor – Ward 8 School Board Representative***
- VI. Public Comments***
- VII. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs December 14, 2017 Meeting Minutes**

(2100 Martin Luther King Jr. Ave SE )

**I. Opening - Call to order by Commission Chair (6:19 pm)**

**II. Roll Call**

**Attendees**

Brian Ferguson (Director of MORCA)

Tony Lewis (CSOSA/Chairman)

Tanisha Murden (Commission)

Eric Weaver (Commission)

**III. Quorum NOT Established**

- No motions were voted on

**IV. Meeting Concluded (8:00 pm)**

# **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday, January 11th, 2018**

**6:00 PM - 8:00 PM**

**Location: 2100 Martin Luther King Ave. S.E.**

***(3<sup>rd</sup> Floor Conference Room)***

***Washington D.C. 20020***

## **Agenda**

- I. Opening - Call to Order***
- II. Recap of MORCA/Commission Christmas Party***
- III. Discuss Returning Citizen Unemployment***
- IV. Discuss Services/Supports for Children with Incarcerated Parents***
- V. Public Comments***
- VI. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **January 11, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

### **I. Opening - Call to order by Commission Chair (6:57 pm)**

### **II. Roll Call**

#### **Attendees**

Brian Ferguson (Director of MORCA)

Tony Lewis (CSOSA/Chairman)

Stenise Sanders (Secretary)

Marcus Bullock (Commission)

Tanisha Murden (Commission)

Eric Weaver (Commission)

Nicole Porter (Commission)

Decarlo Washington (Commission)

Corwin Knight (Commission)

Clarence Johnson (Commission)

### **III. Quorum Established**

### **IV. Old/New Business**

#### **1) Discussing Returning Citizen Unemployment**

- What else can be done to alleviate unemployment?
- How can we take an extra step to ensure that returning citizens stop getting the door slammed when it comes to background checks?
  - Discussing Ban the Box and the technicalities that go with employers taking away the offers that were given to returning citizens.
  - Ensuring that ban the box is enforced.
    - Director Ferguson discussed that is already in place in the form of the fines that employers get if they are found in violation of ban the box.
  - How can returning citizens navigate the legal aspect of a complaint?

- Education on ban the box to the community
- Talk about mobilization, proposing an action item.
- Commissioner Bullock and Commissioner Porter mentioned incentivize the public employers who are hiring returning citizens.
- Commissioner Porter mentioned that the commission should set up a meeting with the chamber of commerce to see what can be done for private employers.
  - Additionally, meet with the HR departments of private corporations to see what the barriers that they have to hiring returning citizens
  - Chairman Lewis, mentioned that Baltimore (John Hopkins) has a program (turn around Tuesday) that cannot be reproduced in DC. But if it could would be beneficial to the community.
- In line with unemployment discussed the possibility of expunging the records of individuals.
- Have a "DC does" brand that shows support to the returning citizens.
  - Commission needs to mobilize more. Figuring out a way to get the government to also give contracts to companies that are hiring returning citizen.
    - Commissioner Washington mentioned that he knows of contracts being written in such a way that it states that you must partner with certain individuals to be awarded the contract.
- What is the most ambitious thing that the city can do to accommodate the returning citizens- tax credits, expunging their records?
  - The barriers have been identified. There needs to be something more to be done, actionable items.
- Commissioner Sanders, read out the action items. Meet with Chamber of Commerce, Follow up with Grosso and his bill, proposing the district has tax credit and incentive to companies that are hiring returning citizens, educate the public about the different incentives and options available to them.
  - Proposing to set up a meeting with the chamber of commerce to make the propose the changes.
    - Chairman Lewish suggested doing a letter or a whitepaper; to give the Mayor and address it as a Public Safety emergency with this population not working.
    - Have the city pledge 100 jobs to the returning citizens.
  - Commissioner Porter proposes that a town hall be set up at least twice a year to speak about the different things that are happening and what is being proposed. The conversation would be with the business community. DSLBD and DOES.
  - Commissioner Washington. he discussed that there

are CBEs requirements; and the points and possibly including returning citizens as part of the point system.

- Director Hines, introduces herself and mentioned that the commission should be effective and efficient with their discussions. She mentioned that the way to make things effective. It would be good to be precise on actionable items and that filters through Director Ferguson and then Director Hines and she takes that up to the Mayor.
  - She mentions that we need to look up things and be able to research items to develop action plans.
  - She mentioned that the Mayor believes in second chances. And that she has been doing a lot of work for the returning citizens.
  - Possible recommendation letter, roundtable, weigh in on the legislation.

**V. Meeting Concluded (7:45 pm)**

# **Commission on Reentry and Returning Citizens Affairs**

Invites you to the monthly Commission Meeting

**Thursday, February 8, 2018**

**6:00PM-8:00PM**

**Location: 2100 Martin Luther King Jr. Ave S.E., Suite 100**

**Washington, DC 20020**

## **Agenda**

- I. Opening-Call to Order**
- II. Recap of last month's meeting**
- III. Discuss Commissioner Chair voting**
- IV. Discuss Social Media Reentry**
- V. Public Comments**
- VI. Adjournment 7:30/8:00PM**

**\*\*Commission meetings will be held monthly\*\***

# **Commission on Reentry and Returning Citizen Affairs**

## **February 08, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

**I. Opening - Call to order by Commission Chair**

**II. Roll Call**

**Attendees**

Tanisha Murden (Commission)

Esther Ford (Commission)

James Berry (Commission)

Corwin Knight (Commission)

Clarence Johnson (Commission)

Lashonia Thompson-El

Courtney Stewart

**III. Quorum NOT Established**

**IV. Old/New Business**

- No motions were voted on

**V. Meeting Concluded**

**\*\*DRAFT\*\***

## **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday March 8, 2018**

**6:00 PM – 8:00 PM**

**Location: 2100 Martin Luther King Ave. S.E**

***(3<sup>rd</sup> Floor Conference Room)***

***Washington D.C. 20020***

### **Agenda**

- I. Opening – Call to Order***
- II. Discuss old business***
- III. Yearly Report***
- IV. Update Contact Information***
- V. Commission event that take place within the next month***
- VI. Community issue and concerns***
- VII. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **March 08, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

### **I. Opening - Call to order by Commission Chair**

### **II. Roll Call**

#### **Attendees**

Tanisha Murden (Commission)  
Nicole Porter (Commission)  
James Berry (Commission)  
Corwin Knight (Commission)  
Eric Weaver (Commission)  
Decarlo Washington (Commission)  
Clarence Johnson (Commission)  
Dolores Mason (Ex-Oficio Member)

### **III. Voted on February Meeting Minutes**

### **IV. Old Business**

- 1) Communication between all the commissioners needs to ongoing.
- 2) Commissioner Porter mentioned that posting of events and other actions should be in a note section that allows individuals to know what is happening.

### **V. Update Contact Information**

- 1) Commissioner Corwin, Commissioner Barry, Commissioner Johnson and Commissioner Weaver their DCBC email does not work. They will reach out to OCTO for assistance.

### **VI. Commission Event**

- 1) Commissioner Corwin suggested doing an open house. Information booth, mingle and talk to people one on one and let people know that the commission does exists. Also providing light snacks at the event.
- 2) Projected Dates, Location and Time: RISE Center; Saturday April 28<sup>th</sup>, May 5<sup>th</sup>, May 12<sup>th</sup>; 11:00AM-2:00PM

- 3) Commissioner Washington wants to narrow down what the catch of the event will be (what is the slogan). Commissioner Murden, reemphasized it is to get the community connected to the commission and become familiar with goal of the commission.
- 4) Commissioner Murden mentioned the need to do outreach to different wards. Not just doing it at the MORCA office, not hosting the commission meeting in the MORCA office every month there needs to be more of a presence out in all 8 wards.

#### **VII. Annual Report**

- 1) Commissioner Barry did a briefing of the annual report and mentioned this was done in 2012 when there was another chairman. There are some facts and the biographies of the commissioners. Also mentioned there were recommendations made by the commission.
- 2) Mentioned there were a number of consistent meetings that were taking place
- 3) Barry mentioned that the agendas were put in the annual report to highlight what was discussed
- 4) Commissioners discussed what outreach events would go in there- turkey, holiday
- 5) The goals and priorities of the commission

#### **VIII. Discussing of Goals in the Annual Report**

- 1) Commission reviewed the goals that were listed in 2012.
- 2) Priorities for 2018 should be centered on voting.
- 3) Commissioner Barry talked about the ex-officio members in the commission and the need to bring those members together and what they are doing to advance the commissions goals within their organizations.
- 4) Commissioner Porter suggested following up, to be in touch with each of the ex-officios between meetings and gauge and assess their engagement. And if they don't come to the meetings they need to do a commission check with the agencies that do not have a presence. Commissioner Barry says that we need to have more of an open dialogue with these members to be engaged. To develop initiatives that might work and how we can strengthen the ex-officio members to promote change.
- 5) Commissioner Murden wants the biographies turned in tomorrow so they can include that into the annual report.

#### **IX. New Business**

- 1) Commissioner Murden brings up a point that there have been several issues when the community has problems with agencies that come out to do outreach and don't provide resources. She specifically mentioned that there were issues on Potomac Garden.
- 2) Commissioner Porter, asked if individuals who cannot get to the agencies how can they help them (the community) as the commission. The transportation might be an issue.
- 3) Public member mentioned that the library would be a great place to host meetings and have the commission go a hold a town hall.
- 4) Public member mentioned that she wants some time on the agenda

to come and brief the commission on the progress of the Portal. Commissioner Washington mentioned that it would be wonderful to have a returning citizen working on that and building it up.

- 5) Commissioner Corwin mentioned that if individuals are not ready for the change, the venue will not help change the outcome.

**X. New Business cont.**

- 1) Commissioner Porter suggested that the commission have access/knowledge of the events that MORCA hosts. Also what was the success rate and what could have been the issues that led to attrition. Suggested that the commission brainstorm possible workshops that MORCA can host. Develop a toolkit of the types of workshops that work for individuals.
- 2) Commissioner Corwin suggested we table that for now and focus on the event. Commissioner Porter, will be in touch with Ms. Martinez from MORCA to see why there is no notice on the workshops and how they can get more involved; she wants to know what is available to the reentry community.

**XI. New Business cont.**

- 1) Porter suggests that they add check in on reentry programs and content in the city for the month on the agenda. **(Voted on this motion)**
- 2) Self-employment workshop, Commissioner Porter talked about this and that this is something that her organization works on. 508 Kennedy Street.
- 3) Commissioner Murden mentioned that commissioners need to show up to the events that other commissioners are having. Commissioner Weaver has an event every other Wednesday.

**XII. Voted on Agenda as it was written**

**XIII. Meeting Adjourned**

**\*\*DRAFT\*\***

## **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday April 5, 2018**

**6:00 PM – 8:00 PM**

*Location: 2100 Martin Luther King Ave. S.E*

*(3<sup>rd</sup> Floor Conference Room)*

*Washington D.C. 20020*

### **Agenda**

- I. Opening – Call to Order***
- II. Recap of last month's meeting***
- III. Update Yearly Report***
- IV. Discuss RAN Acting Plan***
- V. Discuss the layout of the Event***
- VI. Community Issues and Concerns***
- VII. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **April 05, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

**I. Opening - Call to order by Commission Chair**

**II. Roll Call**

**Attendees**

Tanisha Murden (Commission)

Corwin Knight (Commission)

Paula Thompson (Commission)

Brian Ferguson (Ex-Oficio Member)

**III. Quorum NOT Established**

**IV. Meeting Adjourned**

**\*\*DRAFT\*\***

## **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday May 10, 2018**

**6:00 PM – 8:00 PM**

*Location: 2100 Martin Luther King Ave. S.E*

*(3<sup>rd</sup> Floor Conference Room)*

*Washington D.C. 20020*

### **Agenda**

- I. Opening – Call to Order*
- II. Recap of last month's meeting*
- III. Update Yearly Report*
- IV. Discuss RAN Acting Plan*
- V. Discuss the layout of the Event*
- VI. Tony Lewis' petition to stop BOP from restricting access to books*
- VII. Community Issues and Concerns*
- VIII. Adjournment 7:30PM/8:00PM*

**\*\*Commission meetings will be held monthly\*\***

# **Commission on Reentry and Returning Citizen Affairs**

## **May 10, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

**I. Opening - Call to order by Commission Chair**

**II. Roll Call**

**Attendees**

Tanisha Murden (Commission)

Corwin Knight (Commission)

Stenise Saunders (Commission)

Decarlo Washington (Commission)

Nicole Porter (Commission)

**III. Quorum NOT Established**

**IV. Meeting Adjourned**

**\*\*DRAFT\*\***

**Commission on Reentry and Returning  
Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday June 7, 2018**

**6:00 PM – 8:00 PM**

*Location:* *2100 Martin Luther King Ave. S.E*  
*Suite, 100*

*(1st Floor Conference Room)*

*Washington D.C. 20020*

**Agenda**

- I. Opening – Call to Order***
- II. Recap of last month's meeting***
- III. Sub Committee Designations***
- IV. Public Comments***
- V. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **June 7, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

**I. Opening - Call to order by Commission Chair**

**II. Roll Call**

**Attendees**

Tanisha Murden (Commission)

Corwin Knight (Commission)

James Berry (Commission)

Nicole Porter (Commission)

**III. Quorum NOT Established**

**IV. Meeting Adjourned**

**\*\*DRAFT\*\***

## **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday July 5, 2018**

**6:00 PM – 8:00 PM**

**Location: 2100 Martin Luther King Ave. S.E**

***(1st Floor Conference Room)***

***Washington D.C. 20020***

### **Agenda**

- I. Opening – Call to Order***
- II. Recap of last month's meeting***
- III. Department of Human Resources Representative- Presentation/Discussion on Fingerprinting and Suitability***
- IV. Commission Q&A with Councilmember White on the passage of Returning Citizens Opportunity to Succeed Act***
- V. Annual Report Update***
- VI. Adjournment 7:30PM/8:00PM***

**\*\*Commission meetings will be held monthly\*\***

# **Commission on Reentry and Returning Citizen Affairs**

## **July 5, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

**I. Opening - Call to order by Commission Co-Chair**

**II. Roll Call; 6:13PM**

**Attendees**

Tanisha Murden (Commission)  
Eric Weaver (Commission)  
Stenise Saunders (Commission)  
Delores Mason (Ex-Oficio Member)  
James Berry (Commission)  
Brian Ferguson (Director of MORCA)  
Robert White (Councilmember)  
Andre Easley (DC Agency)  
David Harris (DC Agency)  
Debra Rowe (MBI)  
Paula Thompson (Commission)  
Courtney Stewart (RAN)  
Clarence Johnson (Commission)

**III. Recap of last month's meeting**

- 1) Quorum not established in a lot of the meeting
- 2) The commissioners report that they are having issues making meetings because communication is not consistent among them.
- 3) Annual report not being completed (final draft being talked about today)

**IV. DC Department of Human Resources Representative-  
Presentation/Discussion on Fingerprinting and Suitability**

- 1) DCHR representative spoke about fingerprinting and suitability and how DCHR follows all the rules to help returning citizens get employment.

- 2) Commissioner Weaver discussed his experience with DCHR and how it was difficult to come up with all the documentation that was requested of him when his background finally came back. Additionally, spoke on the hostile environment that was created during that interview.
  - DCHR representative stated that it was a great point and he will go back and discuss with his team to ensure that this does not happen going forward.
- 3) Commission has questions about the process of fingerprinting and the process of deciding what is counted against an individual and what is not counted against someone.
- 4) Mr. Stewart is asking about the fingerprinting and why there is language that deems someone suitable for employment.

V. Commission Q&A with Councilmember White on the passage of Returning Citizens Opportunity to Succeed Act

- 1) Councilmember R. White spoke on the important issues for returning citizens.
- 2) There is no connection by some elected officials with the returning citizen population; a big part of this is because this population does not tend to vote in a high volume.
- 3) Councilmember R. White spoke how his transition committee helped him draft and get some priorities straight in his first year.
- 4) Councilmember R. White spoke on the two new case managers and the money for the strategic plan that he fought for in FY18 for MORCA.
- 5) Councilmember R. White spoke of the details of his Returning Citizens Opportunity to Succeed Act; and he mentioned the non-profit that is doing really good work. This non-profit is going to invest over a million dollars to returning citizens (entrepreneurship).
- 6) Ms. Mason has a list of returning citizens that are being released all the way to September. These individuals are coming in and their level of care. Ms. Mason is willing to share that information to better provide services to these returning citizens.
- 7) Director Ferguson wants to set up a meeting with the non-profit to discuss the allocation of the funds (October 1<sup>st</sup>).
- 8) Ms. Rowe asked if Councilmember R. White is working on expungement. And secondly, if he foresees a prison in the district for DC residents.
  - Councilmember R. White mentioned he would like to see hope village closed.
- 9) DCHR Representative suggested the possibility of closing the loop hole with private employers refusing employment to returning citizens based on the background check.

VI. Annual Report Update

- 1) FY18-FY19 closing the loop holes in the legislation.
- 2) The Portal should be included in the FY17 Annual Report.

- 3) Voting on the additions to FY17 recommendations (motion passed)
- 4) Moving on the employment committee to follow up with DCHR on the fingerprinting and suitability. (motion passed)
- 5) Mr.Stewart suggested that the district should back the money that the federal government is not providing currently to returning citizens.
  - Advocating for the money of local dollars. (motion passed)
- 6) Recommendations, the commission should be reading about the different articles and reports on the half way houses and then discuss. The commission ask that this be referred to a task force (motion passed).
- 7) Ad-Hoc Committee on community corrections.

**VII. Adjournment 7:30PM/8:00PM**

**\*\*DRAFT\*\***

## **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday August 2, 2018**

**6:00 PM – 8:00 PM**

*Location:* *2100 Martin Luther King Ave. S.E*

*(1st Floor Conference Room)*

*Washington D.C. 20020*

### **Agenda**

- I. Opening – Call to Order***
- II. Recap of last month's meeting***
- III. Discuss trip to King's Dominion***
- IV. Sub Committee Designations***
- V. Discuss Corwin's Meeting at DOC***
- VI. Discuss Event for September***
- VII. Finalize Annual Report***
- VIII. Public Comments***
- IX. Adjournment 7:30PM/8:00PM***

**\*\*Commission meetings will be held monthly\*\***

# **Commission on Reentry and Returning Citizen Affairs**

## **August 2, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

**I. Opening - Call to order by Commission Co-Chair**

**II. Roll Call**

**Attendees**

Tanisha Murden (Commission)

Corwin Knight (Commission)

Nicole Porter (Commission)

James Berry (Commission)

DeCarlo Washington (Commission)

Clarence Johnson (Commission)

**III. Quorum NOT Established**

**IV. Meeting Adjourned**

**\*\*DRAFT\*\***

## **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday September 13, 2018**

**6:00 PM – 8:00 PM**

**Location: 2100 Martin Luther King Ave. S.E**

***(1st Floor Conference Room)***

***Washington D.C. 20020***

### **Agenda**

- I. Opening – Call to Order***
- II. Recap of last month's meeting***
- III. Discuss the events for next fiscal year***
- IV. Discuss the Commissioners event***
- V. Public Comments***
- VI. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **September 13, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

**I. Opening - Call to order by Commissioner**

**II. Roll Call**

**Attendees**

Corwin Knight (Commission)

Stenise Sanders (Commission)

**III. Quorum NOT Established**

**IV. Old/New Business**

- No motions were voted on

**V. Meeting Concluded**

**\*\*DRAFT\*\***

## **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday October 4, 2018**

**6:00 PM – 8:00 PM**

**Location: 2100 Martin Luther King Ave. S.E**

***(1st Floor Conference Room)***

***Washington D.C. 20020***

### **Agenda**

- I. Opening – Call to Order***
- II. Recap of last month's meeting***
- III. K2 Campaign***
- IV. Stop the Violence – CURE***
- V. 2018-2019 Report***
- VI. Public Comments***
- VII. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **October 4, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

### **I. Opening - Call to order by Commissioner**

### **II. Roll Call**

#### **Attendees**

Corwin Knight (Commission)

Nicole Porter (Commission)

### **III. Quorum NOT Established**

### **IV. Old/New Business**

- No motions were voted on

### **V. Meeting Concluded**

**\*\*DRAFT\*\***

## **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday November 8, 2018**

**6:00 PM – 8:00 PM**

**Location: 2100 Martin Luther King Ave. S.E**

*(1st Floor Conference Room)*

*Washington D.C. 20020*

### **Agenda**

***I. Opening – Call to Order***

***II. New Vision***

- ***Active Commissioners***

***III. Discuss Budget for Commission***

***IV. Activities and Engagement***

- ***MORCA oversight participation***

***V. Collaboration and Partnership***

***VI. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **November 8, 2018 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

### **I. Opening - Call to order by Commission Chairman**

### **II. Roll Call**

#### **Attendees**

Corwin Knight (Chairman)  
Nicole Porter (Commission)  
Paula Thompson (Commission)  
Eric Weaver (Commission)  
James Berry (Commission)  
DeCarlo Washington (Commission)  
Clarence Johnson (Commission)  
Tanisha Murden (Commission)  
Dolores Mason (Ex-Oficio Member-DBH)  
Brian Ferguson (Ex-Oficio Member-MORCA)  
Malcolm Young (Public)  
Candace Udodi (Public)  
Larry Moon (Public)  
Pepito Garrido (Reentry Network)

### **III. New Vision**

- 1) Chairman to bring more partnerships to our sides, strengthen the ex-oficio members.
- 2) Chairman, wants the commission to work collectively towards one goal to move forward as a commission.
- 3) Chairman, Discussed the active commissioners and those individuals that have had to step down from their roles as commissioners- Marcus Bullock and Stenise Sanders. Possibly building an advisory committee of individuals that are NOT

- commissioners but want to be part of the vision.
- 4) Possibly set up a meet and greet for the commission.

#### **IV. Discuss Budget for Commission**

- 1) Chairman wants to discuss the possibility of a budget for the commission.

#### **V. Activities and Engagement**

- 1) Commissioner Weaver wants to be clear on the purpose of the event. He would have ideally wanted to it to be around one of the holidays.
- 2) Chairman, an empowerment forum for the community directly is where the individuals that need the assistance are at.
- 3) Commissioner Porter thinks a state of MORCA address event would be good at the beginning of the year. Commissioner Weaver, This is looking forward and this is us and provides an informational of when the commission meetings are held. And what the community wants to prioritize for the reentry community.
- 4) Ex-Oficio Member Mason wants to speak on the conditions on the housing situation and the need to have this be an important portion of our work.
- 5) Commissioner Thompson wants to see the policy be at the forefront. And this would address housing issues.
- 6) Porter, at the Jan event she would like to see the state of the "union", what are the immediate priorities of the community and hear directly from the individuals. And be committed on how to move forward with the suggestions.
- 7) When engaging the community we need to have a few suggestions to push forward (one big initiative, several moderate initiatives).

#### **VI. Collaboration and Partnership**

- 1) The partnerships with other agencies and public entities to ensure that the hiring practices are also assisting returning citizens not just district residents.

#### **VII. Next Steps**

- 1) Follow Up for a guided discussion on how to move the commission forward with possible facilitators (possible for the last week of November (morning preferred) - Tuesday-Thursday).
- 2) Thursday, November 15<sup>th</sup> conference call to discuss next steps for the Commission at 7pm.

#### **VIII. Adjournment**

**\*\*DRAFT\*\***

**Commission on Reentry and Returning  
Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday January 3, 2019**

**6:00 PM – 8:00 PM**

**Location: 2100 Martin Luther King Ave. S.E**

***(1st Floor Conference Room)***

***Washington D.C. 20020***

**Agenda**

- I. Opening – Call to Order***
- II. New Vision***
- III. Introducing New Commissioners***
- IV. Councilmember Robert White***
- V. Annual Report FY 2018***
- VI. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **January 3, 2019 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

### **I. Opening - Call to order by Commission Chairman**

### **II. Roll Call**

#### **Attendees**

Corwin Knight (Chairman)  
Nicole Porter (Commission)  
Eric Weaver (Commission)  
Tanisha Murden (Commission)  
James Berry (Commission)  
DeCarlo Washington (Commission)  
Paula Thompson (Commission)  
Clarence Johnson (Commission)  
Brian Ferguson (Ex-Oficio Member-MORCA)  
Councilmember Robert White  
Britney Floyd (Public Member)  
Dewayne Head (Public Member- Returning Citizen)  
Gloria Martinez (Public Member-MORCA)

### **III. New Vision**

- 1) Strategic Plan for the Commission
- 2) Setting the Agenda for spring, summer and fall; to have events lined up for the Commissioner
- 3) Invite current commissioners to the swearing in ceremony for new commissioners to have them interact

### **IV. Introducing New Commissioners**

- 1) Larry Moon to meet with MORCA staff to have an understanding of what the commission does and more importantly what the commission does.

**V. Councilmember Robert White**

- 1) Chair New Committee (facilities and procurement)
  - Excited to be chair and work more closely with the commission and help push more initiatives for Returning Citizens.
- 2) He is looking towards working as a partner and not an adversarial role.
- 3) Commissioner Porter posed a question about what the committee would like to see for the commission. Councilmember wants to know what the goals are for the commission.
- 4) Chairman Knight, he wants to have more access to DOC as part of the commission. He thinks this would allow for a support system for returning citizens. He knows that the commissioners do their own work in the community but it would be great to have a cohesive approach.
- 5) Co-Chair Murden, she wants to know about the role that the commissioners have and the exposure to be known as commissioner.
- 6) Commissioner Porter, wants to keep pushing legislative changes and solutions that can push the conversation forward. Her passion is voting rights and civic engagement. She thinks it would be great to leverage MORCA's role in the community.
- 7) Commissioner Weaver, his idea is to touch more individuals. The network of the commission is broad and has the ability to serve a wider network.
- 8) Commissioner Thompson, thinks that policy is essential but funding is also a big part of the discussion. She wants to partner with the councilmember so he can highlight the need for funding to his colleagues.
- 9) Councilmember White, thinks that the participation of the non-voting members is essential; and also the thorough vetting of new commissioners to ensure that they are committed.
- 10) Councilmember White thinks that we need to identify policy issues and solutions (within these two years) and the ones that need to be flushed out more need to be addressed with a community meeting.
- 11) Commissioner Berry, he is hopeful for the future and the role the committee will have on MORCA. He says that a budget is necessary for the commission so they can work towards reaching the most number of individuals.
- 12) Commissioner Porter, says that she lives in ward 4 and anytime there is a violence (shooting) that most people mention returning citizens (not explicitly). She thinks this population could be used as violence prevention/interrupters. Commissioner Berry believes that individuals that are not part of the conversation will be demonized.
- 13) Chairman Knight, suggests that we have different event in different wards to have people know the resources available to those that are left behind (the families of those individuals that are incarcerated).

- 14) Brittney thinks that we need to be more innovative and be held accountable when having conversations with returning citizens. Director Ferguson, thinks that the message of returning citizens should be spread throughout all 8 wards. We are NOT getting to all parts. And what he looks forward to is using the technology and integrated systems and everyone's collaborative support. He says we have an extensive network that if used properly and intentional way we can reach all 8 wards.
- 15) Commissioner Thompson, wants to know what we will do as a body. She wants clarity and she believes the window is here but is short and we need to capitalize that.
- 16) Commissioner Weaver, transparent, inclusive, supportive, consistent are things that are needed for this commission to be successful.
- 17) Brittney mentions that we need to have influencers that can mobilize people to come out and vote. We need to be innovative in that way-opportunity zone.
- 18) Chairman Knight thinks that we can all put together a list of things that the commissioners would want to see and work on and then go through that- as part of the strategic plan.
- 19) Commissioner Porter introduced motion to move the meeting from 6:00 PM to 6:30 PM and ending at the same time, 8:00 PM. All voted Yes. Motion passed.

#### **VI. Annual Report FY 2018**

- 1) Chairman Knight wants to include the challenges that were part of the commission- low attendance and no quorum established. He wants to highlight the positives as well- all the work that was done in DOC and the other community events.
- 2) Commissioner Weaver, wants to add the events that the commissioners had on their own accord but the other commissioners take part of it.

#### **VII. Adjournment**

**\*\*DRAFT\*\***

## **Commission on Reentry and Returning Citizen Affairs**

*Invites you to the monthly commission meeting*

**Thursday February 7, 2019**

**6:30 PM – 8:00 PM**

*Location: 2100 Martin Luther King Ave. S.E*

*(1st Floor Conference Room)*

*Washington D.C. 20020*

### **Agenda**

- I. Opening – Call to Order***
- II. Introduction of New Commissioners***
- III. FY18 Annual Report***
- IV. Highlight 3 initiatives the Commission wants to accomplish in FY19.***
- V. 5 initiatives ideas***
- VI. Adjournment 7:30PM/8:00PM***

***\*\*Commission meetings will be held monthly\*\****

# **Commission on Reentry and Returning Citizen Affairs**

## **February 7, 2019 Meeting Minutes Summary**

(2100 Martin Luther King Jr. Ave SE)

### **I. Opening - Call to order by Commissioner**

### **II. Roll Call**

#### **Attendees**

Corwin Knight (Chairman)  
Nicole Porter (Commission)  
Clarence Johnson (Commission)  
Tanisha Murden (Commission)  
James Berry (Commission)  
DeCarlo Washington (ex-officio member)  
Brian Ferguson (ex-officio member)  
Larry Moon (Commission-pending confirmation)  
John Matthews (Commission-pending confirmation)  
Shawn Hilgendorf (CM R. White representative)  
Dexter Williams (CM R. White representative)  
Gloria Martinez (MORCA representative)  
Lashaun Quander-Mosley (public member)  
Latasha Ward (public member)

### **III. Introduction of New Commissioners**

- 1) Larry Moon and John "Peterbug" Matthews

### **IV. FY18 Annual Report**

- 1) Chairman Knight mentioned that FY18 Annual Report was due on Jan 19<sup>th</sup> but it is still in the process of being revised. It will be finalized no later than March 1<sup>st</sup>.

### **V. Highlight 3 initiatives the Commission wants to accomplish in FY19**

- 1) Mr. John Matthews stressed the need to build on current partnerships and strengthen them. He believes that there are many

industrial opportunities, electrical work, sew and cook.

- 2) Commissioner Porter mentioned suggested putting policy into play. Expand voting rights to those that are incarcerated with a felony. She mentions Vermont and Maine are the only states to provide incarcerated individuals the ability to vote. A handful of states are introducing similar legislation.
- 3) Chairman Knight suggested possibly working through individuals being wards of the states (where they are incarcerated). Those individuals are being counted in the census of those states instead of DC. Commissioner Porter thinks that this could be tied to voting representation policy.
- 4) Chairman Knight wants to introduce how we can hold private companies more accountable to enforcing ban the box. Policy wise it's something that the commission should try and strengthen. Commissioner Porter asked if there are any reporting requirements as it pertains to ban the box. Director Ferguson stated that there is a report that is generated of the number of claims and the results of each claim. Director Ferguson explained the financial implications of ban the box. These implications result from employers either verbally and/or written asking about someone's background.
- 5) Commissioner Porter suggested that these are questions that should be posed to council during OHR's oversight hearings.
- 6) Commissioner Berry suggested that board of education, DC public schools, and Chancellor (if possible) to come to the next meeting and discuss vocational trainings at the schools and also identifying the children with incarcerated parents.
  - Director Ferguson suggested that DCPS and Charter schools need to ask the question initially to identify the children with incarcerated parents. This will allow the commission to identify the services that are available for these children.
  - Director Ferguson also suggested if there is a possibility to have parents that are incarcerated access or have access to the progress report of their child. This would allow for the parents to be available for the children and to keep fostering a sense of family even if the parent is far away.
- 7) Mr. Moon, suggested that the commission should target individuals that need family connections. Suggested Family day where individuals can be provided with resources to help with reunification and healing.
- 8) Commissioner Murden mentioned that work is being done in Ballou High School dealing with restorative justice. Healing circles and how this will allow for them to be better served.
- 9) Mr. Hilgendorf chimed in and mentioned that the oversight hearing for OHR will be February 28<sup>th</sup> at 2pm and that they were under the Committee of Government Operations.
- 10) Ex-officio member Washington, brought up the need to look deeper into first source law. WIP (workforce incentive program) would have returning citizens working and DGS would be one of the biggest employers if we could get them to hire returning citizens to work in

the construction site and other areas that would require manual labor since they handle all the building for district government.

- Commissioner Porter asks if there is a possibility to have set asides in the government for returning citizens to work in district government. Commissioner Murden wants the probationary period to be extended or secured to state that individuals HAVE to stay on the job for over a year. This would eliminate the notion that returning citizens are dismissed after 120 days to avoid any repercussion. Commissioner Berry stated that possibly there should be a retention requirement not just a hiring requirement.

- 11) Commissioner Porter wants to find individuals that can help move these agenda items further and invite them to the next meeting. In particular those ex-officio members whose agencies directly impact the changes that are being proposed.
- 12) Chairman Knight recaps the initiatives that the commission will focus on the remainder of the fiscal year- voting rights/absentee voting; ban the box; workforce incentive; children with incarcerated parents and lastly dcps (vocational training).
- 13) Several commissioners expressed interest in testifying at the different hearings that are scheduled.

#### **VI. Adjournment at 7:55pm**

# District of Columbia Commission on Re-entry

## Rules of Procedure

Adopted August 16, 2012  
pursuant to DC CODE §24-1303(b)(6)

## Organization

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### **Article 1 – Name and Purpose**

#### **Section 1 – Name**

The name of the Commission on Re-entry is the Commission on Re-Entry and Returning Citizen Affairs of Washington, DC (hereinafter “Commission”).

#### **Section 2 – Purpose**

The Commission is established by §24-1303 of the District of Columbia Code, and shall carry out the duties enumerated therein. The purpose of the Commission is to advise the Mayor, the Council of the District of Columbia, and the Director of the District of Columbia Office on Returning Citizen Affairs on the process, issues, and consequences of the reintegration of returning citizens into the general population.

### **Article 2 – Officers and Duties**

#### **Section 1 – Officers**

The Officers of the Commission shall be the Chairperson, the Co-chairperson, and the Secretary. The Mayor shall appoint the Chairperson (DC Code §24-1303(b)(4)). The other Co-chairperson and the Secretary shall be elected by a majority of the Commission to one year renewable terms.

## **Section 2 – Duties of Chairperson**

The Chairperson shall perform the following duties:

- a. Preside at public meetings of the Commission;
- b. Preside at all other meetings called by the Commission, or designate the Co-chairperson or any other Commissioner to preside;
- c. Serve as spokesperson for the Commission on all matters, or designate the Co-chairperson or another Commissioner to serve in that capacity;
- d. Recommend to the Mayor dismissal of any Commissioner who failed to attend three (3) consecutive public meetings, unless in the opinion of the Chairperson there is good cause for the failure to attend;
- e. Appoint subcommittees as determined by the Commission; and
- f. Perform other duties of the Commission as the Commission may delegate.

## **Section 3 – Duties of Co-chairperson**

The Co-chairperson shall act as Chairperson when the Chairperson is absent, or when requested by the Chairperson, and shall perform other duties assigned by the Chairperson or the Commission.

## **Section 4 – Duties of the Secretary**

The Secretary shall perform the following duties:

- a. Oversee the recording of the minutes of Commission meetings and submit the minutes to the Commission for approval;
- b. Call the roll at all public or special meetings of the Commission;
- c. Announce that a quorum is or is not present;
- d. Maintain a physical and electronic copy of the public record of the Commission (See Article 9).
- e. Perform such ministerial and other duties assigned by the Chairperson.

## **Article 3 – Non-voting Members**

### **Section 1 – The Director of the Office on Returning Citizen Affairs**

The Director of the Office on Returning Citizen Affairs (hereinafter “Director”), or his or her designee, is a non-voting member of the Commission. The Director, or his or her designee, shall:

- a. Arrange for space to be provided by the District of Columbia Government to hold public meetings of the Commission;

- b. Assist the Commission in issuing timely notices to the public of monthly public meetings;
- c. Attend the monthly public meetings of the Commission;
- d. Report at the monthly public meetings about the activities and issues relating to the Office on Returning Citizen Affairs; and
- e. Maintain a physical and electronic copy of the public record of the Commission (See Article 9).

## **Article 4 - Meetings**

### **Section 1 – Public meetings**

Public meetings of the Commission shall be held monthly (DC Code §24-1303(b)(7)). The meetings shall be held in space provided by the District of Columbia Government and shall be open to the public (DC Code §24-1303(b)(7)).

### **Section 2 – Notice of public meetings**

The notices and agendas of all public meetings shall be posted not less than 48 hours, or two (2) business days, whichever is greater, before the meeting. (DC Code §2-516(1)) Meeting notices and agendas shall be posted on the websites of the Office on Returning Citizen Affairs and/or the District of Columbia Government and be available at the public meeting site. (DC Code §2-516(2)) Agendas and notices shall be e-mailed to each Commissioner seven (7) calendar days prior to the public meeting.

### **Section 3 – Closed meetings; notice**

By affirmative vote of a majority of Commissioners (DC Code §2-575(c)(1)), the Commission may schedule or hold a closed executive session to discuss personnel or other matters of a private or confidential nature, as provided in DC Code §2-575(b). No action may be taken in executive session and no records shall be kept of the session other than a record of the vote to schedule or hold the session.

### **Section 4 – Cancellation of meetings**

The Chairperson may cancel a meeting if she or he determines or is informed that a quorum of the Commission will not be present. Notices of the cancellation shall be posted on the web site of the Office on Returning Citizen Affairs and at the meeting site. Notices of meeting cancellations shall be e-mailed to all members of the Commission and to all members of the public who have requested to receive notices and agendas of Commission meetings.

## **Article 5 – Conduct of Meetings**

### **Section 1 – Agenda**

The Chairperson shall:

- a. Determine the order of business at meetings;
- b. Prepare an agenda for each public meeting of the Commission; and
- c. Distribute the proposed agenda to the Commissioners no later than seven (7) calendar days prior to the date of the scheduled meeting.

The agenda for public meetings shall an item:

- a. During which Commission members may request items for the Commission to include at future meetings; and
- b. Permitting public comment.

### **Section 2 – Discussion**

When a member of the Commission desires to address the Commission, he or she shall seek recognition by addressing the Chairperson, and when recognized, shall proceed to speak. The Commissioner shall confine his or her comments or remarks to the question before the Commission.

### **Section 3 – Public comment**

The Commission shall hold meetings open to the public in full compliance with District of Columbia laws and regulations. The Commission encourages the participation of all interested persons. Members of the public may address the Commission on any matter within the subject matter jurisdiction of the Commission for up to three (3) minutes during public comment. The Chairperson may limit or extend the time permitted for public comment.

### **Section 4 – Electronic devices**

Cell phones shall be turned off during meetings of the Commission. The Chairperson may issue a warning to any member of the public whose cell phone disrupts the Commission meeting. In the event of repeated disruptions caused by cell phones, the Chairperson shall direct the offending member of the public to leave the meeting.

Text messaging or use of other personal electronic communication devices during meetings is prohibited.

### **Section 5 – Rules of order**

The Chairperson shall decide all questions of order at all meetings, subject to an appeal to the Commission.

Matters not covered in this Article or other District of Columbia laws or regulations may be governed by Robert's Rules of Order.

### **Article 6 – Quorum**

A quorum to transact business shall consist of a majority, plus one, of the voting members (DC Code §24-1303(b)(7)). A voting member is a member of the public who has been appointed by the Mayor, confirmed by the DC Council and then sworn-in by the Mayor or his or her designee.

If a quorum is not present, a meeting may commence for the consideration of matters not requiring a vote if six (6) Commissioners are present.

### **Article 7 – Votes**

Commissioners must be present to vote and participate. To be present, Commissioners must participate by any means of communication through which all Commissioners participating may simultaneously hear each other during the meeting. Voting or participation by proxy is not permitted.

No person may vote on Commission matters unless that person is a current member of the Commission.

A motion to reconsider a vote may be made at the same meeting at which the vote was taken or, if otherwise in order, at the next meeting, by any Commissioner who voted with the prevailing side of a question.

Commissioners that have a conflict of interest in the discussion and vote are permitted to abstain.

The Commission can vote on items by roll call, voice vote, or by show of hands. The minutes shall reflect how each Commissioner voted on each item.

### **Article 8 – Records of Meetings**

#### **Section 1 – Minutes**

Minutes shall be taken at every public meeting of the Commission.

Public meetings may be recorded only for purposes of preparing the minutes.

Copies of the minutes shall be distributed to each Commissioner at the next public meeting of the Commission.

The minutes shall be approved by majority vote of the Commission at the next public meeting.

## **Section 2 – Public review file**

The Office on Returning Citizen Affairs shall maintain the public record of Commission meetings for public review. The public record shall contain:

- a. Meeting notices;
- b. Meeting agendas;
- c. Meeting minutes; and
- d. Other materials attached to the agenda.

## **Section 3 – Records retention policy**

The Office on Returning Citizen Affairs shall retain Commission records in accordance with the records retention and destruction policies of the District of Columbia Government.

## **Article 9 – Attendance**

Commissioners are expected to:

- a. Attend monthly public meetings and other meetings as determined by the Commission; and
- b. Notify the Chairperson of their attendance after receiving a meeting notification and state a reason if he or she is not able to attend.

Commissioners who fail to attend three (3) consecutive public meetings may be recommended by the Chairperson for dismissal, unless in the opinion of the Chairperson there is good cause for the failure to attend.

Commissioners are permitted to attend public meetings by teleconference, as provided in Article 8, and provided sufficient resources are available to do so.

## **Article 10 – Amendment of By-laws**

The By-laws of the Commission may be amended by a vote of the majority of the Commissioners present and voting after presentation of the proposed amendments as an agenda item at a meeting of the Commission. The Commission shall give ten (10) days notice before considering any amendments to its by-laws.