

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

January 15, 2019

Donald Isaac, Sr.
Executive Director
Corrections Information Council
441 4th Street, NW, Suite 270N
Washington, DC 20001

Dear Director Isaac:

The Committee on the Judiciary and Public Safety will hold performance oversight hearings on agencies under its purview from February 6 through March 1. 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 25 in Word or Excel format, as applicable, and *minimize the use of attachments*. *The Committee additionally requests two 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. (N.A.)

- b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.
- **For FY 2019, the CIC was granted a new FTE position for a program analyst to conduct a review of the Youth Rehabilitation Act. The CIC hired Kareem McCraney to fill the new Program Analyst position on February 4, 2019.**
 - **Currently, the CIC has two vacant positions: the Communications Specialist position vacant January 1, 2019, and a Program Analyst position vacant on January 26, 2019.**
 - **The Mayor appointed Charlie Whittaker as her third nominee to the CIC Board on**

December 18, 2018, and the Council appointed Nkechi Taifa on November 13, 2018 pursuant to the Omnibus Criminal Justice Amendment Act of 2016.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity codes, with the employee's name, 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 the 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 vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle collisions involving the agency's vehicles in FY18 and FY19, to date; and
- b. A list of travel expenses, arranged by employee for FY18 and FY19, to date, including the justification for travel.

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).

5. For FY18 and FY19, to date, please list all intra-District transfers to or from the agency and the purpose for each transfer.

N.A.

6. For FY18 and FY19, 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

7. For FY18 and FY19, 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 FY18 and FY19 is in the attached Excel workbook. Administrative Assistant Sheila Walker is the agency PCard holder for all PCard purchases.

8. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY18 and FY19, 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 the Federal Bureau of Prisons (BOP) and CIC: Announced Inspections

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

9. Please summarize and provide the status of all existing capital projects and those in the financial plan, including a brief description, the amount budgeted by fiscal year, actual dollars spent, and any remaining balances (by type of funds). In addition, please provide:
 - a. An update on all capital projects concluded in FY17, FY18, and FY19, to date, including the amount budgeted, actual dollars spent, any remaining balances, and whether the project 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.

10. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY18 and FY19, to date. For each, include a description of the need, the amount of funding requested, and whether the request was approved or denied.

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)

11. Please list, in chronological order, each reprogramming in FY18 and FY19, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, program and activity codes, rationale, and reprogramming number.

None

12. Please list each grant or sub-grant received or distributed by your agency in FY18 and FY19, to date. List the date, amount, source, purpose of the grant or sub-grant received or distributed, and amount expended.

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

None in FY 2019.

13. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by the agency during FY18 and FY19, 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 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.

None in FY 2019.

14. 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

15. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, 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

16. Please list the administrative complaints or grievances that the agency received in FY18 and FY19, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY18 or FY19, to date, describe the resolution.

None

17. Please list and describe any complaints or allegations of sexual harassment or other forms of sexual misconduct received by the agency in FY18 and FY19, to date, whether or not those complaints or allegations were resolved.

None

18. Please list and describe any ongoing investigations, audits, or reports on or of the agency, or any investigations, studies, audits, or reports on the agency that were completed in FY18 and FY19, to date.

19. Please describe any spending pressures the agency experienced in FY18 and any anticipated spending pressures for the remainder of FY19. Include a description of the pressure and the estimated amount. If the spending pressure was in FY18, describe how it was resolved, and if the spending pressure is in FY19, describe any proposed solutions.

None

20. Please provide a copy of the agency's FY18 performance plan. Please explain which performance plan objectives were completed in FY18 and whether they were completed on time and within budget. If they were not, please provide an explanation.

FY 2018 Performance Plan is attached.

21. Please provide a copy of your agency's FY19 performance plan as submitted to the Office of the City Administrator.

FY 2019 Performance Plan is attached.

22. Please describe any regulations promulgated by the agency in FY18 or FY19, to date, and the status of each.

None

23. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or for which it contracted in FY18 and FY19, 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.

None in FY 2019.

24. Please separately list each employee whose salary was \$100,000 or more in FY18 and FY19, 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.

Donald Isaac is the only CIC employee in this category. No overtime or bonus pay received.

Position No.	Position Title	Grade	Fund Detail	Salary FY18	Salary Increase	Salary FY19	Fringe Benefits	Total Salary + Fringe FY 2018
10006732	Executive Director	09	0100	123,600.00	\$0	130,00.00	26,000.00	\$156,000.00

25. Please list in descending order the top 25 overtime earners in your agency in FY18 and FY19, 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.

None

26. For FY18 and FY19, 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

27. Please provide each collective bargaining agreement that is currently in effect, **and differs from that submitted last year**, 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

28. If there are any boards or commissions 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.

Name	Type of Appointment	Term	Ward
Charlie Whitaker	Mayoral Appointee/Public Member	6/7/2018 to 6/7/2020	Ward 7
Katharine Huffman	DC Chairman/Council Appointee	5/4/2018 to 5/4/2020	Ward 3
Charles Thornton – CIC Board Chair	Mayoral Appointee/Public Member	6/7/2018 to 6/7/2020	Ward 6
Calvin Woodland, Jr.	Mayoral Appointee/Public Member	12/16/2017 to 6/7/2019	Ward 8
Nkechi Taifa	DC Chairman/Council Appointee	11/13/2018 to 11/13/20	Ward 4

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

Inspection Reports
CIC Inspection Report of Atwater FY 2018 – February 19, 2019
CIC Inspection Report of McDowell - FY 2018 – November 30, 2018
CIC Inspection Report of DOC - FY 2016 - December 31, 2017
FCI Cumberland Inspection Report - September 14, 2017
CIC Inspection Correctional Treatment Facility – August 1, 2018
CIC Inspection Central Detention Facility (DC Jail) August 1, 2018
CIC Inspection Hope Village RRC – August 1, 2018
CIC Victorville Holding ICE Detainees – July 3, 2018
CIC Inspection Fairview Halfway House – April 25, 2018
Annual Reports
2018 CIC Annual Report – January 31, 2019
2017 CIC Annual Report - December 31, 2017
CIC Bulletins
CIC Bulletin – February , 2019
CIC Bulletin - January 9, 2018
CIC Bulletin - November 30, 2018
CIC Bulletin – October 31, 2017
CIC Bulletin - September 28, 2018
CIC Bulletin – August 31, 2018
CIC Bulletin – July 31, 2018

CIC Bulletin – June 29, 2018
CIC Bulletin – May 31, 2018
Issue Briefs/Info Sheets
Low Water Pressure at CTF November 13, 2018
CIC Visit to FCC Hazelton – October 23, 2018
Florence Update – September 18, 2018
CIC Hurricane Florence – September 12, 2018
2018 DC Prisoner and Reentry Symposium – September 4, 2018
Corrections Agencies' Responses to Opioid Abuse in Facilities
Thematic Reports
IRAA Inmates in DOC Custody – February 7, 2019

Agency Operations

30. Please describe any initiatives that the agency implemented in FY18 or FY19, 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.

Initiative	Funding Required	Documented Results
<u>CIC Holiday Card Initiative</u> – In FY18 and FY19, the CIC has sent around 4000 postcards each year to BOP prisons and contract prison where DC residents are incarcerated.	Budget: Postage covered by District. Staff time.	Develop support in the government and community of over 10 partners.
<u>Prisoner and Reentry Symposium</u> – On September 20-21, 2018, the CIC and PDS cohosted the second Prisoner and Reentry Symposium, where returning residents, service providers, government workers, and criminal justice leaders presented to nearly 200 attendees.	Staff Time	Educated community about CIC and reentry needs.
<u>CIC Program Analyst</u> – In FY18, the CIC hired Nicole Ukaegbu, J.D. to act as the CIC Program Analyst for a hybrid of duties related to internal operations and report productions both resulting from inspections and external communications.	Grade 11/Step 3	Helped to address the internal capacity needs of CIC with respect to uniformity of reports.

<u>Dedicated BOP Program Analyst</u> – In FY18, the CIC hired Chrisiant Bracken, Esquire to act as the CIC Program Analyst dedicated primarily to BOP facilities.	Grade 11/Step 3	Increased follow up with BOP. Review of data collection methods.
<u>CIC Executive Director</u> – In FY19, the mayor appointed Rev. Donald Isaac to act as the CIC Executive Director.	Grade 9/Step 1	To Increase community presence and management of CIC.
<u>CIC Program Analyst</u> – In FY19, the CIC hired Kareem McCraney to act as the CIC Program Analyst dedicated primarily to the BOP Youth Rehabilitation Amendment Act 2017.	Grade 11/Step 1	Expected to report on the legal requirements and practical application of the act a/k/a a BOP Youth Act Report.
<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 on CIC website.
<u>CIC Thematic Reports</u> - IRAA	Staff time	The CIC published a thematic report on the impact of the Incarceration Reduction Amendment Act (IRAA).

31. What are the agency’s top five priorities? Please explain how the agency expects to address these priorities in FY19. How did the agency address its top priorities listed for this question last year?

FY19:

- **Eliminate the backlog of inspection reports:** the CIC has produced reports from the backlog, and has established an agreement with the BOP to refocus efforts on current reports, as opposed to older reports with outdated information and former staff.
- **Publish the DOC Annual Report**
- **Publish the BOP Youth Report**
- **Establish a system for a more timely and efficient report production process:** from inspection to writing. This includes developing a method for selecting facilities that allows for more thematic and focused reports.
- **Revise inmate survey forms** in order to improve data collection, which informs the reporting process.

FY18 List Progress:

- **Increased Focus on DOC** –The CIC will continue to try to obtain more information from DOC, attempt to visit more persons at DOC facilities, and seeks to strengthen its relationship with DOC by attempting to establish an MOU.
- **Communications** – With our former full-time Communications Specialist, the CIC did increase the amount and frequency of information made available to the public through various web-based and social media platforms, such as the website, the bulletin, Twitter, Facebook, and email blasts.
- **Increasing CIC Expertise** – The CIC continues to be dedicated to increasing the expertise of its staff when conducting inspections, such as engaging a medical expert if it inspects a medical facility. The CIC will continue these efforts as future inspections are scheduled.

32. Please list each new program implemented by the agency during FY18 and FY19, to date. For each initiative, please provide:

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

Initiative	Funding Required	Documented Results
<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 on CIC website.
<u>CIC Thematic Reports-</u> IRAA	Staff time	The CIC published a thematic report on the impact of the Incarceration Reduction Amendment Act (IRAA).

33. 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 the 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 medial 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).**

34. Please list any 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.

35. Please explain the impact on your agency of any legislation passed at the federal level during FY18 and FY19, to date, which significantly affected agency operations.

None

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

- a. A detailed description of the information tracked within each system; and
 - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the 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.**
 - **For information that can be shared publicly, the CIC can and does make publicly available on the CIC website.**

37. Please provide a detailed description of any new technology acquired in FY18 and FY19, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.

- **MacAfee Antivirus software: required to implement VPN access. The cost was approximately \$50 for up to 10 devices with a \$99 yearly renewal.**

38. How does CIC track inquiries and complaints that it receives from family members of incarcerated inmates? How does CIC respond to such inquiries and complaints?

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 scans in hard copy letters, and they log responses to incoming correspondence.

39. How does CIC disseminate information regarding the Department of Corrections (“DOC”) to family members of DOC inmates (e.g., when a new program is implemented at DOC or there is a facility maintenance issue at DOC)?

The CIC communicates via newsletter Bulletins, CIC Radar emails, and phone calls if CIC is contacted directly by family members. Additionally, the public is always welcomed to attend the Open Meetings.

40. Please describe CIC’s relationship with DOC and any update on the proposed MOU between the two agencies. Does CIC intend to execute an MOU with DOC in FY19?

The CIC will again pursue an MOU with DOC. The CIC would like to include information to be provided from DOC to CIC to enable better monitoring, and the CIC seeks to meet more regularly with DOC executives in order to improve relations.

41. How often does CIC visit DOC? Does CIC plan to visit DOC in the remainder of FY19? In FY20?

The CIC frequently conducts visits to inmates. While the frequency varies, it is estimated that visits are conducted on a nearly weekly basis.

The CIC will also visit the DOC on February 25-26, 2018, in order to survey the inmates about their recreation.

42. Please list and describe each facility visit made in FY18 and FY19, to date. What facility visits are currently planned for the remainder of FY19?

Fiscal Year 2018	
USP Pollock – December 12-15, 2017	BOP high level security
USP Atwater – April 11-12, 2018	BOP high level security
Fairview RRC – May 3, 2018	Women’s halfway house in the District of Columbia
Correctional Treatment Facility (CTF) - September 20, 2018	Low to medium security jail under DOC operation
Central Detention Facility –September 26, 2018	DC Jail - contains high security inmates under DOC operation
USP Big Sandy - August 29-30, 2018	BOP high level security
USP Hazelton- October 2018	BOP high level security
USP Lee- October 16 -17, 2018	BOP high level security

Fiscal Year 2019:	
FCI McDowell – December 12-13, 2018	Medium security prison
Correctional Treatment Facility (CTF) - February 25, 2019	Low to medium security jail under DOC operation
Central Detention Facility - February 26, 2019	DC Jail - contains high security inmates under DOC operation

43. Please list any reports that CIC plans to release in the remainder of FY19.

- **DOC Annual Report**
- **BOP Youth Act Report**
- **FCI McDowell**
- **USP Big Sandy**
- **USP Lee**
- **USP Hazelton**
- **Completed backlogs: FCI McKean and USP Pollock.**

44. How does CIC follow-up with a facility on a published report? How did it do so in FY18 and FY19, to date?

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.

45. How does CIC ensure issues identified in its report on a facility are addressed by the facility?

The agency seeks to distribute information to stakeholders, such as the Mayor’s office and council, with the expectation that the necessary steps are taken in order to assure that BOP addresses suggested areas of improvement. The CIC does not possess enforcement power over the BOP; however, it maintains an open line of communication with BOP headquarters, and seeks to both continue and strengthen that relationship.

46. 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 occur during every open meeting. 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.

47. How does CIC select which facilities it will visit?

The CIC considers issues received from inmates and family members via phone calls and mail correspondence in order to inform the selection process. It also monitors news media outlets, and reviews its RAGIC database information in order to assess the severity and frequency of reported concerns.

48. Please discuss any community outreach planned for the remainder of FY19.

The CIC plans to make the open meetings more consistent so that the community is notified in a timely and consistent manner; thereby increasing attendance and allowing for more community interaction.

49. Please provide an update on any thematic reports CIC has been drafting or is planning.

In FY19, the CIC published a thematic report on the impact of the Incarceration Reduction Amendment Act (IRAA). Future thematic reports are currently being brainstormed. The CIC is considering areas related to medical care, senior care, and sentence computation.

50. 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, and fall).

Each summer, the CIC also has 1-2 legal interns from local law schools to assist with research, writing, and inspections. The CIC also recently acquired the services of a participant in the Georgetown Pivot Program on a part-time basis.

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

The Department of General Services (DGS) has identified a 2500 sq. ft. space in a commercial building at 1400 I St NW. Presently, the Office of Police Complaints is located there, and CIC's space has been added to this lease. DGS expects this move to be completed by May 2018.

52. Please provide an update on any applications for grant funding CIC has made in FY19, to date.

None currently.

- a. Has CIC applied for FY19 Byrne JAG funding through the Office of Victim Services and Justice Grants? If not, why not?

At the time, CIC did not qualify as a recipient for the funding because the funding specified criteria that included a third party, which did not apply to this agency. The following three points explain the restrictions:

- 1. Based on the program requirements, District government agencies, are encouraged to apply for “pass-through” formula funds only (See “Targeted Purpose Area & Population”@ <https://zoomgrants.com/gprop.asp?donorid=2121>). So, any grant money would only be used for CIC to pass through to other recipients.**
- 2. The two purposes of the grants address the following: (1) prevention of juvenile delinquency and diversion from the juvenile justice system, and (2) reentry care and services. CIC does not directly handle those services.**
- 3. District agencies can only request ” formula-based, pass through” allocations for Title II Juvenile Justice Delinquency Prevention Act compliance, Residential Substance Abuse Treatment, Prison Rape Elimination Act, and Paul Coverdell Grant Program funds. Paul Coverdell Grants address improvements regarding forensic science.**

53. What “pop-up think tank” events, if any, has CIC held in FY18 and FY19, to date? What such events does CIC plan to hold in FY20?

None currently.

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

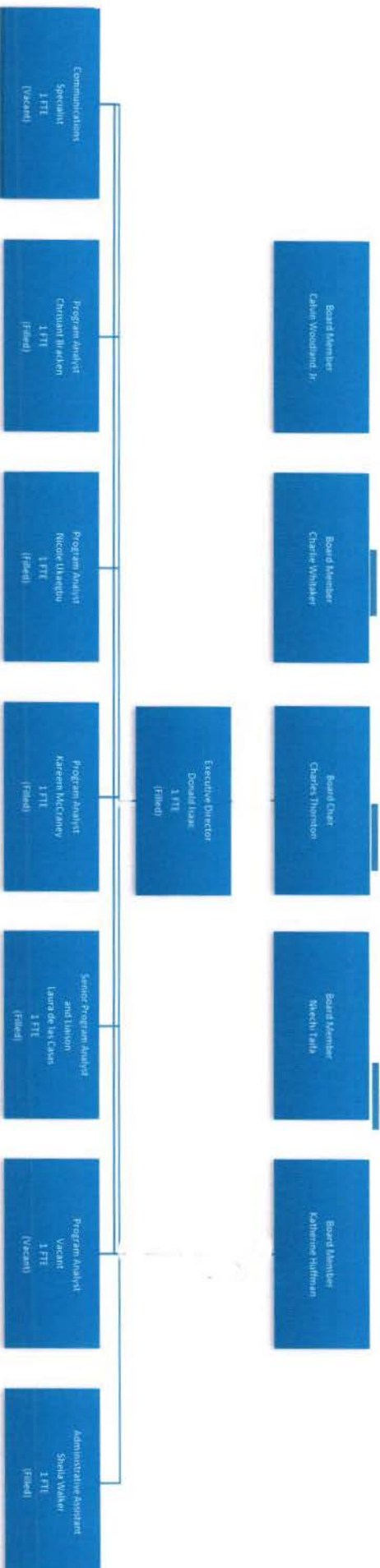
55. What progress has the agency made in complying with section 101 of the Youth Rehabilitation Amendment Act of 2018, effective December 13, 2018 (D.C. Law 22-197; D.C. Official Code § 24-101.01(f)(1)), to report on the conditions of confinement of and programming provided to District of Columbia youth offenders in the custody of the Bureau of Prisons? Has the agency hired the associated policy analyst?

As of February 4, 2019, the CIC has hired policy analyst Kareem McCraney, who has already begun research on the report.

56. What recommendations does the agency have to grow or enhance its mission or capacity?

CIC seeks to increase the amount of information received from DOC, and will again pursue an MOU with DOC. Also, the CIC is reassessing the requirements of the 2003 DC Jail Improvement Act and the BOP MOU in order to assess the feasibility of collaborations with like-minded public interest groups.

DC Corrections Information Council Organization Chart (Effective January, 2019)



CORRECTIONS INFORMATION COUNCIL (FIO)
SCHEDULE A

CORRECTIONS INFORMATION COUNCIL (FIO)
FY2019 SCHEDULE A

Vacancy Status	FTE
Filled	7.0
Vacant	1.0
Total	8.0

Agency Code	Fiscal Year	Program Code	Activity Code	Filled, Vacant or Frozen	Position Title	Employee Name	Hire Date	Grade	Step	Salary	Fringe (20.8%)	FTE	Reg/Temp/Term	Hiring Status	Filled by Law Y/N
FIO	19	1010	1000	F	Program Analyst	de las Casas,Laura	4/4/2016	11	5	67,407	14,020.66	1.0	Term	A	N
FIO	19	1010	1000	F	Clerical Assistant	Walker,Sheila A	11/7/2011	5	6	39,243	8,162.54	1.0	Reg	A	N
FIO	19	1010	1000	F	Program Analyst	Bracken,Chrisiant	9/4/2018	11	4	65,487	13,621.30	1.0	Reg	A	N
FIO	19	1010	1000	F	Program Analyst	Ukaegbu,Nicole J	5/16/2018	11	3	63,567	13,221.94	1.0	Reg	A	N
FIO	19	1010	1000	F	Executive Director	Isaac Sr.,Donald L	11/26/2018	9	0	130,874	27,221.83	1.0	Reg	A	Y
FIO	19	1010	1000	F	Program Analyst	Vacant		11	4	65,487	13,621.30	1.0	Term	A	N
FIO	19	1010	1000	F	Communications Specialist	Vacant		9	1	49,570	10,310.56	1.0	Term	A	N
FIO	19	1010	1000	V	Program Analyst	Kareem McCraney	2/4/2018	11	0	59,727	12,423.22	1.0	Reg	A	N
										541,362	112,603	8.0			

CORRECTIONS INFORMATION COUNCIL (FIO)
FY 2018 ADDITIONAL FUNDING REQUESTS

Agency Priority	Technical Adjustment Description	Amount	FTEs
1	NONE	\$ -	0.00
2		\$ -	0.00
3		\$ -	0.00
4		\$ -	0.00
5		\$ -	0.00
TOTAL TECHNICAL ADJUSTMENTS		\$ -	0.00

Agency Priority	Impact from Capital Description	Amount	FTEs
1	NONE	\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
TOTAL IMPACTS FROM CAPITAL		\$ -	0.00

Agency Priority	Program Enhancement Description	Amount	FTEs
1	Program Analyst	\$ 79,000	1.00
2	Office Space	\$ 150,000	
3	VPN and Telecommunications Services	\$ 13,500	
4		\$ -	
5		\$ -	
TOTAL PROGRAM ENHANCEMENTS		\$ 242,500	1.00

TOTAL FY 2018 ADDITIONAL FUNDING REQUESTS		\$ 242,500	1.00
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CORRECTIONS INFORMATION COUNCIL (FIO)
FY 2019 ADDITIONAL FUNDING REQUESTS

Agency Priority	Technical Adjustment Description	Amount	FTEs
1	NONE	\$ -	0.00
2		\$ -	0.00
3		\$ -	0.00
4		\$ -	0.00
5		\$ -	0.00
<i>TOTAL TECHNICAL ADJUSTMENTS</i>		\$ -	0.00

Agency Priority	Impact from Capital Description	Amount	FTEs
1	NONE	\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
<i>TOTAL IMPACTS FROM CAPITAL</i>		\$ -	0.00

Agency Priority	Program Enhancement Description	Amount	FTEs
1	NONE	\$ -	
2		\$ -	
3		\$ -	
4		\$ -	
5		\$ -	
<i>TOTAL PROGRAM ENHANCEMENTS</i>		\$ -	0.00

<i>TOTAL FY 2019 ADDITIONAL FUNDING REQUESTS</i>		\$ -	0.00
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CORRECTIONS INFORMATION COUNCIL (FIO)					
FY 2018 REPROGRAMMING LIST					
LOCAL - N/A				Starting Budget	\$748,313
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018	0100	5/1/2018	BJFIRP18	DECREASE NON-PERSONNEL TO RE-ALLOCATE WITHIN LOCAL NON-PERSONNEL SERVICES TO SUPPORT VARIOUS AGENCY PROGRAM NEEDS	(\$18,100)
2018	0100	5/1/2018	BJFIRP18	DECREASE NON-PERSONNEL TO RE-ALLOCATE WITHIN LOCAL NON-PERSONNEL SERVICES TO SUPPORT VARIOUS AGENCY PROGRAM NEEDS	\$18,100
				Final Budget	\$748,313

FEDERAL PAYMENT - N/A				Starting Budget	\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018					
				Final Budget	\$0

FEDERAL GRANT - N/A				Starting Budget	\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018					
				Final Budget	\$0

CORRECTIONS INFORMATION COUNCIL (FIO)					
FY 2019 REPROGRAMMING LIST					
LOCAL - N/A				Starting Budget	\$744,054
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2019					
				Final Budget	\$744,054

FEDERAL PAYMENT - N/A				Starting Budget	\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2019					
				Final Budget	\$0

FEDERAL GRANT - N/A				Starting Budget	\$0
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2019					
				Final Budget	\$0

CORRECTIONS INFORMATION COUNCIL (FIO)
FY 2018 LIST OF EMPLOYEE(S) SALARY OF \$100,000 OR MORE

Agency Code	Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe (18.2%)	Overtime Pay	Bonus Pay
FIO	18	1010	1000	Bonner,Michelle R.	00087609	Executive Director	\$123,600.00	\$22,495.20	\$0.00	\$0.00
AGENCY GRAND TOTAL							\$123,600.00	\$22,495.20	\$0.00	\$0.00

CORRECTIONS INFORMATION COUNCIL (FIO)
FY 2019 LIST OF EMPLOYEE(S) SALARY OF \$100,000 OR MORE

Agency Code	Fiscal Year	Program Number	Activity Number	Employee Name	Position Number	Position Title	Salary	Fringe (20.8%)	Overtime Pay	Bonus Pay
FIO	19	1010	1000	Isaac Sr.,Donald	00087609	Executive Director	\$130,874.17	\$27,221.83	\$0.00	\$0.00
AGENCY GRAND TOTAL							\$130,874.17	\$27,221.83	\$0.00	\$0.00

Corrections Information Council FY2018

Agency Corrections Information Council

Agency Code FI0

Fiscal Year 2018

Mission The District of Columbia Corrections Information Council (CIC) is an independent monitoring body mandated by the US Congress and the DC Council to inspect, monitor, and report on the conditions of confinement at facilities where DC residents are incarcerated.

2018 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

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
1 - Improve system transparency through inspections and monitoring. (1 Measure)									
Number of facilities housing DC residents that have been inspected during the fiscal year.	✓	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New 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	✓	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure
Average number of calendar days to produce a draft report from the date of completion of an inspection	✓	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New 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 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

2018 Workload Measures

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
1 - Inspect BOP and DOC facilities and monitor changes. (3 Measures)					

Number of facilities nationwide housing DC residents	✓	Not available	Not Available	New Measure	New Measure
Number of inspections with expert participation.	✓	Not available	Not Available	New Measure	New Measure
Number of facilities inspected	✓	Not available	Not Available	New Measure	New Measure
2 - Reporting on inspections and thematic issue areas (3 Measures)					
Number of inspection reports published	✓	Not available	Not Available	New Measure	New Measure
Number of thematic reports published	✓	Not available	Not Available	New Measure	New Measure
One Annual Report of CIC activities of prior fiscal year, per statute	✓	Not available	Not Available	New Measure	New Measure
3 - Attend events and hold events with experts to educate community about CIC and its mission. (3 Measures)					
Number of community meetings and events attended by CIC	<input type="checkbox"/>	Not available	Not Available	51	36
Number of CIC education presentations/events held	<input type="checkbox"/>	Not available	Not Available	3	4
Number of bulletins produced	✓	Not available	Not Available	New Measure	New Measure

Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Submit a story about a CIC report or activity to a major publication or media outlet.	Submit a story about a CIC report or activity to a major publication or media outlet.	09-30-2018
Introduce legislation with amendments to the DC Jail Improvement Act	Introduce legislation with amendments to the DC Jail Improvement Act	09-30-2018
Inspect at least two medical center facilities	Inspect at least two medical center facilities	09-30-2018
Catching up on backlog on prior year reports	Finish and publish prior years' inspection reports, FY16 & FY17 DOC reports, and FY16 & FY17 annual reports	09-30-2018

Corrections Information Council FY2019

Agency Corrections Information Council

Agency Code FIO

Fiscal Year 2019

Mission The District of Columbia Corrections Information Council (CIC) is an independent monitoring body mandated by the US Congress and the DC Council to inspect, monitor, and report on the conditions of confinement at facilities where DC residents are incarcerated.

2019 Strategic Objectives

Objective Number	Strategic Objective
1	Improve transparency of the corrections systems through inspections and monitoring.
2	Provide information and education on conditions of confinement, programs, and prison reentry to inform and empower inmates, the community, and policy decision-makers.
3	Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety.
4	Improve the transparency of CIC operations, including how the CIC selects facilities to inspect, and how the CIC stores and uses information from stakeholders.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
1 - Improve transparency of the corrections systems 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	6	8
3 - Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety. (2 Measures)					
Percent of inspections that have published reports	Up is Better	Not Available	Not Available	63.7%	75%
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	150	120

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Improve transparency of the corrections systems through inspections and monitoring. (2 Activities)			

Operations Header	Operations Title	Operations Description	Type of Operations
Inspections	Inspections and Reports	Inspect Bureau of Prisons and Department of Corrections facilities, monitor changes, and write and publish inspection reports.	Daily Service
Liaison Program Analyst	Liaison Program Analyst	Receive individual complaints and concerns, and share them with corrections agencies for notice and corrective action.	Daily Service
2 - Provide information and education on conditions of confinement, programs, and prison reentry to inform and empower inmates, the community, and policy decision-makers. (3 Activities)			
Community Outreach and Education	Community Outreach and Education	Attend events, host events, and communicate via the web, email, and social media in order to educate the community about issues related to confinement.	Daily Service
Data Reporting	Data Reporting	Develop independent content on the information received directly about the Bureau of Prisons and Department of Corrections, and regularly disseminate that information via agency newsletters, the dashboard, and other media platforms.	Key Project
Thematic Reports	Thematic Reports	Provide briefs and reports on systemic issues affecting inmates in Bureau of Prisons or Department of Corrections facilities.	Key Project
3 - Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety. (1 Activity)			
Relationship Building	Relationship Building	Communication with Bureau of Prisons and Department of Corrections officials on conditions of confinement and community concerns.	Daily Service
4 - Improve the transparency of CIC operations, including how the CIC selects facilities to inspect, and how the CIC stores and uses information from stakeholders. (1 Activity)			
Scheduling	Scheduling	Create inspection schedules based on the incoming information, and draft a list of facilities to inspect at the beginning of the fiscal year.	Daily Service

▼ 2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
1 - Inspections and Reports (3 Measures)			
Number of facilities nationwide housing DC residents	Not Available	Not Available	476
Number of inspections with expert participation	Not Available	Not Available	0
Number of facilities inspected	Not Available	Not Available	6
2 - Community Outreach and Education (3 Measures)			
Number of community meetings and events attended by CIC	51	36	40
Number of CIC education presentations/events held	3	4	3

Measure	FY 2016	FY 2017	FY 2018
Number of bulletins produced	Not Available	Not Available	12
3 - Relationship Building (3 Measures)			
Number of inspection reports published	Not Available	Not Available	6
Number of thematic reports published	Not Available	Not Available	5
One Annual Report of CIC activities of prior fiscal year, per statute	Not Available	Not Available	2

[2019 Strategic Initiatives](#)

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Community Outreach and Education (1 Strategic Initiative)		
Bureau of Prisons Newsletter	Create and disseminate an annual newsletter to District residents incarcerated in Bureau of Prisons facilities.	09-30-2019
Inspections and Reports (1 Strategic Initiative)		
Bureau of Prisons Youth Program Report	Produce a report on Bureau of Prisons programs per the Youth Rehabilitation Amendment Act of 2017	09-30-2019