

CIC | DC Corrections Information Council

January 27, 2020

The Honorable Charles Allen
Chair, Committee on the Judiciary
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W.
Washington, DC 20004

Dear Chairperson Allen:

As requested, please see the enclosed responses to the fiscal year 2020 performance oversight hearing questions for the DC Corrections Information Council (CIC). If you have any additional questions, please feel free to contact me at donald.isaac@dc.gov or (202) 727-8183.

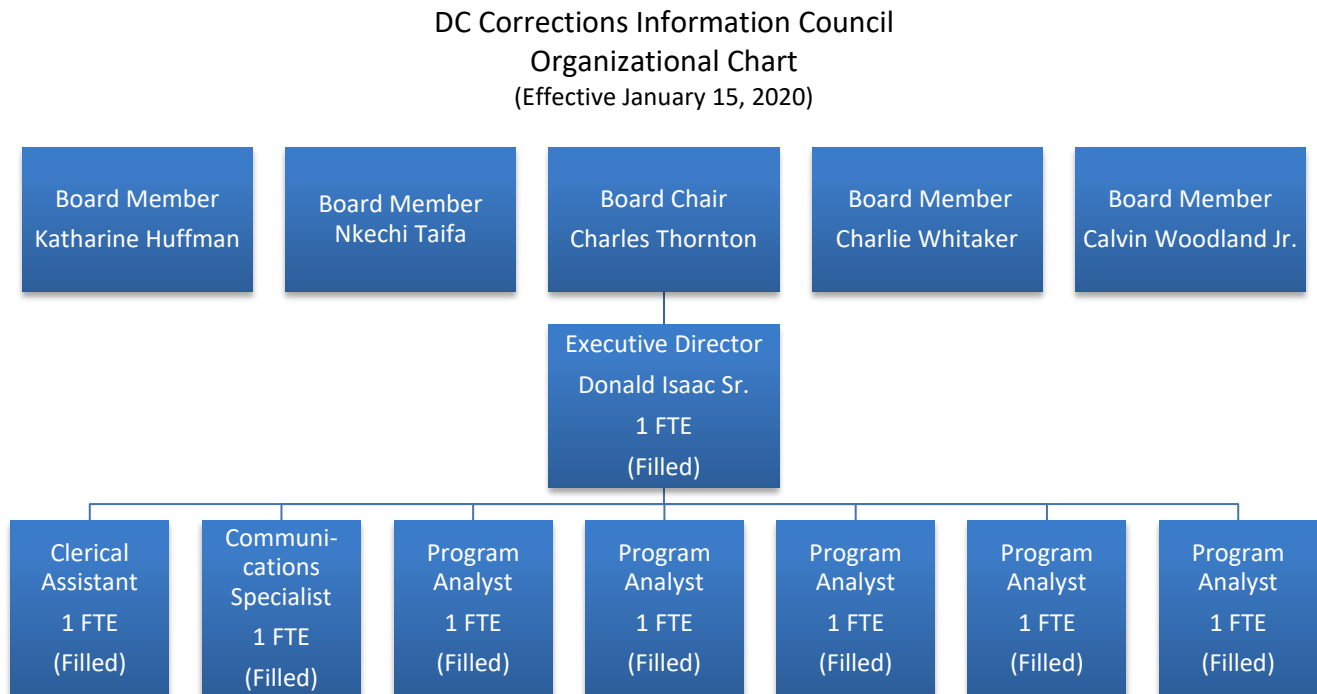
Sincerely,

Donald Isaac, Sr.
Executive Director

Enclosure

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.***



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

The Corrections Information Council (CIC) monitors and reports on the conditions of confinement at prisons, jails, and contract facilities operated by the Federal Bureau of Prisons (BOP) and the DC Department of Corrections (DOC).

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

During FY19, the CIC filled two vacant program analyst positions as well as the vacant communications specialist position. In addition, one program analyst left the agency and was replaced in late March 2019.

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

DC Corrections Information Council – F10 – Schedule A (as of January 7, 2020)

Program Code	Activity Code	Position Number	Position Title	Status	Length of service	Salary	Fringe	Type	Filled by Law
1010	1000	00085456	Clerical Assistant	Filled	11/7/2011	39,243	8,280	Reg	No
1010	1000	00094750	Communications Specialist	Filled	6/24/2019	54,325	11,463	Term	No
1010	1000	00087609	Executive Director	Filled	11/26/2018	130,874	27,614	Reg	Yes
1010	1000	00029006	Program Analyst	Filled	8/19/2019	69,327	14,628	Term	No
1010	1000	00087330	Program Analyst	Filled	9/4/2018	67,407	14,223	Reg	No
1010	1000	00087548	Program Analyst	Filled	5/16/2018	65,487	13,818	Reg	No
1010	1000	00094162	Program Analyst	Filled	6/24/2019	65,487	13,818	Term	No
1010	1000	00096865	Program Analyst	Filled	2/4/2019	59,727	12,602	Reg	No

3. *Please list all employees detailed to or from your agency during FY19 and FY20, to date. 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.*

Not applicable.

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 FY19 and FY20, to date.*

Not applicable.

- b. *A list of travel expenses, arranged by employee for FY19 and FY20, to date, including the justification for travel.*

DC Corrections Information Council – Travel Expenses

Name	Travel Expenses	Justification
Michelle Bonner	329.98	Conference
Chrisiant Bracken	4284.95	Inspections
Laura de las Casas	3070.81	Inspections
Sadie Clark	506.50	Inspection
Leila Gillings	454.50	Inspection
Kenyatta Hamlin	506.50	Inspection
Donald Isaac	3321.00	Conferences
Jalela Jallaq	454.50	Inspection
John Kowalko	1365.78	Inspections
Patricia Marks	528.72	Inspection
Kareem McCraney	950.00	Inspections
Nailah Seabron	528.72	Inspections
Nkechi Taifa	528.72	Inspection
Mabel Tejada	328.57	Inspection
Charles Thornton	5091.84	Conference/Inspections
Nicole Ukaegbu	1707.00	Inspections

5. *Please list all memoranda of understanding (“MOU”) entered into by the agency during FY19 and FY20, 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 CIC and BOP:

Bureau of Prisons’ Procedures to Facilitate District of Columbia Corrections Information Council (CIC) Announced Inspections

Executed July 22, 2013

Renewed July 21, 2016

Expired July 20, 2019

The MOU between the CIC and BOP expired in FY19 during negotiations to renew, and we have continued to operate under the same procedures. We are in the closing stages of renewing the MOU.

6. *Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY19 and FY20, to date.*

The CIC regularly attends community meetings and events, and we also maintain communication with several organizations to collect information relating to the conditions of confinement. We work frequently with the DOC and the BOP to address concerns and recommend changes to the conditions of correctional institutions operated by those agencies. We attend quarterly videoconferencing sessions hosted by the Court Services and Offender Supervision Agency (CSOSA) to speak with incarcerated individuals who are returning to

the District within 90 days. The CIC also has expanded its collaboration with the Mayor's Office on Returning Citizen Affairs (MORCA), and will begin regularly attending Community Resource Fairs hosted by the agency at various federal prisons.

7. *For FY19 and FY20, to date, please list all intra-District transfers to or from the agency, and include a narrative description of the purpose of each transfer.*

Not applicable.

8. *For FY19 and FY20, 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;*
 - f. Whether expenditures from the fund are regulated by statute or policy; and*
 - g. The current fund balance.*

Not applicable.

9. *For FY19 and FY20, to date, please list all purchase card spending by the agency, the employee making each expenditure, and the general purpose of each expenditure.*

See Attachment A.

10. *Please list all capital projects in the financial plan for the agency or under the agency's purview in FY19 and FY20, to date, and provide an update on each project, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:*
- a. An update on all capital projects begun, in progress, or concluded in FY18, FY19, and FY20, to date, including the amount budgeted, actual dollars spent, and any remaining balances;*
 - b. An update on all capital projects planned for the four-year financial plan;*
 - c. A description of whether the capital projects begun, in progress, or concluded in FY18, FY19, and FY20, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact; and*
 - d. A description and the fund balance for each existing allotment in each capital project under the agency's purview.*

Not applicable.

11. *Please provide a list of all budget enhancement requests (including capital improvement needs) for FY19 and FY20, to date. For each, include a description of the need and the amount of funding requested.*

The CIC did not make any budget enhancement requests in FY19. The requests made in FY20 for the FY21 budget are included in the table below.

DC Corrections Information Council – Budget Enhancement Requests

Amount	Description
\$120,691	Hire Program Analyst and Clerical Assistant to allow for increased data collection and analytics
\$14,532	Promote two existing positions to provide for structural growth
\$3,500	Ensure adequate supplies for daily operations and communication

12. *Please list, in chronological order, each reprogramming in FY19 and FY20, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, or within the agency. Include known, anticipated reprogrammings, as well as the revised, final budget for your agency after the reprogrammings. For each reprogramming, list the date, amount, rationale, and reprogramming number.*

In FY19, the CIC had three intra-agency reprogrammings and one inter-agency reprogramming, which reduced the final agency budget from \$744,054 to \$679,745. The CIC has no reprogrammings or anticipated reprogrammings for FY20.

DC Corrections Information Council – Budget Reprogrammings

Date Approved	SOAR DOC#	Amount	Rationale
5/16/19	BJFIORP9	(\$45,000)	Reallocate within NPS to support agency move and hire consultants to assist with reporting.
5/16/19	BJFIORP9	\$45,000	Reallocate within NPS to support agency move and hire consultants to assist with reporting.
8/9/19	BJFIORP1	(\$50,000)	Reallocate within NPS to support agency move and hire consultants to assist with reporting.
8/9/19	BJFIORP1	\$50,000	Reallocate within NPS to support agency move and hire consultants to assist with reporting.
9/30/19	BJFIRP99	(\$14,000)	Reallocate within NPS to procure IT Hardware/Software.
9/30/19	BJFIRP99	\$14,000	Reallocate within NPS to procure IT Hardware/Software.
11/6/19	BJFBDQ12	(\$64,309)	Reallocate funds within PSJC from PS (salaries and fringe).

13. *Please list each grant or sub-grant received by your agency in FY19 and FY20, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.*

Not applicable.

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

No employees are dependent on grant funding.

14. *Please list each grant or sub-grant granted by your agency in FY19 and FY20, to date. List the date, amount, source, and purpose of the grant or sub-grant granted.*

Not applicable.

15. *Please list each contract, procurement, and lease, entered into or extended and option years exercised by your agency during FY19 and FY20, to date. For each contract, procurement, or lease, please provide the following information, where applicable:*

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

Nauticon Office Solutions (LesseeDirect)

Toshiba Printer, 60 months lease

\$17,200 total

Initiated 6/3/19 and ends 6/2/24 for a 5-year term with 53 payments remaining

Not a competitive bid.

Nauticon Office Solutions

Funding source is 411

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

Not applicable.

17. *Please list all settlements entered into by the agency or by the District on behalf of the agency in FY19 or FY20, to date, and provide the parties' names, the date the settlement was entered into, the amount of the settlement, and if related to litigation, the case name, docket number, 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, excessive use of force, etc.).*

Not applicable.

18. *Did the agency use outside counsel in FY19 and FY20, to date? If so, for what matter(s) and in what amount(s)?*

Not applicable.

19. *Please list the administrative complaints or grievances that the agency received in FY19 and FY20, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY19 or FY20, to date, describe the resolution.*

Not applicable.

20. *Please describe the agency's procedures for investigating allegations of sexual harassment, sexual misconduct, or discrimination committed by or against agency employees. List and describe any allegations relating to the agency or its employees in FY19 and FY20, to date, and whether and how those allegations were resolved (e.g. a specific disciplinary action, such as re-training, employee transfer, suspension, or termination).*
- a. *Please also identify whether the agency became aware of any similar matters in FY19 or FY20, to date, through means other than an allegation, and if so, how the matter was resolved (e.g. sexual harassment was reported to the agency, but not by the victim).*

The agency's sexual harassment procedures are modeled after those established by the DC Department of Human Resources (DCHR), which requires an investigation of the claims by a supervisor or sexual harassment officer.

The agency received one anonymous complaint of sexual harassment. The complaint alleged actions that created a hostile work environment based on alleged observations of potentially severe conduct. The complaint was investigated through interviews with select staff, interviews with the accused, an observation period, a request for more information, and a follow-up period. The claims were not corroborated, and no formal adverse action was taken. There have been no similar matters.

21. *Please provide the Committee with a list of the total workers' compensation payments paid by the agency or on the agency's behalf in FY19 and FY20, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.*

Not applicable.

22. *Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY19 and FY20, to date.*

Not applicable.

23. ***Please describe any spending pressures the agency experienced in FY19 and any anticipated spending pressures for the remainder of FY20. Include a description of the pressure and the estimated amount. If the spending pressure was in FY19, describe how it was resolved, and if the spending pressure is in FY20, describe any proposed solutions.***

Not applicable.

24. ***Please provide a copy of the agency's FY19 performance plan. Please explain which performance plan objectives were completed in FY19, and whether they were completed on time and within budget. If they were not, please provide an explanation.***

See Attachment B for a copy of FY19 performance plan.

All of the performance plan objectives were completed on time and within budget. Within those objectives, one of our key performance indicators is to increase the speed of report production, which is being evaluated. There are numerous factors that affect production speed, such as the breadth of information researched, the document production process, any post-inspection communications with the institutions, the analysis and synthesis of content, the editing process, and staff capacity.

25. ***Please provide a copy of your agency's FY20 performance plan as submitted to the Office of the City Administrator.***

See Attachment C for a copy of FY20 performance plan.

26. ***Please describe any regulations promulgated by the agency in FY19 or FY20, to date, and the status of each.***

Not applicable.

27. ***Please provide the number of FOIA requests for FY19 and FY20, to date, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.***

In FY19, the CIC received one FOIA request. The request took about one hour to process and less than one hour to respond. It was handled by one FTE, and the cost to the agency was approximately \$32. The CIC received no FOIA requests in FY20.

28. ***Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY19 and FY20, 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.***

- FCC Hazelton Letter to BOP – Published October 22, 2018
- VOA Chesapeake RRC Inspection Report – Published October 25, 2018
- USP Florence ADMAX Inspection Report – Published October 31, 2018
- CIC Annual Report FY 2018 – Published January 31, 2019
- IRAA Inmates in DOC Custody Report – Published February 7, 2019
- USP Atwater Inspection Report – Published February 19, 2019
- Outdoor Recreation Letter to DOC – Published April 18, 2019
- DC Department of Corrections Annual Report FY 2018 – Published May 21, 2019
- FCI McKean Inspection Report – Published July 11, 2019
- USP Pollock Inspection Report – Published July 11, 2019
- Fairview RRC Inspection Report – Published July 22, 2019
- USP Lee Inspection Report – Published September 6, 2019
- YRA Annual Report FY 2019 – Published September 26, 2019
- FCI McDowell Inspection Report – Published October 17, 2019
- USP Big Sandy Inspection Report – Published October 21, 2019
- Rivers CI Inspection Report – Final review period
- SFF Hazelton Inspection Report – Final review period
- FCI Hazelton Inspection Report – In progress
- CIC Annual Report FY 2019 – In progress
- DC Department of Corrections Annual Report FY 2019 – In progress

29. ***Please list in descending order the top 25 overtime earners in your agency in FY19 and FY20, 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. Please describe the process the agency uses to determine which employees are granted overtime.***

Not applicable.

30. ***For FY19 and FY20, 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.***

Not applicable.

31. ***For FY19 and FY20, to date, please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.***

Not applicable.

32. *Please provide the name of each employee who was or is on administrative leave in FY19 and FY20, to date. In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status.*

In FY19, Laura de las Casas was placed on paid administrative leave from 2/19/19 to 2/24/19 while an investigation was conducted into allegations of misconduct. She resigned on 2/24/19. No employees have been on paid administrative leave in FY20.

33. *Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.*

Not applicable.

34. *If there are any boards, commissions, or task forces associated with your agency, please provide a chart listing the names, number of years served, agency affiliation, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board, commission, or task force meeting in FY19 or FY20, to date, if minutes were prepared. Please inform the Committee if the board, commission, or task force did not convene during any month.*

DC Corrections Information Council – Board Members

Name	Position	Appointment Type	Current Term	Years Served
Katharine Huffman	Member	Council	5/4/2018 to 5/4/2020	7.5 years
Nkechi Taifa	Member	Council	11/13/2018 to 11/13/2020	2 years
Charles Thornton	Chair	Mayoral	1/7/2020 to 6/7/2021	2.5 years
Charlie Whitaker	Member	Mayoral	6/7/2018 to 6/7/2020	2.5 years
Calvin Woodland Jr.	Member	Mayoral	1/7/2020 to 6/7/2021	2 years

DC Corrections Information Council – Board Meetings

Date	Attendance
October 12, 2018	Phylisa Carter, Katherine Huffman, Charles Thornton, Calvin Woodland Jr.
December 6, 2018	Katherine Huffman, Charles Thornton, Charlie Whitaker, Calvin Woodland Jr.
January 3, 2019	Nkechi Taifa, Charles Thornton, Charlie Whitaker, Calvin Woodland Jr.
February 21, 2019	Katherine Huffman, Nkechi Taifa, Charles Thornton
April 18, 2019	Katherine Huffman, Nkechi Taifa, Charles Thornton, Calvin Woodland Jr.
July 25, 2019	Katherine Huffman, Charles Thornton (no quorum)
October 22, 2019	Katherine Huffman, Nkechi Taifa, Charles Thornton, Charlie Whitaker, Calvin Woodland Jr.

The CIC has no current board vacancies. In FY19, the board did not meet in the months of November, December, March, May, June, August, or September. The June 25, 2019 meeting did not have a quorum to conduct business. In FY20 to date, the board did not meet in the

months of November, December, or January. Agendas and minutes for meetings are available in Attachment D, except for the minutes of the October 12, 2018 closed meeting.

- 35. 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.).**

DC Code § 24-101.01(f)(1) requires the CIC to publish an annual report on conditions of confinement of DC inmates in DC DOC custody, an annual report on the conditions of confinement and programming provided to DC youth offenders in BOP custody, and a report on each BOP facility inspection, with at least three inspections required each year per § 24-101.01(d)(3).

The annual report on DC youth offenders is a new requirement implemented by the Youth Rehabilitation Amendment Act of 2018. The report was published on September 26, 2019 for FY19. The annual report on the DC DOC for FY18 was published on May 21, 2019, and the FY19 report is in progress.

The BOP inspection reports are listed above in response to Question #28. Seven inspection reports were published in FY19, and two have been published in FY20 to date, with three more reports in the final stages. Additional information about upcoming inspections is available in response to Question #52.

- 36. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.**

Employee Trainings and Continuing Education Opportunities

Training/Education	Subject	Trainers	Participants
Language Access Training	Language Access Act	Priscilla Mendizabal	9
Cybersecurity training	IT security	OCTO	7
Spanish Classes	Spanish acquisition skills	Rosetta Stone	2
Excel Training	Program features		1
Drupal Training	Website editing	Nicholas Bittle	2
Writing for the Web	Website management	Jennifer Shapira	2
SHO Training	Sexual harassment prevention	Grace Reed	2
Telecommuting Basics	Telecommuting expectations	Online	1
Trauma Training: Enhancing the District's Response to Trauma	Trauma training organized by OVSJG	Dr. Christopher Wilson	1
Excel Training	MS 2016 Excel Part 1	DCHR	1
Women-Centric Criminal Justice	Issues affecting women in the criminal justice system	Judge Anita Josey-Herring	1
Master Class	Writing and presentation skills	DCHR	1
Coursea class	Justice, Mercy, and Mass Incarceration	Vanderbilt University	1
Quality Customer Care	Communication skills	DCHR	1
Communicating Non-defensively	Communication skills	DCHR	1

Effective Statements of Work	Communication skills	Kianya Royster	1
Contract Administrator	Management training	Deandre Dorn	1
Using/Managing the P-Card	Management training	DCHR	1
Employees, Banking, and Reporting	Management training	DCHR	1
Intro to DC Gov't Contracting	Management training	Jamal Wright	1
Planning an Effective Performance	Management training	DCHR	1
Bar Education	Legal continuing education	DC Bar	1
Executive Procurement Seminar	Procurement regulations	OCP	1
Using and Managing the DCP Card	Approving expenditures	OCP	1
MSS Time Approval	Timekeeping	DCHR	1
ACA Training	Prison operation management	American Correctional Association	1
ACA Training	Prison operation certification	American Correctional Association	1
BEGA Ethics	Ethics and open meeting compliance procedures	BEGA	7

37. Please describe any initiatives that the agency implemented in FY19 or FY20, 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.

The CIC began negotiating an MOU with the DOC to improve communications and working relations between our agencies. An effective working relationship is essential for the CIC to provide effective oversight of conditions at DOC institutions. The CIC also negotiated a renewal of the MOU with the BOP by working with the newly appointed BOP leadership. We have been operating under the same procedures outlines by the expired MOU, and expect to sign the renewal soon.

The CIC has begun to implement a corrective action period to improve communication with inspected facilities after an inspection and increase implementation of our recommendations. During the corrective action period, facilities will have an opportunity to implement recommendations and remedy concerns prior to the publication of our inspection reports. It also allows for the BOP to communicate expectations and limitations that address our findings to ensure recommendations are effective.

The CIC formalized a review period for CIC board members to remain informed about inspection findings and other issues. The review period also allows sufficient time for board members to comment on information prior to report publication.

The CIC submitted its first annual report on those in the BOP sentenced under the Youth Rehabilitation Act. The report provides information to policymakers, members of the community, and other stakeholders on the execution of the legislation and its impact on incarcerated youth from the District.

38. *What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY20. How did the agency address its top priorities listed for this question last year?*

- 1) Finalize negotiations to sign the MOU with the DOC. The CIC met with DOC leadership to discuss the parameters of the draft, edits to the draft, and concerns regarding the content. The final draft is currently in production, and the CIC expects to sign upon its completion by the DOC.
- 2) Sign the MOU renewal with the BOP. The CIC met with BOP leadership and has been in regular contact in order to renew the current MOU that expired in July 2019.
- 3) Restructure performance plan in order to streamline and simplify goals, which will help to quickly evaluate agency progress throughout the fiscal year. In preparation, the CIC interviewed potential facilitators who are familiar with the process. A facilitator was selected, and the agency will be scheduling a retreat within the approaching weeks in order to execute this task and simplify the performance plan for FY21.
- 4) Improve communications with institutions after onsite inspections. The CIC has begun to implement a corrective action period, including a follow-up discussion with executive staff at Rivers CI in FY19 and a follow-up visit to FCI Hazelton in FY20.
- 5) Increase the capacity of the agency. The CIC filled all remaining vacant positions in FY19 and has partnered with the Department of Employment Services (DOES) Project Empowerment program to hire an additional support staff member during FY20, with FTE funding requested for FY21.

39. *Please list each new program implemented by the agency during FY19 and FY20, 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.*

Not applicable. The CIC did not implement any new programs.

40. *How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY19 and FY20, to date.*

The CIC observes the impact of its work through discussions with executive leadership at the DOC and the BOP, and by regularly communicating with organizations involved in the criminal justice system. We receive community feedback at numerous events and through correspondence with incarcerated individuals and their families. The foundation of our work is effectively communicating the conditions of confinement. We seek to expand the impact of our work by encouraging policymakers to develop responsive policies and procedures that affect those incarcerated and their families.

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

- Developing a list of facilities to visit at the start of the fiscal year, and observing how that schedule helped to inform or alter operations and external communications
- Number of facilities housing DC residents that have been inspected during the fiscal year
- Number of inspection reports published
- Number of thematic reports published
- Number of community meetings and events attended by CIC
- Number of bulletins produced
- Meeting with non-profit agencies that focus on reentry services or criminal justice issues in order to develop a relationship where CIC can confidently suggest referrals when needed

42. Please identify whether, and if so, in what way, the agency engaged The Lab @ DC in FY19 or FY20, to date.

Not applicable.

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

- Council for Court Excellence (CCE) Justice and Jails Task Force Advisors
- American Correctional Association (ACA)
- DC Public Safety & Justice Cluster (PSJC)

44. Please explain the impact on your agency of any legislation passed at the federal level during FY19 and FY20, to date, which significantly affected agency operations.

Not applicable.

45. Please describe any steps the agency took in FY19 and FY20, to date, to improve the transparency of agency operations, including any website upgrades or major revisions.

The CIC has regularly distributed a newsletter in order to improve agency transparency. We have also increased our social media presence, including live-streaming some events that we have attended. We also plan to potentially live-stream portions of our open meetings.

Additionally, we are currently working with our Office of the Chief Technology Officer (OCTO) liaison to streamline our website and improve easy access to our reports and other publications easier for members of the public. We have also attended trainings to become informed on best practices for operating the website, which will make the interface more user-friendly.

46. ***Please identify all electronic databases maintained by your agency, including the following:***
- a. ***A detailed description of the information tracked within each system;***
 - b. ***The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and***
 - c. ***Whether the public can be granted access to all or part of each system.***

In addition to storing information on a shared network drive, the CIC uses two databases to track and analyze data.

- Ragic: Online database system to track and manage correspondence and other interactions with incarcerated individuals and members of the public. Has been used since 2016. Not accessible by the public due to personal nature of communications.
- SurveyMonkey: Online survey development system to design surveys and analyze survey response data. Has been used since 2016. Not accessible by the public due to personal nature of communications.

47. ***Please provide a detailed description of any new technology acquired in FY19 and FY20, to date, including the cost, where it is used, and what it does. Please explain if there have there been any issues with implementation.***

- Six Dell laptops, three Dell Optiplex desktop computers, and three Dell monitors purchased for \$13,999.70 through MVS Inc. Laptops were given to staff for travel and other out-of-office use. Desktop computers and monitors replaced existing older hardware. No issues with implementation.
- Two Dell monitors purchased for \$318.00 from Dell EMC. Monitors were used to upgrade existing monitors in use. No issues with implementation.
- Two TVs purchased for \$2,510. One is for use in the conference room and another for use in the Executive Director's office. No issues with implementation.

Agency Operations

48. ***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?***

The CIC tracks all correspondence and other interactions with an online database system. All inquiries and complaints by family members of incarcerated individuals are uploaded to the system, where they are tracked and analyzed, including all responses. The CIC responds to inquiries and complaints on a case-by-case basis depending on the specific information. Information concerning conditions of confinement is included in relevant published reports. The CIC also reaches out to individual facilities regarding certain inquiries or complaints, and we have regular communication with executive staff in the BOP Central Office and the DC DOC to address urgent or serious concerns.

49. ***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 disseminates information about the conditions at the DOC through social media postings, monthly bulletins, inspection reports, and other publications. We have significantly expanded our social media presence in the past fiscal year, which allows for more immediate dissemination of information. We also send out a monthly bulletin to our mailing list and occasionally send other updates through email as well. We also publish reports and informational briefs on the conditions at DOC facilities throughout the year.

50. ***Please describe CIC’s relationship with DOC and any update on the proposed MOU between the two agencies. Does CIC anticipate executing an MOU with DOC in FY20? Why or why not?***

The CIC is developing positive interactions with DOC leadership, and seeks to continuously build upon that relationship in order to increase information sharing between the entities. We will execute the MOU in FY20. We have conducted negotiations on the initial draft, and we are awaiting the final draft with the expectation to sign it.

51. ***How often does CIC visit DOC? Does CIC plan to visit DOC in the remainder of FY20? In FY21?***

The CIC visits the DOC several times a month to visit incarcerated individuals for one-on-one meetings. The CIC also visits the DOC at least once a year to conduct a comprehensive facility tour and inspection. Additional visits are made to monitor and report on particular initiatives, events, programs, or concerns. The CIC plans to visit the DOC for inspections in the remainder of FY20 as well as in FY21, in addition to other visits as relevant.

52. ***Please list and describe each facility visit made in FY19 and FY20, to date. What facility visits are currently planned for the remainder of FY20?***

DC Corrections Information Council – Facility Visits

Date	Facility	Description
10/3/18	USP Hazelton	Gather information on concerns about an inmate death and other violence
10/16/18 – 10/17/18	USP Lee	Facility tour and inspection
12/13/18 – 12/14/18	FCI McDowell	Facility tour and inspection
2/25/19 – 2/26/19	DC DOC	Gather information on concerns about outdoor recreation
7/9/19 – 7/10/19	Rivers CI	Facility tour and inspection
8/14/19 – 8/15/19	SFF Hazelton	Facility tour and inspection
8/14/19 – 8/15/19	FCI Hazelton	Gather information on available programming
8/14/19 – 8/15/19	USP Hazelton	Gather information on available programming
11/20/19 – 11/21/19	FCI Hazelton	Follow-up visit to gather information on concerns about inmate treatment

Visits to interview individual inmates at the DC Jail and Correctional Treatment Facility (CTF) are not included in the list above. In the remainder of FY20, the CIC plans to conduct a facility tour and inspection of at least three BOP facilities in addition to the DC DOC. The CIC has an inspection of Hope Village RRC scheduled for February 5-6, 2020. The CIC has had internal discussions to plan the additional BOP facility visits, but has not submitted requests for them to the BOP. The CIC is willing to discuss these with the Committee but requests that this information not be made public until the inspection requests are submitted to avoid potential negative impacts on monitoring effectiveness.

53. *How does CIC follow-up with a facility on a published report? How did it do so in FY19 and FY20, to date?*

The CIC is working to implement a more comprehensive corrective action period after facility inspections and during the development of the written report. Part of this effort will include follow-up visits and continual communication with facility and executive staff regarding concerns and recommendations. Prior to publication of reports, the CIC also sends a copy of its reports to the inspected agency for review of factual information and an opportunity to respond to the report's findings and recommendations.

In FY19, the CIC conducted a follow-up teleconference with executive staff at Rivers CI prior to publication of the report. The CIC also conducted a follow-up onsite visit to FCI Hazelton in November 2019 to interview inmates and speak with executive staff about concerns regarding inmate treatment at the facility that were heard during the August 2019 visit.

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

The CIC does not have enforcement authority over the BOP or DOC. Compliance is encouraged by concrete recommendations and ongoing dialogue with the correctional agencies. In addition to making its published reports available to the public on its website, the CIC also distributes its reports to the Council and other government officials with the authority to act on its recommendations and findings.

54. *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 reports to the Council, the Mayor, the DC congressional delegation, and affected correctional agencies. The CIC also makes its published reports available to the public on its website. The CIC uses social media and mailing lists to distribute information and gather feedback and input, and is developing efforts to increase the visibility and reception of publications. The CIC reports provide information on various aspects of the facility conditions and daily lives of individuals from DC who are incarcerated throughout the country, enabling valuable transparency in the correctional systems. In addition to a general lack of transparency in correctional systems, many BOP facilities are located far from DC and are not accessible to local policymakers or members of the public. The CIC is one of the only professionally-staffed correctional oversight agencies in the country, and is the only agency with regular monitoring and access to BOP and DOC facilities.

55. *Please list any reports that CIC plans to release in the remainder of FY20.*

- Rivers CI
- SFF Hazelton
- FCI Hazelton
- Hope Village RRC
- DC DOC Annual Report FY 2019
- CIC Annual Report FY 2019

Additional reports will be determined after subsequent inspections are scheduled.

56. *How does CIC select which facilities it will visit?*

The CIC selects facilities based on several factors, including number and severity of complaints and other concerns regarding a particular facility, the size of the DC population at a particular facility, the length of time since the last visit by the CIC, and the thematic and systemic issues under consideration by the CIC relevant to particular facilities.

57. *Please discuss any community outreach planned for the remainder of FY20.*

The CIC attends the quarterly Community Resource Day videoconferences hosted by CSOSA, and we will be accompanying MORCA on some of its monthly resource fairs at BOP facilities starting in February 2020. The CIC regularly attends various local community events and meetings, and plans to participate in at least three of the Community Markets hosted by Martha's Table with a table to provide information about the CIC. The CIC also plans to establish a working relationship with Phoenix Ministries, which is part of New Bethel Church in Northwest DC, in order to help them execute their program for children to maintain contact with their incarcerated parents.

58. *Please provide an update on any applications for grant funding CIC has made in FY20, to date.*

Not applicable.

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

The CIC has had a positive and functional relationship with the BOP since the reconstitution of the CIC in 2012, in which the CIC was able to successfully execute an MOU to allow access into BOP facilities for the first time. The BOP has been prompt and responsive to CIC inquiries and will accommodate requests for information within the MOU. We also maintain continual contact with the BOP Central Office regarding conditions and concerns at BOP facilities and contract facilities, and we meet several times a year with executive staff in the District.

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

Pursuant to the MOU, site visits are requested with 30-days notice, unless otherwise agreed to by both parties. The BOP has been willing to accommodate the CIC on shorter notice, including the August 2019 visits to FCI and USP Hazelton, which were requested 14 days before the visit.

60. *Please provide an update on the agency's compliance 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.*

The CIC published its FY19 annual report on DC youth offenders on September 26, 2019. A hardcopy of the report has been provided to the Committee, and the report is also available on the CIC website at <https://cic.dc.gov/node/1437316>.

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

The CIC seeks membership on the Criminal Justice Coordinating Council (CJCC), which has its membership established legislatively. The CIC also seeks to strengthen its enabling legislation to provide access to documents as part of an investigation or inspection in addition to institutional access for both announced and unannounced inspections.

ATTACHMENT A

PURCHASE CARD ACTIVITY
FY19 AND FY20 TO DATE

JP MORGAN PURCHASE CARD ACTIVITY FY 2019

ALL PURCHASES MADE BY SHEILA WALKER

<u>DATE</u>	<u>TRANSACTION DESCRIPTION</u>	<u>AMOUNT</u>
For the month of October 2018		
Oct 3	USPS Movers guide	1.00
Oct 4	Paypal Laura de la Casas	15.12
Oct 4	Paypal Laura de la Casas	14.40
Oct 5	Document Managers	22.00
Oct 11	Dispute Credit	15.12CR
Oct 11	Dispute Credit	14.40CR
Oct 12	Readyrefresh	11.93
Oct 12	Staples Direct	604.17
Oct 13	Michelle Bonner Paypal	30.77
Oct 13	Michelle Bonner Paypal	39.28
	Total Purchasing Activity	1,376.67
Oct 4	Enterprise	418.27
Oct 10	Orbit	521.58
Oct 10	Delta	967.60
Oct 10	Delta	967.60
Oct 10	Delta	967.60
Oct 10	Phoenix Park Hotel	174.5CR

Oct 17	Comfort Inns	197.40
Oct 17	Comfort Inns	197.40
Oct 17	Comfort Inns	197.40
	Total Travel Activity	4,260.35

For the month of November 2018

Nov 3	Staples Direct	97.86
Nov 5	Staples Direct	28.58
Nov 7	Readyrefresh	44.24
Nov 9	McAfee	47.69
Nov 29	Vistaprint	336.37
	Total Purchasing Activity	554.74

Nov 11	Orbitz	328.00
Nov 20	American Airlines	316.40
Nov 20	American Airlines	316.40
Nov 20	American Airlines	316.40
Nov 20	American Airlines	316.40
	Total Travel Activity	1,593.60

For the month of December 2018

Dec 6	ECOPrint	269.00
Dec 7	Readyrefresh	56.05
Dec 6	Fedex Office	145.01
Dec 7	Staples Direct	541.58

Dec 11	Staples Direct	25.80
Dec 12	Ecoprint	120.00
Dec 13	Paypal Mabel Tejada	6.39
Dec 12	Document Managers	1,125.00
Dec 14	Paypal Lauea de La Casas	157.28
Dec 17	Senoda	449.00
	Total Purchasing Activity	2,895.11

Dec 6	Hampton Inn	109.32
Dec 6	Hampton Inn	109.32
Dec 6	Enterprise	495.79
Dec 6	Metro Cards Autoload	50.00
Dec 14	Courtyard Marriott	212.44
Dec 14	Courtyard Marriott	212.44
Dec 14	Courtyard Marriott	212.44
Dec 14	Courtyard Marriott	212.44
	Total Travel Activity	1,614.19

For the month of January 2019

Jan 4	Staples Direct	106.41
Jan 6	Readyrefresh	84.63
Jan 8	Staples Direct	36.40
Jan 17	Dell	318.00
Jan 24	Staples Direct	68.88
Jan 24	Survey Monkey	360.00

Total Purchasing Activity	974.32
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For the month of February

Feb 27	Document Managers	195.00
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Total Purchasing Activity	195.00
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March 2019

Feb 27	Document Managers	195.00
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Mar 1	Staples Direct	41.74
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Mar 1	Staples Direct	58.54
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Mar 6	Ragic	1,346.41
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Mar 7	Readyrefresh	58.90
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Total Purchasing Activity	1,505.59
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For the month of April 2019

Apr 8	Canva	119.40
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Apr 21	Staples Direct	116.20
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Apr 20	Paypal	10.63
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Apr 21	American Jail	406.00
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Total Purchasing Activity	750.98
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Apr 10	Hotwire	146.61
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Apr 10	Hotwire	78.82
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Apr 10	Metro Autoload	20.00
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Apr 10	Metro Autoload	20.00
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Apr 10	Metro Autoload	20.00
Apr 12	Hampton Inn	200.30
Apr 13	Hampton Inn	300.45
Apr 13	Hampton Inn	300.45
Apr 13	Hampton Inn	300.45
Apr 21	Sheraton Sacramento	871.67
	Total Travel Activity	2,258.75

For the month of May 2019

Apr 30	4MVM.NET Boca Raton, FL	4.22
May 02	DC Bar	396.00
May 04	NLADA	60.00
May 04	Skillpath	199.00
May 07	Paypal	325.00
May 07	JWickslaw	235.00
May 07	NLADA	200.00
May 07	USPS POST OFFICE	4.10
May 23	Document Managers	190.00
May 29	Document Managers	100.00
	Total Purchasing Activity	2,248.02

May 16	Sheraton City Center, Phila, PA	624.90
May 22	Metro Autoload	100.00
May 22	Metro Autoload	100.00
May 23	Metro Auoload	100.00

May 29	Metro Autoload	100.00
	Total Travel Activity	1,024.90

For the month of June 2019

Jun 06	DC Bar	396.00
Jun 07	Staples Direct	35.84
Jun 07	Staples Direct	137.44
Jun 13	USPS Post Office	150.00
Jun 14	Staples Direct	679.87
Jun 18	Paypal	120.00
Jun 20	Paypal	2,500.00
	Total Purchasing Activity	4,019.15

Jun 02	Sheraton	416.60
Jun 02	Sheraton	416.60
Jun 08	Enterprise	229.35
Jun 06	Sheraton	100.00
Jun 12	Hotels	297.86
	Total Travel Activity	1,460.41

For the month of July 2019

Jul 30	Skillpath	89.10
	Total Purchasing Activity	89.10

Jul 23	Jet Blue	116.40
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Jul 27	Enterprise	69.73
Jul 30	Metro Autoload	100.00
	Total Travel Activity	286.13

For the month of August 2019

Aug 3	Vistaprint	426.64
Aug 5	Document Managers	390.00
Aug 5	Staples Direct	184.32
Aug 6	Masterclass	180.00
Aug 6	Vistaprint	48.98
Aug 6	Vistaprint	20.67
Aug 6	Comcast	276.30
Aug 8	Paypal	2,562.51
Aug 13	Ultimate Globes	98.15
Aug 14	Staples Direct	185.12
Aug 16	Paypal	2562.51
Aug 19	Vistaprint	488.65
Aug 19	Course	49.00
Aug 21	Staples Direct	33.59
	Total Purchasing Activity	7,524.38

Aug 8	Sheraton Hotel	247.15
Aug 5	Sheraton Hotel	247.15
Aug 12	American Airlines	73.30CR
Aug 14	Microtel Inn	179.18

Aug 14	Microtel Inn	179.18
Aug 14	Microtel Inn	179.18
Aug 14	Microtel Inn	179.18
Aug 14	Microtel Inn	179.18
Aug 14	Microtel Inn	179.18
Aug 14	Microtel Inn	179.18
Aug 15	Microtel Inn	179.18
Aug 15	Microtel Inn	179.18
Aug 15	Microtel Inn	179.18
Aug 16	Enterprise	284.38
Aug 16	Enterprise	290.99
Aug 20	dispute Credit	247.15Cr
Aug 20	dispute credit	247.15Cr
	Total Travel Activity	2,114.69

For the month of September 2019

Sep 3	Paypal	247.26
Sep 5	Staples Direct	110.88
Sep 5	Staples Direct	40.97
Sep 6	Staples Direct	32.99
Sep 6	Staples Direct	991.91
Sep 9	Readyrefresh	102.90
Sep 10	Keurig	17.94
Sep 11	Staples Direct	197.67
Sep 11	Survey Monkey	820.85

Sep 12	Staples Direct	280.57
Sep 13	Comcast	276.30
Sep 13	Staples Direct	17.96
Sep 13	Staples Direct	14.51
Sep 14	Staples Direct	24.37
Sep 18	Staples Direct	92.35
Sep 19	Practicing Law	212.00
Sep 19	Course	49.00
Sep 25	MVS Inc	13,999.70
	Total Purchasing Activity	17,530.13

Sep 9	Metro Center	312.00
Aug 20	Dispute Rebill	247.15
Aug 23	Dispute rebill	247.15
	Total Travel Activity	806.30

25-Nov	Enteprise Rent A Car	34.69CR	40	Travel Expense
	Total Travel Activity	1,432.41		

For the month of December

5-Dec	Vistaprint	170.65	20	Office Supplies
5-Dec	Leesee Direct	825.38	40	Monthly Fee
12-Dec	Paypal	18.26	40	Travel Expense
19-Dec	Comcast Business	276.3	40	Monthly Fee

Total Purchasing Activity 1,290.59

12-Dec	Southwest Airlines	469	40	Travel Expense
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Total Travel Activity 469

ATTACHMENT B

PERFORMANCE PLAN FY19

Corrections Information Council FY2019

Agency Corrections Information Council **Agency Acronym** CIC **Agency Code** F10

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

Agency Performance POCs Donald Isaac; Nicole (CIC) Ukaegbu **Agency Budget POCs** Donald Isaac **Fiscal Year** 2019

FY2019 Agency Top Accomplishments

Add Add Accomplishment

Accomplishment

Accomplishments	Accomplishment	Impact on Agency	Impact on Residents
	In fiscal year 2019, the CIC was able to eliminate the backlog of reports from inspections completed during prior fiscal years.	This will allow the CIC to dedicate more efforts to improving the speed of the report writing process.	This will allow the CIC to dedicate more efforts to improving future communication with the residents since the past reports have been settled.

Agency's Operating Budget

[Lookup Your Agency's Operating Budget](#)

2019 Objectives

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.

Add Strategic Objective Add Strategic Objective

2019 Key Performance Indicators

Key Performance Indicators	Measure	New Measure/Benchmark Year	Directionality	FY 2017 Actual Report	FY 2018 Actual Report	FY 2019 Target Report	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019 Report	Was 2019 KPI Met?	Are Explanations of Barriers to Meeting KPIs Complete
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	<input type="checkbox"/>	Up is Better	Not Available	6	8	Annual Measure	Annual Measure	Annual Measure	Annual Measure	9	Met	
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	<input type="checkbox"/>	Up is Better	Not Available	63.7%	75%	66.7%	150%	No data available	133.3%	125%	Met	
	Average number of calendar days to produce a draft report from the date of completion of an inspection	<input type="checkbox"/>	Down is Better	Not Available	150	120	Annual Measure	Annual Measure	Annual Measure	Annual Measure	165	Unmet	

2019 Operations

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

Operations Header	Operations Title	Operations Description	Type of Operations
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

Workload Measures - Operations

Measure	New Measure/ Benchmark Year	Numerator Title	Units	FY 2016 Actual Report	FY 2017 Actual Report	FY 2018 Actual Report	FY 2019 Q1	FY 2019 Q2	FY 2019 Q3	FY 2019 Q4	FY 2019
1 - Inspections and Reports (3 Measures)											
Number of facilities nationwide housing DC residents	<input type="checkbox"/>	Number of facilities nationwide hosting DC Residents	Facilities	Needs Update	Not Available	476	No applicable incidents	No applicable incidents	122	122	244
Number of inspections with expert participation	<input type="checkbox"/>	Number inspections with expert participation	Inspections	Needs Update	Not Available	0	0	0	0	0	0
Number of facilities inspected	<input type="checkbox"/>	Number of facilities inspected onsite	Facilities	Needs Update	Not Available	6	3	2	0	4	9
2 - Community Outreach and Education (3 Measures)											
Number of community meetings and events attended by CIC	<input type="checkbox"/>	Number of community events attended	Number of community events attended	51	36	40	Annual Measure	Annual Measure	Annual Measure	Annual Measure	14
Number of CIC education presentations/events held	<input type="checkbox"/>	Number of CIC education events held	Number of CIC education events held	3	4	3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
Number of bulletins produced	<input type="checkbox"/>	Number of bulletins produced	Number of bulletins produced	Needs Update	Not Available	12	3	2	2	3	10
3 - Relationship Building (3 Measures)											
Number of inspection reports published	<input type="checkbox"/>	Number of reports published	Reports	Needs Update	Not Available	6	2	2	1	4	9
Number of thematic reports published	<input type="checkbox"/>	Number of thematic reports published	Reports	Needs Update	Not Available	5	0	1	0	1	2
One Annual Report of CIC activities of prior fiscal year, per statute	<input type="checkbox"/>	One Annual Report of CIC activities of prior fiscal year, per statute	Reports	Needs Update	Not Available	2	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1

2019 Initiatives

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update for PAR
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)			

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update for PAR
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	

2019 Initiative Updates

Initiative Updates	Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	FY20 Reporting Quarter
Bureau of Prisons Newsletter (1 Initiative Update)								
	Bureau of Prisons Newsletter	This initiative was not completed due to significant changes in leadership and staffing. The current regime is assessing the usefulness of this initiative, as compared to a more regular form of communication (such as a quarterly compilation of data containing information received by incarcerated persons in an attempt to present their concerns).	0-24%		None	The CIC is assessing the methodology of a more regular report, because it will make the incarcerated population confident that their concerns are being heard by policy-makers and officials, as opposed to sitting in a database. Also, it will allow them to tell the CIC what is significant to them, as opposed to the CIC dictating what it feels is significant for them to know. The CIC is currently balancing the factors required to effectively communicate with the incarcerated population and will be trying a new method in FY20.		Q4
Bureau of Prisons Youth Program Report (1 Initiative Update)								
	Bureau of Prisons Youth Program Report	The first annual report on the Youth Rehabilitation Amendment Act is complete.	Complete		Demonstrable	The introductory report was able to present a conundrum regarding the implementation of the legislation, and to open dialogue with persons interested in the impending Mayor's recommendations, which are required by the statute. The CIC is hopeful that such dialogue will facilitate solutions regarding the institution of developmentally appropriate programs and services for YRA offenders, as required by the statute.	YRA report_PUBLISHED.pdf	Q4

Internal: Unfinished 2018 Initiatives

This year, the OCA is requesting updates on any unfinished initiatives from FY18. Updates will not be published, but will be used to report progress to the City Administrator and the Mayor as needed.

Strategic Initiatives	Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update - Rolled Over Initiatives
Community Outreach and Education (1 Strategic Initiative)							
	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.	25-49%	The CIC did not submit an op-ed or article to a major publication or media outlet this year. However, the CIC on several occasions engaged reporters from Washington Post, Marshall Project, and WAMU regarding issues affecting incarcerated DC residents.	The CIC did not submit an op-ed or article to a major publication or media outlet this year. However, the CIC on several occasions engaged reporters from Washington Post, Marshall Project, and WAMU regarding issues affecting incarcerated DC residents.	09-30-2019	
Inspections (1 Strategic Initiative)							
	Inspect at least two medical center facilities	Inspect at least two medical center facilities	0-24%	Inspection priorities of the CIC changed, with the CIC visiting facilities with more incarcerated DC residents and places from where the CIC received more complaints. In FY18Q2, board member also recommended that we save medical facilities to focus on a "theme" for inspections for a fiscal year.	Inspection priorities of the CIC changed, with the CIC visiting facilities with more incarcerated DC residents and places from where the CIC received more complaints. In FY18Q2, board member also recommended that we save medical facilities to focus on a "theme" for inspections for a fiscal year.	09-30-2019	
Legislation (1 Strategic Initiative)							
	Introduce legislation with amendments to the DC Jail Improvement Act	Introduce legislation with amendments to the DC Jail Improvement Act	0-24%	The CIC Board decided that the best route at this time was to pursue the possibility of entering into an MOU with the DC Department of Corrections. This did not happen by the end of FY18. The Board will revisit this in FY19.	The CIC Board decided that the best route at this time was to pursue the possibility of entering into an MOU with the DC Department of Corrections. This did not happen by the end of FY18. The Board will revisit this in FY19.	09-30-2019	
Reporting (1 Strategic Initiative)							

Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update - Rolled Over Initiatives
Catching up on backlog on prior year reports	Finish and publish prior years' inspection reports, FY16 & FY17 DOC reports, and FY16 & FY17 annual reports	50-74%	The CIC is caught up on annual reports and on schedule with DC Department of Corrections annual reports. Instead of publishing 2015 inspection information, the CIC is visiting four complexes from 2015 and one from 2016 to collect updated information and will publish updated information in FY2019.	Staffing changes and delay in getting responses to draft reports submitted to BOP have both delayed CIC's ability to complete backlog. However, CIC has only one from 2016 for which it has collected updated information, instead of publishing old inspection information only. The CIC is collecting updated information from four complexes visited in 2015 to publish updated information as well.	09-30-2019	

Int: Unfinished 2018 Initiative Updates

Strategic Initiative Title	Anticipated completion date	New initiative created for FY19	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact	Supporting Data	FY19 Reporting Quarter
Catching up on backlog on prior year reports	09-30-2019	<input type="checkbox"/>	<input type="checkbox"/>	The CIC has completed the backlog. In an effort to preserve the authenticity of information disseminated by the CIC, the BOP and CIC concluded that any unpublished reports prior to 2015 have been negated.	Complete	High	Incremental	All future information published by the CIC will now have more current data due to the elimination of the backlog, which relied on years old, outdated data collected during the prior administrative regimes.		Q4
Introduce legislation with amendments to the DC Jail Improvement Act	09-30-2019	<input type="checkbox"/>	<input type="checkbox"/>	The CIC is currently in the process of negotiations with the DOC in order to implement an MOU.	50-74%	Low	Incremental	Implementing an MOU with the DOC will improve relations with the local body responsible for custody of the population monitored by the CIC.		Q4
Inspect at least two medical center facilities	09-30-2019	<input type="checkbox"/>	<input type="checkbox"/>	The CIC had a significant transformation in leadership and staffing, so it will continue to pursue this initiative in 2019.	0-24%	Low	None	Visiting at least two medical facilities will inform the CIC's process regarding data collection in order to help with our FY20 initiatives to create more thematic reports. These will contain information relative to specific topics, such as mental health or disability accommodations.		Q4
Submit a story about a CIC report or activity to a major publication or media outlet.	09-30-2019	<input type="checkbox"/>	<input type="checkbox"/>	The CIC will continue its communication with the press, and has recently hired a Communications Specialist in order to complete this duty. However, in FY18, the CIC was quoted in a Washington Post article dated November 2, 2018 based on information contained in the CIC's October 22, 2018 public letter to the BOP Acting Director at FCC Hazelton.	50-74%	Medium	Demonstrable	Information was communicated to the public regarding conditions of confinement at the BOP facility responsible for the safety of a prominent inmate who was killed in its custody, and it used the CIC's written letter as a credible, quotable source.	WP article_Whitey at USP Hazelton.pdf	Q4

2019 Capital Projects

Capital projects - performance plans links

Project Number	Project Title	Owner Agency Acronym	Implementing Agency Acronym	Milestone Description	Fiscal Year Allotment
No capital projects - performance plans links found					

[Operating Budget](#)

Administrative Information

Record ID# 661

Performance Plan ID 661 **Blank Initiative Updates** [Blank Initiative Updates](#)

Created on Dec. 26, 2017 at 4:23 PM (EST). Last updated by [Katz, Lia \(EOM\)](#) on June 18, 2018 at 1:51 PM (EDT). Owned by [Katz, Lia \(EOM\)](#).

ATTACHMENT C

PERFORMANCE PLAN FY20

Corrections Information Council FY2020

Agency Corrections Information Council Agency Acronym CIC Agency Code FIO

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

Agency Performance POCs Donald Isaac; Nicole (CIC) Ukaegbu Agency Budget POCs Donald Isaac Fiscal Year 2020

Agency's Operating Budget

[Lookup Your Agency's Operating Budget](#)

2020 Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Improve transparency of the corrections systems through inspections and monitoring.	1	2
2	Provide information and education on conditions of confinement, programs, and prison reentry to inform and empower inmates, the community, and policy decision-makers.	0	3
3	Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety.	1	1
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.	0	1
TOT		2	7

Add Strategic Objective

2020 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY2019 Actual	FY 2020 Target	FY 2020 Quarter 1
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	<input type="checkbox"/>	Up is Better	New in 2018	6	8	9	8	Annual Measure
3 - Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety. (1 Measure)								
Average number of calendar days to produce a draft report from the date of completion of an inspection	<input type="checkbox"/>	Down is Better	New in 2018	150	120	165	120	Annual Measure

2020 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Improve transparency of the corrections systems through inspections and monitoring. (2 Activities)			
Liaison Program Analyst	Liaison Program Analyst	Receive individual complaints and concerns, and share them with corrections agencies for notice and corrective action.	Daily Service
Inspections	Inspections and Reports	Inspect Bureau of Prisons and Department of Corrections facilities, monitor changes, and write and publish inspection reports.	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
Thematic Reports	Thematic Reports	Provide briefs and reports on systemic issues affecting inmates in Bureau of Prisons or Department of Corrections facilities.	Key Project
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
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

2020 Workload Measures

Measure	New Measure/ Benchmark Year	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY 2020 Quarter 1
1 - Inspections and Reports (3 Measures)						
Number of facilities nationwide housing DC residents	<input type="checkbox"/>	New in 2018	New in 2018	476	122	122
Number of facilities inspected	<input type="checkbox"/>	New in 2018	New in 2018	6	9	1
Number of inspections with expert participation	<input type="checkbox"/>	New in 2018	New in 2018	0	0	0
2 - Community Outreach and Education (3 Measures)						
Number of community meetings and events attended by CIC	<input type="checkbox"/>	51	36	40	14	Annual Measure
Number of CIC education presentations/events held	<input type="checkbox"/>	3	4	3	0	Annual Measure
Number of bulletins produced	<input type="checkbox"/>	New in 2018	New in 2018	12	10	2
3 - Relationship Building (3 Measures)						
Number of inspection reports published	<input type="checkbox"/>	New in 2018	New in 2018	6	9	2
Number of thematic reports published	<input type="checkbox"/>	New in 2018	New in 2018	5	2	0
One Annual Report of CIC activities of prior fiscal year, per statute	<input type="checkbox"/>	New in 2018	New in 2018	2	1	Annual Measure

2020 Initiatives

Strategic Initiatives	Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Is this Initiative focused on Wards 7 and/or 8?	Does this initiative support the Resilient DC Strategy?	Activity - Objective - Agency - Cluster	Add Initiative Update
Community Outreach and Education (1 Strategic Initiative)							
Event Visibility	In FY20, CIC will visit at least 3 events in the community, and distribute flyers, cards, or other information in order to promote visibility of the CIC.		09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Public Safety and Justice	
Data Reporting (1 Strategic Initiative)							
Press or Interviews	In FY20, CIC will speak at two (2) or more community events or press interviews in order to bring awareness to the data related to a select issue.		09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Public Safety and Justice	
Inspections and Reports (2 Strategic initiatives)							
corrective action period	In FY20, CIC will assure that a corrective action period is established prior to writing the formal reports in order to strengthen communication with institutional administrators.		09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Public Safety and Justice	
Board Review	In FY20, CIC will assure that the CIC Board of Directors receives sufficient review time prior to sending final drafts of reports to DOC or BOP officials if their names are on the report.		09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Public Safety and Justice	
Liaison Program Analyst (1 Strategic Initiative)							
Liaison Replacement	In FY20, CIC will replace (remove) the liaison program analyst position, and collect data from in-person and telephonic communications, which will be regularly documented in Ragic.		09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Public Safety and Justice	
Relationship Building (2 Strategic initiatives)							
corrective action period	In FY20, CIC will assure that a corrective action period is established prior to writing the formal reports in order to strengthen communication with institutional administrators.		09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Public Safety and Justice	

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Is this Initiative focused on Wards 7 and/or 8?	Does this initiative support the Resilient DC Strategy?	Activity - Objective - Agency - Cluster	Add Initiative Update
Non-profit collaborations	In FY20, CIC will meet with at least three (3) non-profit agencies that focus on reentry services or criminal justice issues in order to develop a relationship where CIC can confidently suggest referrals when needed	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Public Safety and Justice	
Scheduling (1 Strategic Initiative)						
Advance Scheduling	In FY20, CIC will meet to comprise a list of facilities to visit at the start of the fiscal year, and observe how that schedule helped to inform or alter operations and external communications.	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Public Safety and Justice	
Thematic Reports (1 Strategic Initiative)						
Two Thematics	In FY20, CIC will construct at least 2 thematic reports for issues related to mental health, reentry, and/or incarcerated women's issues.	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Public Safety and Justice	

FY2020 Initiative Updates

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	FY20 Reporting Quarter
Advance Scheduling (1 Initiative Update)					
Advance Scheduling	A schedule was developed.	Complete	High	Transformative	Q1
Board Review (1 Initiative Update)					
Board Review	This step has been implemented.	0-24%	High	Transformative	Q1
corrective action period (2 Initiative Updates)					
corrective action period	The corrective action period has been implemented.	75-99%	High	Transformative	Q1
corrective action period	Implemented	75-99%	High	Transformative	Q1
Event Visibility (1 Initiative Update)					
Event Visibility	The CIC has already exceeded this goal, and will continue to promote agency visibility. In Q1 alone, the CIC has visited 7 events in order to carry out this initiative.	Complete	High	Incremental	Q1
Liaison Replacement (1 Initiative Update)					
Liaison Replacement	The duties of the position have been reassigned to analysts.	Complete	High	Demonstrable	Q1
Non-profit collaborations (1 Initiative Update)					
Non-profit collaborations	We have meet with at least 6 organizations.	Complete	High	Incremental	Q1
Press or Interviews (1 Initiative Update)					
Press or Interviews	CIC spoke at a Street Law Class at a local high school to inform them on CIC's mission and daily activities.	25-49%	High	Incremental	Q1
Two Thematics (1 Initiative Update)					
Two Thematics	We are still developing the themes.	0-24%	High	None	Q1

Internal: Unfinished 2019 Initiatives

Strategic Initiatives	Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update - Rolled Over Initiatives

Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update - Rolled Over Initiatives
No strategic initiatives found						

Updates for Unfinished FY19 Initiatives

Strategic Initiative Title	Anticipated completion date	New initiative created for FY19	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact	Supporting Data	FY20 Reporting Quarter
No initiative updates found										

Administrative Information

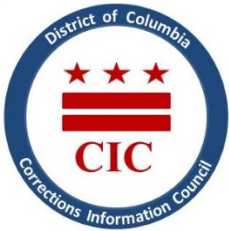
Record ID# 673

Performance Plan ID 673 **Blank Initiative Updates** [Blank Initiative Updates](#)

Created on Oct. 30, 2018 at 11:14 AM (EDT). Last updated by [Katz, Lia \(EOM\)](#) on Jan. 28, 2019 at 11:48 AM (EST). Owned by [Katz, Lia \(EOM\)](#).

ATTACHMENT D

MEETING AGENDAS AND MINUTES
FY19 AND FY20 TO DATE



CIC | DC Corrections Information Council

CORRECTIONS INFORMATION COUNCIL CLOSED MEETING

Friday, October 12, 2018, 6:00 pm
CIC, 441 4th St NW, Suite 270N
Washington, DC 20001

AGENDA

- I. Call to Order
- II. Roll Call
- III. Closed Meeting, pursuant to DC Code § 2-575(b)(10) to discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials.
- IV. 30-day transition plan
- V. Hazelton safety report
- VI. FY19 Budget MARC and spend plan
- VII. Staffing plan
- VIII. Hot items
- IX. Adjournment



CIC | DC Corrections Information Council

CORRECTIONS INFORMATION COUNCIL OPEN MEETING

**Thursday, December 6, 2018, 6:00 pm to 7:30 pm
One Judiciary Square, Room 1114
441 4 St NW, Washington, DC 20001**

- I. Call to Order
- II. Roll Call
- III. Welcome new CIC Board Members
- IV. Board By-Laws
- V. Schedule Next CIC Open Meeting and Set Open Meeting Schedule
- VI. Introduction of Executive Director
- VII. Agency Liaison Report
- VIII. Recent Reports and Backlog
- IX. Recent and Scheduled Inspections
- X. Other
- XI. Vote to Close Remainder of Meeting, pursuant to DC Code § 2-575(b)(10) to discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials.
- XII. Closed Session of Meeting (if approved by the Board)
- XIII. Adjournment

CLOSED MEETING

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

Meeting Minutes

December 6, 2019

CIC Open Meeting - December 6, 2018 6pm

Present were Board Chair Charles Thornton, Board Members Charlie Whitaker, Katharine Huffman, Nkechi Taifa, Calvin Woodland, Jr. Also present were Executive Director Rev. Donald Isaac Sr., and staff members Nicole Ukaegbu, Mabel Tejada, Chrisiant Bracken, Laura DeLasCasas and Sheila Walker.

Mr. Thornton welcomed the new board members and expressed gratitude for their willingness to join the CIC in its mission. He offered them the opportunity to make statements.

Mr. Whitaker commented that DC residents are important to him, and being involved with the organization that's responsible for making sure they're taken care of is important to him. He will make sure to do what he can and carry his load as a board member.

Ms. Taifa commented that she is committed to being as supportive as possible to the chair, director, fellow board members and staff. She did prison advocacy early in her career, and is glad to be on the board.

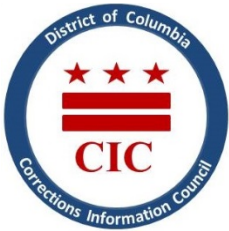
Bylaws

Mr. Thornton stated that the board began the task of creating bylaws six months ago, and currently has a working draft. He gave people time to review it and then opened the floor to additions, indicating that he would like to proceed to a vote on the bylaws during the meeting.

The board engaged in a lengthy discussion of the draft bylaws, including the ability of the board to make public statements, and the section on protocols for discussions in open meetings. The board agreed to further discuss the language over email and revisit at the next open meeting.

Mr. Thornton then proposed meeting monthly for the first six months of the tenure of the new director so we can get everyone on the same page.

The board noted that the quorum is still two board members, despite the increase of the total number of board members to five. It was agreed that the intent was likely to increase the quorum to three and that it was an oversight.



CIC | DC Corrections Information Council

CORRECTIONS INFORMATION COUNCIL OPEN MEETING

**Thursday, January 3, 2019, 6:00 pm to 7:30 pm
One Judiciary Square, 270N
441 4 St NW, Washington, DC 20001**

- I. Call to Order
- II. Roll Call
- III. Board By-Laws
- IV. Schedule Next CIC Open Meeting and Set Open Meeting Schedule
- V. Introduction of Executive Director
- VI. Agency Liaison Report
- VII. Recent Reports and Backlog
- VIII. Recent and Scheduled Inspections
- IX. Other
- X. Vote to Close Remainder of Meeting, pursuant to DC Code § 2-575(b)(10) to discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials.
- XI. Closed Session of Meeting (if approved by the Board)
- XII. Adjournment

CLOSED MEETING

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

CIC Board Meeting Minutes

**Thursday January 3, 2019, 6pm to 7:30pm
441 4th Street NW, Room 1112
Washington, DC 20001**

I. CALL TO ORDER

Board Chair Charles Thornton called meeting to order at 6:00 pm.

II. ROLL CALL

Charles Thornton- Board Chair, Nkechi Taifa- Board member, Charlie Whitaker- Board member, Calvin Woodland, Jr., Board Member, Rev. Donald Isaac, Sr.- Executive Director, Staff Members- Chrisiant Bracken, Laura de las Casas, and Nicole Ukaegbu
Absent – Katherine Huffman- Board member, Sheila Walker- Staff Member, and Rebekah Joab- Staff Member

III. INTRODUCTION OF NEW STAFF

IV. CIC BYLAWS

The CIC Board has been working on draft bylaws for several months. The Chair proposed that the Board adopt the current draft of the bylaws, with the understanding that it is a working document, and changes may be proposed and incorporated in the future. The Chair moved that the Board adopt the current bylaws, Ms. Taifa seconded. Board members Mr. Thornton, Ms. Taifa, and Mr. Whitaker voted in favor (Mr. Woodland had not yet arrived.) None opposed, motion passed. The bylaws are adopted as of January 3, 2019.

V. BEGA TRAINING

The Chair reached out to the Board of the Ethics and Government Accountability to see if they can provide this training to the new board members. The training lasts approximately 45 minutes and covers the government rules and regulations that apply to the CIC. Staff members Ms. Bracken and Ms. Ukaegbu indicated they had not received this training, while Ms. De las Casas had. The Chair will work with the Executive Director to set up a joint time for staff and board members to receive the training.

VI. AGENCY UPDATES

Ms. De las Casas reported on recent issues, including complaints that case managers have been unresponsive during the federal government shutdown. She discussed her ongoing work with DC individuals affected by the IRAA legislation, noting that 98 individuals have been identified as currently impacted, but this number will increase as more individuals pass 20 years in custody.

23 of the impacted individuals are currently in DOC custody. Seven other individuals have had resentencing hearings, and six of those have been released. The Chair noted that this legislation can be held up as a national model. Ms. Taifa commented that best practices in DC are rarely held up as national examples, and discussion followed about what agencies in DC might be helpful in highlighting DC practices. The Chair suggested that the Office of Human Rights might be a good partner in this area, and will discuss the possibility of the CIC doing more of this work with Director Isaac.

Ms. De las Casas also commended the BOP for working with her to secure the release of a DC individual on December 31, 2018. This individual's sentence was reduced such that he was immediately eligible for release, but his attorney was unable to reach anyone at sentence computation to process his release. Ms. De las Casas expressed gratitude that her contact at BOP Headquarters was willing to spend so much time helping with this matter on New Year's Eve. Director Isaac also commended the BOP, particularly our current contact, who has been very helpful. The Director also noted that the CIC is committed to working with whoever is at the table from the administration, and making whatever progress is possible.

Ms. Ukaegbu discussed her work assessing the current backlog of reports and making a plan for dispatching them, including a projected timeline. Director Isaac commented that the CIC can distinguish between inspections and reports, and may decide not to publish a report from every inspection in the backlog, particularly if the data is outdated and the issues raised are not critical. In response to a question from Mr. Woodland, Director Isaac and the Chair clarified that any immediate concerns uncovered during facility inspections are addressed prior to the facility report.

Ms. Bracken discussed her work producing reports on the CIC's recent inspections of USP Big Sandy and USP Lee, and the recent inspection of FCI McDowell in December 2018. The CIC interviewed approximately 70 individuals out of 113 DC individuals at the facility. The facility was on lockdown at the time of the CIC's visit, and had been on lockdown for the past month, while staff located a large amount of contraband that had been thrown over the fence into the facility compound. Other issues included concerns about the water quality, access to programming, and inconsistent medical care, as well as incompatible timelines amongst the Parole Commission, CSOSA, and the BOP in regards to providing timely halfway house placement and release schedules.

VII. RECENT AND SCHEDULED INSPECTIONS

Director Isaac noted that recent inspections had been covered previously, and that the CIC has no current plans to schedule any inspections in the next 30-45 days. During this period the CIC's goal will be to handle the backlog and FY 2018 reports. Director Isaac has also been looking at

the skill set among the staff, and is considering how to best use these skills in terms of division of labor. He noted that the staff has expressed a need for greater clarity in their roles, and he hopes to provide this.

The Chair commended the staff in keeping the ball rolling during the transition period, and noted that due to legislation there are two annual reports required each year: one on the DOC and one on the youth facilities, so the CIC must include those as we look towards planning inspections in FY 2019.

VIII. REPORT FROM THE EXECUTIVE DIRECTOR

Director Isaac mentioned his recent attendance of the college graduation ceremony at DOC, saying that it was inspiring to witness so many graduates. He also noted his concern about the lack of communication and relationship between the CIC and DOC. He also discussed the recent withdrawal of the lease for the proposed site of the new halfway house, leading to a discussion of the RFP process and the likelihood that the contract with Hope Village will be extended to continue to provide halfway house services in the short-term.

Though a move to 1400 I St NW had been in the works, Director Isaac expressed the many benefits to staying at the 441 4th St NW location, though ideally in a different space in the building. He will also be working to fill the CIC's two staff vacancies, including a communications specialist and a YRA position, in the coming months. The CIC will also be meeting with MORCA and CSOSA in the near future to discuss re-entry planning and sharing of information that will assist returning citizens in their re-entry process. The Director reflected that the CIC has passed through many phases from the passage of the enabling legislation in 1997 to existing as a Board with no staff, to the Board becoming more of a governing entity with a full staff as the executing entity of the CIC. He expressed his intention to continue to assess and clarify these roles going forward, as well as encouraging community attendance and participation at open meetings.

IX. PUBLIC COMMENTS

The Director and the Chair welcomed comments from members of the public in attendance.

Charles Avery of Veterans on the Rise expressed his interest in collaborating and being part of re-entry conversations.

Mike Harrison commented that he spent much of his life visiting incarcerated family members and used to run a bus to USP Lee. He is interested in what we can do differently in all aspects of the criminal system, and making sure people are safe in facilities.

The Rev. Samuel Whittaker, former CIC Board Member, commented that he was glad to see the CIC continuing its work with a full staff and is interested in continuing to support and participate with the CIC's work.

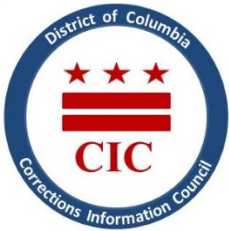
Mark Timberlake mentioned a faith-based halfway house project in Chicago called the Inner City Muslim Action Network that included a house-building project offering returning citizens the opportunity to become homeowners. Mr. Timberlake suggested that this could be a great model for a project in DC.

The Chair commented that the staff at FCI McDowell expressed enthusiasm for providing religious services via video link technology, since they often have difficulty securing volunteer chaplains for various faiths due to their remote location.

The Board members commended the staff for their ongoing work and Director Isaac for his ideas and leadership.

X. ADJOURNMENT

There being no further business Board Chair Charles Thornton declared this meeting adjourned at 7:20pm.



CIC | DC Corrections Information Council

CORRECTIONS INFORMATION COUNCIL OPEN MEETING

**Thursday, February 21, 2019, 6:00 pm to 7:30 pm
One Judiciary Square, 270N
441 4th St NW, Washington, DC 20001**

- I. Call to Order
- II. Roll Call
- III. Board By-Laws
- IV. Schedule Next CIC Open Meeting and Set Open Meeting Schedule
- V. Recent Reports and Backlog
- VI. Recent and Scheduled Inspections
- VII. Other
- VIII. Vote to Close Remainder of Meeting, pursuant to DC Code § 2-575(b)(10) to discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials.
- IX. Closed Session of Meeting (if approved by the Board)
- X. Adjournment

CLOSED MEETING

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

CIC Board Meeting Minutes

**Thursday February 21, 2019, 6pm to 7:30pm
441 4th Street NW, Room 1114
Washington, DC 20001**

I. CALL TO ORDER

Board Chair Charles Thornton called meeting to order at 6:10 pm.

II. ROLL CALL

Board Chair- Charles Thornton; Board Members- Nkechi Taifa, Katherine Huffman; Executive Director- Rev. Donald Isaac, Sr.; Staff Members- Kareem McCraney, Chrisiant Bracken, Sheila Walker.

Absent – Board Members- Charlie Whitaker, Calvin Woodland, Jr.; Staff Members- Laura de las Casas, Nicole Ukaegbu.

III. MINUTES FROM JANUARY MEETING

The Board reviewed and accepted the minutes from the January meeting. Mr. Thornton moved and Ms. Huffman seconded the motion. All board members present voted in favor.

IV. AGENCY UPDATES

Rev. Isaac attended the recent opening of the Ready Center at DC jail and noted the project was a long time coming and many individuals and organizations contributed to make it happen. Rev. Isaac also expressed enthusiasm for continued partnership with MORCA. The CIC issued two reports in the last month, a report of the inspection of USP Atwater and a thematic report on the impact of the Incarceration Reduction Amendment Act (IRAA) in the last month. We anticipate finishing two more reports by next month, an inspection report for USP Pollock, and the annual DOC report.

Kareem McCraney joined the CIC as a Program Analyst this month, focusing on YRA issues. Rev. Isaac noted that the CIC plans to move towards producing more thematic reports of more interest to the public and to policy makers, and is also considering focusing on issues facing incarcerated women. Rev. Isaac plans to have a schedule of upcoming visits by next month's open meeting.

Mr. McCraney spoke about his work on gaining access to programming for Youth Act Offenders. At present he is collecting data and working on a report including recommendations for ensuring that these individuals get the programming required. He explained that BOP is authorized to provide these services but not obligated to provide them, and that there are

approximately 250 individuals impacted by this issue and they are spread around the country, complicating provision of programming.

V. RECENT AND SCHEDULED INSPECTIONS

The next scheduled inspection is a brief visit to CTF and CDF to survey individual regarding their experiences with outdoor recreation. The board discussed preparation for the inspection, which several board members will participate in, as well as what the DOC administration's response has been to this issue. Mr. McCraney noted that access to outside recreation has always been a problem at CDF because the yard is not big enough to accommodate many people, and there are issues with sufficient staffing. Rev. Isaac indicated that the plan is to write a brief report and letter to the DOC once we've collected the survey data. The board discussed adding an open-ended question to the proposed survey for this inspection to catch other issues beyond access to outdoor recreation.

The Board discussed the CIC's rationales for selecting and prioritizing facilities to inspect.

VI. NEW BUSINESS

The Board discussed other possible avenues for advocacy, including compassionate release, and second look legislation that would apply to DC Code Offenders.

VII. PERFORMANCE HEARING

The CIC's performance hearing will be held March 2, 2019.

VIII. NEXT MEETING

The next open meeting will be held on March 14, 2019 at 6pm.

IX. ADJOURNMENT

There being no further business Mr. Thornton declared the meeting adjourned at 7:20pm.



NOTICE

OPEN MEETING*

Who: Corrections Information Council (CIC)

When: Thursday, April 18, 2019

Time: 6pm – 7:30pm

Location: 441 4th St NW, Room 1114 South, Washington, DC 20001

Contact Information: Sheila Walker (202) 478-9211

**This meeting is open to the public.*

Agenda:

- Updates on current events and issues at the DOC and BOP, including the water crisis at USP Atlanta.
- Tentative proposal of the schedule for future inspections.
- BOP's feedback regarding the number of reports acceptable for review per month.
- The removal of reports dated 2015 and older from the backlog.
- Feedback regarding the proposed MOU by DOC.
- Comments regarding the renewal of the MOU with BOP
- Additional concerns

Meeting Minutes

Thursday, April 18, 2019, 6pm to 8pm
441 4th Street NW, Room 1114
Washington, DC 20001

I. CALL TO ORDER

Board Chair Charles Thornton called meeting to order at 6:20 pm.

II. ROLL CALL

Board Chair- Charles Thornton; Board Members- Nkechi Taifa, Katherine Huffman, Calvin Woodland, Jr.; Executive Director- Rev. Donald Isaac, Sr.; Staff Members- Kareem McCraney, Chrisiant Bracken, Nicole Ukaegbu.

Absent – Board Member Charlie Whitaker; Staff Member Sheila Walker.

III. MINUTES FROM FEBRUARY MEETING

Though the Board had received the minutes from the February meeting, copies were not available for immediate review, therefore the Board tabled acceptance of the minutes for the February meeting until the next meeting.

IV. AGENCY UPDATES

Director Isaac recounted the CIC's recent performance and budget hearing before CM Charles Allen, the Chairperson of the DC Council Committee on the Judiciary and Public Safety.

The Director explained that the CIC is in discussions with the DC DOC regarding a draft Memorandum of Understanding (MOU). The Board discussed potential language for the MOU, and Ms. Huffman suggested contacting an expert in correctional oversight models, such as Michelle Deitch of The University of Texas School of Law and asking that she review our MOU with DOC, since this is the first time we're negotiating such a document with this agency. The next tentative date for meeting with the DOC to discuss the MOU is April 25, 2019. Mr. Thornton expressed the desire for CIC Board members to participate in these meetings. CIC staff will re-send the draft MOU with DOC to the Board for their review and comments.

The CIC is also preparing to renegotiate the MOU with the Federal Bureau of Prisons, which expires at the end of June 2019. The Board and staff discussed possible changes to the BOP MOU.

The Director discussed the possibility of having topic-specific open meetings to encourage community participation and discussion of issues of interest, including the design of a new jail.

Ms. Bracken discussed plans for upcoming inspections of CI Rivers and SFF Hazelton to complete the CIC's obligation to inspect three FBOP facilities by the end of this fiscal year. The staff is also proposing to inspect Hope Village, a previously-planned inspection which was delayed due to the announcement that the halfway house contract would be transferred to Core DC. The Board discussed the status of the halfway house contract and agreed that the facility should be inspected since there have been recent concerns and there is potential for Hope Village to retain the contract.

The Director discussed the challenges involved in hiring new staff to fill open positions, and explained that he hoped to hire two individuals as contractors for at least the short-term, to allow the CIC to be fully staffed as soon as possible. The Director also noted that Ms. Ukaegbu will be out of the office on parental leave until the end of June 2019.

Mr. McCraney detailed recent concerns the CIC has heard from inmates, particularly issues concerning elevated levels of arsenic in the water at USP Atlanta, and concerns about violence at FCI McKean. The Board and staff discussed the CIC's response to these concerns.

VIII. NEXT MEETING

The next open meeting will be held on May 9, 2019 at 6pm.

IX. ADJOURNMENT

There being no further business Mr. Thornton declared the meeting adjourned at 8pm.



NOTICE

OPEN MEETING*

Who: Corrections Information Council (CIC)

When: Thursday, July 25, 2019

Time: 6pm – 7:30pm

Location: 1400 I St NW, Suite 400 Washington, DC 20009

Contact Information: Sheila Walker (202) 478-9211

**This meeting is open to the public. The second half of the meeting will be closed to discuss a board related matter. Please refer to D.C. Code § 2-575 (b) (2019), <https://code.dccouncil.us/dc/council/code/sections/2-575.html>*

Agenda:

- Roll Call
- Minutes from May's board meeting
- Agency Updates
- Closed portion

Meeting Minutes

Thursday, July 25, 2019, 6pm to 8pm
1400 I Street NW, Suite 400
Washington, DC 20005

I. CALL TO ORDER

Board Chair Charles Thornton called meeting to order at 6:12 pm.

II. ROLL CALL

Board Chair – Charles Thornton; Board Member- Katherine Huffman; Executive Director- Rev. Donald Isaac, Sr.; Staff Members- John Kowalko, Nicole Ukaegbu, Kareem McCraney, Sheila Walker, Nailah Bynoe-Seabron, Patricia Marks.

Absent- Board Members- Nkechi Taifa, Calvin Woodland, Charlie Whitaker; Staff Member Chrisiant Bracken.

III. MINUTES FROM FEBRUARY AND APRIL MEETING

The Board reviewed the minutes from the February and April meeting. There was no official quorum for this meeting, so there was no voting.

IV. AGENCY UPDATES

Mr. Thornton wanted to focus on introduction of new staff now that CIC is fully staffed.

Mr. Kowalko joined the CIC as a contracted Program Analyst in May. Ms. Marks joined the CIC as a Program Analyst in June. Ms. Bynoe-Seabron joined the CIC in June as the Communications Specialist.

Rev. Isaac met with the new Deputy Mayor this month and he indicated the CIC is not the only voice at the DC Jail. However, the CIC is the only voice within the BOP.

Mr. Thornton discussed the need for an update with backlog reports. Ms. Ukaegbu noted that any reports prior to 2015 have been discarded and everything else is finished.

Ms. Huffman noted that in the past the board has reviewed the reports before they are sent off to the BOP. Ms. Huffman would like for the board to be a part of the editing process since their names are on the documents.

Mr. Thornton discussed the need for a timeframe once we do an inspection. Ms. Marks suggested “Best Practices for Inspections.” Rev. Isaac also suggested a corrective action period to allow for impact and adjustments from the facilities.

Mr. Thornton, Mr. Kowalko and Ms. Marks discussed their visit to CI Rivers this month. Mr. Thornton and staff members discussed the need to reduce the length survey. Currently, the

survey has 75 questions. Ms. Huffman suggested doing away with the survey altogether. Ms. Ukaegbu suggested making the survey “issue specific” with predetermined questions and the option to elaborate on the answers. Mr. Thornton suggested formulating a shorter survey and using it for upcoming visits which will be good for comparative analysis. Rev. Isaac suggested a 25-30 question instrument going forward.

V. NEW BUSINESS

Mr. Thornton discussed opportunities for more community focused events and suggested an open house for alliances and possible partnerships.

VI. NEXT MEETING

The Board will skip the month of August for summer vacation and the next meeting will be held in September.

VII. ADJOURNMENT

There being no further business Mr. Thornton declared the meeting adjourned at 7:28 pm.



NOTICE

OPEN MEETING

Who: Corrections Information Council (CIC)

When: Tuesday, October 22, 2019

Time: 6pm – 7:30pm

Location: 1400 I St NW, Suite 400 Washington, DC 20009

Contact Information: Sheila Walker (202) 478-9211

This meeting is open to the public.

Agenda:

- Roll Call
- Minutes from July's board meeting
- Chairman Updates
- Executive Director Updates
- Other Business
- Adjournment

Meeting Minutes

Tuesday, October 22, 2019, 6pm to 7:30pm
1400 I Street NW, Suite 400
Washington, DC 20005

I. CALL TO ORDER

Board Chair Charles Thornton called meeting to order at 6:07pm.

II. ROLL CALL

Board Chair – Charles Thornton; Board Members- Charlie Whitaker, Katherine Huffman, Calvin Woodland, and Nkechi Taifa; Executive Director- Rev. Donald Isaac, Sr.; Staff Members- John Kowalko, Nicole Ukaegbu, Chrisiant Bracken, Sheila Walker, Nailah Bynoe-Seabron, Patricia Marks.

Absent- Staff Member Kareem McCraney.

III. MINUTES FROM JULY OPEN MEETING

The Board reviewed the minutes from the July meeting. Since there was an official quorum, the Board voted to move monthly meetings to quarterly meetings. All Board members voted in favor of the suggestion.

IV. AGENCY UPDATES

The CIC staff is at 8 members right now. 2 more positions, a program analyst and clerical assistant will be added, making the staff 10 including the Executive Director. With the 2 additional staff members that adds \$175K to the current budget; putting the total budget at \$891K for FY20-FY21. With over 4,000 DC residents incarcerated, more staff is needed to inspect facilities.

The CIC is focused on building career trajectories for the next 3-5 years, by promoting 1 program analyst and 1 administrative assistant.

The Youth Rehabilitation Act of 2018 report is the latest report released by the CIC. This is the first of many thematic reports. The board is in favor of focusing on thematic reports and inspection reports going forward.

CI Rivers and SFF Hazelton are both nearing completion and will be completed by the end of October. Staff members will be returning to Hazelton for a follow up visit on November 20th and 21st.

Reports will now be sent to the board for review before publication. The review period will be 10 days. There will also be an effort to produce shorter and timelier reports in the future.

The CIC will be meeting with the new BOP director to meet her and discuss the MOU.

V. NEW BUSINESS

The board suggested adding a google form to a new tab on the website to track complaints.

VI. NEXT MEETING

Since meetings will now be held on a quarterly basis, the next Open Meeting will be in January.

VII. ADJOURNMENT

There being no further business Mr. Thornton declared the meeting adjourned at 7:27 pm.