

**MEETING MINUTES**  
**District of Columbia Corrections Information Council**  
**Open Monthly Meeting**  
**Tuesday, January 8, 2013 6:30 – 8:00 pm**  
**Martin Luther King Jr. Library**  
**901 G Street, Conference Room A-9, NW**  
**Washington, DC 20001**

**I. Call to Order**

The CIC Open Meeting was called to order by Chairman Michelle Bonner at the Martin Luther King Jr. Library, 901 G Street, Conference Room A-9, NW, Washington, DC 20001.

**II. Ascertainment of Quorum**

Board Members present (Michelle Bonner, Rev. Samuel Whittaker), constituting a quorum. Staff personnel present Cara Compani (Program Analyst). Katharine Huffman en route.

**III. Overview of CIC**

- a. We are mandated to inspect and monitor prisons, jail and halfway house where DC resident are incarcerated. There is a flyer available with contact information and general information about the CIC. Please contact the CIC if you need any additional information.

**IV. Hope Village Update**

- a. We expect to have a report done by the end of the first quarter of this year we can move on to other inspections and report. The CIC would like to hear from recent Hope Village residents about their experiences while at the facility. The CIC will not release the names of individual who share this information with the CIC. If anyone is willing to speak with our Program Analyst or complete a written survey, please contact Cara Compani directly. If someone does not wish to speak to the CIC directly you can email or send correspondence through mail. Our program analyst and board members are available to collect information from the community.
- b. Discussion on protocol for collection of information. The CIC wants to ensure confidentiality; we strongly suggest that people who wish to speak with us do so directly. If we do partner with others to collect or disseminate information we cannot ensure confidentiality until the documents are delivered to the CIC. The best way we can ensure confidentiality is directly through the staff person or Board member. We are willing to go to wherever to collect information. Our goal is to develop protocol where we can ensure accuracy of the information and confidentiality. We cannot be at every facility at all times; survey is one way of collecting information. The CIC will use this process in the future.
- c. Discussion about survey dissemination at the Allen Chapel AME Church. The CIC wants to make sure there is a system and procedure in place to institutionalize the CIC. If we were to use surveys to collect surveys we want to ensure a chain of custody that will protect the confidentiality of those filling out the forms. If we are

- not collecting the information we have a duty and responsibility to tell people in our reporting this is how it is being collecting and when, in the chain of command, the CIC can ensure confidentiality (this could be in form of a cover letter, disclaimer, etc.). The CIC would like information from individuals at Allen Chapel, but we do not want pass things out haphazardly (third Board Member Katharine Huffman arrived). The purpose of the survey will be to collect information to be used in the report. The CIC will look at the accuracy and veracity of the information. To date the CIC has not sent out any surveys. Also, this same participant stated that he did not feel it was appropriate for CIC members to be present at Allen Chapel and hand our surveys during a Worship service, the CIC can hand the surveys over before the service and pick up the surveys after the service.
- d. Discussion of surveys being distributed at Hope Village.
  - e. Time frame for report. The CIC's goal is to release the report by the end of March 2013. The CIC is collecting information so we can review it, go through drafts and produce a final report. The CIC's will be gathering information through January, February, and March. We are working to build protocol so the CIC will last. This is going to take bit of time, but we will get there. The relationship the CIC has established with FFBOP and DOC is going well. We do not have a set time limit on general report release. We may be able to get another report out faster. We do not have a standard timeframe for report release. We are mandated to release a report within 60 days of the end of the fiscal year for our annual report. Concerns, releasing a report well after the inspection date the information will change. The inspection and information gathering is ongoing until the report is release so the information will always be up to date.
  - f. If there is information that you want to share please provide it to Cara, and the board members have it as well.

**V. The CIC and Federal Bureau of Prisons Memorandum of understanding /access agreement.**

- a. The CIC is still working with FBOP to draft and execute an MOU with regards to our inspection and monitoring of FBOP and their contract facilities. We had a meeting with FBOP on Friday where we are still working on a draft of that agreement. We did make clear in the meeting we are bound by our statute and anything in MOU must comply with our DC statutes. Although, we are still working on an MOU we are proceeding with the work of the inspections and monitoring. Our mandate requires us to visit no fewer than three facilities per year. Historically, the negotiations had made it difficult if not impossible for prior CIC to go in and do the work of the CIC, but we are moving forward with the work of CIC.
- b. Also, because of the unique situation of DC residents in FBOP custody they have unique needs. Although there may be some regulation FBOP needs to follow for all inmates, we look to see how DC residents are receiving adequate or better services and being able to transition home from far away. The MOU is working to put in place a protocol to most efficiently get that information.
- c. One attendee suggestion, maybe one CIC recommendation would be for DC to have its own prison, would this be a recommendation the CIC would make. Some people feel we would be better off taking care of our own.

## **VI. Virginia Regional jails:**

- a. Northern Neck and Piedmont –we submitted a request to do an inspection of Northern Neck and Piedmont for a December inspection date. We have not gotten a response with a date for inspection of these facilities. We have been collecting information from people at those facilities. We are still obtaining information from FBOP as to the numbers of DC residents at these facilities. We are working to confirm whether FBOP is in the process of phasing out sending DC residents to these facilities. We will continue to work to collect that information and report on that.
- b. Attendee: men at Northern Neck and Piedmont will be sent to CTF. CSOSA has confirmed that US Marshalls Service contract has been terminated. According to the CIC, even with this information the CIC will not cease looking into this; there are still DC inmates in these facilities and questions to be answered.
- c. **Questions / Comments** - DOC and CTF are within our mandate. We do not have the mandate to monitor and inspection the sanction center. Our next inspection has not been scheduled. One participant suggested we send out flyers to different Boards, to get more of the community to the meetings to hear their recommendations. We could figure out a way to get more of the public to the meetings. If you know a place for to hold a CIC meeting, please let us know we are willing to go to different location. Recognize Jay and gratitude for his work.

## **VII. Schedule Next CIC open meeting and set open meeting schedule. Next meeting February 12, 2013 at 6:30pm.**

## **VIII. Vote to Close Remainder of Meeting, pursuant to DC Code 2-575(c)(1)** Pursuant to DC Code 2-575(c) (1) the board of the CIC will vote to close the remainder of the meeting to discuss training and development of CIC board members and staff. DC Code 2-575(b)(12).

## **IX. Closed Session of Meeting (if approved by majority of CIC Board)**

### **X. Adjournment**

- a. There being no further business, Board Chair Michelle Bonner declared the meeting adjourned by unanimous consent.
- b. Meeting adjourned at 8:00pm

## **CLOSED MEETING**

- I.** Closed Session of Meeting (approved by majority of CIC Board)
- II.** Adjournment (Board Chair)

