

**Incarceration Prevention Reduction Task Force
Information Needs & Data Exchange (INDEX) Committee**

1:30 - 3:00 p.m. on April 18, 2019

Whatcom County Courthouse Conference Rooms 513/514, 311 Grand Avenue, Bellingham WA

*If you plan to bring handouts to this meeting, bring at least **24 copies** for committee members and the file*

AGENDA

The meeting summary of the previous meeting is attached for information only. Changes to the summary can be submitted to the Committee Clerk. The audio recording on the Committee website is the official meeting record.	
Topic	Packet Pages
1. Call to order	
2. Data Reports (Courts, Public Defender, Prosecutor, Public)	1 - 2
3. Policy question to refer to Task Force: Three day length of stay limits for young adult offenders aged 18 to 24.	N/A
4. Other business	
5. Public comments	
6. Adjourn	

UPCOMING MEETINGS

IPR TASK FORCE Bi-monthly on various Mondays 9-11 a.m. Courthouse Rooms 513/514 311 Grand Ave., Bellingham	COMMITTEES				
	BEHAVIORAL HEALTH various Mondays 2:30-3:30 Health Department Creekside Room 509 Girard, B'ham	INDEX First Thursday 1:30-3:00 Courthouse Rooms 513/514, 311 Grand Avenue, B'ham	LEGAL & JUSTICE SYS. 2 nd Tuesday 11:30 am-1:30 pm Courthouse Room 514 311 Grand Ave., Bham	TRIAGE FACILITY Bi-monthly 3 rd Thursday 9:30-11:00 a.m. Courthouse Room 513 311 Grand Avenue, B'ham	STEERING As needed 9:30-11:00 a.m. Courthouse Room 513 311 Grand Ave., Bham
June 10	May 13	May 2	May 14	May 16	May 30

**The most up-to-date meeting schedule can be found online at:
<http://wa-whatcomcounty.civicplus.com/calendar.aspx?CID=40>,**

INDEX Subcommittee update

The INDEX subcommittee has met several times to determine:

1. What data is available?
2. Who are the intended audiences or the stakeholders for the data?
3. What will be the best delivery methods for each group of stakeholders?

We identified early that we needed a smaller work group to collaborate and make work happen then provide feedback to the larger committee and then the task force.

The workgroup consists of reps from IT, Courts, Public Defenders, Sheriff's Office and Prosecutors. Each member represents not only their own interests but that of their colleagues as well.

We have come up with 5 main target audiences and worked out draft reports from the Sheriff's Office Records Management System (Spillman). The following is a brief description of each target audience with associated draft reports as well as delivery methods and next steps.

Courts

Drafts completed and approved for each of the following needs:

- Certified Credit for all inmates who have completed time on an Offense within a time frame with an option to restrict by a jurisdiction. Automated and emailed to each court automatically once per week or as desired by the jurisdiction.
- Certified Credit for a specific inmate who has completed time with the ability to look up by case number and or name.
- All inmates currently in custody with at least one offense from the selected jurisdiction and their other offenses, including bond, disposition... etc.

Email reporting services:

- IT staff have identified Crystal Reports Server as our vehicle for making automated reports available through email delivery to each court. The primary focus for this effort is automated certified credit for time served.
- We have processes in place to automatically notify Bellingham and Ferndale Municipal Courts as well as Whatcom County Superior Court, but each of the current reports needs to be refined to ensure they get the best product available.
- Next steps:
 - Identify recipients for other courts needing certified credit reports
 - Setup distribution lists for each court
 - Fine tune each report to meet the court's needs
 - Continue to find a vehicle option for interactive dynamic reports.

Public Defenders

Drafts completed and approved for the following needs:

- Overview of any specific inmate's history in custody including all bookings, offenses, arrests, bail, intake and release dates...etc. Selectable by inmate.

Interactive dynamic reporting services:

- IT staff have begun to refine the search for dynamic reporting options. These still have to be vetted.

Prosecutors

Drafts completed and approved for the following needs:

- Overview of any specific inmate's history in custody including all bookings, offenses, arrests, bail, intake and release dates...etc. Selectable by inmate.
- All inmates currently in custody with at least one offense from the selected jurisdiction and their other offenses, including bond, disposition... etc.

Interactive dynamic reporting services:

- IT staff have begun to refine the search for dynamic reporting options. These still have to be vetted.

Public and private entities

We have selected model websites that will be used as a guide for the future of Corrections reporting to the website.

- Updated website information to include dynamic clickable fields and updates for all inmates in custody, bookings and releases.

Web services (public facing)

- IT has made a high priority out of getting new hardware and setup for the new expanded webpages for Corrections.
- IT staff have purchased and begun making ready a new web server to replace the antiquated and failing one.
- The next steps are to:
 - continue to refine the new server
 - program changes in the current setup to mimic what is being done now on the new server
 - integrate new applications and processed to get the new fields from Spillman to make them available
 - migrate entirely to the new web server
 - test internally
 - publish to the website
- IT staff have begun working on making some general reports available on the current website (Young Adults in Corrections for example)

Policy Makers

We were able to provide timely access to information to members of both Bellingham City Council and Whatcom County Council as requested while they were at a conference in DC.

Those data are now being collected and refined to further help answer important questions that will guide our decisions in the future.

The subcommittee has identified the following needs in this area but will need to be expanded:

- Statistical data on bookings by agency
- Tracking of all inmates currently in custody by jurisdiction with additional offenses where applicable
- Tracking of young adult offenders who are justice involved with emphasis placed on noting length of stay-keeping in mind that greater than 72 hours has a larger impact. Broken down by gender and crime.

What's next? – The big picture

We would like further guidance from the Incarceration Prevention and Reduction Task Force to ensure we are responsive to the needs they outline in the original request.

***Incarceration Prevention and Reduction Task Force
Information Needs and Data Exchange Subcommittee
Meeting Summary for March 12, 2019***

1. Call To Order

Committee Chair Tyler Schroeder called the meeting to order at 1:30 p.m. in the Whatcom County Courthouse Conference Rooms 513/514, 311 Grand Avenue, Bellingham.

Members Present: Tyler Schroeder, Caleb Erickson, Brenda Beeman, Dave Reynolds, Bruce Van Glubt, Darlene Peterson, Amy Hockenberry, Ryan Anderson, Perry Rice, Marty Mulholland, Barry Buchanan

Members Absent: Courtney Polinder, Doug Chadwick, Ann Bjertness, Erin Herschlip, Christine Paulson, Amy Ebenal

Review January 10, 2019 Meeting Summary

There were no changes.

2. Presentation from and discussion with Vicky Cullinane, Administrative Office of the Courts (AOC), on the Courts of Limited Jurisdiction case management system (CLJ-CMS) project

Vicky Cullinane and Brian Gleason reported on the status of the project, including the background of the Administrative Office of the Courts and the program. They have developed a list of business requirements. Their Steering Committee are seeking a consultant to find or develop a system. The consultant analysis will be done in April.

Committee members and presenters discussed:

- The importance of integration with local systems
- Security risk management
- Business needs versus legal limitations versus technical limitations
- Fatal flaws of Odyssey
- Quality and accuracy of data.

3. Discussion with Mark Gardner on content of the INDEX Committee submission to Incarceration Prevention & Reduction Task Force 2019 annual plan

Mark Gardner submitted the annual plan timeline and an updated section of the 2018 annual plan. Committee members discussed sections and content of the draft 2019 plan and the schedule for completing the plan by June.

4. Continue discussion on data access capabilities: Update on data matrix work group: data availability and report templates

Erickson submitted a handout and described the progress of the data matrix workgroup formed to develop reports that will provide more relevant and up-to-date information that the different agencies

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need. Public information available on the website may include a solution modeled after the Grays Harbor County and City website. Next steps include work on:

- Consistency of the disseminated information
- Form and function
- Data validation
- Delivery

Committee members discussed providing reports and information to jurisdictions outside Whatcom County, operational improvements in terms of data and efficiency.

5. Policy question to refer to Task Force: Three day length of stay limits for young adult offenders aged 18 to 24.

Erickson submitted and discussed a spreadsheet of information that average length of stay for adults aged 18-24. They will begin to capture more data elements related to the target of limiting young adult stays to no more than three days whenever possible.

Buchanan reported on the recent national conference for the Policy Group effort to reduce incarceration for young adults.

Committee members discussed whether the resolution will identify a specific target goal.

6. Meetings

The Committee concurred to meet next on either April 11 or 18 and on May 2.

7. Other Business

There was no other business.

8. Public Comment

There were no public comments.

9. Adjourn

The meeting adjourned at 3:00 p.m.