

Minutes of the Illinois Department of Corrections Adult Advisory Board Meeting
Stateville Correctional Center
Monday, July 26, 2010
10:00 a.m.

Board members in attendance: Pat Hartshorn, Malcolm C. Young, Keith R. Lape, W. Kendric Berry, Angela Rudolph, David Olson

Non-board members in attendance: Herbert Quinde, William Marshall, Gladyse Taylor, Austin Randolph Jr., David Eldridge, Roberta Fewes, Brianna Baker-Carvell, Mary Ann Dyar, Sara Sullivan, Cory Foster, Sharyn Elman, Eddie Jones, Shelith Hansbro, Steve Karr

Call to order/Introductions

- Chair Hartshorn called the meeting to order at 10:06 am.
- Everyone in attendance was welcomed and introduced themselves.

Approval of Minutes

- The minutes of the April 26, 2010, meeting were accepted and approved.

IDOC Update- David Eldridge, Chief of Staff

- Chief Eldridge provided an update on the many changes in staffing. Gladyse Taylor- Assistant Director, Eddie Jones, Chief of Operations, Donald Gaetz, Southern Region Deputy Director, Austin Randolph, North Region Deputy Director, Ann McElroy, Chief of Labor Relations, Herb Quinde, Acting Chief information Officer, Bryan Gleckler, Chief Financial Officer, Steve Karr, Deputy Director of Strategic planning ETC
SEE NOTES
- Chief Eldridge mentioned that the Department will be addressing overtime issues, and be filling some of the major position openings in the Department, many of those being wardens.
- IDOC added about 800 cadets, and there was a class Friday of 140 cadets. On Monday we will start another class of 140 cadets that will graduate in September. There will be another class in October, December, and February. This will continue to reduce our overtime. In January we will have reduced our overtime by \$500,000 already, and this will continue to increase.
- Question: How much overtime? FY 09 \$63 million and our FY 11 Goal is \$35 million – G. Taylor
- IDOC wants 600 cadets for FY11, the department is looking at \$20 million in savings. We can now backfill other positions like parole, casework supervisors, and any other facility staff.
- What other numbers: we maintain an e-PAR list. There were 150 positions included in that memorandum of understanding. We have completed the posting of all of those positions. They are varying throughout the facilities.
 - Supply supervisors, support personnel, medical positions—G. Taylor.
 - We want to honor the 60 day period after postings to immediately begin that hiring process.
- Gladyse has budgeted our hiring process.
- Asst. Director Taylor stated that IDOC has 200 unfunded positions going into 2011. If we see more favorable impacts on the saved overtime, but we would start to fill those positions.

Development of Strategic Plan- Acting Assistant Director Taylor

- The agency held an executive summit about 3 months ago. The Director indicated that we would be focused on developing a 5 year strategic plan that is proactive and designed to enhance the effectiveness of how we operate. The objectives will have specific and measureable outcomes. In development of the strategic plan, we are going to identify a lead person for each initiative, track each initiative through a project management team, and establish quarterly reviews to make sure that we are on track for the goals we set. We will modify the plan as necessary over the course of the years.

- Stratification of our Correctional Facilities- IDOC can't be everything to every offender. The Department wants to reorganize to place inmates according to medical, educational, substance, educational, security, and geriatric needs. I.e. targeting facilities to be specific educational facilities. IDOC will end up with 2 or 3 facilities by security level that provide educational services. We will use the new assessment tool being developed to identify these needs and place offenders accordingly.
- Medical Service needs- IDOC currently has authorization for an architect to developing a long-term care unit at Stateville- a geriatric center.
- Security Systems upgrade- the Director wants to look at 4 security levels, and not the current 8. We also need to design the service delivery to those populations.
- Long term - there are 2 that are going to be evaluated this week. Are the right people getting put in seg? Right amount of time? Are they being effectively transitioned back?
- Court Writ population- IDOC is currently in discussions and in an IGA with Cook County for this. Overtime is driven by the court writ holding cell population. We ultimately hope within a capital plan to develop a court writ center—long term.
- Geriatric/infirm population- we see there is a need for acute care. This population (over 50) has more medical needs because they have neglected care. We hope that over the next 5 years, we will actually start to construct the geriatric center. I.e. Medical population for center- ideally x-wing design with 4 wings and 448 beds- S. Karr. At the end of 1990 a little over a 1000 50 and over, now about 4300. The older population has grown by 300%
- Implement a pilot video visitation center- west side adult transition –Menard, Tamms, and Dwight pilots center will be where this is. We have looked at a number of vendors. We are currently using videoconferencing for our tele-med service delivery. Would video viewing be merit based? Unsure of how they will structure this.
- Management Information Systems Upgrade- we need to develop paperless mechanisms for our data- Herb Quinde will be doing this. The assessment tool developed and used by IDOC needs to be used in several points in the system:
 - Adult Redeploy Illinois- used to divert offenders.
 - Sentencing Policy Advisory Council- comparing Illinois to national standards. Collaborations on Reentry- there are number of collaborative on reentry.
 - Community Supervision- the more engaged the community is the those being released, the more likely the person won't recidivate.—we are proceeding with ACA accreditation of all of our facilities. We are taking advantage of data sharing with ICJIA. We want to make sure that in developing the 5 year plan, we are addressing all of the concerns for moving forward.
- Writ with Cook County- Cook County will be supervising that. They are waiting on the signatures for the creation of the holding area. We will be using existing space, modifying a space and constructing a cage.
- Tele-Med- this is all for psychiatric. It could be used for follow-up. There was pilot for HIV patient of a Dr. that was at UIC on video and the nurse was with the inmate in a facility. It was successful.
- Segregation- we are talking mainly about addressing our maximum security facilities. Steve Karr will address this later.
 - There is another Executive Summit coming up in the first week of November. Ample notice will be given. They are thinking about using Rend Lake for the summit.
- All our welcome to cadet graduations.

ACA Update- Bill Marshall

- Tamms CC Accreditation- Tamms passed the audit. Looking at over 500 standards, they scored a 98%.
- He has put together a corrective action plan to respond to the 10 issues that they need to address from the audit. There are some policy issues that did not meet the ACA standards that we are discussing and they will put this plan together prior to the ACA conference. They will either get a waiver or make policy changes.

They whole process was very successful. The Tamms accreditation is good for 3 years, and Marshall will track this. Then Logan, Decatur, Southwest, and Menard are next. Whenever you do a back to back audit, it saves you almost \$5k. This will save the state \$75000. We will wrap up in October of 2012, and we will then continue the cycle all over again. The initial push is difficult to get everything together.

- a. Questions: how many Tamm's like facilities are accredited? Is it unusual to get accreditation?: Marshall is unsure. Each facility has an accreditation manager and a workplan and a committee—every 2 years the standards change. This AM will be managed by Marshall's regional audit managers, and those people work with ACA.
- b. There were non-mandatory standards that we didn't meet. If we don't require a standard, we can change the policy, or ask for a waiver from the ACA. The ACA was impressed with Tamms being audit ready.
- c. The Westerford decision set in statute what the 10 point plan for Tamms was. The Department is overall comfortable with that 10 pt plan in, and plans on always being in compliance. There are about 50 cases that IDOC will need to review at Tamms to make sure those offenders should be in Tamms. There was no monetary judgment on this, which was a big win for the Department. Chief Jones- we will probably come up with a committee and if a guy is going to go to Tamms, he will be able to have the option of having a hearing prior to transferring to Tamms (have a petition). This would be face to face. Considering a representation and an appeal process.

NIC Update Eddie Jones

- Mr. Jones stated that no one from the Department has gone to the Texas training on Command and Control Recently.
- Train the trainer model- we have brought 12 auditors to come here and train us for 40 hours and we will turn around and train our own.
 - Logan, Lincoln, and Jacksonville facilities to will be the first. This training will make IDOC staff qualified on a national level to perform these audits. August 16-20th will be when the audit is.

IDOC Technology Enhancement Strategy- Herb Quinde

Mr. Quinde provided a quick overview of the IT infrastructure modernization plan:

- IDOC has a 25 year old IT system that has not been modernized. Since 2001 there has not been IT leadership in the Department. The OTS is very antiquated, and now the Dept. is going to web-based system. A customer relationship management approach is what the Department is going to do now. We need to ability to manage things individually, and also aggregated—very simply. We are building a series of systems which allow one to have an electronic master file. We are moving towards to creation of an electronic master file. 2) We are also reducing paper usage and capturing data electronically. There is the ability in the state to sign documents digitally. In the next couple of weeks, we will allow any authorization to be signed electronically, and will have the same legal status as signed. That means that will be one copy of a documents, as opposed to the many papers.
1. Data Sharing- we have recently completed a pilot with Cook County and we are now going to be receiving an electronic statement of fact of CC. This will improve our process immensely. The Department received the mitimus and then it is our responsibility to interview them and get all information. The statement of fact is much more comprehensive, and will allow IDOC to ask smarter questions. We have an agreement with Cermak Hospital to provide us advancement overview of the medical and mental health information for an inmate that comes from Cook County. This will provide better management, help make better decisions, and save money—approx \$2.5 million dollars.

2. Collaboration- by focusing on creating offender centric records, and be able to aggregate that information on a daily and operational basis, we will have better views and know how and what to improve
3. Transparency- a law was signed that we must release names of those released on good time, and IDOC put that up last week.

- These are not Band-Aids, this a system overhaul.
- We have the least amount of information within the first 30 days that we have an offender. We are working on creating an electronic record so that people can early on assess all of the pieces on that offender. It can take several days or weeks being we actually get the file. Focusing on the reception process and putting all of that information in a new system will help IDOC make better decisions.
- For the first time we are going to build a system that tracks classes that have been taken i.e. anger management, education, etc. We are moving towards a checkbox system, and away from a writing system—this is the Offender Score Card and will be use in the Reception and Classification Process. Once we move to web technology, we will have the ability to operate in real time. Dave Olson mentioned that while IDOC does receive information from localities, the many different forms that it comes in, results in the information not being used. Some of the information will be scanned into our system, but not all of the paper.

Vera Institute Long Term Segregation Study- Steve Karr

- The Director visited Tamms his 2nd day on the job and that resulted in the 10 pt. plan. The Director is very big on having other professionals look at what we do: 1) The ACA accreditation 2) Improving Sheridan 3) Enhancing professionalism of his staff, and the overall agency.
- Vera is conducting a review of IDOC segregation policies. The number of inmates that overall vs. those in segregation is high. The maximum sentence that you can get in the facilities is a 1 year sentence, but those can compound. 80 of our inmates will be in segregation for at least 10 years. The Department needs to ask, as an Agency, what the Department is doing for guys once they move from facility to facility and eventually to society. This is to determine if the right populations are being placed in segregation. Are segregation terms appropriate to the offense, the same in other facilities? This report will be done around the end of September, and it is contingent on their funding. They are doing this study in Maryland, here, Mississippi, and Ohio.
 - 1.) Qualitative entity- reviewing the characteristics of our population to see if there are things that make them more likely to be placed in segregation. This involves site visits include a tour, case review file, review of policies and procedures and interview with management.
 - 2.) Quantitative- based on the number of populations.

Question: There are certain inmates whose segregation times goes past their MSR date, and we have to release them. They go straight from segregation to home, meaning there is no step-down process. The Director wants to alert local police agencies and set up a better notification system. This will be for segregation inmates, and also high profile inmates. This is part of our step-down over haul. We are going to try to give them programming before they go home. This is why we brought in Vera, so they will validate our assumptions, and then put some policies and procedures together. Asst. Director Taylor notes that this will be difficult for the Department to develop and implement a successful step-down process, because there are a lot of things to factor in.

Constituent Services- Shelith Hansboro

- NIC Training- 7/12-7/15 there was an NIC COT training operational management training offered at women's prisons. The trainers came to Illinois and 40 very diverse staff from all over the state participated in this training. Issues such as women dietary needs were mentioned. Screening of employees on whether they are equipped to work with women. Roberta Fewes mentioned that if an employee transferred from a male facility to a female facility, they should have training on the difference of men and women offenders.
- Video Visitation: This is planned to go live August 1. This will closely resemble an in-person visitation. Must be on the visitors list, facility can't be on lockdown etc. information on this is available on request. The department has to have a report by Oct. 1 on this issue. All of this equipment is in place. In Phase 1, the Dept. put out an RFI, but the phase is focused on the pilots. In Phase 2, and vendor will be chosen via an RFP.
- ACA Conference: IDOC is part of the host committee because the conference is in Chicago this year. There will be a tour of the Stateville RNC, Sheridan, Southside reentry center, North Lawndale and Crossroads ATC's and 2 other facilities for the conference. On the 2nd of August that will be the opening ceremony.
- Shelith would like the Director to sit down with the ACA publication, ACA Today, and talk about our ACA accreditation.

CRA 2009- Cory Foster, Sara Sullivan, Mary Ann Dyar

- SPAC- Cory Foster stated that IDOC is working closely with Vera. They just hired an Executive Director at SPAC. Dave Olson is working closely with SPAC as well. A representative with the Virginia SPAC visited and presented on how they operate. The Department hopes that SPAC will be able to show the GA the big picture on this process, as a body that is independent of IDOC. The SPAC board is very diverse, and many different stakeholders throughout the state are represented. SPAC has a short window where they have to review various statuses. One of the SPAC recommendations will be that this shouldn't have a short life cycle, and they we will need to continue this evaluation.
- Adult Redeploy Illinois- Mary Ann Dyar: Mary Ann provided a brief overview of what Adult Redeploy Illinois (ARI) is, and explained the grant process. Ms. Dyar provided several handouts with information about ARI. The board is very diverse, has met 6 times since January, and set up sub-committees. There was \$2 million in GRF funds to start ARI and the board decided to use that money for planning grants for localities to make strategic plans. ARI gave out 8 planning grants, covering 19 counties, totaling \$216,000 dollars.
- RANA- Sara Sullivan: Ms. Sullivan went over a memo that the Vera Institute prepared for the RANA task force. Vera is providing the technical assistance for this task force. Reviewed the various assessment tools being used around the country- COMPAS being used by Michigan, Ohio's Assessment System, the LSI-R that we use in Illinois, and the tools used at IDOC right now. There is a sub-committee to look at the RFI, RFP, and RFQ process, and Asst. Director Taylor is a part of that. A lot of the members of SPAC and RANA are on both task forces. An Advisory Group has been created for RANA, on the idea that all would be from outside community organizations to see what they would want from the assessment, and the department will be able to use them to "buy in" in to the tool when the time comes. The purpose of the tool will be not to just decide the risk level of the offender, but also to identify the needs and identify what programs could be useful.

Old Business

There was no old business brought up for discussion.

New Business

- **Question:** Ms. Rudolph asked Asst. Director Taylor--- Are you and the Director thinking about how this board will be utilized in the strategic initiative?
 - **Answer:** Asst. Director Taylor---Yes. This group can be a part of these project management groups.
- Ms. Rudolph would like to engage more.
- **Question:** Malcom Young--- How can this group help support and build support for the good initiatives taking place at IDOC?
 - **Answer:** Sara Sullivan mentioned that there was discussion of a PR piece that will be necessary to role out the new assessment tool. Cory Foster said that good points have been made, and in the near future the board will take more of the lead in preparing the agenda and proposing best practices for the department to consider. Things are more presentational right now, because there are so many new members.
- Keith Lape, Vice Chair Suggestion: ask the board members what they would like to put on the agenda, and then they will know what the board members want to know. While IDOC should put whatever they think the board should know on the agenda, the board should also have issues and concerns addressed. The Board used to present to the IDOC staff, but change in personnel changed that.
 - Cory Foster will work with Sara and the chair to get that done for the next meeting.
- Lape raised concerns that the board members were told that they would receive media notices where the IDOC is mentioned, but the board members are not receiving that.
- Ms. Rudolph says that the board could really be utilized much more effectively then they are right now, especially in developing the strategic plan.

Public Comments/Open Discussion

- Ms. Sullivan stated that the next meeting will be on October 25th and it will be a Decatur. Information will be sent out. There will be a possible tour of the video visitation.
- Meeting Adjourned- started chair seconded Dave Olson at 12:48 PM