FSN MEETING MINUTES
January 22, 2015 HOSTED BY: BENTON COUNTY

Thanks very much Benton County for hosting our January 2015 meeting! Welcome and meeting called to order by Judy Bell from Benton County.

Attendees:
Judy Bell, Benton Co; Mary Hunt and Lee Cummins, DOC; Tammy Sundin, Umatilla Co; Angie Brown, Josephine Co; Jeannie Olson-Shelby and Diana Escobedo, Lane Co; Dorothy Ellis and Nikki Bennett, DOR; Janet Leep, Coos Co; Christy Elven, Washington Co; Vicki Wood and Amanda Mueller, Yamhill Co; Bev Mills, Linn Co; Lena Watson, Wasco Co; Bertha Logsdon, Hood River Co; and Angela Hoak, Lincoln Co.

Review of Minutes:
The minutes from July 24, 2014 were handed out to all attendees of this FSN meeting as they weren’t available by email. There was a correction in the first paragraph that should have stated “a service award” not a circus award.

DOR:
Nikki reported that there was a rebate in November from OAA to client agencies. DOR is in the middle of getting a new system and there was a small part integrated in 2014 with the larger part to happen in 2015. By the end of 2016, the new system will be integrated completely. If FSN wants anything changed in our reports from DOR, please send an email to Nikki and she will see if it’s possible with the new system.

Polk County is setting up a new account for their juveniles with DOR. Nikki is willing to meet individually with each county and is available for training in the office.

She also asked if everyone is getting a copy of “the Communicator”, which is DOR’s electronic newsletter. If not, please email her at Nikki.BENNETT@oregon.gov and she will get you on the mailing list. Nikki introduced Dorothy Ellis who job shares with Stella from DOR.

Between April and Fall, the E-Court program will be getting an upgrade so that OJIN and E-Courts should have the same financial breakdown information available. Each County decides what is “public access information” in E-Courts. Nikki will be emailing out a cheat sheet to all FSN members. Every county has a service agreement with DOR and is able to call at any time to change how money is collected: For example; garnishments or tax returns. She is to email out a list so every county knows how the money is collected for their own county. In the Option 16 CCMENUFEE, Multnomah County’s report is showing the account is following the offender not the county.

When an account is sent to DOR, make sure that it is a DOR line and not a supervision fee line. There was talk about the CCMENUFEE option 12 and also option 16 which shows pending
accounts going to DOR. Nikki reports that 96% of FSN people said they accept payments from DOR accounts and then do an adjustment.

**DOC Updates:**

Mary Hunt reported that the Governor’s proposed budget has 2 million dollars approved for the analysis for DOC to get a new operating system with hopes of getting money for the new system in the 2017-19 biennium.

Lee Cummins talked about the service requests that are in for parole and probation and said that a service request is in for the women’s needs risk assessment (PSC assessment). The structured sanction work group is also to redo the sanction grid and build an incentive piece into it. There is a service request to see if on entering a sanction, it will let you sanction someone to jail, even though on the Court order screen it clearly shows NOT sanctionable. Another service request is on the PSC assessment to fix an issue with the level not populating on the caseload screen for some offenders who have been returned from ABSC. For now, if the level is gone, create a new assessment.

**SERVICE REQUESTS:**

First of all, there is a big thank you to Janet Leep from Coos County for reviewing the service requests that affect the FSN group.

SR2530 – This request is to modify the fee billing statement so that we can bill for out counts either by individual caseload or alphabetically by name. The new billing statement will include the out counts with no option for out counts or select one out count. The inactive accounts that are to be included are INPR, UNSU and CMPO. We discussed also including the IMMI code too and thoughts were to add it later if the group decides it’s needed. When discussing the out counts, ONLY would mean the three INPR, UNSU and CMPO together. The default would be NONE – no active out counts. If we use *ALL, that would be active and inactive (the 3 out counts) accounts.

SR2551 – There would be a new fee account type which is COLL for collection accounts. It would be exactly like the DOR line which would be that another county could not take the funds.

SR2558 – This request would print two receipts on one page. There are now up to 5 accounts on one page and some counties use a receipt for the offender and the other receipt for their deposit. We will be able to say yes or no to getting two receipts. The expiration date of the offender’s supervision shows on the screen, but removes it from the receipt. Under the CCMENUFEE Option 14 screen, set up table to print one page or two pages.

SR2575 – The request is to enhance the discontinued fee report and add the ability to select *ALL and sort by fee type or discontinued fee date or alphabetically. The system defaults to over .99 cents. On this request, the question was posed to see if we could add a total amount to the discontinued fee report at the very end so that if the director asks for the total amount
to DOR and outstanding balances or total due, we could give them an answer. A new option B would be for both to get the negative and credit balances.

**DISCUSSION:**
There was discussion with the group about billing offenders either once or twice a year and if offices used an online service for payment.

Everyone is to bring their fee manual to every FSN meeting so that the group can review a certain chapter or pages starting with the first chapter.

Another topic that came up was if the offender meets his/her max date on an order and is pending a PV, do they legally get billed for those months he/she is pending the PV? If probation is extended yes, but if CRTR/dismissed, etc., can offices legally bill them for the PV pending time? Technically they are not covered under the Court order as it has expired. Each County was encouraged to talk to their County Counsel Office for clarification.

DOR only holds accounts for one year and then it returns them to the sending agency.

On each page of the contact list for FSN, the group is taking out “membership updates” wording and adding “revised date” at the bottom of the page. There was one correction, Hood River’s fax number is (971) 228-3599.

**OFFICER APPOINTMENTS:**
It was suggested and agreed upon that the co-chair position should be a two-year position and then after that would turn into the chair position. There are openings for co-chair and secretary positions. Lena Watson from Wasco County volunteered to be co-chair. Kerri Humbert from Douglas County volunteered to be secretary and Jeanie Olson-Shelby said she would be co-secretary when Kerri is not available to be at the meetings.

**ROUND TABLE:**
It was brought up that a county had someone embezzle money from their office and a reminder to have an accountable system for cash payments.

Regarding online payments, some offices are using the Point and Pay system for offenders to pay supervision fees. There is a $2.00 minimum payment and then a 2.0% fee which the offender pays and they need to enter their SID#. The code in the 400 is ET for Point and Pay and there is a Reference Number. Several offices are using this service and have said that their supervision fees have increased due to easier access for offenders.

The next meeting date is April 23rd in Douglas County.

The meeting was adjourned at 1:45 p.m.