Hosting Agency: Lincoln County  
Meeting Location: The Elizabeth Street Inn  
232 SW Elizabeth Street  
Newport, OR 97365

In attendance: Judy Bell, Benton County; Kimberly Losada, Clatsop County; Shawna Harnden, Parole Board; Lee Cummins, DOC; Mary Hunt, DOC; Cathy Erland, DOC Helpdesk; Lisa Wilcox, Multnomah County (Gresham); Jeannie Olson-Shelby, Lane County; Christie Elven, Washington County; Nicole Pauly, Multnomah County; Lisa Gilbertson, Multnomah County; Ashley Harmon, Multnomah County; Angie Gustafson, Linn County; Kerri Humbert, Douglas County; Patty Gaskins, Douglas County; Toni Puckett, Clackamas County; Chelo Ramirez, Hood River County; Vicki Wood, Yamhill County; Carolyn Knox, Lincoln County; Kathy Foltyn, Klamath County; Pam Mathes, Klamath County; Vicki Fisher, Curry County; Shannon Winters, Tri-County; Tina Potter, Tri-County; Bobby Lenhardt, Jackson County; Diane Ballard, Jackson County; Tina Shippey, Coos County; Terri Chandler, Jefferson County; Jamie Cruz, Multnomah County; Mindie Everett, Multnomah County; Kari Garcia, Multnomah County; Marla Wiese, Multnomah County; Emma Bouchet, Multnomah County; Jessica Jauken, Wasco County; Cathleen Snider, OISC; Denise Sitler, DOC; Larry Bennett, DOC; Chris Christy, DOC; Mark Patterson, Compact

Welcome & Introductions: Parole & Probation Supervisor Dan Schram welcomed the group to Lincoln County. Judy Bell agreed to chair the meeting since Michael Jackson resigned earlier this week; we need a new chairperson and this will be addressed at the end of the meeting.

Review Minutes: The new Parole Board member’s name was spelled incorrectly; his name is Michael Wu.

DOC: Cathy Erland (DOC Helpdesk) – currently job shadowing with Mary & Lee.
Cathy told us that there has been a lot of restructuring in the IT department in the last six months. Mark Harris is now the Head of Operations, and Don Pack is the Head of Development.

Effective this morning, there is a new warning that will pop up on the Public Information Screen regarding ICOM inmates. These are inmates that have a county location of DOC and are either inmates from other states or are OR inmates being housed in other states for their protection. A lot of these are high interest cases or involve witness protection, and we cannot give out any info on these inmates. The warning would go away once the inmate is released to county supervision; this is just while they are in prison.

Parole Board: Shawna Harnden
There have been more staff changes at the Parole Board. There are two part-time employees working in the Records Dept, as Kathleen will be out on maternity leave soon. Pat Ziegler has retired, and no one is currently designated to process discharges, but a couple of people are helping out for the time being. Shawna will be on vacation from Aug 26-Sept 14.
When an offender is auto-revoked, this means he has a new conviction and is serving time in another state, but a warrant was issued on the old OR PPS/Bd case(s), so the Board lifts their warrant and allows the old charges to run concurrent with the new one. When he gets out, he may have years left on the old OR Board cases, but now he also has supervision on the new case from the other state too. Since the offender is not going through the Oregon prison system this time, a release plan needs to be submitted to the Board by the county before they are released from the other state so the Board can prepare new PPS orders. Scan and email the release plan to Debra Zwicker with a subject line that includes name, SID, and “release plan following revocation.”

Revocations on Compact offenders: The Parole Board met with Compact, and it was decided that once the case is closed in ICOTS and a Notice of Closure is sent, the Parole Board gets authority to decide if they want to auto-revoke or not.

Shawna asked if there is any notification done when a Compact PPS case is accepted in the community. There is not, but Denise said that she could look into possibly doing a monthly report for the Board.

If an offender has Board and LC PPS, the Parole Board should have authority over both. If a county issues an LC warrant on an offender who also has Board PPS, the Board will not be able to add INOP time on that case. Also, if Probation and Board warrants are both issued on an offender and action is being taken on the Probation warrant instead of the Board warrant, the Board can lift their warrant but no INOP would be applied.

The PBMIS rewrite is expected to be done in 12-14 months. Email Shawna with any issues or wish list items for the rewrite. We will not be able to have any changes made to the doc400 modules that correspond with PBMIS (sanctions, release plans, etc.) until the PBMIS rewrite is complete.

Questions/issues: Mindie states that when a release plan is locked by the Board, the release plan can’t be updated. Shawna asks her to email her about it.

Judy says that she was told that when a Board-controlled client is sentenced to a new Local Control conviction you only need to send the release date to the Board, but a release plan is not necessary. And when an offender has their probation revoked and sentenced to Local Control with PPS, you must send the release plan to the Board. Shawna thinks that release plans are NOT needed on either of those scenarios. She believes all the Board needs is the sentencing order and the release date. She will double check and confirm at the next SOON meeting. But she said as long as the board isn’t doing a revocation (meaning either a revocation sanction or an auto-revoke) there is no need on those local sentences to submit release plans to the board.

**Compact:** Mark Patterson, new Compact DCA

Some new rules came out in March, they will let us know if there are going to be any process changes.

Tina Shippey asked why we haven’t had any recent notifications from Compact about travel permit restrictions in certain areas, and Mark said we should start seeing them again in September.
Toni Puckett asked if there is a way to find out extradition fee amounts without bothering Fran. Mark said he would be meeting with Fran next week, and he will ask if there is anything we can do to expedite the process.

**OISC: Cathy Snider**

Cathy asked the group if we thought the EDIS Final Discharge form should be a 3-year or a 75-year form. We decided that it should be a 75-year form.

Cathy asked that we do not send Orders to Seal Records electronically. The original certified copy must be sent in the mail.

When a case closes and there are previously closed felonies that are not on the Closing Summary, we need to attach a list of all offenses in that cycle. This is not optional. We can handwrite in the other offenses on the closing summary, or we can print a separate list (option 10 from the kardex screen will print a list of all offenses in a cycle). If we print the list, it should be the second page of the file material, after the Closing Summary.

Mindie said that she noticed several instances where a record was sealed and everything in the doc400 was deleted except for the IRS name. Cathy said that she has gone back and deleted the IRS names for the cases that Mindie found, but please let Cathy know if anyone else finds any more.

**DOC: Chris Christy (STTL Coordinator) & Larry Bennett (Community Corrections Administrator)**

Short-Term Trans Leave has been around for a long time, but was used sparingly in the past. HB3194 increased STTL time to “up to 30 days” or “up to 90 days.” DOC has been working on developing a new, smoother STTL process, which gives us all the release plan info at once. They welcome feedback and insights while they are refining their processes.

The STTL date on the release plan just means that they are eligible by statute or policy, but review groups may still decide against granting the offender transitional leave. The “Notable Issues” section will give more info.

New ST conditions have been created for use while an offender is on STTL; once released to PPS, they will use SC conditions. (TL and TS conditions are for AIP releases.) Chris is working with the Board to get conditions finalized early so the offenders will be subject to the same conditions through both pieces (but they will just be labelled differently). STTL conditions will be emailed out 1 – 2 weeks prior to release. *Please do not use the ST conditions until we get notice from DOC to start using them.*

If it happens that an offender is released on STTL and reports to the community, but no STTL paperwork has been sent to that office, the fastest way to get a response is to contact the release counselor. There have also been a few offenders released to STTL who shouldn’t have been. If this happens, contact Chris at 503-945-2905.

If an offender violates while they are on Leave, a warrant report/violation report needs to be emailed to DOC. Do not create sanctions for offenders on STTL, just use the STTL reports. No affidavit is required with the STTL reports. Only send violation reports when an offender is sanctioned to jail time (not for work crew or other alternate sanctions). Any emails to the STTL mailbox should have the offender name
and SID in the subject line, along with a description of what you are attaching (warrant, police report, etc).

Chris talked about what happens if a warrant is issued during STTL and the offender isn’t picked up until after his PPS start date. The STTL time stops on the date of the warrant and the offender will still owe the remainder of their time (like INOP). Once the warrant is issued, the offender will be back on institution control and will not show as being in the county location anymore. However, when an STTL offender absconds and is arrested, not all are appropriate for return to physical custody at DOC (for example, if they only have a few days left). The PO will be notified of DOC’s recommendation.

Once an offender has completed their STTL time, please make sure to process the movement from STTL to PPS within a week of the change date. The Board will be preparing the orders early, but the PO will be responsible for printing the Orders and getting them signed once PPS starts.

Tina asked if we could get an update to have the status show as “Leave/STTL” or “Leave/AIP”, so it would be clear what we are dealing with. Mary said we could do a service request.

**DOC: Denise Sitler – budget presentation**

There are two main components to the process: budget building and budget allocation. In even years, Agency Request Budget development is done from April to June, Governor’s Balanced Budget development is done in late fall, and then the Legislatively Approved Budget is released during the legislative session.

The capitated rate is the rate paid per date per offender. It looks at a county’s overall caseload, which for budget purposes includes offenders on FPR, PPS/LC, PPS/Bd, CMPO (but no other outcounts), leave, incoming CMPO, and LC status. INPR and UNSU offenders are not funded. It is important that we always process admissions and enter a PSC within 60 days, or those offenders will not be included in the caseload snapshots (which are done in Oct, Nov, and Dec). The caseload snapshots are broken down by risk level and averaged. For example, in the 2013-2015 budget the cost was $267,248.40 per day to manage Community Corrections statewide. Divided out, that breaks down to $8.63 per day per offender. Percentages are then broken out by county to determine allocations.

Denise suggests that we encourage POs to close cases to EDIS whenever an offender is eligible, as opposed to using the BNPB or EARL options. Offenders closed to EDIS are still included in the funding snapshot up to their original expiration date.

**DOC: Mary Hunt**

Recently DOC received a list of SID #s corresponding to old DNA samples that were unusable. Char McCarthy reset the status on all of those offenders to reflect that DNA has not been collected. A lot of the unusable samples were collected from offenders on supervision for conditional discharges, non-qualifying misdemeanors, or incoming compact cases. Note: there is a programming error that flags conditional discharges as “DNA Collection Required”; this is incorrect and we are not supposed to collect DNA on CDs since it is not a conviction. Going forward, if any more samples are unusable, Heidi Stetson will contact the SOON rep for the county of supervision and ask them to change their collection status in the DOC400 so all records are correct.
The new race code of “P” for Pacific Islander was discontinued because it doesn’t work with LEDS & NCIC. A programmer has now asked if we would like to keep the “P” code in the doc400 and just have it convert to the “A” code in LEDS. The group agreed that we would like that.

Programming is being done on a new edit on the outcome measure conditions (Restitution, Compensatory Fines, Community Service Work, and SC7); if you enter a 2 to change on one of these conditions, you must enter an amount or you will not be able to exit out. *POST NOTE: Mary rechecked the programming and you will only be required to enter the amount IF the condition remains marked as Trackable Y. Some counties have been entering “amount TBD” on the condition text line, and then entering the amount a few months later once the amount is determined. The new edit will allow this practice if the condition is changed to Trackable N. Furthermore, we will not be able to close out any offense lines where the outcome measure condition has been selected and marked as Trackable Y, but no amount was ever entered. You will need to go into the condition and either enter the amount/unit, or change to Trackable N, or delete the condition if an amount/unit was never ordered. DOC’s restitution committee thought it would be best to not enter the condition at all if the order says TBD, and wait until the amount is set before entering the condition, but many offices said it is easier to keep track of the TBD cases if the condition has been entered. This will be a county-by-county decision. Kimberly Losada said that in Clatsop County, they keep a spreadsheet of offenders whose restitution amounts haven’t been determined yet, and then follow up on them monthly.

Tina Shippey brought up the point that on PPS/BRD cases where there is restitution owed, we have been putting the SC7 condition on the longest-running sentence and entering the amount there, and then putting SC7 on all other sentences with no amount and marking those as non-trackable. Counties will be able to continue this practice after the new edit goes into production. It was asked if having all those non-trackable SC7 conditions would give us a lot of unnecessary red lights on our outcome measures. Vicki Wood said that shouldn’t be an issue because outcome measures only look at trackable conditions.

Emma Bouchet asked if it would be possible to make a “Rest-TBD” condition, so it would be obvious when restitution needs to be followed up on. The restitution committee will further discuss all of these issues.

**DOC: Lee Cummins**
Regarding the upcoming Support Staff Academy, the trainers have all been assigned and the topics have been finalized. The schedule and registration info will be emailed out soon.

**LEDS/WEBLEDS:**
The manual committee is removing the suggestion to put a note on the MISC line in the EPRs for offenders moving to INPR or UNSU. When we state that the offender is inactive or unsupervised, we tend to not get notifications from law enforcement when the offender is contacted or has a violation.

**OPS Manual:**
The manual committee needs volunteers. Mindie Everett is the new chairperson; contact her if you would like to join. Patty Gaskins volunteered to take one chapter.

**Local Control:**
We discussed what the data entry should look like when a probation is revoked and the sentence is 0 jail days with PPS ordered. We should not bring them into the JAIL location if they don’t actually go to jail; the correct steps to take would be to admit the offender to local control with the location of STND for 1 day, then release to the county location for PPS. However, if it is a book & release, we can use the JAIL location.

Judy brought up a situation where a warrant was entered and then the offender was arrested before the release to abscond status was processed. She recently learned that the movement to ABSC still needs to be entered and wanted to be sure everyone else was aware.

**User Groups:**
Three new SUN users will start once the SUN manual is updated.

We discussed which counties will host the SOON meetings next year; so far the schedule is:

- February - Lane County
- April - Douglas County
- June - Clatsop County
- August - < TBD >
- October - Jackson County
- December - Clackamas County

**Round Table:**
Shawna wanted to remind us that Compact cases are not eligible for UNSU, and that we should never discharge a Board case until we receive a Closure Notice.

Also, if a revocation has been imposed by the board, jails are not supposed to be releasing early. EVER. This causes massive problems, the whole revocation has to be re-done and this cannot happen. Shawna is also taking this to FAUG and OACCD. If we come across a situation like this, notify the Board sanctions person immediately.

Angie Gustafson had a question about a situation where the Parole Board closes interest and they provide a Certificate of Expiration; after the remaining LC cases expire, do we need to send a Certification of Expiration issued by the Local Supervisory Authority to OISC? Apparently this is a county-by-county decision, but the best practice is to mirror the Board.