

Justice Center Oversight Committee

John H. Mulroy Civic Center
11th Floor East
421 Montgomery Street
Syracuse, NY 13202
(315) 435-3565

2016 Justice Center Oversight Committee Meeting Dates

Meeting #	Date	Location	Notes
1	March 29, 2016	Tech Garden	
2	May 12, 2016	Tech Garden	
3	June 9, 2016	Tech Garden	
4	June 21, 2016	Tech Garden	
5	July 13, 2016	Tech Garden	
6	August 10, 2016	SW Community Center	
7	August 16, 2016	Tech Garden	
8	Sept. 7, 2016	Mundy Library	
9	October 5, 2016	White Library	
10	November 2, 2016	White Library	
11	December 7, 2016	518 James (Gifford Rm)	
1	March 29, 2016	Tech Garden	



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Human Rights Commission

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Justice Center Oversight Committee

Joanne M. Mahoney
County Executive

Barrie Gewanter
Administrator

AGENDA

MARCH 29, 2016 MEETING

JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC)

MEMBERS	___ Jo Anne Bakeman	___ Marissa Joy Mims
PRESENT:	___ Arthur Barksdale	___ Dr. Dennis Nave
	___ Dr. Najah Salaam Jennings Bey	___ Robert Slivinski
	___ Allan La Flore	___ Carlton Strail

COUNTY OFFICIALS, STAFF and

COMMUNITY MEMBERS PRESENT:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Business Session - Open to the Public

- Welcome & Introductions
- Purpose of Committee & Review of Enabling Legislation
- Intro to Direct Supervision Method of Jail Administration & Justice Center Facility
- Intro to Confidentiality Obligations – Generally, Related to Personnel in Jail, HIPAA
- Intro to Intake, Screening, Notice and Investigation Process to Date
- Development of Committee Review & Recommendation Process
- Anticipated Training Needs & Options
- Selection of JCOC Officers
- Future Meeting Structure, Notice Procedures & Regular Date/Time/Location
- Items to Include on Next Meeting Agenda

Executive Session – Closed to the Public

- Brief Review of Initial JCOC Cases for Consideration



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**AGENDA - MAY 12, 2016 MEETING of the
 JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC)
 at the Technology Garden 235 Harrison St. Syracuse**

MEMBERS	___ Jo Anne Bakeman	___ Marissa Joy Mims	___ Carlton Strail
PRESENT:	___ Arthur Barksdale	___ Dr. Dennis Nave	___ Robert Slivinski
	___ Dr. Najah Salaam Jennings Bey	___ Allan La Flore (<i>Resigned</i>)	

COUNTY OFFICIALS, STAFF PRESENT: _____

MEDIA REPRESENTATIVES PRESENT: _____

COMMUNITY MEMBERS PRESENT: _____

Business Session (*Open to the Public*)

1. Welcome & Introductions
2. Consideration of Agenda Drafted by Administrator at Request of Committee
3. Consideration of Draft Minutes of 3/29/16 JCOC Meeting for Adoption
4. Consideration of Email Letter of Resignation from Allan LaFlore
5. Report Back on Highlights from Justice Center Tours
6. Additional Training Needs, Interests, Requests of JCOC Members
7. Discussion with Undersheriff Jason Cassalia
8. Setting Regular Monthly Meeting Dates & Discussion of Location Options
9. Public Meeting Notice Procedures & Discussion of email notice distribution
10. Creating a Policy/Procedure for Media Contact with JCOC Board Members
11. Discussion of Proposed Structure for New JCOC Website
12. Update on Potential Cloud-based Secure File Sharing Capacity (*Meeting with IT 5/13*)
13. Consideration of Suggestions Prepared by Bob Slivinski
14. Development of Committee Review & Recommendation Process
15. Selection of Officers Indicated in Enabling Legislation: Chair, Vice Chair, Secretary
16. Items to Include or Carry Over on Next Meeting Agenda

Executive Session (*Closed to the Public*) - Review of JCOC Cases Avail. for Discussion



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**AGENDA – JUNE 9, 2016 MEETING of the
JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC)
at the Technology Garden 235 Harrison St. Syracuse**

MEMBERS ___ Jo Anne Bakeman ___ Marissa Joy Mims ___ Carlton Strail
PRESENT: ___ Arthur Barksdale ___ Dr. Dennis Nave ___ Robert Slivinski
 ___ Dr. Najah Salaam Jennings Bey ___ Allan La Flore

COUNTY OFFICIALS, STAFF PRESENT: _____

MEDIA REPRESENTATIVES PRESENT: _____

COMMUNITY MEMBERS PRESENT: _____

Business Session (Open to the Public)

1. Welcome & Identification of Participants
2. Reminder of June 21st Business Meeting (5:30 Start)
& Invitation to Add Agenda Items
3. Volunteers to Assist with Public Outreach at Pride Festival & Juneteenth June 18th
4. Motion to Move into Executive Session

Executive Session (Closed to the Public)

1. Review of JCOC Cases Avail. for Discussion
2. Motion to Close Executive Session & Return to Business Session

Re-Convened Business Session (Open to the Public)

1. Motion to Adjourn Meeting



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**AGENDA – JUNE 9, 2016 MEETING of the
JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC)
at the Technology Garden 235 Harrison St. Syracuse**

MEMBERS PRESENT:

___ Jo Anne Bakeman (Time- Keeper)	___ Marissa Joy Mims (Chair)	___ Carlton Strail
___ Arthur Barksdale	___ Dr. Dennis Nave	___ Bob Slivinski (ViceChair)
___ Allan La Flore	___ Dr. Najah Salaam Jennings-Bey	

COUNTY OFFICIALS, STAFF PRESENT: _____

MEDIA REPRESENTATIVES PRESENT: _____

COMMUNITY MEMBERS PRESENT: _____

Business Session (Open to the Public)

1. Welcome & Introductions
2. Designation of Regular Monthly Meeting Date
3. Reminder: Make appointments to meet with Barrie Re: Assigned Cases
4. Motion to Move into Executive Session

Executive Session (Closed to the Public)

1. Review of JCOC Cases Available for Discussion
2. Motion to Close Executive Session & Return to Business Session

Re-Convened Business Session (Open to the Public)

1. Motion to Adjourn Meeting



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**AGENDA – June 21, 2016 MEETING of the
 JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC)**

MEMBERS ___ Jo Anne Bakeman ___ Marissa Joy Mims ___ Carlton Strail
PRESENT: ___ Arthur Barksdale ___ Dr. Dennis Nave ___ Robert Slivinski
 ___ Dr. Najah Salaam Jennings-Bey ___ Allan La Flore

COUNTY OFFICIALS, STAFF PRESENT: _____

MEDIA REPRESENTATIVES PRESENT: _____

COMMUNITY MEMBERS PRESENT: _____

Business Session (Open to the Public)

1. Welcome & Identification of Participants & Persons Present
2. Consideration of Agenda Drafted by Administrator at Request of Committee
3. Consideration of Draft Minutes of 5/1216 JCOC Meeting for Adoption
4. Updates from Administrator
 - Requests for Sit Along Experiences Approved After Evening Orientation Session
 - Custody Command Willing to Review Processes for Internal Investigations, Grievances, Complaints & Adjudication of Internal Charges/Sanctions During Orientation Session
 - No Progress Yet on Drafting Content for New JCOC Website & New JCOC Brochure
 - Working to Initiate Use of New Jail Complaint Form in Justice Center by Mid-August
 - Cloud-based Secure File Sharing Capacity Approved by County Admin. - Intro. TBA
 - Report Back from 1st Public Outreach for HRC & JCOC at CNY Pride & Juneteenth Festivals
5. Discussion of Recognition of Visitors & Public Input During JCOC Business Meetings
6. Set Dates for Meetings in July & August (Including Orientation + Information @ JC)
7. Consideration of Written Suggestions Prepared by Bob Slivinski
8. Development of Committee Review & Recommendation Process
9. Initiating Dialogue with Custody Deputies & JCOC Presentation in Custody Academy
10. Selection of Officers Indicated in Enabling Legislation: Chair, Vice Chair, Secretary
11. Items to Include or Carry Over on Next Meeting Agenda:
 - Request for a CCS Rep to discuss how they screen sick call requests & assess patient complaints

Executive Session (Closed to the Public) - Review of JCOC Cases Avail. for Discussion

Executive Session (*Closed to the Public*) - Review of JCOC Cases Avail. for Discussion



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Informal Notes for JCOC Administrator Updates at 7/13 Meeting

- 1. Transition to new Custody Command Liaison Officers Captn. Ford & Lt. Guillaume**
- 2. Caught up on transmitting all outstanding Formal Written Case Notices to Command Liaison Officers. Includes new JCOC case #29 for Review in Exec. Session**
- 3. Received 4 more reports of Custody Dept. internal investigations from Liaison Lt.**
- 4. Custody Dept. decided it will not release requested case-related videos, but will accommodate staff and JCOC Members viewing videos at Jail by appointment or at JCOC meeting.**
 - Administrator Viewed 1 Requested Case-Related Video at Jail this Monday.**
 - Appt. to View 3 More Video's this coming Monday 6/18 at 1:00****JCOC members designated as primary reviewers on these cases can join me or we can make appt. for members to view video at another date/time.**
- 5. Reporting Forms for JCOC Case Discussion:**
 - a. Adjusted Case Tracking Chart Share With JCOC in Executive Session to Reflect Categories You Wanted to Include – for Review in Executive Session**
 - b. Created Separate Chart to Help Keep Track of Recommendations & Cases Related to – for Review in Exec Session. (Have 15 Potential Recommendations)**
- 6. Aim to Initiate Use of New Jail Complaint Form in Justice Center by Mid-August**
- 7. No Progress Yet on Drafting Content for New JCOC Website & New JCOC Brochure**
- 8. Cloud-based Secure File Sharing Capacity Expected Be Active & Avail. after Aug. 5th**
- 9. Responses From Attorney Eileen Perry to Questions from JCOC at Last Meeting**
- 10. Need JCOC to review additional allegations from existing complainant to assess which of these allegations to pursue as amendments to JCOC complaint**
- 11. Reduced Follow Up Questions from JCOC 6/9 Review of Existing Cases to Chart for Review in Exec. Session – In response Command Liaison Officers Request to Delay Their Response Until after Orientation & Policy/Procedure Review on 7/26**



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**AGENDA – August 10, 2016 MEETING of the
 JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC)
 at the Southwest Community Center 401 South Ave Syracuse – 4:30 pm Start**

MEMBERS ___ Jo Anne Bakeman ___ Allan LaFlore ___ Carlton Strail
PRESENT: ___ Arthur Barksdale ___ Marissa Joy Mims ___ Dr. Najah Salaam
 ___ Dr. Dennis Nave Jennings-Bey

COUNTY OFFICIALS & STAFF PRESENT: _____

MEDIA REPRESENTATIVES PRESENT: _____

COMMUNITY MEMBERS PRESENT: _____

Business Session (Open to the Public)

1. Welcome & Introductions
2. Consideration of Agenda Drafted by Committee Chair
3. Consideration of Draft Minutes of Prior Meetings: June 9, June 21, July 13 *(as avail.)*
4. Recognition of Visitors for Public Comment *(Time Limit & Related to JCOC Mission/Work)*
5. Committee Training:
 - Feedback from 8/1 Training in Open Meetings Law (Bob Freeman - Comm. on Open Gov.)
 - Feedback from 7/26 Presentations by Justice Center Staff Re: Visitor Orientation, Grievance Procedures, Internal Charges & Hearings, Protective Custody PC, & Mental Health Procedures
 - Need to Schedule Review of Medical Contractor Procedures
6. Updates from Administrator (8 items)
7. Consideration of New Draft JCOC Documents: Mission Statement & By Laws
8. Establish Regular Monthly Meeting Dates
9. Roles & Selection of Committee Secretary
10. New Business ? _____
11. Items to Include or Carry Over on Next Meeting Agenda: _____

Executive Session (Closed to the Public) - Review of JCOC Cases Avail. for Discussion

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**AGENDA – November 2, 2016 MEETING of the
 JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC)**

MEMBERS	___ Jo Anne Bakeman	___ Carlton Strail	___ Dr. Najah Salaam
PRESENT:	(Timekeeper)	___ Marissa Joy Mims	Jennings-Bey
	___ Arthur Barksdale	(Chair)	___ Bob Slivinski
	___ Dr. Dennis Nave	___ Allan LaFlore	

MEMBERS ABSENT or EXCUSED: _____

COUNTY OFFICIALS & STAFF PRESENT: Barrie Gewanter _____

SIGN LANGUAGE INTERPERTERS: _____

MEDIA REPRESENTATIVES PRESENT: _____

COMMUNITY MEMBERS PRESENT: _____

Business Session (Open to the Public)

- | | |
|---|-----------------------------|
| 1. Welcome & Introductions | 5:30 |
| 2. Consideration of Agenda Drafted by Committee Chair | 5:35 |
| 3. Consideration of Draft Minutes of Prior Meetings: 6/9, 7/13, 8/10 | 5:40 |
| | 8/16, 9/7, 10/5 (as avail.) |
| 4. Recognition of Visitors for Public Comment (Time Limit May Be Imposed) | 5:45 |
| 5. Report from the Committee Chair (2 Items) | 6:00 |
| 6. Report from Administrator (10 items) | 6:10 |
| 7. New Business Items for Next Meeting Agenda: _____ | 6:25 |
| 8. Motion to Move into Executive Session | 6:30 |

Executive Session (Closed to the Public)

- | | |
|---|-------|
| - Review Draft Recommendations | Until |
| - Dr. Nave's Review of Information from Medical Records | 7:30 |
| - Review New & On-going JCOC Cases Available for Discussion | |

Return to Business Session

7:25

- Motion to Adjourn Meeting

