#### **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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Justice Center Oversight Committee

Barrie Gewanter Administrator

# AGENDA MARCH 29, 2016 MEETING JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC)

- MEMBERS \_\_\_\_\_ Jo Anne Bakeman
- PRESENT: \_\_\_\_ Arthur Barksdale
  - \_\_\_ Dr. Najah Salaam Jennings Bey
  - \_\_\_ Allan La Flore

Marissa Joy Mims
 Dr. Dennis Nave

- \_\_\_ Robert Slivinski
- \_\_\_ 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. Najah Salaam Jennings Bey	Dr. Dennis Nave Allan La Flore ( <i>Resigned</i> )	Robert Slivinski
COUNTY OF	FICIALS, STAFF PRESENT:		
MEDIA REPR	ESENTATIVES PRESENT:		
COMMUNIT	Y 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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#### Justice Center Oversight Committee

# 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 Je	nnings Bey	Allan La Flore			
COUNTY OFFICIALS, STAFF PRESENT:						
MEDIA REPRESENTATIVES PRESENT:						
COMMUNIT	Y MEMBERS PRESENT:					

## Business Session (Open to the Public)

- 1. Welcome & Identification of Participants
- 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 (Tin	me Marissa Joy Mims (Chair)	Carlton Strail
Arthur Barksdale	Dr. Dennis Nave	Bob Slivinski (ViceChair)
Allan La Flore	Dr. Najah Salaam Jennin	ngs-Bey
COUNTY OFFICIALS, STAFF	PRESENT:	
MEDIA REPRESENTATIVES P	PRESENT:	
COMMUNITY MEMBERS PR	RESENT:	

#### 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 Je	nnings-Bey	Allan La Flore
	ICIALS, STAFF PRESENT:		
MEDIA REPRE	ESENTATIVES 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 Appproved by County Admin. Intro. TBA - Report Back from 1<sup>st</sup> 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



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# AGENDA – JULY 13, 2016 MEETING of the JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC) at the Technology Garden 235 Harrison St. Syracuse – 4:30 pm Start

MEMBERS	Jo Anne Bakeman	Allan LaFlore	Carlton Strail
PRESENT:	Arthur Barksdale	Marissa Joy Mims	Dr. Najah Salaam Jennings-Bey (late)
		Dr. Dennis Nave	
COUNTY OFF	FICIALS & STAFF PRESENT:		
MEDIA REPR	ESENTATIVES PRESENT:		
COMMUNITY	Y MEMBERS PRESENT:		

## Business Session (Open to the Public)

- 1. Welcome & Identification of JCOC Members & Administrator & Persons Present
- 2. Consideration of Agenda Drafted by Administrator at Request of Committee
- 3. Consideration of Draft Minutes of 5/12/16 Meeting (6/9 &21 Minutes forthcoming)
- 4. Recognition of Visitors for Public Comment (Time Limit & Related to JCOC Mission/Work)
- 5. Updates from Administrator (11 items)
- 6. Upcoming Training for JCOC members as Requested
  - Attendance @ 7/26 Training at Jail for Orientation & Requested Policy/Procedure Review
  - Command Preferences for JCOC Members During Sit Along Experiences
  - Command Liaison's to Set Up Separate Review of Medical and Mental Health Procedures
- 7. Decide Content of Agenda for Meetings on 8/10 (4:30 pm) & 8/16 (5:00 pmt adjust?)
- 8. Report from Temporary Ad Hoc Committee on Potential Committee Structure
- 9. Continued Discussion of Case Review Process (& Primary Reviewer Designation)
- 10. Selection of Officers Indicated in Enabling Legislation: Chair, Vice Chair, Secretary
- 11. Initiating Dialogue with Custody Deputies & JCOC Presentation in Custody Academy
- 12. Items to Include or Carry Over on Next Meeting Agenda: \_

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



Joanne M. Mahoney County Executive John H. Mulroy Civic Center, 13th Floor 421 Montgomery Street, Syracuse, New York 13202 Phone: 315.435.3565 www.ongov.net/humanrights Justice Center Oversight Committee

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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. Guilliaume
- 2. Caught up on transmitting all outstanding Formal Written Case Notices to Command Liasion Officers. Includes new JCOC case #29 for Review in Exec. Session
- 3. Received 4 more reports of Custody Dept. internal investigations from Liasion 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. Dennis Nave	Dr. Najah Salaam Jennings-Bey
MEDIA REPR	FICIALS & STAFF PRESENT: _ RESENTATIVES PRESENT: _ Y MEMBERS PRESENT: _ 		

#### Business Session (Open to the Public)

- 1. Welcome & Identroductions
- 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 – September 7, 2016 MEETING of the JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC) at the Mundy Library 1204 South Geddes Ave. Syracuse

MEMBERS	Jo Anne Bakeman	Allan LaFlore	Carlton Strail
PRESENT:	Arthur Barksdale	Marissa Joy Mims Dr. Dennis Nave	Dr. Najah Salaam Jennings-Bey
MEMBERS ABSENT or EXCUSED:		Bob Slivinski	
COUNTY OFFICIALS & STAFF PRESENT: _			
SIGN LANGUA	AGE INTERPERTERS:		
MEDIA REPRESENTATIVES PRESENT:			
COMMUNITY	MEMBERS PRESENT:		

#### Business Session (Open to the Public)

Welcome & Introductions	5:30
Consideration of Agenda Drafted by Committee Chair	5:35
Consideration of Draft Minutes of Prior Meetings: 6/9, 7/13, 8/10	5:40
& 8/16 (as avail.)	
Recognition of Visitors for Public Comment (Time Limit May Be Imposed)	5:45
Report from the Committee Chair	6:00
Report from Administrator (10 items)	6:05
New Business ?	6:20
Items for Next Meeting Agenda:	6:25
Motion to Move into Executive Session	6:30
	Consideration of Agenda Drafted by Committee Chair Consideration of Draft Minutes of Prior Meetings: 6/9, 7/13, 8/10 & 8/16 (as avail.) Recognition of Visitors for Public Comment ( <i>Time Limit May Be Imposed</i> ) Report from the Committee Chair Report from Administrator (10 items) New Business ? Items for Next Meeting Agenda:

Executive Session (Closed to the Public) - Review of JCOC Cases	Until
Available for Discussion	7:30



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# AGENDA – October 5, 2016 MEETING of the JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC) at the White Branch Library \_\_\_\_ Butternut Street Syracuse

MEMBERS	Jo Anne Bakema	n Carlton S	Strail	Dr. Najah Salaam	
PRESENT:	(Timekeeper) Arthur Barksdale		Joy Mims	Jennings-Bey Bob Slivinski	
MEMBERS AB	SENT or EXCUSED:	Dr. Denr	nis Nave	Allan LaFlore	
COUNTY OFF	COUNTY OFFICIALS & STAFF PRESENT: Barrie Gewanter				
SIGN LANGUA	AGE INTERPERTERS:	Joanne Jackowski	Trish Schwartz		
MEDIA REPRE	SENTATIVES 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 (as avail.)	
4.	Recognition of Visitors for Public Comment (Time Limit May Be Imposed)	5:45
5.	Report from the Committee Chair	6:00
6.	Report from Administrator (11 items)	6:10
7.	New Business Items for Next Meeting Agenda:	6:25
8.	Motion to Move into Executive Session	6:30
<u>Ex</u>	ecutive Session (Closed to the Public)	Until
- F	Review Draft Recommendations & JCOC Cases Available for Discussion	7:30
- F	Review of JCOC Cases Available for Discussion	
<u>Re</u>	turn to Business Session	7:30
- N	1otion to Adjourn Meeting	



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

ME	EMBERS Jo Anne Bakeman Carlton S	Strail	Dr. Najah Salaa	m		
PRE	ESENT: (Timekeeper) Marissa	Joy Mims	Jennings-Bey			
	Arthur Barksdale (Chair)	)	Bob Slivinski			
	Dr. Dennis Nave Allan Lal	Flore				
ME	MBERS ABSENT or EXCUSED:					
SIG ME	DIA REPRESENTATIVES PRESENT:					
Bu	usiness Session (Open to the Public)					
1.	Welcome & Introductions			5:30		
2.	Consideration of Agenda Drafted by Committe	e Chair		5:35		
3.	3. Consideration of Draft Minutes of Prior Meetings: 6/9, 7/13, 8/10 5: 8/16, 9/7, 10/5 (as avail.)					
4.	Recognition of Visitors for Public Comment (Tin	ne Limit May Be Im	posed)	5:45		
5.	5. Report from the Committee Chair (2 Items)					
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		
<u>Exe</u>	ecutive Session (Closed to the Public)					
- Review Draft Recommendations						
<ul> <li>Dr. Nave's Review of Information from Medical Records</li> </ul>						
<ul> <li>Review New &amp; On-going JCOC Cases Available for Discussion</li> </ul>						
Ret	turn to Business Session			7:25		
- N	Notion to Adjourn Meeting					



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# AGENDA – December 7, 2016 MEETING of the JUSTICE CENTER OVERSIGHT COMMITTEE (JCOC)

MEMBERS	Jo Anne Bakeman	Carlton Strail	Dr. Najah Salaam				
PRESENT:	(Timekeeper) Arthur Barksdale	Marissa Joy Mims (Chair)	Jennings-Bey Bob Slivinski				
	Dr. Dennis Nave	Allan LaFlore					
MEMBERS ABSENT or EXCUSED:							
COUNTY OFFICIALS & STAFF PRESENT: Barrie Gewanter							
SIGN LANGU	AGE INTERPERTERS:						
MEDIA REPR	ESENTATIVES PRESENT: _						
COMMUNITY	Y 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, 11/2 (as avail.)			
4.	Recognition of Visitors for Public Comment (Time Limit May Be Imposed)	5:45		
5.	Report from the Committee Chair ( Items)	5:55		
6.	Report from Administrator (8 items)	6:05		
7.	Status of Drafted and Drafting Recommendations	6:20		
8.	New Business Items for Next Meeting Agenda:	6:30		
9.	Motion to Move into Executive Session	6:35		
Executive Session (Closed to the Public)A. Review Draft Recommendations & Priorities for New Recommendations6:B. Report from Dr. Nave on Review of Information from Medical Records6:C. Review New & On-going JCOC Cases Available for Discussion7:				

# Return to Business Session & Motion to Adjourn Meeting 7:30+