

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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Joanne M. Mahoney
County Executive

Barrie Gewanter
Administrator

DRAFT Minutes of Justice Center Oversight Committee Meeting (JCOC) – 3/29/16

CommitteeMembers	Jo Anne Bakeman	Marissa Joy Mims
Present:	Arthur Barksdale	Dr. Dennis Nave
	Dr. Naja Salaam Jennings Bey	Robert Slivinski
	Allan LaFlore	Carlton Strail
ASL Interpreters:	Joanne Jackowski, Aurora	Tricia Schwartz, Aurora
County Staff Present:	Barrie Gewanter, HRC/JCOC	Bridget Owens, HRC
	Esteban Gonzalez, Chief of JC	Eileen Perry, Law Dept.
Members of the Public Present:	None	Media Present: None

The Meeting was convened at 4:35 with all above persons present

Agenda Item - Welcome and Introductions

Barrie Gewanter welcomed everyone to inaugural meeting for the Justice Center Oversight Committee (JCOC). All present introduced themselves. Barrie then reviewed the history of the enabling legislation: the Legislature, the County Executive, and the Sheriff all strongly agreed to support the need for this committee. All see it as an opportunity for quality improvement and an opportunity for learning – not adversarial enterprise. After two deaths occurred in the jail in 2009 and 2010, a cross cultural coalition called *United as One* was formed. This coalition demonstrated and demanded change, and in particular argued for the creation of a CRB type entity to address complaints at the Justice Center. In January 2015 legislation to create the JCOC was passed unanimously by the county legislature. This first meeting of the Committee coincides with recent death of inmate *Christopher Duxbury* in the JC. Awaiting results of toxicology tests to determine the cause of death.

Agenda Item – Purpose of Committee & Review of Enabling Legislation

Barrie then described the purpose of the JCOC based on the enabling legislation: The Committee will look at *serious* incidents and complaints. HRC already receives complaints from and about the jail, in part through the free phone call available to inmates at the JC. HRC staff will screen the complaints for JCOC jurisdiction, and pursue investigation for discussion with the JCOC, . This group will determine if a complaint or incident is serious enough to merit consideration and production of recommendations to the Sheriff, Legislature, County Exec, and Mayor about changes to policy, procedure and training.

Barrie explained that Committee members will make decisions about what kind of orientation and training they feel is necessary and appropriate.

Note: Agenda Item – *Review of Enabling Legislation* was postponed to later in the meeting to allow Chief Gonzalez and Ms. Perry to address the next two agenda items.



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Agenda Item – Intro to Direct Supervision Method of Jail Administration & Justice Center Facility

Esteban Gonzalez, Custody Chief then addressed the Committee: Since 1974, reform at the jail was needed. There had been mistreatment of inmates in the jail at the Public Safety Building. Chief Gonzalez was part of a transition team that spent three and a half years traveling the country looking at best practices for jail configuration. “Direct Supervision” was originally a concept from police practices in England, in which they began to putting officers directly into communities where crime was occurring. This concept was then adopted for use in jails. The new Justice Center (JC) jail that opened in 1995, was designed as a Direct Supervision facility with Deputies placed within each of the Housing Units.

Inmates are placed in particular housing units according to a Behavioral-Based Classification system – from minimum, to medium, to maximum, and sometimes protective custody for safety reasons, not limited only to the crime(s) they are charged with. 80% of the inmates in the jail are designated in the medium classification, with the other 20% between minimum and maximum. Inmates classified as maximum cannot leave the pod, whereas those classified as minimum are permitted to leave their pod and go to other places the building, such as the kitchen, laundry, etc.

Gonzalez also explained how “sally ports” functioned in the JC to ensure safety and security. The Deputies stationed in each housing unit determine who comes in and out of their area. Chief Gonzalez indicates that *even he* has been turned away from entering a housing unit at an inconvenient time. He also used the phrase “7 doors to freedom” – indicating that an inmate would have 7 secure doors between his/her pod and the outside.

The facility has a maximum capacity of 671 inmates, which is typically 56 per pod, though they can double bunk 4 cells, giving them room for 60 on a pod. Presently, there are 581 Inmates held at the JC. Another 111 being housed at Jamesville Correctional Facility, due to overcrowding.

Chief Gonzalez concluded with a statement on behalf of the Sheriff Conway, Under Sheriff Cassalia, and himself, that they are thrilled with the implementation of the JCOC. The Sheriff’s Dept. sees a direct benefit coming from the Committee, especially in determining additional training needs for staff at the JC. From the JCOC’s recommendations the Sheriff might seek that the Legislature direct monies to support such additional training.

Agenda Item – Intro to Confidentiality Obligations – Generally, Related to Jail Personnel, HIPAA

Attorney Eileen Perry from the county Law Dept. then provided a brief description of concerns related to confidentiality of the information that Committee Members will be privy to in the work of the committee: NY State law provides additional confidentiality protections for law enforcement personnel records. For example, people cannot FOIL information related to officer discipline. This committee *will* be privy to related information, and so it is *mandatory* to keep any such information within the confines of the group. There should be no discussion of personnel matters about deputies outside of the group. Records the committee may review should not go home with committee members, and these matters and materials should not be discussed with anyone outside of the JCOC. Perhaps an electronic portal can be created as a way to share information that



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can/will be kept private. And certainly, we will need to redact any personal identifiers (name, address, DOB, SS#, and other identifying factors.)

There are concerns that if allegations are made, and they go to Internal Affairs, it could taint a case in arbitration if an investigation was talked about outside that process. So the JCOC process will be on hold until the conclusion of such proceedings. There is, therefore, an extreme need for confidentiality in such situations.

Also, there are HIPAA restrictions with information about inmate medical care. The JCOC is not “a HIPPA covered entity,” so the Committee will need permission (assigned HIPAA authorization) to receive or view any protected health information (PHI). This may include information about an inmate’s medical care, mental health, HIV, substance abuse if the inmate has initialed (or checked depending on the authorization form used) boxes which give express permission for such information to be released.

Barrie added that it is very important that the public know what we do. Our Annual Reports will be a matter of public record. However, we will need to be accountable to the public without breaching confidentiality. We should be able to do so by talking about the *kinds* of cases we review and the without specificity.

The Committee decided to take a short break. Capt. Gonzalez and Ms. Perry left the meeting. The Committee reconvened after 5-8 minutes.

Agenda Item – Review of Enabling Legislation

Barrie Gewanter began a review of the highlights of the enabling legislation by sharing an article from an edition of the Pace Law Review dedicated to articles about jail and prison oversight. This is at Mr. Slivinski’s suggestion. The articles were the result of a conference on this topic. A professor from University of Texas at Austin, who was one of the organizers of the conference, is actively following our oversight committee. Such entities are typically at the State level, not local, so we are somewhat unique. There are only ten (10) local oversight entities over local jails in the country, so this is a relatively brave new, important role.

From Article I of the law: The JCOC is a Special Legislative Committee. It is independent of the Sheriff’s Dept, and also *not* a Regulatory Committee. Committee members will be reviewing serious incidents and complaints, and making recommendations about changes to policy, procedure and training, in an effort to assist the Sheriff in making improvements and the Legislature in directing funds for the Justice Center. The committee is also meant to be a mechanism for the community to help the Legislature direct these resources.

Barrie noted that the Sheriff is separately elected, so the legislature cannot compel him with words like “you SHALL” or “you WILL”, though within the language of the law, the Sheriff is strongly encouraged to work with the Committee, and as we heard from Chief Gonzalez, the Sheriff is “thrilled” with the implementation of the JCOC. As within Sections 2, 8f, and 9 of the law, the Committee should be granted reasonable access to policies, records, recordings and documents specific to a case, once any internal investigation is complete, unless a Notice of Claims is filed. As stated in section 8e, if a notice of claim is filed Barrie will be instructed to suspend investigation and consideration of a complaint.

A serious incident is defined in Section 3 of the law. Death or serious injury are clearly included in this category, as is medical emergencies requiring medical response or emergency transport. A serious complaint is also defined in this section of the law. This includes active or passive misconduct. Active misconduct includes,



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but is not limited to, harassment, use of slurs, and insults. Passive misconduct includes, but is not limited to, a failure to intervene or respond. An allegation of excessive force may also be basis for complaint. The definition of “serious injury” includes an injury that requires extended or outside medical treatment. Excessive force would be force used beyond what is necessary to control, subdue or restrain. Bridget and Barrie receive complaints at HRC office. Some complaints will not be serious enough for consideration by JCOC. For example, a day without a shower isn’t serious, but being denied one for over a week might be. We will discuss this more on a case by case basis as we move forward with cases.

Section 9 of the law indicates that the JCOC should receive notice from the Justice Center about the same incidents they are notifying the Commission on Corrections about. That hasn’t happened yet. For instance,

Barrie has not yet received official written notice about the death of Christopher Duxbury at the JC March 17th, though there has been conversation about this incident with Capt. Caiella in Custody Administration.

Section 8e of the law indicates that complaints must be in writing. The law indicates that there should be a notarized signature, although the Committee may want to ask the Law Dept. if that is necessary. The complaint must allege harm, harmful conditions, or misconduct. You can refuse a complaint that is over two (2) years old. Written notification goes to the Sheriff to request policy, documents, and reports.

Barrie informed the Committee that if the Sheriff’s department decides to initiate an internal investigation of complaint allegations which we have provided notice to them about, our investigation will be on hold until completion of their internal investigation. Further, if at any time the complainant files a Notice of Claim, the JCOC investigation is frozen. Barrie repeated what Ms. Perry said earlier, personnel information **must not** be released to the public.

Section 8a of the law indicates that deliberations of the Committee about particular incidents or complaints will be in private during Executive Session of the meeting. This part of the JCOC meetings will be closed to the public. Notifications will be made to complainants following any decision of the JCOC. As indicated in Section 9 of the law, the committee can expect the cooperation of any county officials who were not separately elected.

The Committee will be making recommendations only about policy, procedure and training – not discipline of individuals. Barrie informed the Committee that medical and mental health services at the JC are outsourced, the current vendor is Correct Care Solutions CCS.

Section 4 and 5 of the law indicates that the Committee is composed of nine (9) appointed Commissioners. Eight (8) have been appointed so far, and all 8 are present tonight. Six (6) are appointed by the Legislature, two (2) by the County Executive, and one (1) by the Syracuse Mayor. Two (2) committee members are to have prior experience with law enforcement, and two (2) are to have prior civil liberties experience. Barrie suggested that Mr. LeFlore and Mr. Barksdale have this prior experience. There is one (1) vacancy, and there is a mechanism to make recommendations, if the Committee chooses to do so. There is also a provision for removal of a committee member, so if the committee decides that there is member who is being a ‘bad actor’, for instance a member who is disruptive, you can write the Legislature and request they be removed.



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Section 7 indicates that the committee will receive administrative services from the staff of the Human Rights Commission, and its Director will be known as the Administrator for the JCOC. Conducting investigations is one of the functions of the Administrator. The law also indicates that while the Administrator will respond to requests from the Committee, this person may also be called to answer to the County Executive and the Legislature.

Section 8 indicates that a quorum of the Committee is five (5) members. The Committee must meet at least ten (10) times per year, and the business portion of the meetings must be open to the public. Sections 8c&g also indicate that Committee member can go into executive session for the purpose of discussing investigations and that deliberations about potential recommendations will also occur in executive session. Barrie pointed out that the Committee will need to engage in further discussion about where and when we will have future meetings.

Section 4f indicates that there is no compensation for a member of the Committee.

Section 6 of the law indicates that Committee Members are responsible for choosing a Chair, Vice Chair, and Secretary. The Chair's duties are described in the law. Barrie Gewanter and Bridget Owens will assist the Committee with administrative services and the investigation of all incidents and complaints. Committee members did not want to vote on a Chair in this meeting and requested that Barrie continue to facilitate the next few meetings until they are ready to select the first Chair.

A committee member asked if by-laws should be created. Barrie shared the draft mission statement she was asked to draft for the last budget process. Barrie stated that the Committee can write a Mission Statement and designate objectives if the Committee wants to.

Barrie pointed out that Section 8c of the law allows the Committee members to create a website and a brochure, and that they can direct her to work on that. Members stated that they did want her to begin work on a website, and that this was important for transparency. A committee member suggested that a person should be able to fill out and submit a complaint electronically. Barrie also pointed out that the law provides for the issuance of an annual report.

Agenda Item - Anticipated Training Needs & Options

Barrie informed the committee that she has spoken with JC command staff about arranging a tour for members of the committee. She asked if they would be interested in this and a series of "sit-alongs" with deputies in different parts of the jail facility, for instance in Booking, the behavioral health pod, a general population pod, in SHU and in the Infirmary. Committee members said that they would be interested in both training opportunities.

Agenda Item – Intro. To Intake, Screening, Notice and Investigation Process to Date

Barrie described the current processes and forms in use. She provided a copy of the jail complaint form, a blank email notice of a new case to the designated Command Staff Liason, a Captain, a form that will be used to identify the documents provided to the JCOC by the Sheriff's Department following an internal investigation,



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and the column headings in a log that Barrie keeps of JCOC cases that will allow analysis of trends in the process of a complaint.

Barrie described her conversation with the county IT department about creating a secure computer location for JCOC documents, including case information as allowed. Committee members supported this idea of developing a secure system for the Committee members to be able to view off site, and maintain confidentiality.

Committee members stated that they were interested in meeting Sheriff Conway, Under Sheriff

Cassalia, and the Deputy Chief of the jail. Barrie said that she will make this request and begin to make arrangements for the tours and sit-alongs. Then the committee can discuss further training they feel they want to pursue.

Executive Session – Closed to the Public

In a brief executive session, Barrie provided a description of types cases received for the JCOC so far and the status of related Custody Department and JCOC investigations. The Committee asked a few questions about this, but there was not time to discuss any particular case in depth. The Committee will begin to do so when it feels that the members are ready to do so.

Agenda Item - Development of Committee Review & Recommendation Process

Agenda Item - Selection of JCOC Officers

These two agenda items were tabled until one of the next few meetings. Committee members asked that Barrie continue to facilitate meetings until such time as the Committee members are ready to select a Chair. .

Agenda Item – Items to Include on the Next Meeting Agenda

Committee members requested that Barrie arrange for the Committee to have conversation with Sheriff Conway & Undersheriff Cassalia, and to meet the Deputy Custody Chief at a future meeting. They also reiterated the importance of initiating a website for the JCOC to ensure transparency and clarity of information for the community at large. The issue of public notice procedures was not discussed at this meeting, and will also be carried over onto the agenda of one of the next meetings.

Agenda Item – Future Meeting Structure, Notice Procedures & Regular Date/Time/Location

The Committee discussed how and when to schedule future meetings. Committee members agreed that the Committee would initially try to meet every 2 weeks. In order to accommodate the working schedules of particular committee members, the committee will meet at 5:30 at a location other than the Civic Center, which is not open to the public after 5pm. Barrie will email the Committee to identify a next meeting date in two or three (2 to 3) weeks, and to identify a regularly monthly meeting date thereafter.

Draft Minutes Submitted by Barrie Gewanter and Bridget Owens for Consideration by the JCOC



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**Approved (Preliminary Approval) Minutes of Justice Center Oversight Committee (JCOC)
 Meeting – May 12, 2016**

Committee Members Present: Jo Anne Bakeman Marissa Mims Carlton Strail
 Arthur Barksdale Dr. Dennis Nave

Committee Members Absent: Dr. Najah Salaam Jennings-Bey Allan LaFlore

ASL Interpreters: Joanne Jackowski, Aurora Katie Veri, Aurora

County Staff Present: Barrie Gewanter, HRC/JCOC Undersheriff Jason Cassalia

Members of the Public Present: Theresa Poultenson **Media Present:** None

The Meeting was convened at 5:05 with all above persons present

Agenda Item 1. - Welcome and Introductions

Ms. Gewanter welcomed everyone and asked all present to introduce themselves.

Agenda Item 2. – Consideration of Agenda Drafted by Administrator at Request of the Committee

Ms. Gewanter asked the JCOC Members to consider the draft agenda for this meeting as written. No changes were presented in the draft. The draft agenda was then approved unanimously as written. The meeting proceeded with Ms. Gewanter facilitating at the request of the JCOC Members pending the election of a Committee Chair.

Agenda Item 3. – Consideration of Draft Minutes of 3/29/16 JCOC Meeting for Adoption

Ms. Gewanter asked the JCOC Members to consider the draft minutes of the 3/29/16. No changes were presented in the draft. Mr. Strail moved to approve the minutes as written. The motion was seconded by Ms. Bakeman. The draft minutes were then approved unanimously as written.

Agenda Item 4 – Consideration of Email Letter of Resignation from Allan LaFlore

Ms. Gewanter read aloud a 5/5/16 email from Allan LaFlore offering his resignation. In the email, LaFlore suggested that his continuing part-time work as an investigator for a state agency made him ineligible to serve on the Committee. He stated that his closer reading of the language in the law made him ineligible for service on the JCOC. Gewanter then described subsequent communication with LaFlore in which he stated that he decided to retire from this part time employment “because he wanted to contribute to the community through JCOC service.” She stated that LaFlore indicated this retirement would be fully effective June 1, 2016. Gewanter described her related communication with Deputy County Attorney Eileen Perry, in which Ms. Perry suggested that the JCOC need not accept Mr. LaFlore’s resignation, but could consider a motion to suspend Mr. LaFlore’s position on the JCOC and to re-instate this position as of June. 1st. Dr. Nave made a motion to that effect, which was seconded by Ms. Mims. The JCOC Members then approved this motion unanimously, and directed Ms. Gewanter to communicate this to Mr. LaFlore and urge him to rejoin the next meetings of the Committee.



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Agenda Item 5 – Report Back on Highlights from Justice Center Tours

Ms. Gewanter asked the JCOC Members if they wanted to recall anything that stood out for them from their recent tours of the Justice Center facility with Custody Captain Michael Caiella. Ms. Mims recalled her impressions of a Mental Health Pod, especially the inmate clothed in a suicide prevention smock. She commented that there were many challenges on this pod. Mr. Slivinski suggested that there have been cuts to mental health funding in the community, and questioned whether deputies are trained in dealing with inmates with mental health issues. Mr. Barksdale suggested that many such persons had no place to go after Hutchins Psychiatric Hospital was downsized. Community Visitor Ms. Poultensen raised her hand to address the JCOC Members. Before recognizing Ms. Poultensen, Gewanter asked the Committee how they wanted to address the issue of allowing public comment. The JCOC asked Gewanter to put this item on the agenda for the next JCOC business meeting and decided to allow Ms. Poultensen to offer her comments at this point in the meeting. This was allowed without precedent pending the discussion of allowing public comment at the next JCOC meeting. Ms. Poultensen stated that her son is in the jail on a “constant watch” in a behavioral health pod. She suggested that he is depressed, but is reluctant to tell anyone because of the way he might be treated based on this disclosure, aside from being prescribed medication. Ms. Bakeman stated that she felt glad that there was no sense that JCOC members are trying to challenge jail personal, and suggested that the JCOC is also trying to improve the working environment for them. Ms. Mims stated that she felt that the tour was thorough. The JCOC members stated that they appreciated the time and effort of Captain Caiella to conduct these tours for all 8 current JCOC members.

Agenda Item 6 – Additional Training Needs, Interests, Requests of JCOC Members

Ms. Gewanter informed the JCOC Members that the Sheriff’s Department is willing to arrange for JCOC Members to accompany deputies in their duty stations for a period of hours. Gewanter referred to this as a “sit-along” - the jail equivalent of a “ride-along.” Gewanter conveyed that Custody command staff wants JCOC Members to go through an orientation session before initiating these “sit-alongs.” There was a discussion the location and timing JCOC members desired for these experiences. Ms. Mims suggested that JCOC Members spend time on more than 1 pod during a “sit-along.” Mr. Slivinski suggested that a sit-along should be not more than 4 hours. JCOC members agreed, deciding that they would aim to spend time in 2 pods during a 4 hour “sit-along” session. All JCOC Members also agreed that only 1 Member should “sit-along” with a deputy at a time. Mr. Slivinski suggested that it would be good if JCOC members could view a video of a SERT move, which they might not observe during a “sit-along.” Mr. Barksdale mentioned that he had been a SERT supervisor during his time as a custody deputy. Ms. Gewanter asked if JCOC Members wished to learn about SERT activities. Mr. Barksdale stated that this would be a good idea. A JCOC Member suggested that they ask for a demonstration of SERT techniques. Undersheriff suggested that it would be better for JCOC members to observe SERT training. Undersheriff Cassalia stated that he would have Assistant Chief Brisson contact Gewanter to authorize this and inform her of dates of upcoming SERT trainings. Cassalia emphasized his support of JCOC Members being able to learn about procedures they want to gain an understanding of. Ms. Mims asked that representatives of the medical and mental health providers come to a meeting of the JCOC for a conversation about their work in the jail.



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Mr. Slivinski raised a question about the use of “telepsychiatry” in the jail. Dr. Nave suggested that many insurance companies will not pay for “telepsychiatry” or may use it in an attempt to limit costs or avoid hospitalization. He suggested that a practitioner may miss a lot using this patient interface, especially in situations where mental health is at issue.

Agenda Item 7 – Discussion with Undersheriff Jason Cassalia

Ms. Gewanter asked Undersheriff Cassalia to address the JCOC Members. Cassalia stated that he has been with the Sheriff’s Department for 1 year and 4 months, and that he went through the academy with Mr. Barksdale, and he started as a police officer in 1991. He is a graduate of the FBI Academy, worked for the Manlius Police, and went into private industry in 2011. He stated that Corrections is a new area for him, and that he has a limited amount of pre-conceived notions about the jail as a result. He stated that he and the Sheriff see the work of the JCOC as an opportunity to help the Sheriff’s Dept. to better how they serve the community. He stated that “we are not afraid of what transparency brings” and that he hoped the JCOC would help him identify training needs and support the Sheriff’s advocacy for related support. Cassalia suggested that people with mental health problems do not belong in a jail, and that custody staff do sometimes advocate for such individuals in the community. He pointed to his perception that in most cases patrol officers do not develop a relationship with the people they take into custody, while it is very different for custody staff because they often do build relationships with inmates. He spoke of a sense of community at the jail, and recalled emotional reactions of deputies after an inmate has attempted suicide. Cassalia described the new approach to suicide prevention in which a number of cells on behavioral health pods were renovated to make them safer, and that this has enabled a middle status of high observation that is between constant watch and frequent check. He recalled that the Commission on Corrections was initially very wary of this approach, but that the Sheriff’s Dept. worked closely with them to get authorization for this new approach to suicide prevention. He also suggested that some mental health professionals feel that it may not always be good for inmates to be on constant watch. Mr. Barksdale suggested that deputies are trained to contact mental health staff as soon as an inmate expresses any kind of suicidal ideation. He added that there are several points at which inmates are evaluated for suicide risk, especially in Booking, and that the pod structure of the jail allows pod deputies to get to know inmates to greater extent than in a jail structure with tiers in which guards and inmates have little communication. Cassalia reiterated that he and the Sheriff want to hear what the JCOC has to say. He also suggested that while they can’t make deputies into mental health specialists, they can provide deputies with additional tools to deal effectively with this population. He mentioned conflict management skills as an example. Cassalia stated that the Sheriff’s Department is starting a process to move to accreditation with the American Correctional Association. This is a large undertaking, because it involves a comprehensive review of all policies and procedures in comparison to national standards in order to achieve this accreditation. He stated that the Department is pursuing a similar process for the Patrol Division. Ms. Gewanter asked Cassalia to explain why he and Sheriff Conway have posted a set of standards in the visiting room and training room in the Jail. Cassalia responded they inherited an institution that would require a lot of work to set it on a path forward, to forge a future of modern law enforcement management. He suggested that much of what Sheriff’s Department staff do is “conflict-based” and that it is crucial to make expectations clear now. He recalled that he and Sheriff Conway started by crafting a statement of their overall vision for the dept. across the separate missions of the patrol, custody, and civil Divisions. They wanted clear overarching principals to guide each



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division in everything they do, to help delineate where staff is staying “in bounds,” and what appropriate conduct should be. He also pointed out that before he and Conway began the department did not have a code of ethics. He referred to this as problematic because staff must know what the expectations are. He stated that no departmental staff should be afraid to use words like empathy and compassion in relation to the inmates.

Mr. Barksdale suggested that in previous years deputies would be judged negatively by their peers if they expressed compassion or empathy for inmates. He suggested that it might become more accepted if the Sheriff were to articulate the importance of those two concepts. Cassalia suggested that it is important that new hires hear of these concepts early in their time in the department.

Mr. Slivinski suggested that the role of custody and patrol deputies is different because custody deputies are supposed to isolate themselves from judgement of inmates based on the crimes they are charged with, because they are pre-conviction detainees, and because they do not see or investigate crimes. He asked how the Sheriff’s department teaches deputies to treat inmates as innocent. Cassalia responded that patrol and custody deputies do not intermingle very much, and that they have 2 different command structures and two different unions. He suggested that it is the stated codes and principals that unify the department. He also suggested that there are different threat conditions inside the jail than on patrol. It does not seem like one deputy would be safe locked in with 60 inmates, but that this population is in some ways more predictable and the sense of community is very important. He suggested that custody deputies employ more patience and less authority than patrol officers customarily would, and they may have better conflict management skills. He suggested that their safety may depend on these things. Mr. Barksdale also suggested that it is not the job of custody deputies to make judgements.

Ms. Gewanter asked Undersheriff Cassalia what new recruits are told about the JCOC. Cassalia asked that JCOC members tell the command staff what they should tell new recruits. He said give us a lesson plan. Ms. Mims suggested that interacting with recruits might be a good idea, to hear recruits perspectives. JCOC Members asked that Gewanter include an agenda item for the next meeting to discuss creating a presentation for academy recruits and initiating an exchange with existing deputies. Gewanter then mentioned that Cassalia had just come from a department awards ceremony and asked for a list of staff that had received commendations.

JCOC Members asked that the minutes reflect that they thanked Undersheriff Cassalia for being so open and forthright in his comments and dialogue with JCOC members. Cassalia then left the meeting.

Agenda Item 8 was held until later in the meeting

Agenda Item 9 = Public Meeting Notice Procedures & Discussion of Email Notice Distribution

Ms. Gewanter asked the JCOC Members whether they wanted to authorize her to send out email notification of future JCOC meetings. She provided a copy of a potential list of initial recipients including key community leaders and individuals who requested to be notified. Mr. Slivinski said that he supported email notification. Ms. Mims suggested that there be something posted on the future JCOC website that allows people to request notification. Dr. Nave said that he receives notification of all city council and county legislature meetings. Mr. Strail made a motion to authorize email notification using the initial list shared at the meeting. Ms. Mims seconded the motion. The motion passed unanimously.

Agenda Item 10 – Creating a Policy/Procedure for Media Contact with JCOC Board Members



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Ms. Gewanter asked the JCOC Members how they wanted to address media requests for comment addressed directly to JCOC members. Ms. Mims described the procedure employed when she was on a local school board in which a designated board member provided written responses to media inquiries after checking with the district superintendent. Mr. Slivinski and Mr. Strail agreed that only one JCOC Member should respond to media inquiries and suggested that this be the JCOC secretary. Ms. Mims suggested that the Chair be the spokesperson and that this person would confer with Ms. Gewanter first, then formulate a response and consult

with the other JCOC Members, and provide a final response in writing. Mr. Slivinski agreed with this procedure, but suggested that the JCOC Members not decide who to designate as media spokesperson until officers are selected by the Members. Dr. Nave stated that media should be encouraged to come to JCOC meetings. Gewanter confirmed that advance notice of meetings is sent to major media outlets. Ms. Mims offered to be the media spokesperson in the interim and that the committee otherwise follow the procedure she described. JCOC members approved Ms. Mims proposal unanimously.

Agenda Item 11 – Discussion of Proposed Structure for New JCOC Website

Ms. Gewanter distributed a chart describing the current structure of the Human Rights website on the County website as well as a proposed parallel structure for a JCOC website. JCOC members suggested that Gewanter begin drafting pages within this structure and bring printouts back to the JCOC for feedback. Gewanter agreed to do as requested.

Agenda Item 12 – Update on Potential Cloud-Based Secure File Sharing Capacity

Gewanter stated that she will be meeting with IT Department administrators tomorrow, 5/13/16, to learn about their proposal for a secure file sharing platform for JCOC members to use. Mr. Slivinski asked if this would be a listserv or a cloud based approach. Gewanter promised to provide more information after her meeting with IT.

Agenda Items 13, 14, 15 Related to a document prepared by Mr. Slivinski, Developing Case Review & Recommendation Procedures and Selection of Officers

The JCOC Members asked Ms. Gewanter to carry over these 3 agenda items to the agenda of the next meeting, in addition to the issue of whether to designate a period for public comment, creating a presentation to custody recruits and initiating a dialogue with deputies.

Ms. Mims asked that if any JCOC members want to ask for review of a document or written proposal, that they share it with other members by email at least 2 to 3 days before a JCOC meeting to allow for advance time for review. Gewanter asked if JCOC members wanted her to create a list of JCOC procedures and include this and other agreements reached during this meeting. JCOC members instructed Gewanter to do so. Ms. Bakeman commented that she liked what Mr. Slivinski said in his email to JCOC members. Slivinski stated that this entity is rare, because it provides local oversight over a local jail, and that this is not being done in many places in the U.S. Ms. Bakeman commented that the work of the JCOC is “doing something,” not just reacting with anger to current conditions.

Agenda Item 8 – Setting Regular Monthly Meeting Dates & Discussion of Location Options

Ms. Gewanter initiated discussion of this item. Ms. Mims suggested that for the time being the JCOC should meet twice a month, once for a business meeting and once in executive session to discuss cases. All JCOC members agreed, but Dr. Nave asked that the meeting notice make it clear when a meeting is intended to be primarily in executive session. JCOC members then attempted to find a regular monthly meeting time but were



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unable to find a day that worked for all members present. It was agreed to schedule meetings month to month until the end of August when JCOC members' schedules may become more predictable. JCOC members then agreed to meet on June 9th from 4:00 – 6:00 pm, primarily in executive session, and June 21st from 5:30 – 7:30 pm primarily as a business meeting.

Ms. Gewanter asked if the JCOC Members wanted to move into Executive Session. Dr. Nave made this motion, which was seconded by Mr. Barksdale. The JCOC voted to move into Executive Session to review JCOC Cases Available for Discussion. After this discussion JCOC members adjourned the executive session and then adjourned the full meeting and dispersed.

Draft Minutes Submitted by Barrie Gewanter for consideration by the JCOC



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DRAFT Minutes of Justice Center Oversight Committee Meeting (JCOC) – June 9, 2016 DRAFT

Committee Members Present: Jo Anne Bakeman Marissa Mims Carlton Strail
 Allan LaFlore Dr. Najah Salaam Jennings-Bey Dr. Dennis Nave

Committee Members Absent: Arthur Barksdale Alan LaFlore

ASL Interpreters: Joanne Jackowski, Aurora Katie Veri, Aurora

County Staff Present: Barrie Gewanter, HRC/JCOC

Members of the Public Present: None **Media Present:** None

The Meeting was convened at the Tech Garden with the above persons present

Agenda Item 1 - Welcome and Identification of Participants

All present were known to those present

Agenda Item 2 – Reminder of June 21st Business Meeting (5:30 Start)

Barrie Gewanter reminded all present that the next business meeting of the JCOC will be held on June 21 at the Tech Garden.

Agenda Item 3 – Volunteers to Assist with Public Outreach at Pride Festival & Juneteenth

Barrie Gewanter asked JCOC members for volunteers to assist with public outreach booth at the upcoming Pride Festival and Juneteenth events on the June 18th. Joanne Bakeman & Allan LaFlore stated that they would try to attend.

Agenda Item 4 – Motion to Move into Executive Session

Dr. Nave made a motion to move into Executive Session. The motion was seconded by Carlton Strail. The JCOC moved into executive session after unanimous approval of this motion.

Executive Session was then held to discuss confidential matters related to JCOC Cases and submission of related requests to the Sheriff's Department. At the conclusion of this discussion, Dr. Nave made a motion to close executive session. This motion was seconded and approved unanimously.

Re-Convened Business Session

Immediately after returning to the business session, Marissa Mims made a motion to adjourn the meeting. This motion was seconded and approved unanimously.

Draft Minutes Submitted by Barrie Gewanter for Consideration by the JCOC



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Draft Minutes of Justice Center Oversight Committee (JCOC) Meeting – June 21, 2016

Committee Members Present: Jo Anne Bakeman Marissa Mims Carlton Strail
 Robert Slivinski Allan LaFlore

Committee Members Absent: Dr. Najah Salaam Jennings-Bey Arthur Barksdale Dr. Dennis Nave

2 ASL Interpreters

County Staff Present: Barrie Gewanter, HRC/JCOC

Members of the Public Present: Marcus Lane **Media Present:** None
 Willow Faulkner
 Yusuf Abdul Qadir

The Meeting was convened by Administrator Barrie Gewanter

Agenda Item 1. Welcome and Introduction

Barrie Gewanter started the meeting with a brief introduction by members and guests present.

Agenda Item 2. Consideration of Draft Agenda prepared by the Administrator

Barrie Gewanter distributed the draft agenda for tonight's meeting. Barrie asked if anything needed to be added to the agenda. Allan LaFlore expressed that he would like to review possible recommendation that could be made at this time. Barrie advised that she had drafted a document of proposed recommendations that will be presented in Executive Session and that item 8 on the draft agenda does address Committee Review and Recommendation process.

Agenda Item 3. – Consideration of Minutes of 5/12/16 meeting

Barrie discussed that the minutes from the last meeting were not yet completed. Bob Slivinski advised that he had purchased a voice recorder to assist in preparing minutes. Barrie asked the members if anyone objected to having the meetings recorded. There were no objections to the voice recording. However, Barrie did ask that the recordings be stored at her office for archival purposes.

Agenda Item 4. – Updates from the Administrator

Barrie discussed the request to the Jail of the possibility of a sit along. The command advised that they were willing to do this but committee members would need to do an orientation prior to participating in a sit along. Barrie is working with the command staff on scheduling a time that would work for all to do the orientation. Barrie advised that the command at the jail was very supportive of the idea.

Barrie advised that the command will review their process for internal investigations after the orientation. No progress has been made on the JCOC website.



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Barrie advised that she was working on getting the Jail complaint form into the Justice Center by mid August.

It was addressed that the Jail's Liaisons for the committee have changed due to recent retirements. Barrie advised that the Cloud-based file capacity had been approved by the county admin and that the IT department would be picking up the cost. Hopefully, it will be up and running in a month and a half.

Barrie provided a synopsis of the HRC and JCOC outreach at CNY Pride and Juneteenth. There will be another outreach at the southwest community center in the future.

Agenda Item 5. – Discussion of Recongnition of Visitors & Public input during JCOC Business Meetings

A discussion ensued about how to allow public comment. Time limits and content were discussed. Marrissa shared that they have a 2 minute limit on public comment on the school board and that they do not get involved in a back and forth conversations . She advised that the public comment session is in the beginning of the meeting.

Carlton expressed that it is good to have an open comment period. Bob expressed the idea of having the public comment period prior to the meeting so if we need to discuss any comment in can be handled within that meeting. Allan agreed.

Discussion ensued on writing a policy on this. Marissa said she would draft a policy based on having it after the welcome and identification and consideration of agenda. Barrie asked for consensus on having Marissa draft the policy.

Agenda Item 6. – Setting Dates for Meetings in July and August.

A discussion ensued on whether we still wanted to meet twice a month. Once to have business meeting and once to review cases. Various members' schedules were discussed. It was agreed that we would meet on Wednesday July 13th at 4:30 for a meeting and Tuesday July 26th @ 5pm for Justice Center Orientation. Orientation is expected to take 2 hours. August meetings were scheduled for August 10th @ 4:30 and August 16th at 5 pm.

Agenda Item 7. – Consideration of Written Suggestions Prepared by Bob Slivinski

Bob distributed some material he had been considering regarding the structure of the JCOC. He explained his philosophy behind his comments and asked for consideration. Marrissa recommended creation of an adhoc committee for structure and policy.

Allan expressed that he felt there were too many committees in Bob's proposal. That too many subcommittees would slow recommendations.

The discussion continued with concentration on the special populations committee.



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Proposal was put forth regarding an adhoc committee for structure being formed.

Bob motions to form the committee and seconded by Marrisona. Proposal was approved. Bob and Marrisona will be on the committee. Barrie will ask absent members if they want to participate.

Agenda Item 8. – Development of Committee Review & Recommendation Process.

Barrie discussed her process in consolidating cases and our proposed recommendations and her record keeping. Barrie queried the committee on how to move forward.

Marrisona discussed the importance of all of us looking at the cases together. Allan discussed the amount of current cases and breaking down cases by committee members to present to the whole committee. A consensus developed on Barrie doing the investigations and presentations and the appointed board members doing highlights, considerations, conclusion and recommendations for the individual case to the full committee. Marrisona suggested breaking out cases by personal experiences and priorities.

A discussion ensued on what the Administrator's role would be in a year. Barrie expressed that she would still do intakes and would like to have help with investigations.

Allan asked about the process for the submitting recommendations. Barrie described the process and who will receive the recommendations. Allan identified area of concern to him that we may want to consider for recommendations now. Allan discussed spouses or sibling or relatives working together in the Jail. Bob asked that we ask what their current policy regarding relatives is so we can review and make recommendations.

Marrisona discussed what their policy is if a complaint is unfounded yet, the same persons were identified as being a part of the complaint, is there a review or policy regarding numerous unfounded complaints and participants.

Allan stressed the apparent problem with most if not all complaints being unfounded.

Barrie will pose questions that were discussed to the command.

Bob asked about the policy on slurs and epithets.

Barrie will ask if we can have access to the full policy manual.

A discussion on access to policy manual ensued on why it is not public and if possible can we FOIL the manual.

Question: Can the policy manual be put on the secure file share for review and if not, can the JCOC FOIL the document.

Barrie went on to describe the role of the duty manual as well.



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Allan asked if a social worker was available 24 hours for the inmates or guards to assist with movement of people.

Carlton expressed the difference between security and social work.

Questions posed:

Do they have social workers available 24X7 upon request?

How have they used social workers to mitigate social problems and deal with inmate complaints?

Are social workers involved with any classification of inmates? (Social problems, special needs etc.)

Joanne asked if there was any follow up or follow through with social workers after initial intake and classification.

Various hypothetical scenarios were discussed to gain an understanding of how or what the process is with interaction with mental health, medical and social work.

Allan asked about roll call and the awareness of human rights violations. The discussion continued about numerous unfounded complaints and ensuring that the deputies are reminded of their roles and responsibilities regarding Human Rights needs.

Another question would be what the structure of roll call is or what happens during roll call.

Carlton expressed the importance of highlighting the communications difficulties with deaf inmates at roll call and reminding deputies to be aware of these difficulties and not ignoring the inmate.

Recommendation to address the needs of special population regarding communications at roll call.

Motion to go into executive session by Marrissa and seconded by Bob, Approved.

The remainder of the Agenda Items will be carried over until next meeting.

Draft Minutes Submitted by Robert Slivinski for consideration by the JCOC



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DRAFT Minutes of Justice Center Oversight Committee Meeting (JCOC) – July 13, 2016 DRAFT

Committee Members

Jo Anne Bakeman

Marissa Joy Mims

Present:

Dr. Najah Salaam Jennings Bey

Robert Slivinski

Allan LaFlore

Carlton Strail

Committee Members Absent: Arthur Barksdale

Dr. Dennis Nave

County Staff Present: Barrie Gewanter, HRC/JCOC

2 Sign Language Interpreters Present

Members of the Public Present:

Wayne Dunham (NAACP)

Shelly Tsai (Legal Services)

Michael Hungerford

David Chaplin (CRB)

Ocesa Keeton (City of Syracuse)

Bonnie Shoultz (Zen Center)

Judith Fancher (Zen Center)

Media Present: Patrick Lohman (PS)

The Meeting was convened at 4:35 with above persons present

Agenda Item 1- Welcome and Identification of JCOC Members & Administrator & Persons Present

JCOC Members & Administrator identified themselves. Then members of the public present were asked to identify themselves as well.

Agenda Item 2 – Consideration of Agenda Drafted by Administrator at Request of Committee

Carlton Strail made a motion to approve draft meeting agenda. Motion was seconded by Ms. Bakeman. Meeting agenda accepted unanimously

Agenda Item 3 – Consideration of Draft Minutes of 5/12/16 Meeting

Barrie Gewanter distributed copies of the draft minutes of 5/12/16 meeting. Bob Slivinski made a motion to give preliminary approval to these minutes. This motion was seconded by Allan LaFlore. Motion passed unanimously.

Agenda Item 4 – Recognition of Visitors for Public Comment

Michael Hungerford spoke first. He asked the JCOC to take a look at the policy and practice of solitary confinement, especially 16-17 year olds. He stated that there are a number of alternatives, other types of programs and alternatives to diminish the need for segregation. He stated that there can be adverse impacts especially for youth. He urged the JCOC to look into ways to reduce or eliminate the use of solitary confinement.

Rev. Judith Fancher spoke next. She stated that she wanted to echo the same statement made by Mr. Hungerford, especially the effect on further delinquency of youth held in solitary confinement

Shelly Tsai spoke next. She asked the JCOC to look into dietary accommodations of inmates. She stated the Legal Services is currently addressing an inmate case, and suggested that the health services company at the jail has no related policy.



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Marissa Mims stated that the JCOC does not develop policy but can keep the issue on its radar as one of the policy interests of the Committee. Barrie Gewanter notes this for the record.

Wayne Dunham then asked the JCOC to arrange for a public address system and microphones, to ensure that persons who are hard of hearing can hear all that is said at the meeting.

It was then suggested that Dunham and any other members of the public who wish to could move to seats closer to the Committee. 3 people elected to do this.

Allan LaFlore asked Mr. Hungerford if he was asking about the use of solitary confinement in general or in relation to a specific incident. Mr. Hungerford responded that he was not referring to a specific incident, but its more generally and particularly with youth. He stated that there was a movement to ban the use of solitary confinement for youth across NY State.

Marissa Mims then suggested that she would put together a draft policy in relation to public comment. Allan LaFlore suggested that the JCOC should be about Open Dialogue, and that he did not perceive any issue with time at that point.

Agenda Item 5 – Updates from Administrator

Barrie Gewanter delivered this report. She stated that there is currently a transition to Captain Ford and Lt. Guillaume as the new Command Liaison Officers. She has caught up on transmitting all outstanding formal written case notices to these liaison officers, and has received 4 more reports of internal investigations by Custody Command. She reported that Custody Command has decided that it will not release case-related videos, but will accommodate viewing by the Administrator and JCOC members upon request. The Administrator has viewed one video recently and is scheduled to view 3 more within a week. Gewanter reported that she has adjusted the case tracking chart to reflect categories requested by JCOC members & created a separate chart to keep track of recommendations and cases they are related to. She stated that she would provide copies of both documents in executive session. She reported that there has not been any progress on drafting content for a new JCOC website or brochure, but that the county IT dept. has made progress on creating the requested cloud-based secure file sharing system for JCOC members. Gewanter also stated that she had reduced the follow up questions from the JCOC's 6/9 meeting into a chart that would be available in executive session. She also stated that the command Liaison officer asked that the JCOC wait for responses to these questions until after the orientation and discussion of policy and procedure scheduled for 7/26. Gewanter also shared responses from Deputy County Attorney Eileen Perry to questions about open meetings law from the JCOC at their last meeting. Ms. Perry's responses did indicate that committee meetings would need to be conducted as open public meetings with advance notice to the public.

Marissa Mims asked Committee members if it would make sense to invite Robert Freeman of the Committee on Open Government to speak to the JCOC, and offered to invite him to Syracuse on behalf of the JCOC. Jo Anne Bakeman felt that this would be welcome. Robert Slivinski asked if the JCOC would have an email capability on the cloud-based file sharing program. Mims stated that the Committee might not be able to do this if decisions would be made or if the "nuts and bolts" of the Committee's work would be conducted.

Robert Slivinski asked if there could be other places to meet for some of the JCOC business meetings. A discussion ensued about alternative meetings places. Dr. Salaam agreed to see if any public library spaces might be available. The NE Community Center & Dr. King School were also suggested. Ms. Mims stated that she



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would tell Barrie about locations for the July 22nd Ad Hoc Structure Development Committee Meeting for her to issue Public Notice. Robert Slivinski asked if this was equivalent to a business meeting. Ms. Mims said it was.

Item 6 – Upcoming Training for JCOC Members

Barrie Gewanter requested confirmation of JCOC ability to attend the training scheduled at the jail for orientation and review of Custody policy and procedure. Committee members asked Barrie to Gewanter that command liaison include video in this training if possible. Ms. Bakeman was uncertain about her availability to attend that night. Gewanter relayed Custody Command preferences for JCOC Members during sit-along experiences. She also stated that the Command Liaison officers would set up a separate review of medical and mental health procedures.

Item 7 – Decide Content of Agenda for Meetings on 8/10 and 8/16

A motion was made by Robert Slivinski to make 8/10 a business meeting to start at 4:30 pm and that 8/16 would be for an executive session to discuss JCOC cases and would begin at 5:30 instead of 5:00 pm.

Item 8 – Report from Temporary Ad Hoc Committee on Potential Committee Structure

The Committee will meet on July 22nd and will include Marissa Mims, Bob Slivinski and Arthur Barksdale.

Item 9 – Continued Discussion of Case Review Process (& Primary Reviewer Designation)

All present agreed that the JCOC would determine on an individual basis how to address a case. Ms. Bakeman suggested that having a standard time for case review could end up being a roadblock. She suggested that the committee could establish an ideal timeline of 6 months. Allan LaFlore stated that it would depend on the situation and risk level but that cases should be addressed as quickly as possible. Bob Slivinski suggested that if the Committee identified a rec it wanted to develop on a case, it could move on this. Marissa Mims suggested that if a case seemed to involve a particularly serious issue that was an extreme priority or had potential life/death consequences, the Committee could send a letter to the Sheriff. *Barrie noted this as a policy level proposal.* Ms. Mims also stated that imposing a case time limit could present difficulties. Dr. Salaam suggested that any time goals be estimated based on the priority of a case as high, medium, or low. *Barrie noted this as a policy level proposal.* Bob Slivinski asked if a policy recommendation has to be based on a specific case. Ms. Mims suggested that the JCOC will want to have an explanation of why a recommendation was made and some facts to back it up. Dr. Salaam agreed that the Committee should not react without knowing what led up to a recommendation. Both Mims and Dr. Salaam suggest that a template be created. Barrie suggested that the JCOC members can function to shine a light on policies and practices using their recommendations and the letters that Ms. Mims proposed for priority situations. Ms. Bakeman suggested that the JCOC should consider drafting a request for review of segregation practices for all categories of inmates. Bob Slivinski suggested that this put special emphasis on 16 and 17 year olds. Ms. Mims suggested that if any JCOC member emailed any Sheriff's Dept. command officers they should cc: the Administrator. *Barrie noted this as a policy level proposal.* It was also agreed that Dr. Salaam would be primary reviewer for cases involving youth and that Ms. Bakeman would be primary reviewer for cases involving persons with mental health issues.

Agenda Item 10 – Selection of Officers Indicated in Enabling Legislation

Carlton Strail nominated Bob Slivinski to be Chair. Allan LaFlore nominated Marissa Mims to be Chair. Dr. Salaam voiced her support. Jo Anne Bakeman pointed out that six of eight members are present. Allan LaFlore made a motion to proceed with a vote. Ms. Mims was elected as chair. Ms. Mims then made a motion to elect Bob Slivinski as Vice Chair. Allan LaFlore seconded this motion. This motion was approved unanimously. A vote on Secretary was then tabled.



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Bob Slivinski suggested that the JCOC Board needs a mission statement, and volunteered to draft one. Dr. Salaam suggested that this be concise and limited to 4 sentences.

Dr. Salaam asked if the JCOC could utilize something like Google Docs to draft documents for consideration by the Committee. Ms. Mims suggested that the Committee would have to check with the County attorney on this for document drafts. Bob Slivinski offered to interact with the County IT Dept.

Item 11 – Initiating Dialogue with Custody Deputies & JCOC Presentation to Custody Academy

Item 12 – Items to carry over on Next Meeting Agenda

Item 11 was Tabled until Barrie can identify the dates of the next Custody Academy. It was agreed to discuss setting meetings in September at the next business meeting in August.

New Business

Robert Slivinski suggested that the JCOC should have some kind of “historical accounting” which he described as a survey of inmates sharing reflections on their experiences. He felt that inmates release might be an opportunity to contact inmates. Ms. Mims asked if there were any sample surveys that could be utilized. Dr. Salaam suggested that each Committee member bring samples of survey questions. Mr. Slivinski suggested that an essay should be requested rather than a survey. Dr. Salaam pointed out that everyone will not be able to write. A discussion followed of whether this feedback should be given anonymously. Allan LaFlоре suggested that a survey was more appropriate. Ms. Mims suggested that the Committee members should look at models taking literacy into account. Dr. Salaam agreed that data should be collected and suggested that the document only contain 5-7 questions and include quantitative and qualitative responses. She also suggested that if respondents did not give their name they could be asked to indicate length of stay. It was suggested that surveys be provided in a box in the visitor room and for inmates as they were being processed out of the facility. Dr. Salaam wondered if similar surveys could be made available in community centers or be left with community leaders. Carlton Strail suggested that attention be given to special needs populations.

Ms. Bakeman made a motion to move into executive session. This was seconded by Bob Slivinski. This motion passed unanimously

In executive session, members discussed amending the allegations in a case for which Barrie received new allegations from the inmate by mail. JCOC members selected some of these allegations to add to the case and rejected JCOC consideration of other allegations. Barrie was directed to notify the Command Liaison officer of the amendments to the allegations in the case.

In executive session a question was asked if a JCOC member can visit an inmate. Barrie agreed to ask Custody command. It was also asked if the JCOC could get a copy of the CCS contract. Barrie agreed to ask Eileen Perry from the County Attorney’s office if this was possible. A JCOC member suggested that a case should remain open even when a complainant is deceased. This was agreed upon by all. *Barrie noted this a policy level request.* It was also requested that a copy of a report about a recent inspection of the Justice Center kitchen be requested.

At the conclusion of Executive Session, Bob Slivinski made a motion to adjourn the business meeting. This was seconded by Ms. Bakeman. The meeting was adjourned by unanimous consent at 7:08 pm.

Draft Minutes Submitted by Barrie Gewanter and Bridget Owens for Consideration by the JCOC