

**Incarceration Prevention Reduction Task Force  
Steering Committee**

9:30 - 11:00 a.m. on March 8, 2017

County Council Conference Room, 311 Grand Avenue, Suite 105, Bellingham WA

**AGENDA**

Topic	Requested Action	Attachment
<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>• January 8, 2018 Meeting Summary Review</li> </ul>	Review	1 - 4
<b>2. Discussion with Mark Gardner on annual report</b> <i>(From 1/18 Steering)</i>		N/A
<b>3. Draft Work Plans</b> <i>(From 1/18 Steering)</i>		5 - 8
<b>4. INDEX Committee</b>		9
<b>5. Other Business</b>		
<b>6. Next Steps: Ideas &amp; Further Information</b> <ul style="list-style-type: none"> <li>• Next steps and assignments</li> <li>• Next meeting topics</li> </ul>		
<b>7. Public Comment</b>		
<b>8. Adjourn</b>		

**UPCOMING MEETINGS:**

IPR TASK FORCE various Mondays 9-11 a.m. Courthouse Conf. Rm 513/514 311 Grand Ave., Bellingham	COMMITTEES			
	BEHAVIORAL HEALTH various Mondays 2:30-3:30 (except where noted) Health Department Creekside Conf. Room 509 Girard, B'ham	LEGAL & JUSTICE SYS. 2 <sup>nd</sup> Tuesday 11:30 am-1:30 pm Courthouse 5 <sup>th</sup> Floor Conference Room 514 311 Grand Ave., Bham	TRIAGE FACILITY 3 <sup>rd</sup> Thursday 9:30-11:00 a.m. Health Dept. Creekside Conference Room 509 Girard, B'ham	STEERING As needed Courthouse County Council Conference Room Courthouse Suite 105 311 Grand Ave., Bham
March 5	March 5	March 13	March 15	March 8: 9:30 a.m.
April 2	April 2: <b>2-3 pm</b>	April 10	<del>April 19</del> <b>April 12</b>	
May 14	May 14	May 8	May 17	<b>Tentative future</b>
June 11	June 11	June 12	June 21	<b>meetings:</b>
July 16	July 16	July 10	July 19	April/May
August 6	August 6	(no august)	August 9 *	(annual report)
September 17	September 17	September 11	September 20	
October 15	October 15	October 9	October 18	September/October
November 26	November 26	November 13	November 15	(check-in)
December 17	December 17	December 11	December 20	

**Incarceration Prevention and Reduction Task Force**  
**DRAFT Steering Committee**  
**Meeting Summary for January 18, 2017**

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**1. Call To Order**

Committee Member Tyler Schroeder called the meeting to order at 9:36 a.m. in the County Council Conference Room, 311 Grand Avenue, Suite 105, Bellingham.

Members Present: Jill Bernstein, Barry Buchanan, Todd Donovan, Stephen Gockley, Jack Hovenier, Tyler Schroeder, Anne Deacon, Chris Phillips

Members Absent: None

**2. New Year Business**

Bernstein welcomed Todd Donovan and Barry Buchanan and explained the function of the Steering Committee.

Committee members discussed the Steering Committee purpose and history; the Task Force expenditure policy; the source of the Task Force funds for 2018; the requirements of the Steering Committee chair; the Steering Committee meeting schedule in 2018; finding someone to write the Task Force's annual report, which is due in June 2018;

The members concurred to schedule quarterly meetings on Thursdays from 9:30 a.m. to 11:00 a.m., with a meeting in May to coordinate the annual report and September to discuss the County's budget process.

Bernstein moved to appoint Todd Donovan as the Steering Committee Chair. The motion was seconded and carried unanimously.

The Committee reviewed the December meeting summary. There were no changes.

**3. January 8 Task Force Work Session**

Committee members discussed forming a fourth subcommittee to address the criminal justice data needs, to be called the Information Needs and Data Exchange (INDEX) Committee, including:

- Current data sources from the Administrative Office of the Courts (AOC) Odyssey case management system and the Sheriff's Spillman system.
- Potential goals of the INDEX Committee:
  - Bring all the stakeholders to the table to support the continuation of Odyssey for the court systems
  - Identify the ideal data, whether or not it's available currently, that the Task Force needs to look at on a regular basis to understand the issues and identify possible future paths
  - Create consistent language of terms for the Task Force
  - Create a universal data set and agreed-upon set of facts to give credibility to the data

***Incarceration Prevention and Reduction Task Force***  
***DRAFT Steering Committee***  
**Meeting Summary for January 18, 2017**

---

- Create information that is easy for the public to understand, yet technical enough to involve the exchange of systems
- Identify system needs for long-term data exchange and integration among the courts, jail, attorney offices, and behavioral health system
- Identify the data they have currently and the data gaps
- Start with the information they already have that can be consolidated, and identify what other information the Task Force needs to produce a quarterly report. Also technical people to work on record management system on how to continue to collect data and integrate data systems.
- Identify for the public the type of data that doesn't exist.
- Connecting with the Health Department's Ground-level Response and Coordinated Engagement (GRACE) project.
- The County's past effort at data coordination through WENET, the Prosecutor's record management system.
- Potential members if the INDEX Committee including Task Force and non-Task Force members:
  - Tyler Schroeder, County Executive's Office and Task Force Member
  - Raylene King, Blaine Municipal Court Administrator and Task Force Member
  - Darlene Peterson, Bellingham Municipal Court Administrator and Task Force Member
  - Bruce Van Glubt, District Court Administrator
  - Dave Reynolds, Superior Court Administrator
  - Lt. Caleb Erickson, Sheriff's Office
  - A representative from the Prosecutor's Office
  - A representative from the Public Defender's Office
  - A representative from the Lummi Nation
  - A representative from the Health Department

Committee members discussed transitioning the Triage Facility Committee from review of construction to operations to incorporate behavioral health services, including the front door and back door services.

Committee members also discussed the results of the January 8 Task Force planning meeting, including:

- The Legal and Justice Systems Committee priority for creating a pretrial risk assessment and pretrial services unit.
- They process of completing a survey in preparation for the planning meeting
- How the Task Force or County Council will prioritize which new programs to fund
- Engaging in cost-benefit analyses
- The procedure for creating and assigning members to the committees
- The process for developing the 18-month work plan
- Whether the Behavioral Health Subcommittee is working on the GRACE Project
- The benefit of a citizen task force when creating a program

**Incarceration Prevention and Reduction Task Force**  
**DRAFT Steering Committee**  
**Meeting Summary for January 18, 2017**

---

- Having a discussion at the Steering Committee after the March meeting to consider whether they need restructure the committees.

The Committee concurred to amend the Conclusion and Next Steps section of the draft planning summary:

“The Steering Committee was charged with the responsibility of developing a recommendation for the Task Force for how to proceed. In developing a recommendation, the Steering Committee will consult with key informants familiar with current data collection activities. ~~Tyler Schroeder offered to help lead this effort, with Joy Gilfillan and Irene Morgan expressed strong interest in assisting.~~

The group thanked Ken Mann for his service, and the Co-chairs and facilitator for organizing the planning session. Next steps will include:

- ✓ Facilitator will prepare Report from today’s session
- ✓ The Steering Committee will use this report along with reports from Committees to propose a work plan for approval at an upcoming regular meeting.
- ✓ Committees shall use this report, review their charges as outlined in their statements of work, and review their current goals in submitting their proposed work plan and goals to the Steering Committee.
- ~~✓ Steering Committee will use this Report to prepare an 18 month Plan for approval at February Meeting, in close communication with Committees.~~
- ~~✓ Committees will refine their work plans and bring back to Task Force for approval Mar/April”~~

Hovenier moved to recommend approval of the Planning Summary as amended to the full Task Force. The motion was seconded and carried unanimously.

#### **4. Task Force responsibilities going forward**

The Committee discussed having the Task Force committees review their statements of work at their February meetings and revise according to the planning session results. Committees shall incorporate any other priorities not included in the Vera Institute report. The Task Force will review the revised statements of work and proposed work plans in March. After the March Task Force meeting, the Steering Committee will meet to finalize the 18-month work plan, considering budget needs and requirements, an annual plan, and an 18-month plan.

The Committee discussed identifying someone to work with the Task Force to write the annual report.

#### **5. Other Business**

Hovenier reported on Task Force member requests for clarifying the process by which their proxies participate in meetings.

**Incarceration Prevention and Reduction Task Force**  
**DRAFT Steering Committee**  
**Meeting Summary for January 18, 2017**

---

Committee members discussed amending the Rules of Order:

- Define when proxies can participate
- Allow Task Force members to participate in multiple committee assignments through assigning proxies to be independent members of the committees.
- Differentiating between stakeholders and those with technical expertise

Hovenier moved to recommend that the Task Force amend the Task Force Rules of Order, “Any Task Force member is encouraged to choose a proxy to represent them for any regular or special full Task Force or committee meeting. Proxies shall not represent any Task Force member if the Task Force member is present. Any Task Force member may request that the Task Force approve a proxy to permanently represent them on a subcommittee to which they are not assigned.” Councilmember Donovan may refine the language of the motion as necessary. The motion was approved by general consent.

**6. Next Steps: Ideas & Further Information**

Bernstein stated she would like to add a regular agenda item to the Task Force agenda for reports on status and success. Two recent successes include the hiring of a half-time employee for Drug Court at the urging of the Task Force and the hiring of a mental health specialist deputy in the Sheriff’s Office.

Assignments include the formation of the new committee and reaching out to Mark Gardner, City of Bellingham, to possible author the annual report.

Committee members discussed the efforts to create a consumer focus group and a victim focus group:

- There hasn’t been agreement on the cost of a focus group and how formal and technical the focus group would be.
- Current consumer representatives in the form of the Public Defender’s Office representative, Ms. Bernstein as a former criminal attorney, and the two consumer representative positions on the Task Force.
- Defining what would be gained from the focus groups in order to decide what type of focus group would be useful.
- Focus groups not receiving a high rating in the planning meeting.

**7. Public Comment**

There was no public comment.

**8. Adjourn**

The meeting adjourned at 11:13 p.m.

**LEGAL AND JUSTICE SYSTEMS AD HOC SUBCOMMITTEE**  
**Draft Work Plan items**

Items from Vera Report  
Items from February 2018 committee meeting

Items from whiteboard brainstorming on May 2016  
Miscellaneous items mentioned, from Clerk's Notes

**COMPLETED**

Social Workers in Public Defender's Office

- Support services for Public Defender's Office

Voluntary in-custody work crew  
Modify the guidelines for jail alternatives  
Other?

**IN PROCESS (not prioritized)**

1. Adopt and validate a data-driven pretrial risk assessment system (13 dots)
2. Establish Regional Pre-trial monitoring services program to serve all Whatcom County Courts (13 dots)
  - Pretrial Case Management: Phone Call Reminders
  - Pretrial Case Management: Social Workers
  - Electronic home monitoring: Pretrial
  - Implement policies and procedures that will reduce number of bench warrants issued for FTAs (4 dots)
3. Expand book and release practices, including from police stations (addition: expand concept to include pre-arrest diversion) (2 dots)
  - Explore LEAD Program
4. Increase opportunities for people to resolve outstanding warrants (2 dots)
  - Law enforcement warrant ?? (new guidelines for this)
5. Develop mechanisms to prevent jail admissions for violations of probation/parole (2 dots)
  - Review probation violations
6. Facilitate opportunities for individuals to pay off fines assoc. with moving violations (1 dot)
  - Review strategies for reducing fines/interest
7. (NEW) Use EHM to facilitate improvements in Whatcom County (1 dot)
8. Explore how EH and EHM can reduce bench warrants (1 dot)
9. Analyze warrant data to understand the scope of the problem to target responses appropriately (also include in data considerations) (0 dots)
10. Changes in statutes regarding domestic violence treatment (scheduled for April with confirmation from Karen Burke)
11. Further implementation of restorative practices and their role in preventing incarceration
  - Place current programs on the restorative justice spectrum. See Moonwater presentation.
12. Consider deeper incarceration reductions on an interim basis due to upcoming jail remodel projects

**LEGAL AND JUSTICE SYSTEMS AD HOC SUBCOMMITTEE**  
**Draft Work Plan Items**

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13. Need to reduce trend of new felonies committed soon after release. Review release decisions

14. Reentry support

- Re-entry services
- Connections to community services
- Community resource sheet for defendants
- Ease of entry for behavioral health services

15. Update on District Court from Bruce Van Glubt

16. Expand drug court

**DISCUSSED, NO ACTION TAKEN**

Better transportation for court clients

Good Time ratio

Better use of jail alternatives / Division Street Resources

Licensing Program

Electronic home monitoring: Post-trial

Electronic home monitoring: Use of private EHM providers

System changes (i.e. when people are evaluated for alternatives): In-custody mental health & chemical dependency evaluations

Courthouse jail alternatives screening kiosk

**NOT DISCUSSED**

On demand out of custody D & A (drug & alcohol) evaluations

Review bail standards and amounts

Review Spokane's SMHA Justice Programs

Portability court

- Portability Court and weekend telephone hearings: it's benefits and problems

More charge-specific diversion programs

Decriminalization of status offenses

Create a community court

Moonwater and Bruce Van Glubt to discuss creating/reinstating program: Anti-harassment mediation and past District Court Sentencing Alternatives Program

Can there be an effective drug court option that doesn't take 2 years? A tiered system?

- How to create incentives for people to choose long drug court program?

The Lummi Nation possibly would like to take prosecutorial jurisdiction over its members. (Check with Nick Lewis on this item.)

Update on options for how to make drop down more attractive to defendants.

Portability Court and weekend telephone hearings: it's benefits and problems

# BEHAVIORAL HEALTH AD HOC SUBCOMMITTEE

## Draft Work Plan Items

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### **Training**

- Host an updated EMS training
- Create an annual calendar to track training for various agencies
- Determine the specific training information that agencies track
- Create a survey of needed additional training

### **Funding**

- Seek more funding sources and opportunities
- Engrossed Substitute House Bill (ESHB) 2263 regarding funding for mental health and cultural activities and competing funding requests

### **Substance Use Disorder Treatment**

- Reviewing Local Suboxone Programs
- Update on Dr. Kartman's program
- Update on opiate vs. meth use (later in 2018)

### **Housing**

- Review whether housing be an incentive to participate in specialty courts
- Review how to create another Oxford House
- Review the possibility of housing specifically for drug court participants

### **Coordinate with other agencies and work groups**

- Homeless Strategies Work Group
- Lummi Nation
- Legal and Justice Systems Subcommittee on housing for Drug Court participants

### **Review existing and potential programs and policies**

- Coordinated outreach and recovery support (CORS) program
- Ground level response and coordinated engagement (GRACE) program
- The competing values and ethics between getting someone out of jail as soon as possible and referrals to specialty courts that take more time (Judge Montoya-Lewis and Chris Furman for drug court, Judge Elich and Pete Smiley for mental health court)
- Can drug court have a program that is less than 2 years
- Explore the possibility of further expanding CPIT in the Sheriff's Office

## TRIAGE FACILITY AD HOC SUBCOMMITTEE

### Draft Work Plan items

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The purpose of the subcommittee is emerging to be multi-faceted. First, the committee advises and recommends policy and direction to the full Task Force for construction and operation of the crisis triage facility. Second, the committee supports the Health Department as this work advances. Third, the committee functions as a sounding board for the administration as they advance the facility capital project. Draft Work Plan items include:

Continue reviewing and monitoring crisis triage facility capital construction

Facility operations, including funding, staffing, and programming

- From the Vera Institute Report: explore the option of a sobering center program at the facility

Review, monitor, and coordinate facility access to first responders. Educate first responders on how to access and use the facility.

Review the North Sound Behavioral Health Organization (BHO) triage facility priority as a step-down facility for Peace Health St. Joseph Hospital

Ensure effective links with the Ground-level Response and Coordinated Engagement (GRACE) program

Motion carried that the Steering Committee explore creation of the Information Needs and Data Exchange (INDEX) committee or workgroup.

**OPTION 1: TECH + POLICY GROUP**

Motion to create the Information Needs and Data Exchange (INDEX) committee or workgroup to obtain data information needed to effectively report on Task Force progress and areas of concern. Ideally the INDEX committee should be comprised of appropriate policy-oriented and technical representatives from the following organizations...

- County Executive
- Blaine Municipal Court Administrator
- Bellingham Municipal Court Administrator
- District Court Administrator
- Superior Court Administrator
- Sheriff's Deputy Caleb Erickson
- Prosecutor's Office
- Public Defender's Office
- Health Department

**OPTION 2: TECH GROUP**

Linville suggested that the IPRTF subcommittees bring forward their data needs to the full Task Force for discussion, and the new INDEX Committee would be a technical committee that is guided by policy recommendations of the Task Force and its committees.

**OPTION 3: OTHER?**