

**Incarceration Prevention Reduction Task Force
Information Needs & Data Exchange (INDEX) Committee**

1:30 - 3:00 p.m. on June 6, 2019

Whatcom County Courthouse Conference Rooms 513/514, 311 Grand Avenue, Bellingham WA

*If you plan to bring handouts to this meeting, bring at least **24 copies** for committee members and the file*

AGENDA

The meeting summary of the previous meeting is attached for information only. Changes to the summary can be submitted to the Committee Clerk. The audio recording on the Committee website is the official meeting record.	
Topic	Packet Pages
1. Call to order	
2. Continue discussion on data access capabilities <ul style="list-style-type: none"> • Update on data work group: data availability and report templates 	N/A
3. Next steps for INDEX Committee	1
6. Meetings <ul style="list-style-type: none"> • Next meeting date (<i>August 1, 2019 at 1:30 p.m., Courthouse 513/514</i>) 	
7. Other business	
8. Public comments	
9. Adjourn	

UPCOMING MEETINGS

IPR TASK FORCE Bi-monthly on various Mondays 9-11 a.m. Courthouse Rooms 513/514 311 Grand Ave., Bellingham	COMMITTEES				
	BEHAVIORAL HEALTH various Mondays 2:30-3:30 Health Department Creekside Room 509 Girard, B'ham	INDEX First Thursday 1:30-3:00 Courthouse Rooms 513/514, 311 Grand Avenue, B'ham	LEGAL & JUSTICE SYS. 2 nd Tuesday 11:30 am-1:30 pm Courthouse Room 514 311 Grand Ave., Bham	TRIAGE FACILITY Bi-monthly 3 rd Thursday 9:30-11:00 a.m. Courthouse Room 513 311 Grand Avenue, B'ham	STEERING As needed 9:30-11:00 a.m. Courthouse Room 513 311 Grand Ave., Bham
June 10 August 12 October 14 December 16	June 10 July 8 August 12 September 16 October 14 December 16	June 6 August 1 October 3 December 5	June 11 July 9 August 13 September 10 October 8 November 12 December 10	January 17 March 21 May 16 July 18 September 19 November 21	August 1 October 3 December 5

The most up-to-date meeting schedule can be found online at:
<http://wa-whatcomcounty.civicplus.com/calendar.aspx?CID=40>,

INDEX COMMITTEE NEXT STEPS

Potential Future Topics:

- Integration and Appropriate Data Sharing (*From December 2018*)
- James Austin. When INDEX Committee is done identifying its existing data, bring on James Austen to evaluate that data. (*Per T. Schroeder at Jan 2019 Steering*)
- Letters from public officials to State's consultant to allow courts of limited jurisdiction to have access to Odyssey (*Discussed in Committee.*)
- Name and define charge types (*Recommended by Legal and Justice Systems Committee: 1. Filed charge (from the Prosecutor), and 2. Booked citation charge*)
- Identify the most reliable source of the data (*Discussed in Committee.*)

From the draft annual report:

Next Steps: The INDEX Committee continues to work on the tasks identified in the mission statement. Those beginning tasks include:

- Identifying data points not collected
- Identifying baseline information across all data points
- Developing accurate definitions and a glossary of terms that includes national standards, which can be applied uniformly across all agencies and jurisdictions to create clarity in the data reports

To assist in completing its beginning tasks, the Committee will identify potential consultant resources to further define the policy questions for the Task Force based on the more accurate data points that are being collected. The Policy and Technical Subcommittees will continue to collaborate to ensure they are responsive to the needs the Task Force outlined in the original request. Collaboration with the Intergovernmental Policy Academy will continue to identify any other data needs that would contribute to the goal of reducing incarceration of young adults.

Technical subcommittee members have begun discussing a potential work item to improve operational efficiencies by creating a process for courts to convey sentencing information to the jail. Current messaging between a court and the jail can be inconsistent and unclear. Jail staff have indicated the need for one universal form for all jurisdictions.

Also, the technical subcommittee will continue to engage the AOC on its Courts of Limited Jurisdiction case management system (CLJ-CMS) project.