

DCCCP Advisory Board Meeting Minutes
May 18, 2016 – 3:30 p.m.

Board Members present: David Collins, Eric Brown, Dawn Deaner, Bettie Kirkland, Charlotte Mann, Kevin McGee, Grace Guerra Woolbright, Vince Wyatt, and Tyler Yarbrow.

DCCCP Staff present: Larissa Burdette, Program Manager

1. Welcome

After Chair David Collins called the meeting to order, Larissa Burdette welcomed members of the DCCCP Advisory Board.

2. Adopt minutes from last meeting in November. February meeting was not conducted.

The minutes from the November 2015 meeting were unanimously adopted by the Board.

3. Members with Expiring Terms

Larissa noted that the terms of the following individuals will conclude on August 31, 2016: David Collins, Kevin McGee, Grace Guerra, Bettie Kirkland, and Charlotte Mann.

David Collins indicates that he will not be returning following the conclusion of his term. Judge Fishburn will make a recommendation for a new defense attorney to fill his slot on the Board.

4. 3rd Quarter review

Larissa reviewed the DCCCP statistics for the 3rd Quarter and answered any questions from the Board.

Dawn asked Larissa to remind the Board what the term “OPI” means. Larissa explained that OPI stands for “offender profile index.” The index is a number from 1 to 8 which is assigned to each person in the DCCCP program. A point is assigned for various characteristics such as a history of prior convictions, violent charges, a juvenile record, substance abuse, prior incarceration, and job history. The average OPI, as it is reported in the statistics, is intended to give a sense of the types of offenders in the program.

Bettie asked for more information on the number of “inactive” files. Larissa explains that this number includes offenders who are in jail waiting for a disposition on a community corrections violation, absconders, and those in inpatient programs.

Larissa noted that DCCCP currently has 15 case officers on staff.

Kevin inquired as to whether any of the case officers are working to help offenders get licenses reinstated. Larissa indicated that individual case officers do help, but that there is not a programmatic effort to assist with license reinstatement. A discussion ensued about a new initiative out of the Mayor's Office intended to assist individuals with getting their driver license reinstated. Dawn recommended to Larissa that this program may assist individuals on DCCCP.

5. Personnel Changes : currently fully staffed

Separations:

Joshua Hooten, Case Officer I – resigned 2-17-16.

Promotions:

None

Vacant Positions:

None

New Hires:

Douglas Murphy, Case Officer I – 12-21-15

Joshua Hooten, Case Officer I – 1-4-16

Austin Felts, Surveillance Officer – 4-26-16

In a discussion about Mr. Felt's hiring, Larissa explained the role of a "Surveillance Officer." The Surveillance Officer conducts home visits. Once Mr. Felts is trained, he will handle all of the visits along with an accompanying case officer. Case officers break up the home visits by zip code, so they may not be conducting a home visit for an offender that he/she is supervising.

6. Recent changes/developments:

- DCCCP has created a Facebook page to reach the community and our people on the program. It will be updated with felony friendly employers and job postings. It is also a source for people to contact us with questions and to check for office closings due to weather conditions or emergency situations.

7. Ongoing Projects:

- Judge Fishburn reviewed the proposed updated Court Order and returned it to Larissa this past Monday. Larissa reported that had not yet had an opportunity to review all of his proposed revisions, but it does not appear that he made a lot of changes. Larissa will present the order for our review at our next meeting.

8. New business:

- The DCCCP audit was conducted on January 28th and 29th. DCCCP received an overall score of 97%. We received a score of 100% on the program audit, but had three findings on the fiscal audit, as follows:

- DCCCP is required to have deposits made within 72 hours from date that offender indicated on the money order that is turned in. There was one deposit that was made 98 hours later and this constituted one finding.
- Travel by DCCCP employees to a conference or other event must be authorized by Metro. Metro authorizes 0.57 a mile, but the State authorizes only .47 a mile. DCCCP wrote a reimbursement check to a DCCCP employee for an out-of-county training based on the Metro reimbursement rate and this constituted one finding.
- There was an error that occurred when two money orders could not be located because they got crinkled up in the money orders being deposited. The offenders who turned in the money orders got credit for the payments, but the bank failed to process the money orders because of their error. This was one finding.
- The DCCCP grant will be up for renewal in 2017. Larissa asked board members to start thinking about writing your reference letters to be enclosed with grant request.
- Closing; Larissa invited questions/comments from the Advisory Board.

Bettie inquired about Larissa's sense concerning staff morale. Larissa reported that there has been an improvement in morale.

The next meeting date was scheduled for August 17, 2016 at 3:30.

After the scheduling of the Board's next meeting, the meeting was adjourned.