

**Incarceration Prevention Reduction Task Force
Steering Committee**

December 14, 2017

Courthouse Fifth Floor Conference Room 514, 311 Grand Avenue, Bellingham WA
9:00 a.m. – 10:30 a.m.

AGENDA

Topic
1. Call to Order <ul style="list-style-type: none">• November 9, 2017 Meeting Summary Review (<i>packet pages 1 - 3</i>)
2. Review of Ordinance and the Task Force's responsibilities going forward (<i>packet pages 4 - 5</i>)
3. Update on January 8 Task Force meeting facilitator
4. Task Force approval process for spending IPRTF funds
5. Other Business
6. Next Steps: Ideas & Further Information <ul style="list-style-type: none">• 2018 Committee Meeting Schedule (FYI only) (<i>packet page 6</i>)• Next steps and assignments• Next meeting date
7. Public Comment
8. Adjourn <p><i>Please see the Task Force website for information on upcoming meetings and events: http://www.co.whatcom.wa.us/2052/Incarceration-Prevention-and-Reduction-T</i></p>

**Incarceration Prevention and Reduction Task Force
Steering Committee**

DRAFT Meeting Summary for November 9, 2016

1. Call To Order

Committee Chair Ken Mann called the meeting to order at 11:30 a.m. in the Health Department Lower Level Conference Room, 509 Girard Street, Bellingham.

Members Present: Jill Bernstein, Jack Hovenier, Ken Mann, Tyler Schroeder, Anne Deacon, Alfred Heydrich, Chris Phillips

Members Absent: None

2. VERA Final Report

Committee members discussed draft Introduction to the Vera Institute Final Report and stated the Introduction accomplishes the goal of clarifying that additional steps are necessary to determine how recommendations should be implemented. The report should go further as it relates to local statistics and process to know which should really be recommended to go forward. The Task Force has an ongoing duty to inform the public to correct misinterpretation, which is ubiquitous and unavoidable. There is a question of whether the Introduction dilutes the content of the report. The Committee members suggested changes to the draft Introduction, which will be forwarded to the full Task Force for approval at its meeting on November 27. The next step is to incorporate the work into the Task Force's Phase III Report, which will be submitted to the County Council. The Introduction will serve as a forward to explain how the Task Force will move forward.

3. Phase III Report

The Vera Institute Final Report could be an appendix to the Task Force's Phase III Report, in addition to other appendix documents, which will be listed in a table of contents. The Phase III Report will include a section for the Vera Institute Final Report separate from the committee reports to provide context.

Hovenier stated he suggests that at the January or February full Task Force meeting, the members should prioritize the Vera Institute Final Report's 20 strategies with the assistance of a professional facilitator. Once the priorities are identified, the Steering Committee can consider assigning them to the appropriate committee.

Bernstein stated she suggests a similar prioritization process. With the help of a professional facilitator, schedule a half-day meeting to have a facilitated conversation to move through the process of triaging and organizing all the recommendations. Also, the County Council needs to provide money in the County's 2018 budget to pay for a facilitator and other Task Force administrative costs. Any Vera report recommendations that are already underway could be noted.

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Committee members discussed:

- The Legal and Justice Systems Committee's recommendation for a pretrial risk assessment and monitoring unit, similar to the report recommendations.
- Prioritizing other programs along with the Vera report recommendations.
- Calling out the main Vera report recommendations in the Phase III Report.
- The introduction or conclusion of the Phase III report can consolidate all the topics, including the recommendations, the triage facility next steps, and Law & Justice Systems Committee next steps for pretrial risk assessment.
- The Phase III report could include information on what the next steps may be.
- Whether the Phase III report includes recommendations to the County Council.
- Prioritizing which programs should get funding first.
- Committee recommendations that have been or will be approved by the full Task Force, including:
 - the Opioid Abuse Prevention & Response Plan
 - the crisis triage facility design and location
 - the pretrial risk assessment and unit
 - the GRACE program
- The level of detail that the Task Force recommendations should have for the County Council.
- Each recommendation should have clear developmental steps with line item suggestions.
- It's necessary to hire a grant writer to help develop a pretrial services unit and to look for funding.
- Creating an operating budget for the Task Force for 2018.
- There must be attention given to coordinated data across systems and jurisdictions.
- In an exit interview process, find out from Vera Institute consultants their impression of the local data collection processes and systems and their suggestions for best practices for data collection in the field.

4. What's Next for the Task Force

Committee members discussed the upcoming membership term expirations and the process for appointing new members, hiring a meeting facilitator for the January meeting to assist with prioritizing, electing Task Force and committee chairs in January, scheduling the 2018 full Task Force meetings on Mondays around the Bellingham City Council meeting schedule, whether the IPRTF should function in some way as the Law and Justice Council in the future, and how much the Task Force needs in 2018 for operating funds, which may include funding for:

- Facilitation and consultation for prioritizing recommendations
- Technical expertise and possible grant writing services for the pretrial assessment and unit recommendation
- Developing a scope to work on upgrading an integrated data collection system

*Incarceration Prevention and Reduction Task Force
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5. Other Business

There was no other business.

6. Public Comment

There was no public comment.

7. Adjourn

The meeting adjourned at 1:00 p.m.

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Chapter 2.46 INCARCERATION PREVENTION AND REDUCTION TASK FORCE

Sections:

- 2.46.010 Established.
- 2.46.020 Purpose.
- 2.46.030 Function.
- 2.46.040 Permanent members.
- 2.46.050 Additional appointed members.
- 2.46.060 Terms of office for appointed members.
- 2.46.070 Organization – Meetings.
- 2.46.080 Staff and funding support.
- 2.46.090 Reporting.

2.46.010 Established.

There is hereby established a Whatcom County incarceration prevention and reduction task force. (Ord. 2015-037 Exh. A; Ord. 2015-025 Exh. A).

2.46.020 Purpose.

The purpose of the incarceration prevention and reduction task force is to continually review Whatcom County's criminal justice and behavioral health programs and make specific recommendations to safely and effectively reduce incarceration of individuals struggling with mental illness and chemical dependency, and minimize jail utilization by pretrial defendants who can safely be released. (Ord. 2015-037 Exh. A; Ord. 2015-025 Exh. A).

2.46.030 Function.

The task force will consider national best practices and report on and make recommendations to the county council, executive, and other appropriate officials regarding:

- A. The construction and operation of a new or expanded multi-purpose crisis triage facility to assist with jail and hospital diversion of individuals struggling with mental illness and chemical dependency;
- B. Development of new, or enhancement of existing, programs designed along a continuum that effectively reduces incarceration of individuals struggling with mental illness and chemical dependency;
- C. Effective pretrial service programs that assure that defendants appear for court proceedings while minimizing jail utilization by defendants who can safely be released;
- D. Necessary and effective programs and services that can assist offenders with successful transition from both the jail and triage center back to the community to reduce rates of recidivism and improve public health and safety;
- E. The ongoing staff support and funding for the task force;
- F. Review of the diversion programs of the county and all cities, and establishment of benchmarks to measure the effectiveness of the programs in reducing incarceration. (Ord. 2015-037 Exh. A; Ord. 2015-025 Exh. A).

2.46.040 Permanent members.

The incarceration prevention and reduction task force shall include the following 13 designated officials or their representative:

- A. One member of the Whatcom County council;
- B. Whatcom County executive;
- C. Whatcom County sheriff;
- D. Whatcom County prosecuting attorney;
- E. Whatcom County public defender director;
- F. One representative from the Whatcom County superior court or district court;
- G. One representative of the Bellingham city attorney or municipal court or police;
- H. One representative from the Bellingham city council;

- I. City of Bellingham mayor or designee;
- J. One representative from the small cities designated by the Small Cities Caucus;
- K. One tribal representative from either the Lummi Nation or the Nooksack Tribe;
- L. One representative from the Whatcom County health department human services;
- M. North Sound Mental Health Administration executive director. (Ord. 2015-037 Exh. A; Ord. 2015-025 Exh. A).

2.46.050 Additional appointed members.

In addition to the officials designated above, the incarceration prevention and reduction task force shall include the following 11 members appointed by the Whatcom County council:

- A. Whatcom Alliance for Health Advancement (WAHA) representative;
- B. Peace Health St. Joseph's Medical Center representative;
- C. Community Health Center representative;
- D. Emergency medical services (EMS) representative;
- E. Representatives from a community action agency, a mental health provider, and substance abuse treatment provider (three);
- F. Consumer of services or family member of consumer (two);
- G. Concerned citizens (two). (Ord. 2015-037 Exh. A; Ord. 2015-025 Exh. A).

2.46.060 Terms of office for appointed members.

The term of office for appointed members shall be four years; provided, that the terms of those first appointed shall be staggered so that five will be appointed for two years and six will be appointed for four years. Appointment of members shall comply with Chapter [2.03](#) WCC. (Ord. 2015-037 Exh. A; Ord. 2015-025 Exh. A).

2.46.070 Organization – Meetings.

- A. Meetings of the task force shall be open and accessible to the public and shall be subject to the Open Public Meetings Act.
- B. At every meeting, the task force will schedule an open session to take public comment.
- C. Written records of meetings, resolutions, research, findings and recommendations shall be kept and such records shall be submitted to county staff and shall be made public, including posting on the county website.
- D. The task force shall adopt its own rules and procedures for the conduct of business.
- E. The task force shall elect a chairperson from among its members who shall preside at its meetings.
- F. The task force shall determine its meeting schedule and agenda, but shall meet at least quarterly.
- G. The task force may form and appoint ad hoc committees to work on specific issues, so long as at least two committee members are also members of each ad hoc committee. (Ord. 2015-037 Exh. A; Ord. 2015-025 Exh. A).

2.46.080 Staff and funding support.

The task force will have full support from the council, the county executive's office, health department staff, and locally delivered paid consultant assistance to conduct and complete its tasks in an efficient and effective manner. (Ord. 2015-037 Exh. A; Ord. 2015-025 Exh. A).

2.46.090 Reporting.

At least annually, no later than June 30th of each year, the task force will provide a report and recommendations to the county council and executive on outcomes of existing incarceration prevention and reduction programs throughout Whatcom County, new innovative programs being used in other communities, and recommendations for changes or additional programs. (Ord. 2015-037 Exh. A; Ord. 2015-025 Exh. A).

2018 IPR TASK FORCE & COMMITTEE SCHEDULE

IPR TASK FORCE various Mondays 9-11 a.m. Courthouse Conf. Rooms 513/514	BEHAVIORAL HEALTH various Mondays 2:30-3:30 (except where noted) Health Department Creekside Conf. Room	LEGAL & JUSTICE SYS. 2 nd Tuesday 11:30 am-1:30 pm Courthouse 514	TRIAGE FACILITY 3 rd Thursday 9-10:30 a.m. Health Dept. Creekside Conference Room	STEERING As needed County Council Conference Room
<u>APPROVED & RESERVED</u> January 8 February 5 March 5 April 2 May 14 June 11 July 16 August 6 September 17 October 15 November 26 December 17	<u>APPROVED & RESERVED</u> January 8# February 5 March 5 April 2# May 14 June 11 July 16 August 6 September 17 October 15 November 26 December 17	<u>PROPOSED</u> January 9 February 13 ^ March 13 ^ April 10 ^ May 8 ^ June 12 July 10 ^ (no august) September 11 ^ October 9 ^ November 13 December 11	<u>PROPOSED</u> January 18 February 15 March 15 April 19 May 17 June 21 July 19 August 9 * September 20 October 18 November 15 December 20	January (new year) April/May (annual report) September/October (check-in)

*Alternate day due to August meeting break.

BH meetings are 2:00 - 3:00 p.m.

^ County Council Meeting Day

FYI the Lake Whatcom Policy Group Mondays (3:00 to 5:00) are:

- Feb. 5
- May 14
- July 16
- Sept 17
- November 26