

**Incarceration Prevention Reduction Task Force  
Steering Committee**

9:30 - 11:00 a.m. on May 31, 2018

Courthouse **Fifth Floor Conference Room 513**, 311 Grand Avenue, Suite 105, Bellingham WA

**AGENDA**

Topic	Requested Action	Presenter	Attachment
<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>• April 26 2018 Meeting Summary Review</li> </ul>	Review	Chairs	1 - 3
<b>2. Review Draft Annual Report</b>	Review & forward to IPRTF	Mark Gardner	To be distributed
<b>3. Index Committee: Review of IPRTF Discussion/Direction</b>	Update	N/A	4 - 5
<b>4. Other Business</b>			
<b>5. 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>6. Public Comment</b>			
<b>7. 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 Conf. Rm 514 311 Grand Ave., Bham	TRIAGE FACILITY 3 <sup>rd</sup> Thursday 9:30-11:00 a.m. <del>Health Dept.</del> <b>MOVED TO</b> Courthouse 5 <sup>th</sup> Floor 513 or 514, 311 Grand Avenue, B'ham	STEERING As needed County Courthouse 311 Grand Ave., Bham
June 11	June 11	June 12	June 21 in Room 514	May 31: 9:30 a.m., Room 513
July 16	July 16	July 10	July 19 in Room 513	
August 6	August 6	(no august)	August 9 * in Room 513	
September 17	September 17	September 11	September 20: location TBD	September 6: 9:30 a.m. Room 514
October 15	October 15	October 9	October 18 in Room 514	
November 26	November 26	November 13	November 15 in Room 513	
December 17	December 17	December 11	December 20 in Room 514	

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**1. Call To Order**

Committee Chair Todd Donovan called the meeting to order at 9:30 a.m. in the County Council Conference Room, 311 Grand Avenue, Bellingham.

Members Present: Jill Bernstein, Todd Donovan, Stephen Gockley, Chris Phillips

Also Present: Perry Mowery (proxy for Anne Deacon) and Barry Buchanan

Members Absent: Jack Hovenier, Tyler Schroeder, Anne Deacon,

Review March 8, 2018 Meeting Summary

There were no changes.

**2. Discussion with Mark Gardner on annual report and outline for committee report**

Mark Gardner, City of Bellingham, submitted a handout (on file) demonstrating the committee report writing structure and answered questions about the report deadlines.

The committee discussed the structure and content of the report, including:

- Highlighting recent activities in the progress section
- Providing background on other items and costs
- Including information from 2017 to educate newer councilmembers
- Foreshadowing upcoming budget requests
- Writing the report for two audiences: the County Council and the public
- Including good data in the form of graphs and charts, when possible
- Creating a narrative about the vision and goals of the Information Needs and Data Exchange (INDEX) Committee
- Expanding section D to include community reentry and stabilization
- The need to simplify the report while keeping detailed requests for the Council to know what is needed to move forward
- Adding information on what's in progress of reach subject
- Highlight outcomes
- The Behavioral Health and Triage Facility committee chairs will work together to write their sections of the report
- Limiting the topics to three each per committee, plus a section on the INDEX Committee
- Identifying how to measure success

**3. What's next in creating the INDEX Committee?**

The committee discussed:

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- Include information in the annual report on this proposed committee
- The Council's request for data
- Identifying data, metrics, and barriers
- Figuring out the baseline and whether or not they're successful with their projects
- Identify how they assess performance
- Where is data a barrier to implementing various initiatives
- Each committee should identify one metric for each of their three initiatives in the report that would determine the success of that initiative
- To get better metrics and more accurate data, the systems have to be integrated
- An important policy goal is to establish a percentage decrease in the jail population
- Refining the processes, improving the way things work together, and then observing outcomes
- Engaging Tyler Schroeder, the Bellingham Mayor, and other interested stakeholders to come prepared for a more fully developed committee structure
- The structure and roles of a technical group versus a policy group.
  - The policy and outcomes, not the technical group, should drive the process
  - The technical people would interact with the policy group about the possible options to get those policy and outcomes
  - Drive the numbers with the policy, goals, and outcomes, and the systems will conform to what they need to get those outcomes
- The process for forming the INDEX Committee

The committee agreed by general consent to move forward with a dual structure INDEX Committee that is comprised of a policy group and a technical group, and to ask Tyler Schroeder to draft such a structure for proposal to the full Task Force at its meeting in May.

**4. Discussion with Committee Chairs on progress of developing work plans**

The committee discussed the status of each committee work plan and whether or not they should create a work plan for the full Task Force. The committee chairs indicated they would like to continue discussion of their committee work plans during the May committee meetings.

**5. Other Business**

Committee members discussed the recent presentation and discussion with Dr. Jacqueline van Wormer regarding pretrial risk assessment:

- 2018 budget supplemental request to fund a custom, locally validated pretrial risk assessment tool
- Requesting funds in the 2019-2020 biennial budget to fund a new pretrial services unit
- The procurement process

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

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The annual report and the IPRTF discussion and recommendation regarding the INDEX Committee will be scheduled on the next Steering Committee agenda.

**7. Public Comment**

There was no public comment.

**8. Adjourn**

The meeting adjourned at 11:00 a.m.

DRAFT

# **Information Needs and Data Exchange (INDEX) Subcommittee**

## **VISION OR MISSION STATEMENT:**

The mission of the Information Needs and Data Exchange (INDEX) Subcommittee is to develop a data collection and reporting system that accurately informs policymakers when considering programmatic changes necessary to minimize jail use and improve efficiency in the criminal justice system.

## **GOALS:**

To achieve the mission, the INDEX Committee will:

- Figure out the baseline statistics on jail use to determine whether or not programmatic changes will be successful.
- Identify how to assess performance and establish metrics that would determine the success of each new initiative.
- Identify where data is a barrier to implementing various initiatives.
- Maximize the accuracy of a data collection system by integrating the system across all jurisdictions.
- Establish a realistic and achievable percentage decrease in the jail population.
- Allow policymakers to refine processes, improve the way things work together, and then observing outcomes.
- *More?*

## **BEGINNING TASKS:**

Achieving these goals will include the following tasks:

- Determine what data is collected currently, by whom, and when
- Identify the current data collection systems, including software, used by each agency and jurisdiction
- Identify data points not collected
- *More?*

## **STRUCTURE:**

The INDEX Committee structure includes: 1. A technical workgroup, and 2. A policy workgroup. Within that structure, the policy workgroup would drive the process and guide the work of the technical workgroup in terms of objectives.

### Policy Workgroup

The policy workgroup would be the Incarceration Prevention and Reduction Task Force

- The policy group is comprised of policymakers who will determine the policy, goals, and outcomes of the INDEX Committee.

# **Information Needs and Data Exchange (INDEX) Subcommittee**

## Technical Workgroup

The technical group includes the information technology, department, and agency staff who can identify the existing data collection systems and data that will conform to the outcomes.

- The technical workgroup would interact with the policy workgroup about the possible options to achieve those policies and outcomes.
- The technical workgroup would identify how best to track the data to achieve the policies and outcomes.

The technical workgroup would be representatives from the following agencies. The representatives selected should have detailed knowledge about the data collection and software systems used by and data collected from their agencies:

- Whatcom County Jail
- Whatcom County Prosecutor's Office
- Whatcom County Public Defender's Office
- Bellingham Municipal Court
- Small Cities municipal court(s)
- District Court
- Superior Court
- Whatcom County Health Department
- North Sound Behavioral Health Organization
- Law Enforcement: Cities, County, State
- City Attorney's Office: Bellingham, Small Cities