

Incarceration Prevention and Reduction Task Force: Steering Committee

Meeting Summary for January 6, 2022

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1. Call to Order

Committee Chair Barry Buchanan called the meeting to order at 11:02 a.m. The meeting was held via remote-only Zoom Webinar.

Members Present: Barry Buchanan, Caleb Erickson, Arlene Feld, Stephen Gockley, Dan Hammill, Jack Hovenier, Raylene King, Perry Mowery, Tyler Schroeder

2. [IPRTF Communications \(00:01:10\)](#)

Jill Nixon, County Council Office Legislative Coordinator, gave an overview of the changes made to the Request for Proposals (RFP) for the communications consultant:

- Re-wrote scope of work to include Justice Project work
 - Committee members and Nixon discussed who would carry out the communications consultant's campaign once developed.
- Added a project timeline
 - Nixon proposed that the consultant could work on the Justice Project for April and May, work on the communications Campaign during June, July, and August, and use September and October to work on a framework that can be used for future campaigns.
 - Committee members discussed the feasibility of the proposed timeline given the consultant's role and the deliverables of Phase One of the project.
 - Ideas reviewed included changing the deadlines to a quarter system, rather than specific dates; the fact that the Stakeholder Advisory Committee (SAC) will only have two meetings remaining after Phase One is complete under the proposed timeline; and changing the phase order or deliverables so that the Task Force work comes before the Justice Project work or having them done simultaneously.
 - Committee members agreed that the timeline should be moved to a quarter-based system rather than having specific dates as deadlines. They also agreed that, once hired, the consultant should have a conversation with the committee about how to organize the work and a more specific timeline for work on the Task Force and the Justice Project.
- Added list of documents that bidders will be asked to submit
 - King requested that a sample of work be added to the list.
 - Hammill asked to add a description of their expertise in the specific field and added that he would prefer to work with a local contractor.
 - Gockley pointed out that he did not think that Whatcom County staff should be excluded from providing references.
- Added evaluation and selection criteria to consider once bids come in. Each item is assigned a weight. Committee members agreed that the criteria seemed reasonable.

Committee members discussed the budget for this project and how it is divided between the IPRTF and the Justice Project. They considered how the work of the two entities are related to each other and the rationale of distributing the funds amongst them.

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Nixon stated that she has solicited responses from the committees as to which topics they would want the consultant to address. She shared the list of responses she had received and noted that they would need to be narrowed down in the future.

3. [Justice Project Needs Assessment \(00:44:56\)](#)

Buchanan shared a draft of the planning process. He summarized the table that guides how the meetings are structured and the topics that will be covered throughout the year.

Buchanan, Gockley, and Hovenier reviewed a meeting they had with Dr. Alexes Harris. Hovenier described the direction Dr. Harris provided, her reaction to the work they are doing, and her suggestions of other professionals they could work with. Buchanan and Hovenier agreed that Dr. Harris seemed engaged in the meeting and in agreement with the philosophy of the group. Gockley added that Dr. Harris wanted to provide information and analysis for the Task Force to use. He added that Dr. Harris can act as a doorway to a lot of data analysis of the sort that the Information Needs and Data Exchanges (INDEX) Committee is working with.

Buchanan shared a draft agenda for the first meeting and summarized the topics. Parker asked if this was a meeting that Dr. Harris would be attending and Buchanan clarified that they were planning on having her attend the second meeting, which will focus on data.

It was clarified that Dr. Harris's assistance would be pro bono.

4. [Items for the Next Task Force Agenda \(00:58:29\)](#)

Nixon read the items on the agenda for the next Task Force meeting on Monday, January 10th and asked committee members if there were any additions. Gockley suggested adding the status of the RFP for the communications consultant.

Gockley brought up the issue of the open seats on the Task Force. Nixon stated that the new deadline for applications was January 18th and answered questions about who had applied so far. Gockley reminded the members that they needed to be paying specific attention to diversity when making the new appointments to align with the GARE commitment.

5. Other Business

There was no other business.

6. Public Comment

There were no public comments.

7. Adjourn

The meeting adjourned at 12:05 p.m.