

COMMISSIONERS:
 STAN VANDERWERF (CHAIR)
 CAMI BREMER (VICE-CHAIR)

HOLLY WILLIAMS
 CARRIE GEITNER
 LONGINOS GONZALEZ, JR.

COLORADO
JUSTICE SERVICES DEPARTMENT
 VETERAN SERVICES ~ JUSTICE SERVICES

Community Corrections Board (CCB)
July 19, 2022, 12:15 p.m. - 1:45 p.m.
Meeting Agenda

Regional Development Center, 2nd Floor Hearing Room, 2880 International Circle, Colorado Springs 80910
 Or join virtually via TEAMS [Click here to join the meeting](#): Email for invitation: dianefrost@elpasoco.com
 Or call in (audio only): 1-719-283-1263 Phone Conference ID: 323 572 358#

<u>Item</u>	<u>Presenter</u>	<u>Recommended Action</u>
1. Call Meeting to Order a) BSMART Training Session (Part 1 of 4)	Chair Kate Coates	Information
2. Attendance a) Introduction of members and guests b) Requests for excused absences	Chair	Roll Call
3. Case Review a) VRA Statements b) Discussion and Balloting	Tiffany Weaver Chair	Information Balloting
4. Approval of Minutes a) Ratify meeting minutes for June 21 st and the electronic meeting minutes of June 1 st , 8 th , 15 th , and 29 th , 2022.	Chair	Vote
5. Program Reports a) ComCor, Inc. (CCI) b) Community Alternatives of El Paso County (CAE)	Mark Wester Sean Foster	Information Information
6. Monthly Reports a) SFY22 Financial Report b) Provider Termination Reports c) Staff Report	Christine Burns Christine Burns Christine Burns	Information Information Information
7. Old Business a) By-Laws Revision – 3 rd Reading and Endorsement	Christine Burns	Endorsement
8. New Business a) Video Impact Statement Training	Tiffany Weaver	Information
9. Case Review - Ballot Results	Chair	Information
10. Board / Staff Comments	Chair	Comments
11. Adjournment		

Next meeting date: Tuesday, August 16, 2022, at 12:15 p.m.

Community Corrections Board

Agenda Item Summary

Agenda Item Title: BSMART Training Session (Part 1 of 4)

Agenda Date: July 19, 2022

Agenda Item Number: 1-a

Presenter: Kate Coates, Evidence-Based Practices Specialist and Consultant

Information: X

Endorsement:

Background Information:

Corrections Training Support (Kate Coates) will conduct a brief training session on the Behavioral Shaping Model and Reinforcement Tool (BSMART), in relation to Social Learning Theory and Due Process principles.

Recommended Motion:

N/A

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Board members: Rose Roy, Lori Griffith, Mark Allison, Brent Nelson, Billie Ratliff, Lt. Paul Martinez, Gil Suazo, Kirsten Swenson, and Ryan Graham.

Excused absences: Judge Chad Miller, Judge Ann Rotolo, Dr. Judith McCollum, Jim Reid, and Mike Pitt

Unexcused absences: None

Staff present: Daniel Huddleston, Tiffany Weaver, Diane Frost, Christine Burns, Pete Carey, and Terry Sample

Guests present: Mark Wester, Sean Foster

1. **Rose Roy, Chair, called the meeting to order at 12:15 p.m.** The Board meeting was held with Board members attending either virtually or in person.
 - a. **Study Session**: Corrections Training Support completed a three-series training on SOAR interpretation.
2. **Attendance**: The Board Chair called roll. Lori Griffith, Billie Ratliff, and Brent Nelson requested excused absences for July 19, 2022.
3. **Case Review - VRA Statements**: Registered victims in proposed client cases (Jill Colarik, David Scranton, Samuel Waldo, and Chavonne Bush) addressed the board.
4. **Case Review - Discussion and Balloting**: Balloting was opened.
5. **Approval of the Minutes**: **Kirsten Swenson moved, and Lori Griffith seconded to approve the meeting minutes for May 17, 2022, and the electronic meeting minutes for May 6, 11, and 25, 2022. The motion passed unanimously by roll call vote.**
6. **Program Reports**:
 - a. **ComCor, Inc. (CCI)**: Mark Wester reported for CCI. Mr. Wester stated they have a 254- bed allocation and that their average census for May 2022 was 272; He stated that they billed \$147,747 and collected \$123 and some change; collected \$5,100 in child support and restitution was \$8,710.00. Mr. Wester stated they had 69 admissions with 51 terminations; successful program completions 51% of the discharges; negative was 59% and escapes were 33% that equal to 17 escapes over the month; staffing is solid and strong there is five (5) positions opened in admin and support staff. Mr. Wester stated regarding incidents: three (3) new criminal offenses; that the employment rate for clients was at 82% up from last months; processed 58 diversion and 55 transition referrals; eight (8) grievances and the trend was that the passes were not being entered in the system by the case managers and not allowed to go on passes from the IRT program clients. Before they

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knew about the extra facility payment that the board authorized, we were in the process of increasing the staff pay roughly 15% a year ago this month and in January this year another pay increase to market levels. The turnover rate from 67% a year ago in May to 39%. The extra facility payment would be proactively invested in staff pay. In response to a question from Kirsten Swenson regarding that there was not updated information on the Pace Audit, was it due to no new hires, Mr. Wester stated that to focus on staff training and enhancing the new hire orientation. Mr. Wester stated that the training has changed to 4 days in classroom and a week and half of shadowing; and training the leadership/managers on leadership development and management skills because the turnover rate is due to the quality of management. In the response to a question from Billie Ratliff, “would you know why the escape rate is going up,” he stated that due to nicer and warmer weather by his speculation and experience.

- b. **Community Alternatives of El Paso County (CAE)**: Sean Foster reported for CAE. He stated they have Sean Foster reported for CAE. He stated they have a 237-bed allocation with 173 clients; that they had 68 diversion and 105 transition residences, for terminations 16 successful and 14 negative; financial fees subsistence was \$98,570 and restitution was \$4,449. Successful program termination 56.3%, negative was 40% and escape did increase to 10, 33.3% and Mr. Foster agrees with Mr. Wester because of the weather and that escapes are misdemeanors now. He shared with the board the current vacancy rates for staffing; that the client employment rate was 82.2%; and that they had an 8.0% positive UA rate and one grievance. He mentions the Pace & Core Audit update that the Case Manager Supervisor continues to audit case files and spending more time with a newer case manager to ensure he is grasping his job duties. Additional search and contraband training have been conducted. The most recent contraband item list has been put out to staff to ensure they are aware of what is on the list. The staff that are designate to do most of the bunk searches, contraband has been found, some drug paraphernalia and a small amount of drugs. One female resident was arrested by CSPD. In May, we had K9 come through. No drugs were found, UA's were increased on bunks that were hit on. The FS conducted spot checks on 20 files. Of those 20 files, found three (3) incompletes with information and were corrected and staff were given additional direction. They continue to have discussion with residents to ensure that they are getting something out of their treatment. We are ensuring that resident's treatment is increase upon their positive UA. With the additional facility payment, CAE have and continue to purchase PPE with gloves, M95 mask, face shields etc. Residences receives two surgical mask each week and can receive more if needed.

7. Monthly Reports:

- a. **SFY22 Financial Report**: Christine Burns reported the current financial reports have not been completed as the financial reporting system is being upgraded and the Division of Criminal Justice is working closely with vendors to ensure accurate reporting. Mrs. Burns thanked the vendors for their collaboration with El Paso County and the State. She stated that final SFY22 financial data would be reported at the July 2022 meeting.

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- b. Provider Termination Report: Christine Burns reported that for the month of May 2022, ComCor, Inc. had a 35% successful program completion rate, a 33% escape rate, a 6% new criminal activity rate and a 10% house technical violation rate. She reported that Community Alternative of El Paso County also had a 33% escape rate, house technical violations at 7% rate, outstanding warrants at 7% rate, and a successful program completion rate of 53%.
- c. Staff Report: Christine Burns reported that the Colorado Association of Community Corrections Boards held their annual meeting on June 10, 2022; that the Office of Community Corrections hosted a road-show to inform and education on the new Community Corrections Information and Billing System and on performance-based contracting; that staff are working to implement the video victim impact statement process and for the Board to expect training on the process; and that the Board of County Commissioners reappointed Mr. Ryan Graham to serve an additional three-year term.

Paul Martinez left the meeting at 1:30pm.

8. Old Business:

- a. By-Laws Revision – 2nd Reading: A second reading of the proposed Community Corrections Board By-Laws was held. A third reading and endorsement will take place at the July 2022 Board meeting.
- b. DCJ Additional Facility Payment (update): Christine Burns reported that the Division of Criminal Justice, Office of Community Corrections approved on June 6, 2022, the payment of an SFY22 Additional Facility Payment to CAE and CCI.

9. New Business:

- a. SFY23 PBC Risk-Informed Outcomes Performance: Christine Burns reported that the Division of Criminal Justice, Office of Community Corrections issued a letter explaining the Performance Based Contracting Risk Informed Outcomes for FY2022-23; that the base residential per diem rate was set by the General Assembly at \$67; and that performance was based on risk-informed outcomes, She stated that performance for the 4th Judicial District was at low/medium adjusted risk with CAE targeted for a standard base rate and CCI targeted for a standard base rate plus 1%.
- b. SFY23 Proposed Funding Allocation: Christine Burns presented for board endorsement the allocation of SFY23 funds to current providers CCI and CAE

Rose Roy moved and Gil Suazo second to endorse to El Paso County Board of County Commissioners acceptance of the Division of Criminal Justice Allocation letter and allocation and that any allocation received by the Division of Criminal Justice for Community Corrections

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services in the 4th Judicial for SFY23 be allocated as follows: to Community Alternatives of El Paso County (CAE) and ComCor, Inc. (CCI) in equal amounts for residential inmate housing, non-residential funds, and correctional treatment funds; that funds be reserved upfront for Out of District Placements (three beds); that Facility Payments be allocated based on the Division of Criminal Justice and long bill requirements with 2/3 to CCI and 1/3 to CAE; and that 15 COP beds be distributed to CCI. The motion passed unanimously by roll-call vote.

- c. CAE Specialized Bed Awards from Colorado Department of Public Safety: Sean Foster reported that CAE was notified that the Colorado Department of Public Safety intends to award contracts for specialty bed services, to include Intensive Residential Treatment and Sex Offender Treatment programming.
- d. CJCC CCB Representative Selection: Rose Roy informed the board of an opening available on the Criminal Justice Coordinating Council (CJCC) for a Community Corrections Board (CCB) represented. Kirsten Swenson stated she was stepping down and Rose Roy thanked Mrs. Swenson for her service on the CJCC. Chair Roy stated that many CCB members and staff currently serve on the CJCC. She called for a CCB volunteer. Peter Carey stated that the CJCC is well balanced and looks at criminal justice matters such as legislative affairs and behavioral health. The matter will be discussed at the next board meeting.

10. Case Review – Ballot Results: Results of the ballot were read.

11. Board/Staff Comments: NA

12. Adjournment: Chair Rose Roy adjourned the meeting at 1:58 p.m.

Respectfully submitted,

Christine Burns, Justice Service Division Manager

Confirmed:

Rose Roy, Chair
El Paso County Community Corrections Board

El Paso County Community Corrections Board
Ballot of June 21, 2022
MANDATORY BOARD REVIEW

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on July 19, 2022.

Accept									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
BROWN, KAYLA	22-0603	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	7	2	1
MILLER, COLE	22-0610	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	6	3	1
AMAYA, JORDAN	22-0612	D	<input type="checkbox"/>	<input type="checkbox"/>	15th	CCI	5	4	1
BABAEI, PEYMAN	22-0614	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	5	4	1
MESSER, JOHN	22-0615	D	<input type="checkbox"/>	<input type="checkbox"/>	11th	CCI	5	4	1
LEGARDA, NATHANIEL H	22-0616	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	6	3	1
BAILEY, JOEY A	22-0618	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	4	1
WALDO, SAMUEL M	22-0624	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	4	1

Pulled									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
GREENBERG, RICHARD	22-0601	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	0	0	0

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Reject									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
TORREZ, BRIAN	22-0602	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	3	6	1
LEACH, THOMAS	22-0604	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	4	5	1
FINDLEY, JOSEPH	22-0605	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	2	7	1
MILLIKEN, SCOTT	22-0606	D	<input type="checkbox"/>	<input type="checkbox"/>	11th	CAE	3	6	1
BECKEL-GLAVE, DAKOTA	22-0607	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	6	1
MANCE, KIMEKO	22-0608	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	6	1
RAMIREZ, STEVEN	22-0609	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	3	6	1
MARTINEZ, JIMMY	22-0611	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	2	7	1
BEAN, ALTON	22-0613	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	4	5	1
LEDESMA, ENRIQUE A	22-0617	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	4	5	1
POLLARD, GEORGE	22-0619	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	3	6	1
THOMAS, JEREMY	22-0620	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	2	7	1
GOSNEY, WILLIAM	22-0621	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	2	7	1
COLARIK, JILL	22-0622	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	1	7	2
SCRANTON, DAVID M	22-0623	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	2	7	1
BUSH, CHAVONNE A	22-0625	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	2	7	1

Legend:
CAE = Community Alternatives of El Paso County
CCI = ComCor, Inc.
C = Condition of Parole with or without IRT
D = Diversion Residential and NonResidential
T = Transition with or without IRT

El Paso County Community Corrections Board
Electronic Screening Minutes
June 1, 2022

Staff present: Daniel Huddleston
Others present: Tiffany Weaver

The meeting was called to order at 1:00 p.m.

1. Ballots: Daniel Huddleston tabulated ballots.

Meeting was adjourned at 1:31 p.m.

Respectfully submitted,

Daniel Huddleston

Daniel Huddleston
Community Corrections Specialist

Confirmed:

Rose Roy, Chair
El Paso County Community Corrections Board

El Paso County Community Corrections Board
Ballot of June 01, 2022
MANDATORY BOARD REVIEW

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on June 21, 2022.

Accept									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
ATANASSOV, ALEXANDRE	22-0527	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	10	1	1
VITTI, LILLIANA	22-0532	P	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	10	1	1
BLACKWELL, JEANNIE	22-0533	D	<input type="checkbox"/>	<input type="checkbox"/>	11th	CCI	7	4	1
GUTIERREZ, ANDREA	22-0534	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	9	1	2
MARTINEZ, LAWRENCE	22-0536	D	<input type="checkbox"/>	<input type="checkbox"/>	16th	CCI	6	4	2
WALKER, NICKOLAS	22-0539	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	8	3	1
COMPTON, DON	22-0540	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	9	2	1
GEORGE, DAVEY	22-0541	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	7	4	1
DICKERSON, DARLENE	22-0542	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	6	5	1
ORENGO, MIGUEL	22-0543	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	8	3	1
GOSLEE, MICHAEL W	22-0546	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	8	3	1
VALLEJOS, SAMUEL	22-0547	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	7	4	1

Reject									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
COOKE, CODY	22-0526	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	8	1
BURKETT, AMBER	22-0528	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	2	9	1
ZELLARS, TORY	22-0529	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	1	10	1
COUCH, JOSHUA	22-0530	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	8	1
REBER, WESLEY	22-0531	D	<input type="checkbox"/>	<input type="checkbox"/>	11th	CAE	1	10	1
SANCHEZ, DANIEL	22-0535	T	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	4	7	1
SANDERS, JEANNE	22-0537	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	2	9	1
ZAKRZEWSKI, SEAN	22-0538	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	3	8	1
HUNT, THOMAS	22-0544	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	2	9	1
ERICKSON, CHRISTOPHER L	22-0545	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	9	1
GRAVES, DAVID S	22-0548	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	4	7	1
BRYANT, JAMES V	22-0549	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	6	1
GRANT, NICOLE	22-0550	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	9	1

El Paso County Community Corrections Board
Electronic Screening Minutes
June 8, 2022

Staff present: Daniel Huddleston
Others present: Tiffany Weaver

The meeting was called to order at 1:00 p.m.

1. Ballots: Daniel Huddleston tabulated ballots.

Meeting was adjourned at 1:26 p.m.

Respectfully submitted,

Daniel Huddleston

Daniel Huddleston
Community Corrections Specialist

Confirmed:

Rose Roy, Chair
El Paso County Community Corrections Board

El Paso County Community Corrections Board
Ballot of June 08, 2022
MANDATORY BOARD REVIEW

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on
 June 21, 2022.

Accept									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
BLEA, STEPHAN	22-0553	D	<input type="checkbox"/>	<input type="checkbox"/>	16th	CCI	9	3	1
BURGESS, LEVI	22-0554	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	10	2	1
JARAMILLO, APRIL	22-0555	D	<input type="checkbox"/>	<input type="checkbox"/>	15th	CCI	8	4	1
BERMUDEZ, LUDWIN ROBLES	22-0556	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	7	5	1
MEANS, TALINA	22-0560	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	9	3	1
SOTO, JOSEFA	22-0561	D	<input type="checkbox"/>	<input type="checkbox"/>		CAE	9	3	1
ROMERO, BRIANNA	22-0562	D	<input type="checkbox"/>	<input type="checkbox"/>	16th	CCI	8	4	1
CANCHOLA, BRANDON	22-0565	T	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	7	4	2
ROSAS, ANTHONY M	22-0567	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	8	3	2
GARCIA, MARCELO M	22-0569	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	8	4	1
LORENZ, BENJAMIN L	22-0570	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	7	5	1
SCHARDIN, JOHN W	22-0571	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	9	3	1
SNIDER, ROBERT W	22-0572	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	10	2	1
TAYLOR, TERRY L	22-0573	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	10	2	1
PENA, ANTONIO C	22-0574	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	6	5	2
OWASBY, JENNY S	22-0575	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	10	2	1

Reject									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
ORTIZ, PRECIOUS	22-0551	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	6	6	1
BRANNON, TORDORIAN	22-0552	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	6	6	1
GRIFFIN, JESSICA	22-0557	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	5	7	1
DEAN, DAVID	22-0558	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	4	7	2
CLINE, SAMANTHA	22-0559	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	5	7	1
HENTOSZ, TODD	22-0563	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	5	7	1
MARSHALL, ANTHONY	22-0564	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	2	10	1
HAHN, MATTHEW D	22-0566	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	10	1
KULBISKI, AARON M	22-0568	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	6	6	1

El Paso County Community Corrections Board
Electronic Screening Minutes
June 15, 2022

Staff present: Daniel Huddleston
Others present: Tiffany Weaver

The meeting was called to order at 1:00 p.m.

1. Ballots: Daniel Huddleston tabulated ballots.

Meeting was adjourned at 1:09 p.m.

Respectfully submitted,

Daniel Huddleston

Daniel Huddleston
Community Corrections Specialist

Confirmed:

Rose Roy, Chair
El Paso County Community Corrections Board

El Paso County Community Corrections Board
Ballot of June 15, 2022
MANDATORY BOARD REVIEW

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on June 21, 2022.

Accept									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
JOHNSON, DAVON	22-0577	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	6	4	1
TORRES, NELSON	22-0579	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	7	3	1
CARNES, GENE	22-0580	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	9	1	1
STEVENS, IAN	22-0581	D	<input type="checkbox"/>	<input type="checkbox"/>	11th	CCI	6	4	1
FAUSONE, RUBEN	22-0582	D	<input type="checkbox"/>	<input type="checkbox"/>	11th	CCI	6	4	1
MARTINEZ, CRYSTAL	22-0583	D	<input type="checkbox"/>	<input type="checkbox"/>	16th	CAE	9	1	1
CHANA, KRISTIE	22-0585	P	<input checked="" type="checkbox"/>	<input type="checkbox"/>		IRT	7	3	1
BLANKENSHIP, TAMARA M	22-0594	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	8	2	1
FREEMAN, JEREMIAH	22-0596	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	7	3	1
MASON, VINCENT L	22-0599	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CCI	8	2	1

Reject									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
MALDONADO, ANGELIQUE	22-0576	D	<input type="checkbox"/>	<input type="checkbox"/>	3rd	CAE	4	6	1
AGAN, MILES	22-0578	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	4	6	1
JIRON, TONY	22-0584	D	<input type="checkbox"/>	<input type="checkbox"/>	15th	CAE	5	5	1
ARGUELLO, ARMANDO C	22-0586	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	4	6	1
HAWKINS, TIMOTHY P	22-0587	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	8	1
RAININGBIRDEAGLEMAN, JACE L	22-0588	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	8	1
BENNETT, JACK D	22-0589	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	3	7	1
VANWINGERDEN, ADAM B	22-0590	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	1	9	1
EINSPAHR, ROBERT R	22-0591	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	1	9	1
LOHR, KEVIN J	22-0592	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	1	9	1
HART, JALON M	22-0593	T	<input type="checkbox"/>	<input type="checkbox"/>		CCI	2	8	1
ESQUIBEL, ROBERT A	22-0595	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	5	1
SANCHEZ, BRIAN S	22-0597	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	5	1
GABERDIEL, ANTHONY L	22-0598	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	5	1
BROWN, LUCAS B	22-0600	C	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CCI	5	5	1

El Paso County Community Corrections Board
Electronic Screening Minutes
June 29, 2022

Staff present: Daniel Huddleston
Others present: Tiffany Weaver

The meeting was called to order at 1:00 p.m.

1. Ballots: Daniel Huddleston tabulated ballots.

Meeting was adjourned at 1:09 p.m.

Respectfully submitted,

Daniel Huddleston

Daniel Huddleston
Community Corrections Specialist

Confirmed:

Rose Roy, Chair
El Paso County Community Corrections Board

El Paso County Community Corrections Board
Ballot of June 29, 2022
MANDATORY BOARD REVIEW

Pursuant to Section D (4e) of the OFFENDER PLACEMENT REVIEW PROCEDURES adopted by the El Paso County Community Corrections Board on July 25, 1997 and amended on February 12, 2020, the results of the ballot are reported to and ratified by the El Paso County Community Corrections Board on July 19, 2022.

Accept									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
GALLEGOS, ENRIQUE	22-0626	D	<input type="checkbox"/>	<input type="checkbox"/>	4th		9	2	1
HOOVER, MASON	22-0627	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CAE	6	5	1
MILIAN, THOMAS	22-0628	D	<input type="checkbox"/>	<input type="checkbox"/>	16th	CCI	10	1	1
KRUG, ZACKARY	22-0629	D	<input type="checkbox"/>	<input type="checkbox"/>	4th	CCI	9	2	1
REYES-BERNAL, ANDRU	22-0630	D	<input type="checkbox"/>	<input type="checkbox"/>	10th	CCI	7	3	2
DAVIS, STEPHANIE M	22-0641	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	9	2	1
WEICHSELBERGER, JOSHUA	22-0645	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	7	4	1
THOMAS, BRYAN C	22-0647	I	<input type="checkbox"/>	<input type="checkbox"/>		ISP	6	4	2
ROJAS, JALEN	22-0649	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	9	2	1

Reject									
Offender Name	CCD #	Referral	IRT	WRP	JD	Provider	Approve	Reject	Abst
WELLS, MICHAEL D	22-0631	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	5	2
PROPERNICK, TRAVIS	22-0632	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	4	7	1
GUTIERREZ, MICHELLE A	22-0633	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	3	8	1
MCDONALD, KIRK L	22-0634	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	4	7	1
VANVOLKINBURG, PETER E	22-0635	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	3	8	1
FUENTES, MISSY R	22-0636	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	1	10	1
PICKERING, JAMES H	22-0637	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	6	1
GATRELL, LEROY A	22-0638	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	4	7	1
ARNOLD, JOHN V	22-0639	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	0	11	1
STEWART, SCOTT A	22-0640	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	4	7	1
SINGLETON, KENNEDY W	22-0642	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	4	7	1
CRUMB, DENNIS I	22-0643	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	2	9	1
BOOTH, MICHAEL T	22-0644	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	3	8	1
BEOUGHER, NATHAN	22-0646	T	<input type="checkbox"/>	<input type="checkbox"/>		CAE	5	6	1
LARSON, CORA J	22-0648	I	<input type="checkbox"/>	<input type="checkbox"/>		ISP	5	6	1
SANDOVAL, MICHAEL A	22-0650	C	<input type="checkbox"/>	<input type="checkbox"/>		CCI	5	5	2

Community Corrections Board

Agenda Item Summary

Agenda Item Title: Program Report / ComCor, Inc. (CCI)

Agenda Date: July 19, 2022

Agenda Item Number: 5-a

Presenter: Mark Wester, Director, CCI

Information: X

Endorsement:

Background Information:

Program to provide insight and information on facility, demographics, admissions and terminations, facility staffing, activity, and other notable information.

Recommended Motion:

N/A

ComCor, INC. (CCI) VENDOR REPORT

Vendor	ComCor	Month	June	YEAR	2022		Average Capacity:	352
							DCJ Allocation:	254

FACILITY DEMOGRAPHICS					
Diversion:	105	IRT:	35	Diversion Out of District:	27
Transition:	79	RDDT:	6	Monthly Average Census:	263
Condition of Parole:	12	CRP:	14		
Condition of Probation:	15	Non CRP SO:	12		
Non-Residential:	37	Criteria Cases:	143		

FINANCIAL FEES	
<u>Total Financial Fees</u>	<u>Total</u>
Subsistence	\$104,529.77
Child Support	\$6,251.36
Restitution	\$5,840.00

ADMISSIONS						Specialized Treatment			
	<u>Diversion</u>	<u>Transition</u>	<u>Condition of Parole</u>	<u>Condition of Probation</u>	<u>Non-Residential:</u>	Intensive Residential Treatment (IRT)	Residential Dual Diagnosis (RDDT)	Community Responsibility Program (CRP)	<u>Total</u>
Total	21	19	3	3	7	19	1	1	74

TERMINATIONS					Specialized Treatment Terminations			Non-Residential Terminations	
	<u>Diversion</u>	<u>Transition</u>	<u>Condition of Parole</u>	<u>Condition of Probation</u>	Intensive Residential Treatment (IRT)	Residential Dual Diagnosis (RDDT)	Community Responsibility Program (CRP)	<u>Total</u>	<u>Non-Residential</u>
Successful	14	3	1	2	6	0	1	27	2
Negative	7	6	0	0	11	4	0	28	0
Total	21	9	1	0	17	4	1	55	2

PROGRAM TERMINATIONS			
<u>Termination Reasons</u>	<u>Total</u>	<u>Percentage</u>	<u>Non-Residential Termination Reasons</u>
Successful Program	27	49.1%	2
Client Status Change - <small>(Transfer to Another CC, Transfer to IRT, Reject After Accept... - See CCIB)</small>	20	NA	4

FACILITY STAFFING				
<u>Staffing</u>	Budgeted FTE's	New Hires	Terminated	Vacant FTE
Security	36.6	1	8	7
Case Management	22	1	1	2

Negative	28	50.9%	0
Escape	11	20.0%	0
House/Technical Violations	17	30.9%	0
Committed New Crime - During Placement	0	0.0%	0
Warrant/Pending Crime - Prior to Placement	0	0.0%	0

Treatment Staff	11	0	0	3
Admn	11	0	1	0
Support Staff (Other)	10	0	0	1
Non-Residential	2	0	0	0

NOTIFICATIONS & INCIDENT/CRITICAL REPORTS						PROGRAM UPDATE		
Type	Diverson	Transition	COPr	COP	Total	Type	Current Month Rate	Previous Month Rate
New Criminal Offense	0	0	0	0	<u>0</u>	Employment Rate	76.0%	82.0%
Assault	0	0	0	0	<u>0</u>	UA Positive Rate	5.7%	<u>5.3%</u>
Fighting	0	0	0	0	<u>0</u>	Raw UA Data		
Possession of Dangerous Drugs	4	2	1	0	<u>7</u>	Total/Positive	1500 / 86	1500 / 80
Positive Urinalysis	43	24	8	11	<u>86</u>	Type	Current Month Count	Previous Month Count
<i>Unauthorized Absence: Escape - Confirmed Less than 2 hours - Late return</i>	Escape	4	4	3	<u>11</u>	Client Grievances	10	8
	Sanctions	47	26	4	<u>80</u>	Citizen Complaints	0	0
Medical Emergency	0	1	0	1	<u>2</u>	IRT Waitlist	18	24
Health Related Outbreak (Bed Bugs, COVID, FLU, etc.)	2	1	0	0	<u>3</u>	Dual Supervision	0	0
Death	0	0	0	0	<u>0</u>			
PREA Allegation	0	0	0	0	<u>0</u>			
Use of Force	0	0	0	0	<u>0</u>			
TOTAL	100	58	16	15	189			

Diversion Criteria Referrals			Diversion Auto Referrals			Total Referrals
Referrals	Approved	Denied	Referrals	Approved	Denied	
43	36	7	13	13	0	56
Transition Criteria Referrals			Transition Auto Referrals			Total Referrals
Referrals	Approved	Denied	Referrals	Approved	Denied	
51	37	14	11	8	3	62

Jenner Behan
Director Signature/Designee

7/13/2022
DATE

PACE Audit

1. Strategy: Enhance case management ranks and training to improve client skill training and outcomes. SKILL TRAIN - FACTOR 4	
STAFF DEVELOPMENT:	<ul style="list-style-type: none"> • Redeveloped new hire training to include more hands on training with the opportunity to practice the skills learned prior to being released to a facility. Facility managers are taking a greater role in new hire training as well. We are providing a full week of training and a shadowing period for consistent performance. • ComCor has begun training all staff members in Mental Health awareness and Response
2. Strategy: Review and enhance level system with measurable and objective components to increase transparency and consistency of client reinforcement and progression. (Developing and utilizing a level system (5-1) with measurable components creates transparency and consistency in client movement and reinforcement through earned privileges)	
PROGRAM DEVELOPMENT:	<ul style="list-style-type: none"> • We have continued to refine our Program Matrix process to maintain a high level of transparency and fidelity to the model created by DCJ. • We have included new policy reviews that include clients, allowing ComCor to have more transparency with clients and explain DCJ standards behind decision making.
3950 RENOVATION:	Renovation at the 3950 location has been stopped.

CORE Security Audit

CS-010: Random Headcounts & Facility Walkthroughs	We have begun using a test software that tracks client whereabouts allowing for more accountability.
CS-042: Job Search	We continue to work with our vocational case manager, who assists clients with resume's, interview guidance and open positions. She continues to create and maintain relationships with local businesses, who hire our clients.
CS-060: Substance Testing Process	<ul style="list-style-type: none"> • We have contracted with a new urinalysis testing company to have the capacity to test for a wide range of commonly abuse drugs such as fentanyl and prescription medications such as gabapentin. • We have implemented Harm reduction strategies to include Fentanyl test strips.
OMA-020: Milieu Management	We have moved back to 8 hour shifts throughout the facilities and maintain our walkthroughs and prosocial engagements.

Additional Comments:

Grievance information:

- ① client wanted to let staff know there were inconsistencies with staff
- ① client felt he was being discriminated against by staff. This issue was resolved in review
- ① client grieved they wanted out of district work. Client was instructed to provide more information about reliable transportation
- ① client grieved not being allowed in kitchen when it wasn't meal hours. Staff was being consistent
- ① client was grieving UA collection process. Staff was being consistent with requirements
- ① client was concerned with how things would work without subsistence being collected. Process was explained towards funding.
- ① client grieved a kiosk being down. IT fixed the kiosk
- ① client wanted portable AC in their room. The AC was at 1551 watts, which is above the 1250 watt maximum within policy
- ① client grieved out of state travel denial. The out of state prohibited travel was reiterated

Community Corrections Board

Agenda Item Summary

Agenda Item Title: Program Report / Community Alternatives of El Paso County (CAE)

Agenda Date: July 19, 2022

Agenda Item Number: 5-b

Presenter: Sean Foster, Facility Director, CAE

Information: X

Endorsement:

Background Information:

Program to provide insight and information on facility, demographics, admissions and terminations, facility staffing, activity, and other notable information.

Recommended Motion:

N/A

COMMUNITY ALTERNATIVE OF EL PASO COUNTY (CAE) VENDOR REPORT

Vendor	CAE	Month	June	YEAR	2022		Capacity:	169
							DCJ Allocation:	237

FACILITY DEMOGRAPHICS					
Diversion:	67	IRT:	0	Diversion Out of District:	4
Transition:	102	RDDT:	0		
Condition of Parole:	0	CRP:	0		
Condition of Probation:	0	Non CRP SO:	7		
Non-Residential:	46	Criteria Cases:	112		

FINANCIAL FEES	
Total Financial Fees	Total
Subsistence	79,634.84
Child Support	0.00
Restitution	6,456.65

ADMISSIONS						Specialized Treatment			
	<u>Diversion</u>	<u>Transition</u>	<u>Condition of Parole</u>	<u>Condition of Probation</u>	<u>Non-Residential</u>	Intensive Residential Treatment (IRT)	Residential Dual Diagnosis (RDDT)	Community Responsibility Program (CRP)	Total
Total	11	16	0	0	2	0	0	0	29

TERMINATIONS					Specialized Treatment Terminations				<u>Non-Residential Terminations</u>
	<u>Diversion</u>	<u>Transition</u>	<u>Condition of Parole</u>	<u>Condition of Probation</u>	Intensive Residential Treatment (IRT)	Residential Dual Diagnosis (RDDT)	Community Responsibility Program (CRP)	Total	<u>Non-Residential</u>
Successful	3	11	0	0	-	-	-	14	0
Negative	9	7	0	0	-	-	-	16	0
Total	12	18	0	0	0	0	0	30	0

PROGRAM TERMINATIONS			
<u>Termination Reasons</u>	<u>Total</u>	<u>Percentage</u>	<u>Non-Residential Termination Reasons</u>
Successful Program	14	46.7%	0
Client Status Change - <small>(Transfer to Another CC, Transfer to IRT, Reject After Accept.. - See CCB)</small>	1	NA	0
Negative	16	53.3%	0
Escape	11	36.7%	0
House/Technical Violations	5	16.7%	0
Committed New Crime - During Placement	0	0.0%	0
Warrant/Pending Crime - Prior to Placement	0	0.0%	0

FACILITY STAFFING				
<u>Staffing</u>	Budgeted FTE's	New Hires	Terminated	Vacant FTE
Security	31	1	1	2
Case Management	12	2	0	0
Treatment Staff	0	0	0	0
Admn	6	0	0	0
Support Staff (Other)	7	1	0	1
Non-Residential	0	0	0	

NOTIFICATIONS & INCIDENT/CRITICAL REPORTS						PROGRAM UPDATE		
Type	Diverson	Transition	COPr	COP	Total	Type	Current Month Rate	Previous Month Rate
New Criminal Offense	0	0	0	0	0	Employment Rate	81.2%	82.2%
Assault	0	0	0	0	0	UA Positive Rate	7.6%	8.0%
Fighting	0	0	0	0	0	Raw UA Data		
Possession of Dangerous Drugs	0	0	0	0	0	Total/Positive	751/66	876/70
Positive Urinalysis	26	40	0	0	66	Type	Current Month Count	Previous Month Count
<i>Unauthorized Absence: Escape - Confirmed Less than 2 hours - Late return</i>	Escape	6	5	0	0	Client Grievances	6	1
	Sanctions	7	8	0	0	Citizen Complaints	0	0
Medical Emergency	2	1	0	0	3	Dual Supervision	0	0
Health Related Outbreak (Bed Bugs, COVID, FLU, etc.)	0	0	0	0	0			
Death	0	0	0	0	0			
PREA Allegation	1	0	0	0	1			
Use of Force	1	0	0	0	1			
TOTAL	43	54	0	0	97			

Diversion Criteria Referrals			Diversion Auto Referrals			
Referrals	Approved	Denied	Referrals	Approved	Denied	Total Referrals
28	21	7	12	12	0	40
Transition Criteria Referrals			Transition Auto Referrals			
Referrals	Approved	Denied	Referrals	Approved	Denied	Total Referrals
32	31	1	6	6	0	38

Sean Foster

 Director Signature/Designee

7/13/2022

 DATE

PACE Audit

Areas of Focus: STAFF DEVELOPMENT:SD-070, SD-090 and SD-100 Train all staff in the areas of MI/SOA-R/Staff Impact and Progression Matrix	
Fidelity Specialist and Case Manager Supervisor to measure staff progress via observation and auditing of case plans.	Two more Case Managers were hired in June. They have been shadowing and will have the SOA-R training in August. All of the Case Managers are working together to ensure that their case plans for the residents have meaningful and have buy-in from the residents. Ten case files were reviewed and any issues were addressed. Monitoring continues for the newer case managers' files. Case Manager Supervisor is still finding the same concerns on files. Case Manager Supervisor is spending more time with a newer case manager to ensure he is grasping his job duties. Case Manager Supervisor continues to do spot audit on case files. She is sitting down with the case manager if she is seeing the same issues being repeated. We had 3 new Case Managers start in March. We took the opportunity for them to observe other Case Managers and see the importance of building a repore and using the tools you are given with your residents. SOAR and Progression Matrix has been schedule for them. Case Manager Supervisor had the opportunity to review the newest Case Manager files. Notes for corrections have been given, and a follow up in March is scheduled. Case Managers are sharing their case plans with other co-workers to review and recieve feedback. These were completed and notes were given to the case managers for corrections. Weekly meetings are being conducted with case management staff with case plan coaching as a reoccurring topic. Case management training was conducted on monthly employment crons and the importance of proper and timely entry. 2 new Case Managers completed SOA-R and Progression Matrix training.

Skill Development with Directed Practice: Staff to demonstrate milieu management for effective role modeling and responsivity.	
Fidelity Specialist and Case Manager Supervisor to measure staff progress via observation and auditing of case plans.	During management rounds, both Security and Case management staff were observed having meaningful contacts with the resident population. Staff were engaged in conversations that were both empowering and meaningful.

CORE Security Audit

Search and Contraband Training for staff: Scheduled and Completed Training *CS-30 Contraband	Staff are communicating with each other when they are conducting bunk searches on items they are finding. This allows staff to be more aware when they are conducting the next search or searching a resident's proerty when they come into the facility. Additional search and contraband training has been conducted. The most recent contraband item list has been put out to staff to ensure they are aware of what is on the list. The staff that are designate to do most of the bunk searches, Contraband has been found, some drug paraphernalia and a small amount of drugs. One female resident was arrested by CSPD. We have been able to designate several security staff to focus on locker searches and facility searches. Senior Securiry staff are taking the newer staff with them when conducting room/bunk searches, to show them what to look for, and how to leave items. Security staff had found lots of items for the month of February. Search and contraband training has been scheduled for 12/20/21, 01/03/22 and 01/06/22. Policies and procedures are in place; the focus for training and evaluation will be on the process and documenting appropriately.
*CS Substance Use Monitoring Drug Interdiction Events and Outcomes: Security Manager and Fidelity Specialist observations, audits, findings and actions taken.	During bunk searches and common area searches, some drug paraphernalia was founded. Residents are required to submit to drug testing if the drug paraphernalia was found in their property. In May, CAE had a K9 search in the facility No drugs were found, UA's were increased on bunks that were hit on. The Fidelity Specialist conducted spot checks on 20 files. Of those 20 files, found 3 incomplete with information and were corrected and staff were given additional direction. We continue to have discussion with residents to ensure that they are getting something out of their treatment. We are ensuring that resident's treatment is increase upon their first positive UA. We have discussions with them as to what is occurring in their lives and what is needed to stop drug use. We spoke with our UA provider to get fentanyl on our UA panel. We had 3 residents test positive for fentanyl once we made this change. An audit was conducted of the UA's, and numbers need to be adjusted for many of the new residents that came into the program. On January 14, 2022, a K9 Search was conducted from the onset on 3 overdoses in Serenity and Tranquilty bays. The K9 only searched those areas from where the overdoses had occurred. On January 25, 2022, the SM and FS conducted a spot audit and actively observed 20 resident. Of the 20 files reveiwed, 2 were found incomplete with information and were corrected and staff were given additional direction. Observation of substance testing was accurate and based on individual LSI consistent with the standard.
CS Client Monitoring: Random off-site monitoring of job search, work, pass and furlough activity CS 50 Recording Authorized Absences *Client Supervision - CS Facility Checks	Security Staff have a template that catches all of the information needed when conducting whereabouts. They have also been instructed to notify the shift supervisor immediately if a resident is off location. Training is still ongoing, and security staff has a designated area for completing work whereabouts utilizing facility phones. As well as Case management staff are using a team approach to complete random off-site visits for verification.
Fidelity Specialist and Case Manager Supervisor observations, audits, and actions taken.	

Community Corrections Board

Agenda Item Summary

Agenda Item Title: SFY22 Financial Report

Agenda Date: July 19, 2022

Agenda Item Number: 6-a

Presenter: Christine Burns, Justice Services Division Manager

Information: X

Endorsement:

Background Information:

Pursuant to Article III Section 5, of the El Paso County Community Corrections Board (CCB) By-Laws, the Board is responsible for monitoring and overseeing compliance with state and local standards. To ensure fiscal responsibility of the local contracts, the Board has requested a monthly financial report that explains all expenditures, by service type, for the local service providers.

Attached are the SFY22 Financial Reports through June 2022.

Recommended Motion:

N/A

4th Judicial District - Community Corrections Program Revenue and Expenditures
SUMMARY OF CONTRACT EXPENSES
July 1, 2021 - June 30, 2022

Community Alternatives of El Paso County			ACTUAL FUNDS PAID TO VENDOR						TOTAL FIRST HALF
	Original Allocation from El Paso County	Actual Expenditure YTD from 7/1/21 to 6/30/2022	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
Community Corrections Inmate Housing	\$ 4,288,472.60	\$ 2,985,978.40	\$ 256,762.68	\$ 252,387.44	\$ 246,389.92	\$ 250,961.80	\$ 238,720.96	\$ 254,304.68	\$ 1,499,527.48
Community Corrections - Non-Residential Div.	\$ 115,294.38	\$ 124,663.75	\$ 9,925.25	\$ 9,835.45	\$ 8,779.85	\$ 9,218.30	\$ 9,517.50	\$ 10,742.30	\$ 58,018.65
Community Corrections Correctional Treatment	\$ 158,500.00	\$ 183,086.00	\$ 12,325.00	\$ 16,835.00	\$ 16,215.00	\$ 16,725.00	\$ 16,710.00	\$ 17,180.00	\$ 95,990.00
Community Corrections Facility Payments	\$ 134,367.28	\$ 268,734.56	\$ -	\$ -	\$ -	\$ 67,183.64	\$ -	\$ -	\$ 67,183.64
Option Allocation #1		\$ -							\$ -
Option Allocation #2		\$ -							\$ -
	\$ 4,696,634.26	3,562,462.71	\$ 279,012.93	\$ 279,057.89	\$ 271,384.77	\$ 344,088.74	\$ 264,948.46	\$ 282,226.98	\$ 1,720,719.77
	Contract Amount Remaining		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL SECOND HALF
Community Corrections Inmate Housing	\$ 1,302,494.20		\$ 236,508.76	\$ 218,122.92	\$ 249,314.94	\$ 262,342.34	\$ 266,693.00	\$ 253,468.96	\$ 1,486,450.92
Community Corrections - Non-Residential Div.	\$ (9,369.37)		\$ 11,416.20	\$ 10,333.65	\$ 11,535.30	\$ 10,922.70	\$ 11,553.10	\$ 10,884.15	\$ 66,645.10
Community Corrections Correctional Treatment	\$ (24,586.00)		\$ 15,790.00	\$ 13,895.00	\$ 16,220.00	\$ 13,890.00	\$ 14,867.00	\$ 12,434.00	\$ 87,096.00
Community Corrections Facility Payments	\$ (134,367.28)		\$ -	\$ -	\$ -	\$ -	\$ 67,183.64	\$ 134,367.28	\$ 201,550.92
Option Allocation #1	\$ -								\$ -
Option Allocation #2	\$ -								\$ -
REMAINING FUNDS IN CONTRACT	\$ 1,134,171.55		\$ 263,714.96	\$ 242,351.57	\$ 277,070.24	\$ 287,155.04	\$ 360,296.74	\$ 411,154.39	\$ 1,841,742.94

Expected Expenditure Total Contract (Current Month)	\$ 4,696,634.26
Actual Expenditure Total Contract (Current Month)	\$ 3,562,462.71
% Expected Expenditure (Current Month)	100.00%
% Actual Expenditure (Current Month)	75.85%
% Under / (Over) Spent	24.15%

Expected YTD Expenditures Per Contract	Actual YTD Expenditure	Actual YTD \$ Under / (Over) Against Expected	% Under / Over (-) against expected	
\$ 3,573,727.17	\$ 2,985,978.40	\$ 587,748.77	16.45%	Inmate Housing
\$ 96,078.65	\$ 124,663.75	\$ (28,585.10)	-29.75%	Non-Residential
\$ 132,083.33	\$ 183,086.00	\$ (51,002.67)	-38.61%	Correctional Treatment

Jun-22

COMCOR, INC. (CCI)

	<i>Total SFY22 Contract</i>		
	\$ 5,100,152.54	TOTAL YTD Expenditure	% Contract Expended
Residential	\$ 4,288,472.60	\$ (4,178,672.38)	81.93%
Condition of Probation IRT	\$ 269,151.00	\$ (145,611.92)	2.86%
Non-Residential	\$ 115,294.38	\$ (150,142.95)	2.94%
Correctional Treatment	\$ 158,500.00	\$ (66,187.36)	1.30%
Facility Payment	\$ 268,734.56	\$ (595,824.13)	11.68%
Total YTD Expenditure		\$ (5,136,438.74)	100.71%
Percent Actual Expended			
Expected YTD Per Contract			100.00%
Percent Under/Over (-)			-0.71%
Total Balance in Contract		\$ (36,286.20)	

<i>Expected YTD Expenditures Per Contract</i>	<i>Actual YTD Expenditure</i>	<i>Actual YTD \$ Under / (Over) Against Expected</i>	<i>% Under / Over (-) against expected</i>	
\$ 3,573,727.17	\$ 4,178,672.38	\$ (604,945.21)	-16.93%	Inmate Housing
\$ 224,292.50	\$ 145,611.92	\$ 78,680.58	35.08%	Cond. Of Probation IRT
\$ 96,078.65	\$ 150,142.95	\$ (54,064.30)	-56.27%	Non-Residential
\$ 132,083.33	\$ 66,187.36	\$ 65,895.97	49.89%	Correctional Treatment

4th Judicial District - Community Corrections Program Revenue and Expenditures
SUMMARY OF CONTRACT EXPENSES
July 1, 2021 - June 30, 2022

ComCor, Inc.			ACTUAL FUNDS PAID TO VENDOR						TOTAL FIRST HALF
	Original Allocation from El Paso County	Actual Expenditure YTD from 7/1/21 to 6/30/2022	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
Community Corrections Inmate Housing	\$ 4,288,472.60	\$ 4,178,672.38	\$ 366,315.74	\$ 370,469.76	\$ 359,679.14	\$ 371,403.80	\$ 366,389.48	\$ 353,337.50	\$ 2,187,595.42
Community Corrections - COProbation IRT IH	\$ 269,151.00	\$ 145,611.92	\$ 10,766.04	\$ 11,257.64	\$ 7,275.68	\$ 4,719.36	\$ 1,868.08	\$ 3,047.92	\$ 38,934.72
Community Corrections - Non-Residential Div.	\$ 115,294.38	\$ 150,142.95	\$ 12,481.50	\$ 12,547.00	\$ 11,194.55	\$ 10,804.55	\$ 10,861.55	\$ 13,536.35	\$ 71,425.50
Community Corrections Correctional Treatment	\$ 158,500.00	\$ 66,187.36	\$ 6,059.26	\$ 7,418.45	\$ 6,484.87	\$ 6,300.78	\$ 8,165.85	\$ 7,377.71	\$ 41,806.92
Community Corrections Facility Payments (FP)	\$ 268,734.56	\$ 595,824.13	\$ -	\$ -	\$ -	\$ 134,367.28	\$ -	\$ -	\$ 134,367.28
Option Allocation #1		\$ -							\$ -
Option Allocation #2		\$ -							\$ -
	\$ 5,100,152.54	5,136,438.74	\$ 395,622.54	\$ 401,692.85	\$ 384,634.24	\$ 527,595.77	\$ 387,284.96	\$ 377,299.48	\$ 2,474,129.84
	Contract Amount Remaining								TOTAL SECOND HALF
Community Corrections Inmate Housing	\$ 109,800.22		\$ 310,273.34	\$ 278,442.24	\$ 336,228.46	\$ 333,845.56	\$ 372,239.52	\$ 360,047.84	\$ 1,991,076.96
Community Corrections - COProbation IRT IH	\$ 123,539.08		\$ 12,191.68	\$ 19,270.72	\$ 23,940.92	\$ 17,746.76	\$ 17,206.00	\$ 16,321.12	\$ 106,677.20
Community Corrections - Non-Residential Div.	\$ (34,848.57)		\$ 14,988.40	\$ 12,969.05	\$ 13,848.35	\$ 12,391.80	\$ 11,277.05	\$ 13,242.80	\$ 78,717.45
Community Corrections Correctional Treatment	\$ 92,312.64		\$ 5,674.87	\$ 4,730.31	\$ 5,265.92	\$ 3,685.68	\$ 3,066.66	\$ 1,957.00	\$ 24,380.44
Community Corrections Facility Payments	\$ (327,089.57)		\$ -	\$ -	\$ 134,367.28	\$ -	\$ -	\$ 327,089.57	\$ 461,456.85
Option Allocation #1	\$ -								\$ -
Option Allocation #2	\$ -								\$ -
REMAINING FUNDS IN CONTRACT	\$ (36,286.20)		\$ 343,128.29	\$ 315,412.32	\$ 513,650.93	\$ 367,669.80	\$ 403,789.23	\$ 718,658.33	\$ 2,662,308.90

Expected Expenditure Total Contract	\$ 5,100,152.54
Actual Expenditure Total Contract	\$ 5,136,438.74
% Expected Expenditure	100.00%
% Actual Expenditure	100.71%
% Under / (Over) Spent	-0.71%

Expected YTD Expenditures Per Contract	Actual YTD Expenditure	Actual YTD \$ Under / (Over) Against Expected	% Under / Over (-) against expected	
\$ 3,573,727.17	\$ 4,178,672.38	\$ (604,945.21)	-16.93%	Inmate Housing
\$ 224,292.50	\$ 145,611.92	\$ 78,680.58	35.08%	Cond. Of Probation IRT
\$ 96,078.65	\$ 150,142.95	\$ (54,064.30)	-56.27%	Non-Residential
\$ 132,083.33	\$ 66,187.36	\$ 65,895.97	49.89%	Correctional Treatment

Jun-22

GEO REENTRY GROUP/ COMMUNITY ALTERNATIVES OF EL PASO COUNTY (CAE)

	<i>Total SFY22 Contract</i>		TOTAL YTD Expenditure	% Contract Expended
	\$ 4,696,634.26			
Residential	\$ 4,288,472.60	\$	(2,985,978.40)	63.58%
Non-Residential	\$ 115,294.38	\$	(124,663.75)	2.65%
Correctional Treatment	\$ 158,500.00	\$	(183,086.00)	3.90%
Facility Payment	\$ 134,367.28	\$	(268,734.56)	5.72%
Total YTD Expenditure		\$	(3,562,462.71)	75.85%
Percent Actual Expended				
Expected YTD Per Contract				100.00%
Percent Under/Over (-)				24.15%
Total Balance in Contract		\$	1,134,171.55	

<i>Expected YTD Expenditures Per Contract</i>	<i>Actual YTD Expenditure</i>	<i>Actual YTD \$ Under / (Over) Against Expected</i>	<i>% Under / Over (-) against expected</i>	
\$ 3,573,727.17	\$ 2,985,978.40	\$ 587,748.77	16.45%	Inmate Housing
\$ 96,078.65	\$ 124,663.75	\$ (28,585.10)	-29.75%	Non-Residential
\$ 132,083.33	\$ 183,086.00	\$ (51,002.67)	-38.61%	Correctional Treatment

Community Corrections Board

Agenda Item Summary

Agenda Item Title: Provider Termination Reports
Agenda Date: July 19, 2022
Agenda Item Number: 6-b
Presenter: Christine Burns, Justice Services Division Manager
Information: X

Endorsement:

Background Information:

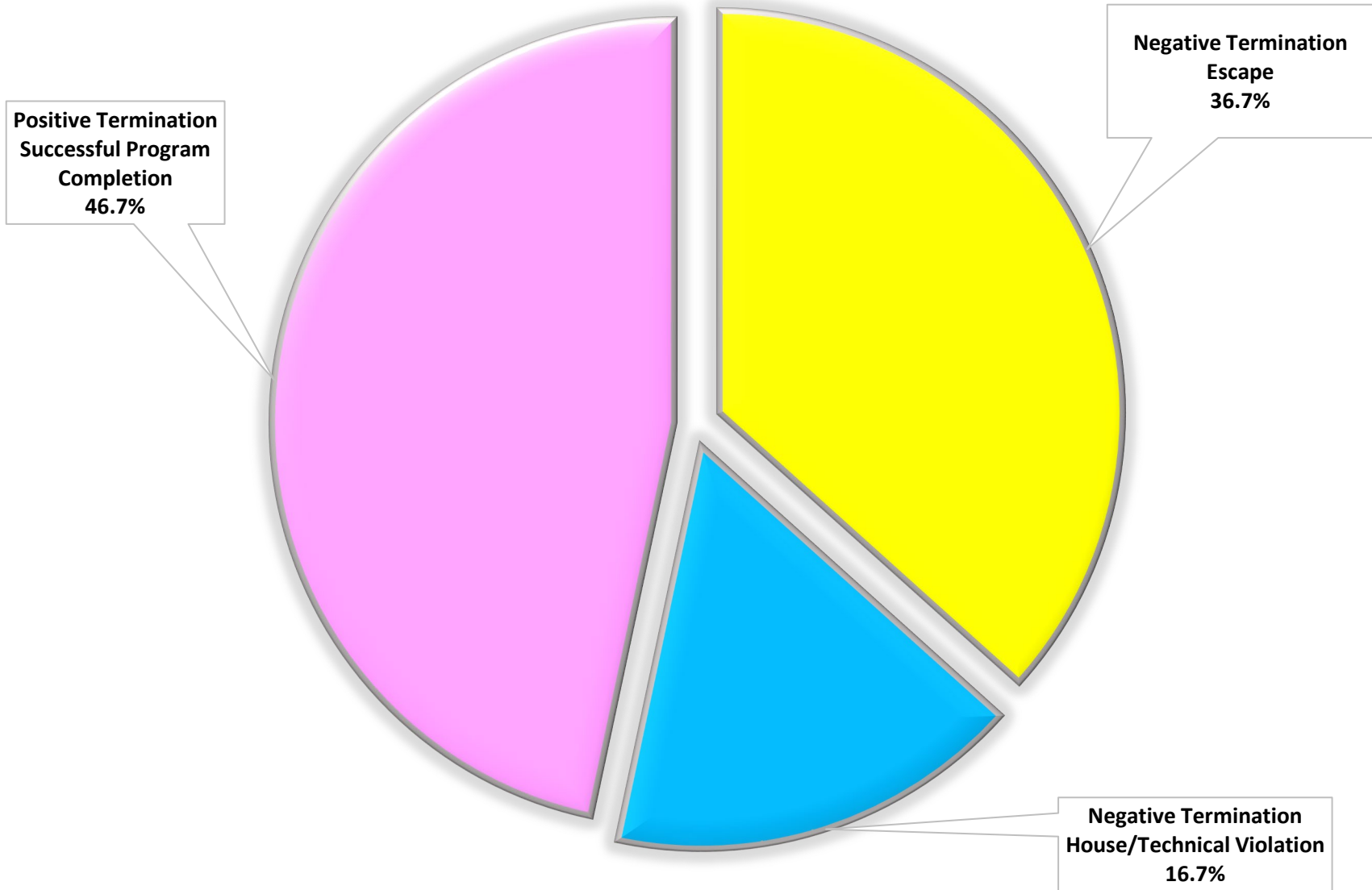
Pursuant to Article II of the El Paso County Community Corrections Board (CCB) By-Laws and section 4a of Colorado Revised Statute 17-27-103, as amended, local community corrections boards are responsible for making assessments on the number of offenders who have an unauthorized absence from custody. The data is based on reports prepared by community corrections program administrators pursuant to Section 11 of the Colorado Revised Statute 17-27-104.

The attached Provider Termination Reports are for June 2022.

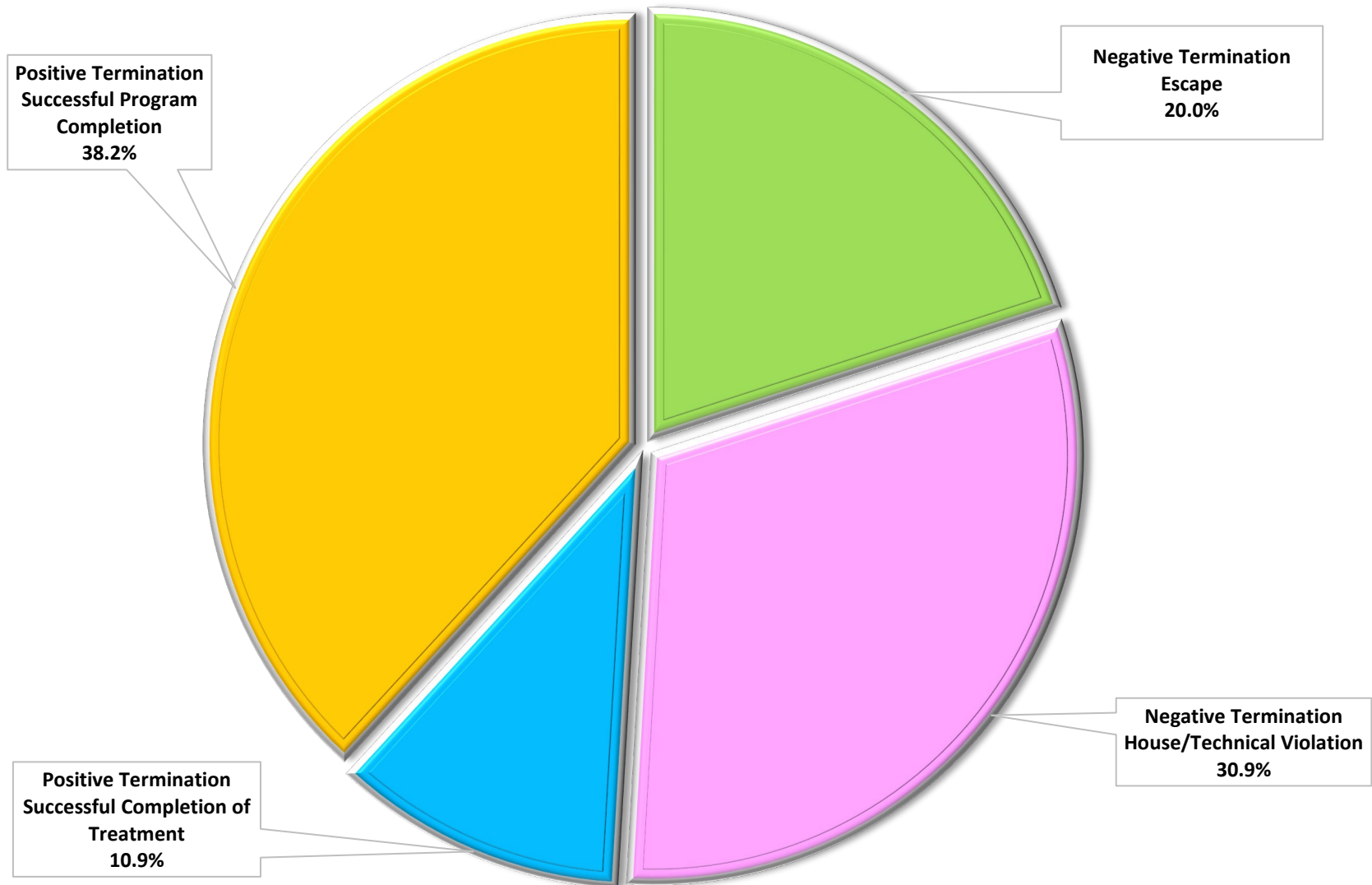
Recommended Motion:

N/A

CAE Residential Terminations JUNE 2022



CCI Residential Terminations JUNE 2022



Community Corrections Board

Agenda Item Summary

Agenda Item Title: Staff Report – July 2022

Agenda Date: July 19, 2022

Agenda Item Number: 6-c

Presenter: Christine Burns, Justice Services Division Manager

Information: X

Endorsement:

Background Information:

Staff to provide insight and information on various upcoming events, activities, and/or information otherwise not specifically covered as a separate agenda item. Topics covered under this agenda item will generally consist of the following:

- Upcoming events impacting community corrections services
 - Notable activities El Paso County (EPC) staff members are involved in and/or pursuing
 - Information not otherwise captured as a separate Community Corrections Board agenda item
1. The Board's County Commissioner Liaison is reviewing applications in reference to the citizen position opening vacated by Pat Kelly and the position that will be vacated after Gil Suazo completes his current term on September 10, 2022.
 2. For information purposes for both the Board and vendors, the notification reporting matrix, as well as the communication procedures related to PREA incidents are attached.
 3. Video Victim Impact Statement – Interviewstream software has been purchased to support the video victim impact statement project. Staff continues to work with software support to prepare for project implementation. Tiffany Weaver will be providing a brief training presentation at today's meeting.
 4. Department and County leadership are currently discussing and negotiating contract and allocation options.

5. A Colorado Association of Community Corrections Board meeting will be held on Friday, October 14, 2022, and hosted by the 17th Judicial District. If interested in attending, please let Daniel Huddleston for registration purposes.
6. Adult Parole has changed the practice and will now file charges on individuals with an unauthorized absence from community corrections supervision.

**EL PASO COUNTY COMMUNITY CORRECTION
PROVIDER NOTIFICATION PROCESS 2021**

4/18/2022

STD	STANDARD DEFINED	APPLIES TO					ACTION REQUIRED		GENERAL NOTES	
		Offenders	Staff	Contractors	Volunteers	Visitors	Immediate Phone Call To EPC CC	Email EPC CC w/in 24 hours	Description/Incident Type	Required Information
OMA-013	CCB to approve employment of anyone who has a history of felony conviction or is under current jurisdiction for probation, parole, or other condition releases for felony or misdemeanor offense		x	x	x				<p>Before applicant is offered the position, in writing, notify EPC Staff of the following:</p> <p>A) Applicants position/Job Description B) Conviction/Disposition C) When did it occur? D) Other supporting documents</p> <p>CCB Action: CCB will go into executive session and will be provided a copy of the submitted documents. Any Board action to be take board in open session.</p>	
OMA-012	The Vendor within 5 working days enter a person as In-Active in CCIB when the individual's employment is terminated for any reason. Any staff placed on administrative leave pending investigation for any reason, arrested, disciplined, or terminated for misconduct shall be reported immediately to EPC Staff. EPC Staff will notify and inform the CCB.		x				x	x	<p>Termination or separation for any reason. Staff placed on Administrative Leave (AL) pending Investigation for any reason.</p> <p>Email notification to EPC Staff:</p> <p>A) Hire date B) Voluntary or involuntary C) Descriptive reason for termination/Separation/Administrative Leave D) Position occupied E) Termination date/Separation Date/Administrative Leave Date</p>	
OMA-014	CCB approval if desire to retain an employee that has been formally charged with or convicted of a crime. Minor offenses generally excluded except : A) Any offense involving alcohol/drug use or abuse B) Denial, revocation, suspension of driver's license C) Domestic Violence D) Child Abuse E) Careless driving involving death		x	x	x		x	x	<p>In writing, notify EPC Staff with the following:</p> <p>A) Employee information (name, position and etc.) B) Detail regarding the charge/conviction (police report) C) Justification letter for employee retention</p> <p>Notification must clarify the nature of the arrest and charge(s) related.</p> <p>CCB Action: CCB will go into executive session and will be provided a copy of the submitted documents. Any Board action to be take in open session.</p>	

**EL PASO COUNTY COMMUNITY CORRECTION
PROVIDER NOTIFICATION PROCESS 2021**

4/18/2022

STD	STANDARD DEFINED	APPLIES TO					ACTION REQUIRED		GENERAL NOTES	
		Offenders	Staff	Contractors	Volunteers	Visitors	Immediate Phone Call To EPC CC	Email EPC CC w/in 24 hours	Description/Incident Type	Required Information
	F) Sex Offenses									
CD-120	Provide EPC Staff with copy of criteria/guidelines for screening and for transfer between non-resident and residential		X							Send annually (each July) with contract as attachment Immediate changes should be reported to EPC Staff through email notification
	Input accurate and complete offender data into CCIB within <u>5 days</u> of the arrival, hospitalization, jail, terminations, etc. Corrections to offender records impacting bills already processed must be approved in writing by DCJ and EPC.	X	X						Vendors need to obtain written approval by El Paso County Staff	Email notification for any changes impacting bills already processed requires vendor to notify El Paso County Staff
CCC-020	EPC Staff Notifications									
	A) Medical involving ambulance; non-routine care to ER/urgent care ; admitted to hospital and the time and date client returned to the facility. Any suspected client drug overdose or use of Narcan/Naloxone. Any occurrence of a staff or visitor being removed from the facility by ambulance or requiring external medical treatment	X	X	X	X	X	X	X	Any critical incident resulting from an event that otherwise meets the criteria for sections (A), (B), (C), (D), (E), (F), (G), or (H) of Standard CCC-020 Any significant risk of loss of life and/or client safety to include, but not limited to suicide attempts and clients found unresponsive	Phone Call and email notification with attached Incident Report(s) to EPC Staff: Email Notification to EPC Staff when client has returned to the facility. Notifications for sections A-H must clarify the status of the incident and any action(s) being taken to resolve the situation. A) Attach incident report
	B) Occurrence of any communicable disease or health related occurrence that impacts staff, client care, other LE Agencies or the community (i.e. COVID-19, Bed Bugs).	X	X	X	X	X	X	X	Communicable disease or health related incident with the potential for outbreak	A) What is the suspected disease (clinical diagnosis) or health related incident. B) Any relevant supporting documentation C) Health Authority Notification D) Attach incident Report
	C) Any criminal offense alleged to have been committed by an offender or staff member, on or off grounds	X	X				X	X	Description of incident and actions taken by local law enforcement.	Immediate phone call to EPC Staff, Parole Case Manager (Transition) or Probation Officer (Diversion) as applicable followed by Email notification with attached Incident Report(s).
									Description of incident and actions taken by local law enforcement.	Phone call and email notification with attached Incident Reports to EPC Staff:

**EL PASO COUNTY COMMUNITY CORRECTION
PROVIDER NOTIFICATION PROCESS 2021**

4/18/2022

STD	STANDARD DEFINED	APPLIES TO					ACTION REQUIRED		GENERAL NOTES	
		Offenders	Staff	Contractors	Volunteers	Visitors	Immediate Phone Call To EPC CC	Email EPC CC w/in 24 hours	Description/Incident Type	Required Information
	D) Any altercation, on or off grounds, involving an offender resulting in injury or law enforcement involvement	X					X	X		Immediate phone call to EPC Staff, Parole Case Manager (Transition) or Probation Officer (Diversion) as applicable followed by Email notification with attached Incident Reports to EPC Staff.
CCC-020	E) Death of an offender	X					X	X	Death at facility, off-grounds or if the client has been aired on escape status	Immediately notify EPC Staff member or after hours duty phone. Parole Case Manager (Transition) or Probation Officer (Diversion) as applicable followed by Email notification with attached Incident Reports to EPC Staff. Email notification with attached Incident Report(s) to EPC Staff.
	F) Use of force by a staff member	X	X				X	X	"Use of force" will be defined by the programs policy and procedures	Email notification with attached Incident Report(s) to EPC Staff.
	G) Any event that has compromised or may compromise the provision of supervision and safe care:						X	X		Immediate notification to EPC Staff followed by an email with Incident Report(s) attached.
	i) Damage to the facility						X	X	Natural disaster: flood, earthquake, or tornado that causes great damage Vandalism resulting interruption or loss of essential services that has or may compromise supervision and the safe care of population. Anything posing a health risk.	Immediately notify EPC Staff member followed by or after hours duty phone. Email notification to EPC Staff with attached Incident Reports. Email notification to EPC Staff regarding any new information and/or findings.
	ii) Employee strike						X	X	Any staffing shortage that interrupts essential services related to the safety, security of staff, clients and the community.	Immediate phone call - followed by Email notification to EPC Staff with attached Incident Report: Employee information and Actions Taken by provider.
	iii) Interruption of food service						X	X	Any incident resulting in missed meals.	Immediate phone call and an email notification with attached Incident Report(s) to EPC Staff.

**EL PASO COUNTY COMMUNITY CORRECTION
PROVIDER NOTIFICATION PROCESS 2021**

4/18/2022

STD	STANDARD DEFINED	APPLIES TO					ACTION REQUIRED		GENERAL NOTES	
		Offenders	Staff	Contractors	Volunteers	Visitors	Immediate Phone Call To EPC CC	Email EPC CC w/in 24 hours	Description/Incident Type	Required Information
CCC-020	iv) Interruption in utilities						X	X	Unscheduled utility interruptions lasting longer than 2 hours	Immediate phone call followed by an email notification to EPC Staff with Incident Report(s).
	H) Any event that has potential for media coverage						X	X	Includes, but is not limited to: Death of a staff member, visitor and volunteers Fights/Facility Disruptions Active Shooter Any potential or filed lawsuit	Immediately notify EPC Staff member or after hours duty phone. Email notification to EPC Staff.
CS-070	PREA Notify EPC Staff immediately of any PREA allegations between staff members and offenders/offenders and offenders/visitor and offenders/contractors and offenders.	X	X	X	X	X	X	X	Comply with PREA standards	Immediately notify EPC Staff member. Email notification with Initial Incident Reports and preliminary information to EPC Staff, Parole Case Manager (Transition) or Probation Officer (Diversion) and DCJ within 24 hrs. This information should include the status of the incident and any action being taken to resolve the situation. At the completion of an Incident Review the Vendor will provide EPC Staff with an After Action Report within 30 days.
CS-090-93	Prompt notification of unauthorized absence of residential client. VICTIM Notification Canceled Escape	X						X		Follow Facility Escape/Abscond policy and DCJ Standards. LLE and Victim Notifications to be completed within <u>2 hrs.</u> of discovery of escape.
CS-094	Notification of unauthorized whereabouts for non-residential client. VICTIM Notification Canceled Escape	X						X		Follow Facility Escape/Abscond policy and DCJ Standards. LLE and Victim Notifications to be completed within <u>2 hrs.</u> of discovery of escape.

**EL PASO COUNTY COMMUNITY CORRECTION
PROVIDER NOTIFICATION PROCESS 2021**

4/18/2022

STD	STANDARD DEFINED	APPLIES TO					ACTION REQUIRED		GENERAL NOTES	
		Offenders	Staff	Contractors	Volunteers	Visitors	Immediate Phone Call To EPC CC	Email EPC CC w/in 24 hours	Description/Incident Type	Required Information
S.O.W.	Changes in Ownership and/or leadership positions at program and agency levels.		X						Change in agency ownership (merger, acquisition, sale, etc.) and/or changes in state, regional, or program leadership positions (i.e., executive management, senior management, and directorial positions)	Notification in writing to the State and EPC of change in ownership to occur within 30 days of becoming aware of a change in ownership and/or leadership positions has occurred or is certain to occur. See below for specifics associated with this requirement.

When contacting El Paso County Community Corrections for verbal notifications for the identified fields above please be sure to include, at a minimum, the following key information in addition to a description of the incident triggering notification:

Client Name	DOC or Case Number	Service Type	Date of Admission	Current Offense	Facility	Housing Unit
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Definitions:

1	“In writing”: Written letter addressed to the CCB and emailed to El Paso County Community Correction Program staff as an attachment.
2	“Email notification”: Agency notification to EPC Community Corrections Board staff via email at mail to csdccb_notifications@elpasoco.com . Email notification to include a detailed description of incident, agency actions taken, and intended action steps to be taken within 24 hours of event occurrence. Email notifications should also include identification of all persons involved including witnesses (where applicable) and staff member tasked with addressing the matter. Agency updates will be provided weekly on the event until matter is resolved.
3	Minor Offense: A criminal infraction less serious than a misdemeanor.
4	Use of Force: As defined by the vendor’s policy and procedures. Agency to forward agency policies on Use of Force annually (by June 30) to EPC Staff prior to the commencement of the state fiscal year.
5	Immediately: Prompt notification with minimal delay to acquire information and details and sufficiently answer threshold questioning (who, what, where, why, when and how).
6	S.O.W.: Refers to the Statement of Work included with the Vendor's contract which requires the vendor to (identified as contractor in the contract) to notify the State and EPC, in writing, of changes in ownership of the agency upon becoming aware of such a change or when such a change is certain to occur.
7	During any change in ownership, the vendor shall ensure the following:
7a	Maintain current, accurate and complete inventory records of assets and their costs.
7b	Provide the State and EPC ready access to such records upon reasonable request.
7c	Ensure that all individualized and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each change in ownership
7d	Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before ownership change.
8	Preponderance definition: the standard of proof in which the party bearing the burden of proof must present evidence which is more credible and convincing than that presented by the other party or which shows that the fact to be proven is more probable than not.

Note, the summaries of the Colorado Community Corrections Standards (CCCS) appearing above are not intended to replace the actual CCCS as written in the CCCS manual. Rather, the summaries of the DCJ standard are provided for reference purposes only. For the full requirements of each of these standards, the reader is asked to refer to the current CCCS Manual.

**EL PASO COUNTY COMMUNITY CORRECTION
 PROVIDER NOTIFICATION PROCESS 2021**

4/18/2022

STD	STANDARD DEFINED	APPLIES TO					ACTION REQUIRED		GENERAL NOTES	
		<u>Offenders</u>	<u>Staff</u>	<u>Contractors</u>	<u>Volunteers</u>	<u>Visitors</u>	<u>Immediate Phone Call To EPC CC</u>	<u>Email EPC CC w/in 24 hours</u>	<u>Description/Incident Type</u>	<u>Required Information</u>
<i>The provider notification process, outlined above, is a guide to aid programs/providers in adhering to the current CCCS standards and expectations and, as such, is designed to act as a quick reference guide.</i>										

JUSTICE SERVICES DEPARTMENT
VETERAN SERVICES ~ JUSTICE SERVICES

To: Mr. Mark Wester, Director of ComCor, Inc. (CCI)
Ms. Gwendolyn Barlow, Interim Director of Community Alternative of El Paso County (CAE)
Ms. Frances Falk, Senior Area Manager of GEO

From: Angel Medina, EPC Community Corrections Program Manager *AM*

Date: November 30, 2021

Re: Prison Rape Elimination Act (PREA) Reporting Instruction

As you know, the Prison Rape Elimination Act (PREA) set important standards for protecting our clients and staff from exploitation, harassment, and sexual abuse. These types of incidents have a chilling effect on our clients, client support and staff, and the entire criminal justice system. Our required oversight and your ability to investigate these matters with a critical eye and in a timely fashion validates our credibility and commitment to shape a correctional environment that promotes safety, security, and quality programming.

After reviewing the PREA, Department of Criminal Justice (DCJ) Standards/Desk Reference, Colorado Department of Corrections (CDOC) policy and your agency policies, I have attempted to merge language, simplify terms, and streamline procedures. Please note that your policy and procedures should speak to all areas related to PREA - not specifically mentioned in this instruction.

Below are expected actions by your agency when a PREA allegation is reported to you or your staff.

A. Initial Reporting:

1. Immediate notification with preliminary information available to El Paso County (EPC) Community Corrections Program Manager, DCJ PREA Coordinator, Parole Case Manager (Transition clients) and the Probation Officer/Liaison (Diversion clients) by phone.
2. A follow-up email within 24 hours of the incident to EPC Community Corrections Manager & csdcr_notifications@elpasoco.com. The email information shall include *the status of the incident and any action being taken to resolve the situation (i.e., immediate actions to protect the client, cursory assessment of any urgent medical needs, separation of clients, any staff implicated or placed on leave, notifying law enforcement, any threats of escape or threats toward other clients, internal investigation, etc.)*

3. All available incident-based reports related to allegations of sexual assault/rape, sexual abuse, sexual misconduct, and sexual harassment will be forwarded to EPC Community Corrections Program Manager, DCJ PREA Coordinator, Parole Case Manager (Transition clients) and the Probation Officer/Liaison (Diversion clients) within 72 hours of notification of an incident. This information, at a minimum, shall include all actions taken to protect the client(s) involved, efforts to protect the potential crime scene, notifications to local law enforcement and steps taken to deal with any escape or client custody issue because of the incident.
4. If a client alleges that sexual abuse occurred while confined at another facility, the provider shall document those allegations and immediately contact the DCJ PREA Coordinator and EPC Community Corrections Program Manager by phone or email. The Facility Director will notify the Appointing Authority or designee, where the abuse is alleged to have occurred as soon as possible, but no later than 72 hours after receiving the notification. The provider will document all actions taken and send documentation to the DCJ PREA Coordinator, EPC Community Corrections Program Manager and the Parole Case Manager or Probation Officer as applicable.
5. If a report is received by your agency from another facility, third-party or anonymous report regarding alleged sexual abuse occurring at your facility, the allegation will be investigated and reported in accordance with your policy, DCJ standards, EPC Community Corrections Incident Reporting and PREA standards.

B. Internal Investigative Stage:

1. When new information is discovered or any amendments are made to the original report, it will be reported within three (3) business days to the DCJ PREA Coordinator, EPC Community Corrections Program Manager and the Parole Case Manager or Probation Officer as applicable.
2. Providers will impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual assault, sexual abuse or sexual harassment are substantiated **(115.72, 115.272)**.
3. Substantiated allegations of conduct that appear to be criminal in nature shall be immediately referred law enforcement for investigation. **(115.71 (h))**. For each allegation of sexual assault, sexual abuse or sexual harassment, the provider PREA administrator, investigator, or appointing authority will determine whether the allegation is:
 - a. Substantiated: The allegation was determined to have occurred.
 - b. Unsubstantiated: Evidence was insufficient to make a final determination that the allegation was true or false; or
 - c. Unfounded: The allegation was determined not to have occurred.



4. Any staff placed on Administrative Leave pending investigation, disciplined, or terminated for violations of agency policies relating to sexual abuse/assault or sexual harassment shall be reported immediately to DCJ PREA Coordinator, EPC Community Corrections Program Manager and the Parole Case Manager or Probation Officer as applicable. In addition, all staff terminated for such violations shall be reported to local law enforcement and to any relevant licensing body.
5. Any contractor or volunteer who is the subject of a PREA allegation shall be prohibited from contact with residents and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies (i.e., Department of Regulatory Agencies). Such notifications shall be reported to DCJ PREA Coordinator, EPC Community Corrections Manager and the Parole Case Manager or Probation Officer as applicable.

NOTE: CCC-020 for other incident reporting information. It is important to note that this also includes alleged incidents and those that are unsubstantiated or unfounded.

C. Incident Review:

1. The facility shall conduct an Incident Review according to DCJ and PREA standards at the conclusion of every sexual abuse or assault (excluding sexual harassment and sexual misconduct) investigation, including where the allegation has not been substantiated, unless the allegation has been determined to be unfounded.
2. Such reviews shall ordinarily occur within 30 days of the conclusion of the investigation.
3. Providers will prepare a report of its findings and any recommendations for improvement. The facility shall implement the recommendation for improvement or shall document its reasons for not doing so.

D. After-Action Report:

1. At the conclusion of the Incident Review, the provider will complete an After-Action Report. This report and accompanying documents shall be sent to the DCJ PREA Coordinator, the EPC Community Corrections Program Manager and the Parole Case Manager or Probation Officer as applicable.

E. PREA Administrative Review:

1. Each provider's PREA Coordinator or designee will prepare an annual report (state fiscal year) of findings and corrective actions for their respective facility (**115.288** and **115.287**). The report will include a comparison of the current year's data and corrective actions with those from prior years and will provide an assessment of progress in addressing sexual assault/rape, sexual abuse, and sexual harassment.



2. This report shall be sent to the DCJ Coordinator and EPC Communitality Corrections Program Manager and made readily available to the public through its website by July 31 of each year.

Note: Your agency will provide current information on how to report sexual assault, sexual abuse, sexual harassment, or retaliation for reporting an incident via client orientation, staff training, policy and procedures, posters, and your agency website (115.287 and 115.289)



Community Corrections Board

Agenda Item Summary

Agenda Item Title: By-Laws Revision – 3rd Reading and Endorsement

Agenda Date: July 19, 2022

Agenda Item Number: 7-a

Presenter: Christine Burns, Justice Services Division Manager

Information:

Endorsement: X

Background Information:

The current Community Corrections Board By-laws, Article VIII, state that proposed amendments to the By-laws may be made by a two-thirds affirmative vote of the entire Board after a proposed amendment has received one (1) reading at a regularly scheduled Board meeting. Proposed amendments shall be distributed to Board members at least ten (10) days preceding the meeting at which the first reading will take place. Any amendment to the By-laws must be approved by the Board of County Commissioners.

The proposed By-Laws amendments were distributed to the Community Corrections Board on April 15, 2022. Changes include 1) removal of Community and adding Justice to Services Department, 2) principal office location to 17 N. Spruce; and 3) change of the number of days to distribute agenda packet and notify of meeting, and 4) adding Federal to standards compliance.

The proposed By-Laws amendments were presented for 1st reading at the May 17th Community Corrections Board meeting. At this meeting, a revision to Article VI Schedule Section 2 to read that the time and place of regular and committee meetings of the board shall be communicated to its members at least four (4) days prior to such meetings was passed.

The proposed revised By-Laws amendments are attached for a 3rd reading and endorsement.

Recommended Motion:

Move to endorse the amendments to the Community Corrections Board By-laws as presented, for BoCC action.

**BY-LAWS OF THE
EL PASO COUNTY COMMUNITY CORRECTIONS BOARD**

**Article I
Name and Principal Office**

- Section 1. Name: The name of the entity shall be the El Paso County Community Corrections Board (hereinafter referred to as "the Board").
- Section 2. Principal Office: The principal office of the Board shall be El Paso County **Community Justice** Services Department, ~~2002 Creek Crossing-17 N. Spruce~~, Colorado Springs, CO 80905.

**Article II
Purpose**

Pursuant to §17-27-103, C.R.S., as amended, El Paso County through the El Paso County Board of Commissioners has created the El Paso County Community Corrections Board:

1. To act for El Paso County in all matters relating to the creation or operation of community corrections facilities or programs.
2. To function as an advisor to the El Paso County Board of County Commissioners in all matters relating to El Paso County's participation in the Colorado State Community Corrections Program.
3. To act as a functional Board in the exercise of those duties and responsibilities identified in C.R.S.17-27-101, et seq. as those of a Community Corrections Board.

**Article III
Powers and Duties**

General

The Board will perform as both an Advisory and a Functional Community Corrections Board for El Paso County. It will review all matters relating to community corrections, advise the County government on actions to be taken to accomplish the mandated responsibilities of the Board; and act for the citizens of El Paso County to:

- Ensure the protection of the Community
- Safeguard the rights of our residents
- Provide for the needs of the offenders who will be supervised under this program

Specific

- Section 1. The Board shall make recommendations to the Board of County Commissioners concerning contracts between the State of Colorado for the use and benefit of the Department of Public Safety, Division of Criminal Justice and El Paso County, the State Department of Corrections, and the Federal Bureau of Prisons, if applicable, concerning placement of offenders in community corrections programs within the territorial limits of El Paso County.

- Section 2. The Board shall recommend to the Board of County Commissioners reception of grants from public or private sources and receive court-authorized expense reimbursement related to community corrections.
- Section 3. The Board shall recommend to the Board of County Commissioners a community corrections program provider or providers to contract with the County to provide services and supervision of offenders, subject to the approval of the Board of County Commissioners. Any and all requests for proposals or contracts of whatsoever kind recommended by the Board shall be coordinated, controlled, and administered by the El Paso County ~~Community~~ Justice Services Department.
- Section 4. The Board shall recommend to the Board of County Commissioners standards for the operations of any community corrections program or programs. Such standards may exceed, but shall not conflict with, standards established for community corrections programs by the Division of Criminal Justice of the State Department of Public Safety.
- Section 5. The Board shall monitor, in coordination with ~~federal~~, state, and local agencies, community corrections programs and oversee compliance with ~~federal~~, state, and local standards.
- Section 6. The Board shall recommend to the Board of County Commissioners acceptance and rejection standards concerning offenders and shall provide, in writing, acceptance criteria and screening procedures to each referring agency.
- Section 7. The Board shall recommend to the Board of County Commissioners conditions and guidelines for the conduct of offenders placed within any community corrections program and to provide written copies of such conditions and guidelines to offenders placed in community corrections programs.
- Section 8. The Board shall recommend to the Board of County Commissioners criteria for rejection of offenders after they have been accepted in a community corrections program, and to provide an administrative review, if the referring agency does not provide such review, relating to such rejection after acceptance. Notice of rejection of an offender who had been previously accepted shall be in writing to the referring agency and the administrator of the community corrections program in which the offender is placed.
- Section 9. The Board shall consult with officials of state and criminal justice agencies to improve local community corrections services.
- Section 10. The Board shall establish and implement a process and review those offenders recommended for placement in the Community Corrections facilities and programs operating within the boundaries of the County of El Paso, by the Colorado Department of Corrections and the sentencing Courts of the State of Colorado.
- Section 11. Additional duties of the Board shall include, but not be limited to, providing annual reports to the El Paso County Board of County Commissioners.

**Article IV
Membership**

Section 1. Membership of the Board shall be appointed by the El Paso County Board of County Commissioners.

Section 2. At a minimum membership shall include the following:

- The Sheriff of El Paso County or his / her designated representative or alternate
- The Sheriff of Teller County or his / her designated representative or alternate
- A representative from the Colorado Springs Police Department
- The District Attorney for the Fourth Judicial District or his / her designated representative or alternate
- A representative from the Public Defender's Office
- The Chief Probation Officer of the Fourth Judicial District or his / her designated representative or alternate
- The Manager of Parole Operations for the Colorado Department of Corrections or his / her designated representative or alternate
- A representative from the El Paso County Court
- A representative from the 4th Judicial District Court
- A Mental Health Professional or designated alternate
- Six (6) citizen volunteers from El Paso and Teller Counties representing a cross-section of the community including, but not limited to, educators, business persons, clergy, and criminal justice practitioners. Citizen members will have no alternate.

Section 3. The citizen volunteer members shall serve for terms of three (3) years. Members of the Board shall serve at the pleasure of the Board of County Commissioners and may be removed at any time and shall comply with and be subject to the provisions of El Paso County Board Resolution 96- 57 General 24 and Resolution 97-325 General 72 concerning El Paso County Advisory Boards.

Section 4. Each member shall be entitled to one vote in all Board decision-making actions.

**Article V
Officers**

Section 1. The Board shall organize and elect a Chair and Vice-Chair annually at the first scheduled meeting in February and may fill vacancies in such offices from time to time at any regular or special meeting. In the absence of the Chair and Vice-Chair at a regular Board meeting, the Board shall elect a Chair pro tempore.

Section 2. Chair - The Chair will serve a term of one (1) year. The Chair shall preside at all meetings of the Board and shall call special meetings when deemed necessary. The Chair will act as spokesperson for the Board and will designate committees to perform the work of the Board when necessary.

Section 3. Vice-Chair - The Vice-Chair will be elected by the Board and serve a term of one (1) year. The Vice-Chair will perform the functions of the Chair in the absence of the Chair.

Article VI Schedule

- Section 1. The Board shall meet as needed to perform their functions but no less than once per month. It is the prerogative of the Chair to call special meetings as required.
- Section 2. The time and place of regular and committee meetings of the Board shall be communicated to its members at least ~~seven (7) five (5) four (4)~~ days prior to such meetings. Special meetings shall require at least forty-eight (48) hours prior notification. Notice of regular and committee meetings shall be posted in compliance with the Colorado Open Meetings Law, C.R.S. 24-6- 401, et seq.
- Section 3. All meetings of the Board shall be open to the public. During the course of such meetings and upon the affirmative vote of two-thirds of the members present, the Board may go into executive session and close the meeting to the public for those purposes set forth in § 24-6-402(4), C.R.S.
- Section 4. The Chair may call special training or work sessions of the Board. All such sessions shall be open to the public. No formal decisions may be made at such sessions, but direction may be given to staff by the Board.
- Section 5. A quorum for the purposes of continuing the Board's business shall consist of no less than fifty-one percent (51%) of filled member positions.
- Section 6. Only Board members shall vote on Board issues. Alternates will only vote when the member or designated representative is not present. Any affirmative action by the Board requires a simple majority vote of the members present. A tie vote will constitute a rejection.
- Section 7. More than four (4) consecutive unexcused absences from regularly scheduled Board meetings or more than two (2) consecutive unexcused absences from regular scheduled in-person Board meetings by a Board member will initiate a review by the Chair, who shall have the discretion to petition the El Paso County Board of County Commissioners for a new appointment.
- Section 8. The governance of the Board's meetings shall be adapted from Robert's Rules of Order.
- Section 9. The conduct of the business of Board meetings shall be pursuant to a formal agenda to be distributed with the meeting announcement. Requests for items to be placed on the agenda should be directed to the ~~Executive~~ Director of the ~~Community Justice~~ Services Department or designated staff at least ~~seven (7) five (5) four (4)~~ days prior to a regularly scheduled meeting. The agenda may be changed at the discretion of the Chair or by a majority vote of the declared quorum.
- Section 10. There shall be minutes of all regular meetings of the Board and said minutes shall be approved by the members of the Board at its next regular meeting. Copies of the minutes shall be forwarded to Board members prior to the next scheduled meeting. Minutes and records of the Board shall be open to the public and subject to the Colorado Open Records Act, C.R.S. 24-72- 201, et seq.

Section 11. No Board member shall receive, or be lawfully entitled to receive, any pecuniary profit from the operations of the Board and in no event and under no circumstances shall any part of the assets of the Board, if any, whether principal, income or accumulations, be paid as salary or compensation to, or be distributed to, or inure to the benefit of, any of the Board members or their successors, or any person or his heirs or personal representatives who shall contribute any money or other property to the Board; provided, however, (a) that reasonable compensation may be paid to any agent or employee of the Board for services rendered in effecting one or more of the purposes of the Board, and (b) that any Board member may, from time to time, be reimbursed for his or her actual or reasonable expenses incurred in connection with the administration of the affairs of the Board.

**Article VII
Staff Support**

Staff support to the Board will be provided from the resources of the Community Justice Services Department.

**Article VIII
Amendments**

Proposed amendments to these By-laws may be made by a two-thirds affirmative vote of the entire Board; after a proposed amendment has received one (1) reading at a regularly scheduled Board meeting. Proposed amendments shall be distributed to Board members at least ten (10) days preceding the meeting at which the first reading will take place. Any amendment to the By-laws must be approved by the Board of County Commissioners.

Revised
BOCC Approved xxxx
CCB Endorsed July 2022
~~BoCC Approved August 2015~~
~~CCB Endorsed July 2015~~

Community Corrections Board

Agenda Item Summary

Agenda Item Title: Video Impact Statement Training

Agenda Date: July 19, 2022

Agenda Item Number: 8-a

Presenter: Tiffany Weaver, Community Corrections Admin Tech, and Victim Services Specialist

Information: X

Endorsement:

Background Information:

El Paso County Community Corrections staff is currently working to implement an additional opportunity for registered victims to communicate with the Board and voice the offender's impact on their lives. A Victim Impact Statement and a written or an in-person impact statement will now be available.

Recommended Motion:

N/A