

Justice Services Advisory Board Meeting Minutes

July 24, 2020

9:00 am

VIA WEBEX EVENT

I. Roll call

Rev. Phillip Duvall - present

Dr. Timothy D. McBride - present

Mr. Jeff Smith - present

Dr. Alexander Garza - present

Ms. Twyla Lee - present

Ms. Spring Schmidt - present

Ms. Mary Zabawa Taylor – present

Others present:

Raul Banasco –Director of Justice Services

Tricia Rodgers – Corrections Compliance Supervisor

Penny Martin – Office Manager

Ray Barnes – Security Electronics Administrator

Valerie Nelson – Corrections Medicine - Chief Operating Officer

Steven Capizzi – County Counselor

Dr. Paul Hintze – Public Health & Primary Care Integration

Rev. Duvall motioned to accept the minutes from the June 25th meeting. Timothy McBride seconded the motion.

II. Opening remarks from Director Raul S. Banasco, Department of Justice Services

Mr. Banasco stated the Jail Census is 769 inmates today. 55 females and 714 males.

Mr. Banasco informed the board about the new DJS project to install 360 degree cameras throughout the entire jail. Tentatively the contractors will be coming in August to begin the install.

Mr. Banasco presented information about the 2021 Budget process to include Capital Improvement projects. This is a joint initiative with Valerie Nelson, Chief Operating

Officer of Corrections Medicine. Mr. Banasco asked the Advisory Board for their input and participation with this process.

Mr. Banasco spoke about draft revisions to the DJS policies. He asked for the Advisory Board's input on this as well.

Mr. Banasco gave updates on the new web design and the newly hired statistician.

Mr. Banasco spoke about the forming of sub committees to include the Advisory Board.

Mr. Banasco gave a staffing report.

Rev. Duvall opened it up for questions.

The Board continued discussion about the new website.

Discussion of the role of the Advisory Board and duties during investigations.

Ms. Mary Taylor opened the discussion with the following quote from the STL County Audit of Boards last summer:

“Boards and Commissions are designed to give citizens a voice in their government and allow citizens to influence decisions that shape the quality of life for the residents of St Louis County. Participation on a board or commission is one of the most effective steps citizens may take in becoming an active voice in their government.”

Rev. Duvall referred to the Advisory Board by-laws that were adopted September 27, 2019. Rev. Duvall questioned how the board can be effective when they are only given information after the fact and then denied access to discuss them due to HIPAA laws or an open investigation.

Mr. Banasco stated that moving forward the process can be improved upon. Mr. Banasco stated he will give all the information he can on the front end. Mr. Banasco stated we can develop a subcommittee for policy review. He stated the doors are always open, you all are welcome to visit.

Ms. Lee stated they were coming to visit until COVID19 impacted their visits. She stated they are learning information from the media and she feels the board must be more involved to include policy procedures and everyday operations.

Dr. Alexander Garza spoke of the need for a well-defined structure as to how things are worked on or communicated. He stated this will help bring a sense of order and transparency.

Ms. Schmidt made a motion to request the creation of a document that reflected all of the types of standard communications that the board would be included on; including

the topics, timeline, and form of each type of communication. This should include investigations and updates, incidents, major program changes, successes, and any other pertinent board items. Ms. Schmidt also formally requested a new procedure document for review that includes the new incident review process that was described by the Director. Third, the next meeting should include a list of the proposed subcommittees and their topics for the board members to review and select their engagement.

Rev. Duvall seconded the motion.

Dr. McBride requested that it is clear that this is not just about the subcommittees but, to include incident reporting and reporting back to the board in a timely fashion.

Dr. Garza – Yea

Dr. McBride – Yea

Dr. Smith – Yea

Rev. Duvall – Yea

Ms. Lee – Yea

Ms. Schmidt – Yea

Ms. Taylor – Yea

### III. Grievance Procedures

Mr. Banasco reviewed the grievance procedure for the Justice Services' staff. He stated this process is Civil Services driven. He explained he has established a new HR coordinator position in the Justice Services building.

Rev. Duvall asked Mr. Banasco to explain this new position and how it was communicated to the staff.

Mr. Banasco explained the new HR coordinator position.

Ms. Taylor spoke about the current whistleblower protection policy. She stated that it is very narrow in scope and only covers procurement and financial mishandling. She feels it is very broad and not very helpful.

Rev. Duvall recommended that Mr. Banasco communicate to the DJS staff that they are free to contact the Advisory Board with their issues.

Mr. Banasco replied that was noted.

### IV. Advisory Board access to incident reports and Use of Force reports

Mr. Smith inquired about the timeline of investigations and had specific questions about a current investigation.

Ms. Lee requested that when an incident occurs the Board can be alerted and told more information will be forthcoming.

Ms. Nelson responded that a discussion is needed about what kind of language is meaningful from us to alert the public and to define the level of incident.

Rev. Duvall inquired whether IT was involved in investigations.

Mr. Banasco stated that IT is part of the internal investigation report.

Discussion was had about 3 events that have recently happened at the DJS.

Discussion was had about DJS Policy #807.

Ms. Schmidt made a motion that time stamp changes be included in the incident reporting and review process to include how that incident could have been avoided, how it is addressed in a disciplinary fashion and how the incident is communicated.

Dr. Smith seconded the motion.

Dr. Garza – Yea

Dr. McBride – Yea

Rev. Duvall – Yea

Ms. Lee – Yea

Ms. Taylor – Yea

Ms. Schmidt made a request that the Board be provided any changes in DJS and Corrections Medicine policies prior to monthly meetings for the Board's review.

## V. COVID 19 Overview

Valerie Nelson, Chief Operating Officer of Corrections Medicine spoke about testing the inmates for COVID 19. She stated all inmates are tested as they come into the jail.

Rev. Duvall inquired if the inmates who test positive are separated from the general population. Ms. Nelson responded that yes they are immediately isolated. She stated they are using the same action protocol that has been in place since March 2020.

Dr. McBride praised Corrections Medicine for their transparency and fast turnaround of reporting to the Advisory Board.

Ms. Taylor echoed Dr. McBride's sentiments.

Ms. Nelson attempted to pull up the Correction's Medicine Dashboard but, due to technical difficulties it would not pull up. Eventually the Dashboard came up but, Dr. Garza asked Ms. Nelson to brief by exception. Ms. Nelson gave a verbal overview.

Mr. Smith had to leave the meeting.

Ms. Taylor inquired if the meeting was being recorded. The answer was yes.

Ms. Taylor made a motion that the recording of the meeting be posted on the St Louis County website just as the agendas and minutes are.

Dr. McBride seconded the motion.

Dr. Garza – Yea

Dr. Smith – absent

Rev. Duvall – Yea

Ms. Lee – Yea

Ms. Schmidt – Yea

VI. New Business

Rev. Duvall inquired about the new DJS Dashboard. Mr. Banasco gave an overview of some of the information that will be included.

Dr. McBride requested the Dashboard to include an inmate population timeline and the community release metrics.

Ms. Taylor requested a short snapshot of mental health within the jail. She inquired about the process of identifying the inmate's needs and how easy is it for inmates to get access to services.

Ms. Nelson asked for a creation of a subcommittee to address Corrections Medicine staffing challenges. Rev. Duvall asked to signed on to that committee. Rev. Duvall also requested to be on the Capital Improvements subcommittee as well.

VII. Hear Visitors

There were no submissions for this month's meeting.

VIII. Set next Board meeting

Next Board meeting will be August 28, 2020 at 9:00 a.m.

IX. Adjournment

Dr. McBride motioned to adjourn. Ms. Schmidt seconded the motion.

