

**Agenda**  
**Jail Study Committee**  
Thursday, November 16, 2017 4:30 PM  
Legislature Chambers

1. **Call to Order**
2. **Public Comment**
3. **Changes to Agenda**
4. **Minutes Approval**
  - a. October 19, 2017
5. **Reports**
  - a. **Report/Discussion:** Criminal Justice Coordinator Job Description (ID #7432)
6. **Adjournment**

**Jail Study Committee**  
 Regular Meeting Minutes (same as Notes) – Draft 11-1-17  
 Thursday, October 19, 2017 4:30 PM  
 Legislature Chambers

**Attendance**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Rich John	Chair	Present
Anna Kelles	Vice Chair	Present
James Dennis	Member	Present
David McKenna	Member	Present
Martha Robertson	Member	Present
Ray Bunce	Captain of Corrections, Sheriff's Department	Present
Joe Mareane	County Administrator	Present
Brian Robison	Undersheriff	Present
Kenneth Lansing	Sheriff	Present
Marcia Lynch	Public Info. Officer, County Administration	Present
Paula Younger	Deputy County Administrator	Present
Michelle Pottorff	Chief Deputy Clerk	Present

Guests: Mark Kukuvuka and Amy Daley, Project Managers, LaBella Associates; Members of the Public

**Call to Order**

Mr. John, Chair, called the meeting to order at 4:47 p.m.

**Public Comment**

Stuart Friedman, Town of Ithaca, spoke of balancing the short-term needs of the Jail while maintaining attention to the long-term goals in order to build a comprehensive criminal justice system that accomplishes some of the things that are outlined in the CGR report. He said proposals approved by the Expanded Budget Committee are in line with that. Mr. Friedman said previously there was discussion by the Committee on establishing a detox program in the Jail and said he views that as being a dead-end and is glad this is something that is not currently being proposed. What will be key for the Criminal Justice Coordinator position is to not be "putting out fires all the time" but building a "fireproof" system. He gave restorative justice as an example of a long-term project that would make sense, stating it is well-established and has shown to be incredibly effective and integrates the community into the process. He said the program offers the opportunity to return some of the responsibility for the system back to the community and asked that the Legislature call on the community to participate.

Lily Gerson, Freeville, said at the last meeting it was stated that the LEAD (Law Enforcement Assisted Diversion) Program would be going forward without a case manager and encouraged there be one. She asked what function the mobile mental health unit serves and if police officers know about it and if mental health services are proposed in the Jail and also what that would look like and if there would be a tool for assessing how well it is working. She hopes there is more discussion of the necessary cultural shift that is important for a long-term solution.

Shari Korthius, City of Ithaca, expressed concern over the addition of a Nurse position in the

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Jail and said she does not want any new beds added to the Jail. The key is de-criminalization of drugs and lessening of regulations in areas such as housing. She agreed with Mr. Friedman that restorative justice is a key part of this. Ms. Korthius stated there are a lot of good ideas coming forward and if done right, Ithaca can be at the forefront of resolving this problem. A clarification was made that the addition of a nurse position was not to increase the number of nurses on duty at one time or to add beds to the Jail; it's to provide split shift coverage which will allow for more time to be covered. Ms. Korthius retracted her objection and said she supports split shift coverage.

Ms. Kelles said at the Health and Human Services Committee's meeting this week an informative presentation on supervised injection was provided to the Committee by Dr. Klepack. The discussion on this will continue at the Committee's meeting next month.

### **Changes to Agenda**

There were no changes to the agenda.

### **Minutes Approval**

September 21, 2017

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	James Dennis, Member
<b>SECONDER:</b>	Anna Kelles, Vice Chair
<b>AYES:</b>	John, Kelles, Dennis, McKenna, Robertson

### **Discussion: LaBella Associates**

Mr. John said the County has had an extensive study on the existing Jail building and the future needs performed by CGR that also included an analysis of the County's alternatives-to-incarceration programs. The study's recommendations was that the County does not need a bigger jail but it is apparent that the layout and space does not allow for the programming the County would like to run; it also identified other space issues in the building including the kitchen area. He introduced Mr. Kukuvuka and Ms. Daley. He asked the Committee to, without increasing bed numbers, provide input on various suggestions including moving Road Patrol out of the building and using its existing space for programming or adding on to the existing footprint for programming or building a new pod outside the existing footprint and using the existing space for programming needs. Ms. Kelles added another option that was discussed at the last meeting was consolidation of the City and County's road patrol functions.

Mr. Kukuvuka responded to Mr. McKenna about savings that could be achieved due to efficiencies and said budget estimates will be developed for any scenario that is pursued. Mr. Mareane said if a new pod (not for the purpose of adding beds) was added there would be operating efficiencies that would likely go along with that. Mr. Kukuvuka said the current facility was constructed in 1986. Jail facilities have advanced a lot since that time as a result of efforts to reduce recidivism and offering on-site services to inmates and the current infrastructure doesn't lend itself very well to that. He said other counties across the country are thinking about this and to look at that would make sense.

Ms. Robertson said she would like Mr. LeMaro, Director of Facilities, to provide the Committee with an existing conditions report that includes a list of what work needs to be done. She spoke to the

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option of converting existing cell space for program space and building a new pod and said it probably doesn't require taking the Road Patrol and Civil Units out. Mr. Kukulvuka said all options presented by LaBella will include financial information and a list of pros and cons.

Mr. Dennis said there isn't interest by Legislators to construct a new building and thinks it will be useful to have as many options as possible put forward.

Mr. Robison commented that there are two studies that have come together (CGR and LESS) at the same time and thinks before moving forward the Legislature will need to make the larger decisions. He said the Sheriff's Office, from an administrative standpoint, would be better if they were not offsite. He said, however, there has been talk about consolidation and co-location and even without consolidation there would be efficiencies gained by co-locating the City and County departments.

Mr. Bunce said there are good options that have been brought forward to be considered and noted there are some factors that will need to be considered such as impacts during renovation time.

Mr. Kukulvuka said the design work would come at the end of the process as the initial focus would be on programming. He suggested there could be a subcommittee that would develop information about programs and functional areas. He said as this is being customized for Tompkins County this process will take a lot of thought and discussion and should involve staff.

Ms. Kelles said the Airport is going to be looking at building a fire station on Airport property. She suggested exploring an option for having a complex on Airport property that also housed Road Patrol that could also provide financing options.

Mr. Mareane offered another option to add on to the existing building to provide additional space. He asked if additional program space would need to be built to jail standards which have very expensive construction costs. Mr. Kukulvuka said there needs to be a maximum security perimeter and once inside the perimeter there are opportunities to lessen construction costs. Mr. Bunce noted that any renovation done to the Jail has to be approved by the Commission of Correction.

Ms. Robertson spoke of discussions that took place the last time the County was considering renovations to the building and recalled regulations that impeded plans to add program space. Mr. John said there needs to be clarification as to what the regulations state.

Ms. Kelles clarified her priority is the programming and said the programming and assessment that already exists cannot fit into the current space. She also noted the kitchen being one of her priorities. She said she could consider support of building a pod if it were going to be the most effective way to make things happen and constructed to last longer than 30 years. She clarified that she would be open to considering additional programs but only after existing programs have adequate space.

#### Next Steps

Mr. John outlined the following next steps:

- Request that staff develop a description of programming;
- Mr. Kukulvuka will provide a list of facilities the Committee could tour that have pods and program spaces.

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- Mr. Kukuwuka will also provide examples of places where functions of the Sheriff are in different locations.

### **Adjournment**

The meeting adjourned at 5:45 p.m.



**Jail Study Committee**

121 East Court Street  
Ithaca, NY 14850

Meeting: 11/16/17 04:30 PM  
Department: Tompkins County Legislature  
Category: Personnel (Positions, Salaries, Benefits)

**REPORT OR DISCUSSION ITEM NO.  
(ID # 7432)**

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**Criminal Justice Coordinator Job Description**

## Criminal Justice Coordinator Tompkins County

**Department:** County Administration

**Classification:** Competitive

**Labor Grade:** Management Grade 86

**Approved:** Originally approved Bd. Res. #327 12/19/95. Re-created year-end resolution 12/2017

**Revised:** 10/17

**By:** AF, Commissioner of Personnel

### MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year College or University with a Bachelors Degree and two years of experience in public administration, probation, criminal justice, or another related role; **OR**

(b) Graduation from a regionally accredited or New York State registered two year College with an Associates Degree and four of years experience in public administration, probation, criminal justice, or another related role; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

### DISTINGUISHING FEATURES OF THE CLASS:

This is a management position involving responsibility for implementation, evaluation and overall coordination of criminal justice initiatives, including alternatives to incarceration and re-entry County-wide, with the intention being to reduce the population of the Tompkins County Jail. The position is responsible for insuring that all aspects of the administrative and service delivery components of the justice systems, as these relate to the local jail population, are cooperatively connected and efficiently organized and maintained as required by the Legislature. The position will require a high level of interpersonal skills in order to provide direction and assistance to both governmental and non-governmental agencies involved in all aspects of criminal justice services: police, prosecution, defense, probation, offender assistance, victim assistance, alcohol and drug treatment and education. Primary components of the work will include exploring funding, interagency planning and coordination services and evaluating service delivery of the various programs. Work is performed under the general direction of the County Administrator with a high level of autonomy and independent judgment. Supervision of others is not generally a function of this position, however, the incumbent may be called upon to serve as a lead worker of a work group, project or activity or supervise interns or other staff as assigned. The incumbent will perform all related duties as required.

### TYPICAL WORK ACTIVITIES:

- Monitors progress of jail population reduction strategies;
- Serves as Chair and provides coordination to the Criminal Justice Advisory/Alternatives to Incarceration Board;
- Gathers information, analyzes and provides regular status reports to the Public Safety Committee of the Tompkins County Legislature;
- Facilitates data development and coordination/linkages with various agencies;
- Facilitates meetings if requested, gathers information and analyzes it at the Public Safety Committee's direction;
- Provides support to the County Administrator when undertaking special projects that may be requested by the Public Safety Committee;
- Identifies opportunities to eliminate overlap and gaps in services;
- Assembles, tabulates, and analyzes criminal and juvenile justice system statistics;
- Works with Information Technology Services to improve database interfaces with all partners;
- Develops and implements performance measurements and tools in order to assess program outcomes and progress toward objectives;
- Investigates funding opportunities that affect County criminal justice agencies, in particular those that require multi-department and agency coordination;
- Prepares and submits grant requests, monitor grant compliance, and manage grants;
- Makes recommendations to the County Administrator regarding funding needs to support better coordination of services, with the goal being to reduce jail populations;
- Liaise, advocate, and coordinate with service providers on a wide variety of programs and services that impact criminal justice programs, such as the voluntary detox facility and expanded drug treatment beds;
- Attends a variety of county and criminal justice related meetings.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern management principles and practices;
- Thorough knowledge of community organization principles and practices;
- Good knowledge of administrative practices procedures;
- Ability to present material effectively both orally and in writing;
- Ability to organize and conduct an effective statistical research program;
- Ability to gain the confidence and cooperation of others;
- Ability to read, understand and interpret written material;
- Thorough knowledge of current trends and developments in the fields of criminal and juvenile justice;
- Resourcefulness, tact and initiative are required characteristics.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

**PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. As a result, the job requires considerable visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. The risk of injury or environment illness is minimal. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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