

## Minnehaha County Criminal Justice Advisory Committee Meeting

Monday, May 20, 2013

Meeting Minutes

Attendees: Craig A. Anderson – Chairman, Commissioner Dick Kelly, Commissioner Gerald Beninga, Sheriff Mike Milstead, Warden Jeff Gromer, Robert Wilson (secretary)

I. **Call to Order:**

The meeting was called to order by Chairman Anderson at approximately 3:05PM.

II. **Quorum Determination:**

All committee members were present in person, and Chairman Anderson declared that a quorum was present.

III. **Approval of Agenda:**

Chairman Anderson asked whether there were any changes or additions to the agenda previously circulated. Hearing none, he declared the agenda unanimously approved.

IV. **Committee Procedures:**

a. **Notice of meetings: Scheduling and Confirmation**

Chairman Anderson: In most cases future meeting dates will be set at committee meetings so the group can discuss time/date/location options. Future meetings will be scheduled farther in advance of the meeting date. When it is necessary to schedule meetings electronically, Outlook Meeting Invite will be used and all members will be notified about all other member's ability to attend.

b. **Conduct of Meetings**

Chairman Anderson: Two things will be important during the course of the committee's work:

-that all meetings are conducted as brainstorming sessions so that all members are encouraged to contribute and share ideas.

-whenever possible the committee will attempt to act by consensus and avoid split votes.

Accordingly, the committee agreed that meeting procedures will be informal at this time and subject to the ruling of the Chair.

c. **Public Notice and Participation**

All meetings will be noticed on the official Minnehaha County Calendar prior to meeting dates. All meetings will be open and accessible to the public.

d. **Minutes**

Meeting minutes will be recorded by the Secretary, submitted to committee members for review at the next meeting, and then published.

V. **Public Relations:**

a. **Webpage**

The committee agreed it should have a webpage that is linked to the Commission's webpage where meeting notices, agendas, minutes, reports as well as the committee's originating documents will be available for public inspection. The committee directed Secretary Wilson to work with the county's IT Department to coordinate webpage setup.

**b. Press Releases**

The process for approving and releasing the committee's first press release was not well organized. In the future, no statement will be released without the approval of all members.

**c. Press Contacts**

The committee spent some time discussing how to respond to press contacts about the committee's work. It was agreed there will be no absolute rule on the subject at this time, but that all members should be careful to point out that they speak in their individual capacities and that all committee actions require formal action by the committee.

**d. Historical Research**

Chairman Anderson requested that the committee consider ways to review news articles about public meetings, dialog and discussions leading up to the construction of the current jail facility. After discussion, the committee asked Secretary Wilson to begin working on ways to locate and store this information. All agreed that these materials are not critical to the task, but would be valuable as background information.

**e. Public Relations Individual**

Chairman Anderson raised the question of whether the committee should retain the services of a PR professional as a possible way to be proactive in garnering community support for a process that may lead to a new facility. After discussion, the committee decided to defer consideration of this issue until a later date.

**VI. Project Flow and Issues:**

Chairman Anderson began the discussion of the committee's specific work tasks by referring the committee to the December report from the National Institute of Corrections (NIC). He indicated that in preparing the agenda, he tried to address issues in the most appropriate and logical order in an attempt to develop and coordinate a process for the committee to follow. He identified five projects that need to be addressed initially. The committee agreed that each project would be assigned to a specific committee member who will develop a plan to handle the issue and report and report back to the committee at future meetings.

- a. Population Study: Sheriff Milstead.** The most recent jail population study was conducted in May, 1999. The committee asked Secretary Wilson to provide a link to this study on its website. Sheriff Milstead said the contractor, Mr. Bill Garnos, has prepared an offer to update the population study for the county. The cost will be \$12,472. After further discussion, Motion by Commissioner Beninga, seconded by Commissioner Kelly, recommending that Sheriff Milstead proceed with the steps necessary to accept and move forward with the proposal by Mr. Garnos to conduct an inmate population study for Minnehaha County. Motion passed unanimously.

- b. Recent Legislative Research: Chairman Anderson.** There was a discussion of who the best resources are for additional information about Senate Bill 70, the Criminal Justice Reform legislation passed by the 2013 South Dakota Legislature. Jim Seward and Dusty Johnson in Governor Dennis Daugaard's office are the best individuals to contact with questions. Chairman Anderson volunteered to lead this research and collect additional information on SB70 and report back to the rest of the committee.

- c. **Present Facility Study: Warden Gromer.** Chairman Anderson noted that it will be important to review the exact condition of the current CCC facility. The committee assigned this task to Warden Gromer and requested that he prepare a written report on the current status of the facility.
- d. **Alternatives to Incarceration: Sheriff Milstead.** Chairman Anderson noted that the committee needs a summary of what alternative options are or might be available to incarceration in the CCC, including what options have been tried in the past and what practices are currently being used. After discussion, the committee requested Sheriff Milstead to set up a meeting with all groups he wants to involve in this discussion and prepare a written report for the committee on the results of that meeting, the feasibility of the alternatives, and the potential impact of such alternatives on the jail population study.
- e. **Real Estate and Siting: Commissioner Kelly.** Chairman Anderson suggested that the final set of issues involves the unique circumstances related to the CCC's present location, especially the construction of the City's new events center. After discussion many of the issues involved, the committee requested that Commissioner Kelly take this as a topic to study further and report back.

**VII. Other Business:**

Committee members agreed it would be good for all committee members to tour the jail, the County Corrections Center and the space available on the second floor of the Public Safety Building. Because each member schedules often conflict, members were asked to contact Warden Gromer for a tour at their convenience.

The committee also discussed a general timeline for its final recommendations and agreed to attempt to complete its work on this project by mid-August if possible.

**VIII. Future Meetings:**

The committee agreed that the next meeting will be in two weeks: 3:00 p.m. on June 3, 2013 in the Commission Meeting Room.

**IX. Adjournment:**

There being no further business, Chairman Anderson adjourned the meeting at approximately 4:30PM.