



Yamhill County Department of Community Justice

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Date: July 3, 2019

To: Rick Olson, DCJ Commissioner Liaison
Ken Huffer, County Administrator
Justin Hogue, Business Services Director
Andrea Paolo, Human Resources
Carolina Rook and Keri Hinton, Secretary

From: Jessica Beach, Department of Community Justice Director

Re: Request for grant re-distribution authority

DCJ was recently made aware that the Oregon Criminal Justice Commission would be receiving unspent grant monies returned from the Yamhill County District Attorney's office 2017-2019 Justice Reinvestment Supplemental grant. As a result, DCJ wishes to apply for a portion of this grant money by way of a supplemental grant amendment request with the CJC. DCJ believes these monies would further support the Justice Reinvestment Program targeting presumptive prison/downward departure population. It is noteworthy, these funds must be utilized in full by 12/31/19 and must specifically support an existing 'downward departure' prison program, for which DCJ has. Our original request was for \$10,104.00 and was approved by the Board for submission on 7/3/19. However, since then, the Criminal Justice Commission contacted us to offer the full amount that would be returned to them before making it available to another county or returning it to the state. Therefore, below is our revised grant amendment request for your consideration.

Yamhill County JRP Supplemental Grant Amendment Request Total Amendment Request Amount - \$25,900.00

Breakdown:

- 'The Change Companies' Interactive Journals-\$1111.50
- Association of Parole & Probation Officers (APPA) Training Institute 8/18/19-8/21/19, San Francisco x 2 (PO & PO Aide)-\$4924.92
- National Association of Pretrial Services Officer (NAPSA) Conference, San Diego, CA 9/8/19-8/11/19 (Pretrial Service Officer and Corrections Manager) - \$3362.34
- Pretrial Justice Institute's Pretrial Bootcamp in Sacramento, CA 8/13/19-8/15/19 - \$1750
- Dragon Speak x 2 (PO and Manager)-\$314 x 2 (\$628 total)
- Think Pad (PO) \$1450
- Think Pad upgrade from aged laptop (Manager) \$1189.58
- Ross Dress for Less \$40.00 clothing cards for JRP/DAR clients x 20-\$800
- 19-hour a week part-time Pretrial Intern with no benefits - \$10,683.66

'The Change Companies' Interactive Journals-\$1111.50

The JRP/DAR team currently utilizes Carey Guides for individual, ongoing written work with those departed from prison (Yamhill County JRP supervision flowchart). Carey Guides are an evidence-based tool targeting the LSCMI criminogenic risk factors of a client with the goal of enhancing motivation, building skills and reducing risk to

reoffend. The Change Companies offers a variety of additional cognitive restructuring journaling assignments and worksheets that can target areas of the WRNA (female-gender specific risk tool), which can be utilized for work with female JRP/DAR correctional clients. Additionally, purchase of these journals would allow for a generally wider array of options available to support all genders and all risk/needs, mental health and addiction issues. This is a one-time expense that if approved, will provide journals that would likely run the life of the subsequent JRP regular two-year grant (cost includes 900 worksheets and 1350 workbooks). Just a few examples of the requested worksheets/workbooks DCJ is seeking are: values check, readiness to change check, feelings, self-worth, anger, coping skills, life management, relationship check.

Association of Parole & Probation Officers (APPA) Training Institute 8/18/19-8/21/19, San Francisco x 2 (PO and PO Aide)-\$4924.92

Attendance at this year's Association of Parole & Probation Officers (APPA) Training Institute is sought for the assigned PO conducting DAR's and providing the supervision to half of the core population of downward departures. As well as for the PO Aide providing support in this role, including direct client services. A detailed training agenda is available on the APPA website, which includes a host of relevant training sessions that will further the assessment and supervision quality of downward departure clients in the program. Just a few examples of relevant sessions include: Using cognitive behavioral strategies to target antisocial thinking, research on gender-responsive and trauma informed care, what works to reduce reoffending. Financial projections for this item are as follows for a total request of \$4864.92. Upon return, staff are expected to detail their training experience with all-staff including specific strategies to further enhance the program.

- Registration-\$505 (\$1010 total)
- Flight-\$300 (\$600 total)
- Luggage-\$30 (\$60 total)
- Lodging-\$1321.46 (\$2642.92 total)
- Meals/Incidentals-\$266 (\$532 total)
- Transportation-\$40 (\$80 total)

National Association of Pretrial Services Officer (NAPSA) Conference, San Diego, CA 9/8/19-8/11/19 (for Pretrial Service Officer and Corrections Manager) - \$3362.34

The NAPSA Conference will feature nationally renown keynote and plenary session speakers, practitioners and presenters to provide exceptional information and research about the field of Pretrial Services. In addition, 60 instructional workshops will provide participants the opportunity to review the foundations of pretrial, learn the latest research findings, hear about the implementation of evidence-based practice and understand current opportunities available to those working in the field.

- Registration - \$475 (\$950.00 total)
- Flight - \$261.30 (\$522.60 total)
- Hotel - \$628.87 (\$1257.74 total)
- Luggage Fees - \$50 (\$100 total)
- Meals/Incidentals - \$266 (\$532 total)

Pretrial Justice Institute's Pretrial Bootcamp in Sacramento, CA 8/13/19-8/15/19 (for Pretrial Service Officer) - \$1750.00

This intensive, 2.5-day course will provide an overview of pretrial justice, its legal foundations, and the latest research. The course takes a systems perspective that addresses key pretrial decision points and the system actors that play a role in decision making. You will have the opportunity to critically examine your own pretrial systems through interactive exercises, as well as the opportunity to learn from practitioners engaged in pretrial system change efforts. By the end of the course, you will be able to describe the legal principles and foundational research of pretrial justice, apply strategies to maximize pretrial success, minimize failures to

appear, and minimize unnecessary use of jail, assess your pretrial system and its alignment with legal and evidence-based practices and identify next steps to make your system more safe, fair, and effective.

- Registration - \$500
- Flight - \$300
- Hotel - \$600
- Luggage Fees - \$50
- Meals/Incidentals - \$300

Dragon Speak x 2 (PO and Manager)-\$314 each (\$628 total)

The DAR is a comprehensive and as a result, sometimes lengthy risk/needs report, depending on the length of defendant history and associated recommendations. In order to maximize efficiency of both DAR report writing and supervision compliance court reports for those who receive departures, Dragon Speak is a dictation (talk to text) system that will transfer the writer’s speech directly to text within the body of the report. Dragon Speak technology is being sought for the dedicated DAR PO/writer and Manager/back-up writer positions. Information Technologies has provided a quote and DCJ has reached out to both Yamhill County Health and Human Services and McMinnville Police, who have submitted positive reviews from their experiences with this tool. This is a one-time expense with no ongoing maintenance expense being sought - DCJ has confirmed installation and maintenance can be facilitated through Yamhill County IT Department.

Think Pad (PO) \$1450

Think Pad upgrade from aged laptop (Manager) \$1189.58

A dedicated Think Pad computer is sought for the PO conducting DAR’s and Manager that acts as back-up DAR writer. There is currently a laptop available on check out system. A Think Pad available at all times and with a built-in connection would streamline efficiency around completion of assessments associated with the DAR in the jail. Specifically, staff is currently entering WRNA assessment results up to three times (including one time by hand). The ability to have a Think Pad at the time of the interview would reduce time necessary for assessment scoring by at least 30 minutes per assessment and avoid some duplication of data entry. Additionally, a dedicated Think Pad would ensure availability for field use when applicable as this, too, exists with a staff check out system. Having a dedicated Think Pad would enable quicker and more reliable access to resources when meeting with downward departure clients in the jail pre-release, as well as notetaking during team meetings and workgroups. A Think Pad upgrade from current, aged, laptop for DCJ Manager would allow for the same options as for dedicated PO and improve connectivity when off site, allowing for more streamline and efficient preparation of JRP data-related reports, review/approval of DAR’s, and access to information during various JRP-related, off-site (away from county server) meetings.

\$40.00 clothing cards for JRP/DAR clients x 20-\$800

JRP/DAR clients currently have a small used clothing selection available through the DCJ Ready to Work Program. Having dedicated clothing cards at a clothing store such as Ross Dress for Less in McMinnville for JRP/DAR client use would ensure availability of clothing of high-quality condition and appropriate sizing, selection, and the like. This, in turn will enhance likelihood for obtaining employment and for some JRP/DAR clients, provide bare necessities. These cards are not incentives/rewards but rather would be focused toward clothing necessary for obtaining and maintaining employment. The assigned PO’s and PO Aide would be responsible for documenting and tracking distribution and use of such cards.

19-hour a week, part-time Pretrial Intern with no benefits - \$10,683.66

In partnership with the Information Technologies Department, our Pretrial Unit will be implementing a new pretrial software called Automon. This contract was just approved by the Board last week and we hope to begin implementation planning immediately. This half-time intern would provide relief of the additional workload we anticipate this project will bring and can assist with overall pretrial data entry.

Thank you for your consideration.

Accepted by Yamhill County
Board of Commissioners on
7/11/19 by Board Order
19-241