

LARIMER COUNTY COMMUNITY CORRECTIONS

ADVISORY BOARD MINUTES

April 21, 2020

Members Present: John Eggers, Katie Mangan, Kristine Miller, Beth Ayasse, Donald Van Pelt, John Kefalas, David Koons, Jeff, French, Ed Seegrist, Matt Landers, Chris Gastelle, Sara Steen, Jeff Swoboda, Judge Michelle Brinegar, Cliff Reidel, Michael Allen, Staci Shaffer, Linda Hoffman

Staff Present: Araceli Santistevan, Tim Hand, Mike Ruttenberg, Gary Darling, Emily Humphrey, Alex Danielson, Alexis Ongley, Ingrid Schroeder, Dana Hersch

The meeting took place via Zoom and was called to order at 12:01 pm by Tim Hand and Jeff French,

CONRAD BALL UPDATES

- Araceli Santistevan reports that the Lory Student Center is willing to reschedule for September and she will update the board when she has determined a more concrete date.

PANDEMIC RESPONSE PLAN/DIRECTIVES

- Tim Hand explains that this report (attached) is the result of staff tracking the pandemic response beginning on March 12th. This contains all responses, public health orders, operational levels, standards modifications, and other relevant documents regarding LCCC's response to COVID-19.
- There have not been any positive COVID-19 cases since the initial one reported to the board in March.
- LCCC is the only agency in the state to completely lock down the facility. That decision, coupled with the opportunity for greater social distancing with the use of the emptied Work Release building, has contributed to this success and safety. The ASD building has been used to spread out clients and house those with high-risk medical conditions.
- Communication strategies have been a critical part of the response. These have included kiosk messages to clients and regular informational meetings via zoom, as well as daily email updates for staff.
 - The executive team (Tim Hand, Gary Darling, Emily Humphrey, and Jill Fox) is meeting daily, there is a daily meeting with the health department, with CJS leadership, and a 3:30 briefing for staff.
- To manage and track client isolation/quarantine and staff exposure, several surveys have been developed. Staff must report any symptoms prior to the start of a shift and take their temperatures. Clients must also report symptoms on a similar survey. Staff review the client survey and HR reviews the staff survey.
- Intakes were shut down from the community and DOC facilities, and eventually the jail as well. The only individuals coming into the buildings are staff and medical personnel.
- Tim Hand reports that there has only been one residential escape since the positive case and clients are expressing appreciation for the safety measures taken.
- Alexis Ongley and Dana Hersch describe the modified standards
 - Dana Hersch explains that Rec times were increased with after the Sheriff's Department provided an additional camera.
 - With the facility locked down, no visits have been occurring. Drop-offs have been limited to certain days of the week to streamline items entering the building. Tim Hand was able to secure free phone calls for clients so they could contact family and support in the community. The visitation rooms have been repurposed to use as phone rooms for case management meetings.
 - Contraband policies have been modified to limit staff and client contact. Pat searches have been reduced and room searches have been suspended unless there is cause.
 - Alexis Ongley explains that home visits are taking place outside the home and are focusing on clients struggling with program compliance.
 - Dana Hersch adds that substance monitoring has been cut back, especially for clients on quarantine. There is random low-level testing of clients in the ASD building outside of DRC hours.
 - Meeting rooms and day rooms have been repurposed to allow for greater social distancing.
 - Treatment has been difficult to maintain during this time. Telehealth has been utilized where possible and in-house treatment staff have been incredibly helpful with crisis management.
 - Staffing patterns have been updated to reflect new client needs

- Transporting clients to medical appointments has required staff to monitor if they had community contact. If they did, they are placed in quarantine
- Alexis Ongley adds that Residential and Non-Residential fees have been suspended with the support of DCJ. The County collections office has been notified that restitution payments will not be made. Stimulus and unemployment payments are processed as they come in.
- As was stated previously, communication has been key. There have been multiple points each day to ensure staff, clients, and management are on the same page.
- Case loads have been a little uneven with the split populations between buildings and on Non-Res. There are approximately 170 clients on Non-Res.
- Audits and stats are run when possible, but things look different due to adjusted standards and operations.
- Training has been cancelled almost entirely.
- Treatment referrals have been paused since most providers are not accepting new intakes, but sex offenders are still receiving telehealth through arrangements with community providers.
- Contact has been limited with case managers where possible; many meetings are over the phone or outside.
- Case progression has focused on those who are most stable or have a stable transition plan. Case planning does look very different, however, and many steps have been waived or overrode. Clients are appraised of changes.
- Cell phones are normally supposed to be in mailboxes when in the facility, but now clients can have them on Rec time to connect with friends and family.
- Disciplinary processes have been occurring as normal, but there has not been any noticeable increase in issues.
- Employment services have been adjusted to allow clients to apply for unemployment and track employers who will allow clients to return to work. Stimulus payment assistance as well
- Mike Ruttenberg reports on more treatment updates.
 - The men's 90-day IRT program has been in and out of quarantine; no one developed symptoms. Treatment was reintegrated with staff in full PPE with focus on developing a new treatment schedule.
 - Clients who were safer quarantining at home, through probation or parole, were allowed to do so. Many decided to do "extra credit" and stay.
 - In STIRT, a group had just graduated and a new one has not started. Mike Ruttenberg will be meeting with SIGNAL will discuss what restarting will look like.
 - The women's group is now quarantined, but staff are utilizing groups outside when they are able, as well as handouts, to keep them on track to graduate on time.
 - The focus is now on re-entry phases and to bring in new people who are already in the facility.
 - Group size has been cut (16-32 for IRT) and RDDT has been divided between buildings and is largely individual.
 - Outside space has been offered to clients to call providers for telehealth when they cannot find privacy inside.
- Jeff French makes a motion to accept the report. Cliff Reidel seconds. The motion unanimously passes and the report will be sent to DCJ for review and consideration.

IMPACT OF COVID-19 ON DCJ AUDITS

- Tim Hand appreciates the support on these initiatives from DCJ. They have asked for client interviews from LCCC to provide insight on their experiences during this time. These will be sent to other facilities for reference.
- Jeff French reports that five clients have been pulled out of LCCC recently to ISP-I. An additional two offenders will be brought out of DOC onto ISP-I in Larimer County without board involvement or approval due to the Governor's mandate. These two offenders have been screened by offender services in DOC.
- The current focus is on planning for re-opening the facility. They would like to be strategic about getting clients back to work and allowing more community contact.

FACILITY CLIENT, AND STAFF UPDATES

- Tim Hand reports that there have been several changes boost client morale, including weekly dinners (hot dogs, pizza, or cheeseburgers). This has been made possible with partnerships in the community such as Crazy Karl's.

- TV Channels and games have been provided, as well as cards (usually a contraband item) to help pass time.
- Joe Weilnau, team lead, was able to arrange for a pop-up cigarette store for clients. Drop-offs also accept cigarettes and other items. Despite some issues with contraband, drop-offs are continuing.
- Staff have been monitoring Rec times when clients are able to use their cell phones.
- ASD staff including director Jill Fox have been wonderfully collaborative during this time. Gary Darling and Emily Humphrey have also been working to show their appreciation for staff by dropping off treats and doing their best to be visible and supportive.
- Staff arranged a coffee bar to support staff morale and show their appreciation for one another.

QUESTIONS

- Cliff Riedel commends management, staff and clients for adapting to such rapidly changing conditions. The success is a great thing and he is very impressed.
 - Tim Hand adds that he cannot say enough positive things about staff and their hard work since day one of this pandemic.
- Judge Michelle Brinegar seconds Cliff Riedel's comments, and adds that clients are very lucky to have a program like this. She also notes that many current cases are being sentenced from custody. She asks about sentencing from the community and how they report for a start date.
 - Alexis Ongley suggests that they call or report to the Day Reporting Center. J
- Judge Brinegar asks if clients in custody at the jail are being brought into LCCC after sentencing.
 - Emily Humphrey explains how accommodating the Jail has been when LCCC had room to bring clients in. LCCC has since paused this operation while they determine social distancing requirements and if clients are allowed to go back to work. Alexis Ongley adds that LCCC has reduced its physical capacity to accommodate social distancing; once they are within that capacity, they can restart intakes. The waitlist is only has about twenty people on it at this point.
 - Mike Ruttenberg explains that empty rooms need to be available for quarantine and/or isolation for both general population and treatment clients.
- Commissioner John Kefalas echoes the previous remarks that staff are doing excellent during this time. He asks if the Commissioners' Office can assist in any way. He also asks what telehealth technology is available.
 - Alexis Ongley responds that it has been solely phones, except for some serious medical conditions. There is not space or technology available for videoconferencing unfortunately. Mike Ruttenberg adds that AIIM/Wellness Court has been partnering with SummitStone on some of these telehealth options as well.
 - Commissioner Kefalas suggests seeking out additional funding to provide more resources.
- Commissioner Kefalas asks about the availability of COVID-19 testing in LCCC.
 - Mike Ruttenberg explains that staff and clients are strategically tested when they display symptoms. They Health Department has considered this a priority population.
 - Commissioner Kefalas also asks about the ability to access enhanced UI services provided by the federal government. Dana Hersch responds that she will check with the employment specialist about LCCC's utilization of these services.
- John Eggers asks about PPE usage.
 - Emily Humphrey explains that there have been regular meetings with the Health Department. Staff wear gloves and other protective equipment when entering quarantine or isolation rooms and when interacting with clients. The community has been providing homemade masks and LCCC has almost 1200. Each employee has at least two to wear, and clients each have multiple that are laundered overnight. Gary Darling adds that 1500 surgical and N-95 masks were made available as well, although staff are largely switching to homemade and cloth masks.

The meeting was adjourned at 12:53 pm

May's s meeting will be held May 19th, at 12:00pm at 200 W Oak in the Carter Lake Room or via Zoom (details to be determined)