

**LARIMER COUNTY COMMUNITY CORRECTIONS  
ADVISORY BOARD MINUTES  
December 15, 2020**

**Members Present:** Ed Seegrist, William Sublette, Matt Landers, Cliff Riedel, Sid Simonson, Chris Gastelle, Chief Judge Stephen Howard, Allyce Lobdell, Sara Steen, Chief Swoboda, David Koons, Michael Allen, Sam Houghteling, Judge Susan Blanco, Commissioner Kefalas, Staci Shaffer

**Staff Present:** Shelley Durkin, Alexis Ongley, Alex Danielson, Mike Ruttenberg, Tim Hand, Dana Hersch

The meeting took place via Zoom and was called to order at 12:01 by Ed Seegrist

- **Secretary Seat**
  - Ed Seegrist begins the meeting by addressing our open Secretary seat.
  - Matt Landers announces that he had a discussion with Sam Houghteling and feels he would be a great addition to the Executive Board as Secretary.
  - Matt Landers formally nominates Sam Houghteling to the position of Secretary.
  - Ed Seegrist asks if there are any other nominations; no other nominations are brought to the table.
  - Ed Seegrist brings the nomination of Sam Houghteling as Secretary to a vote. The motion passes and Sam Houghteling is elected as Secretary.
- **Covid-19 Updates**
  - Tim Hand begins by praising the Community Corrections team on how we have handled this crisis. LCCC is receiving recognition and praise from the Department of Criminal Justice on our COVID-19 response.
  - Alexis Ongley address updates on the Community Corrections COVID-19 Process.
  - 4 core teams have been developed and launched for COVID management: Testing, Bed Management, Test Results, and Symptom Survey/Situation Report Team.
  - Assistant Directors will be on a rotation checking test results and sending to the Results Team. If there are any positives the Assistant Director on rotation will begin the response process. If there is a positive case the following steps are taken.
    - Staff is notified immediately.
    - The client who tested positive is isolated on site.
    - Any client or staff member who may have been in close contact is placed on quarantine status.
    - Emily Humphrey entered in to an IGA (intergovernmental agreement) with the Health District and clients who test positive are moved to an offsite location.
    - Mass testing is set up for all people in close contact and are set up on a testing schedule to detect any positives due to exposure as soon as possible.
    - Employers are notified, with client permission, so that clients can be placed on isolation or quarantine status.
    - Health Department is notified.
    - Cleaning protocol is set in place.
    - Fees are placed on hold.
    - All processes are in conjunction with the health district.
  - Each team is responsible to update the Situation Report Team on all updates for the day. A daily out brief is sent out department-wide each evening. The report includes test results, locations and movement of any positive cases, clients in isolation and quarantine, etc.
  - We have had several positives now that we have gone through this process with.

- It was asked how clients' jobs are handling this. Alexis Ongley explains that employers have been grateful for the open communication and that no client has lost their job due to exposure or positive cases.
- We have had 6 Residential positives since the beginning of the pandemic, one in April, and 5 in the last couple of months. However, with the recent positives, no community spread has been found. Two of the positive cases were from clients sent to us from DOC and tested positive on the day of arrival.
  - Dana Hersch adds that because there is no evidence of community transmission, we are not considered an outbreak site.
- Tim Hand asks Commissioner Kefalas if he has anything else he would like to add regarding COVID management.
  - Commissioner Kefalas mentions that this morning in the Administrative Matters Meeting a lease agreement was approved for care at a hotel in Loveland. The hotel can house 88 people who are in isolation recovery/quarantine. The bedspace will be primarily those that are suffering homelessness, but it was written that it will also include clients from Community Corrections.
- Tim Hand adds that the Division of Criminal Justice has decided to pay Community corrections the subsistence funds that we would normally receive up to \$17 a day for anyone that is placed in quarantine. This will help make up for the difference in revenue. This began on December the 1<sup>st</sup>.
- A client who had tested positive joins the Zoom meeting to share his experience with the handling of his positive case. He shares that he was very grateful for his care by medical professionals and staff, and that he felt lucky to have had COVID-19 while in the care of Community Corrections. He feels that he would not have been as well taken care of if he were in the community.
  - Alexis adds that many of the operations developed on the COVID-19 Response teams were based on this client's experience and feedback.
- **Legislative Meeting on 12/7 – Budget/Funding**
  - Emily Humphrey and Tim Hand pulled local elected officials together for a presentation and conversations around Communication Corrections and the proposed budget cuts. Tim thanks the Assistant Directors for their discussions and Alexis Ongley for her presentation.
  - The purpose of the meeting was to introduce what Community Correction is to our elected officials and share the importance it has on our community.
- **Vacancies and Orientations**
  - Tim Hand suggests that after the meeting we reach out to the new elected DA office, the Parole Office, and Probation office to see who will be replacing those leaving the Board.
  - Ed Seegrist and Matt Landers offer to reach out to the divisions.
  - Once the seats are filled, the new members will have a Community Corrections orientation with Alexis Ongley.
  - Sam Houghteling asks if he can sit in on an orientation as well as he has not had a formal orientation.
  - Commissioner Kefalas asks what type of orientation will be in place for the newly elected Commissioners.
    - Emily Humphrey shares that both Commissioner Elects have toured the facility as well as had lunch with both Emily and Linda Hoffman.
- **New Selections Subcommittee Rotation 1/4/21**
  - Shelley Durkin has sent out the email with the new Board members on rotation beginning January 4<sup>th</sup>. Please let Shelley or Alexis know if you have any questions.

- **Administrative Thank you to Board Members**
  - Shelley Durkin shares that members should have received a thank-you holiday card in the mail. We appreciate all you have done for us this year and look forward to seeing you sometime in 2021.
- **Briefing Documents – JBC Hearing**
  - Tim Hand shares that there was a JBC Hearing with DCJ and attached below are the department's documents.
    - [public safety](#)
    - [parole](#)
    - [corrections](#)
- **Happy Retirement Judge Howard**
  - Ed Seegrist wishes the Honorable Judge Howard the happiest of retirements.
  - Judge Howard gives his appreciation to the Board and his admiration of Community Corrections, sharing his support for our program throughout the years.
  - Tim Hand mentions that a gift will be in the mail for Judge Howard – knowing that he has a love of fishing.
  - Matt Landers echoes his gratitude for Judge Howard and how he has taking chances on clients that have ended up very successful.
- **Adjourn – 12:46**