

2nd Chance Act Prisoner Reentry Meeting Minutes
Policy Workgroup
December 6, 2010 1-3:30pm
Solem Public Safety Center, Pierre
Multi-Purpose Room

In Attendance: Nancy Allard, Unified Judicial System, Jeff Bathke, DHS-Division of Alcohol & Drug Abuse (representing Gib Sudbeck), Laurie Feiler, DOC-Administration, John Fette, DMVA, Carrie Johnson, DSS-Economic Assistance, Bill Molseed, DOL (representing Marcia Hultman), Ed Ligtenberg, DOC-Board of Pardons and Paroles, Kevin McLain, DOC-Administration, Lorraine Polak, SD Housing Development Authority, Chad Straatmeyer, DOC-Reentry Program Manager, Colleen Winter, DOH, and Robyn Seibel, DOC-Administration.

Via Polycom: Sharla Keyser, Sioux Falls Reentry Coordinator, Lisa Swallow, Rapid City Reentry Coordinator, Barb Garcia, City of Rapid City, and Jeff Barbier, City of Rapid City.

Absent: Roger Campbell, Tribal Govt. Relations, Terry Dosch, Council of Mental Health, Amy Iversen-Pollreisz, DHS-Division of Mental Health, Grady Kickul, DHS-Vocational Rehabilitation, Roland Loudenburg, Mt. Plains Evaluation.

Review of Minutes

Laurie asked the Workgroup participants to review the meeting minutes from 9/27/2010 and one change was requested to include "the Department of Social Services (DSS)" on page two under Local Task Force Information; Sioux Falls Task Force.

Resource Packet Review

When the Second Chance Act (SCA) initiative began, information such as procedures and resource lists were collected in a variety of content from different agencies. The material presented to the Department of Corrections (DOC) is part of the reentry work and will be supplied and communicated to DOC staff (case managers, transition case managers, parole, and community staff) working with offenders. A draft resource packet has been started and the information must be reviewed and added to as appropriate from all agencies that focus on transition issues for inmates.

All Agencies

1. Review the draft packet for content. If there is information DOC staff should know or be reminded of regarding inmates entering or exiting prison and it is not included in the packet, please create a dispensable document format.

- Department of Health (DOH) – Emails regarding the new implementation process for the supply of medications for inmates releasing are currently in email format and need to be in a summary document. Also, please review the community based DOH service documents and add any information as appropriate.
- Department of Social Services (DSS) – Please review the child support emails and discussions that are in the resource packet. What should we be counseling inmates to do with regard to child support when they come into prison and when they transition out? What is the procedure an inmate must follow to request a change in their child support

requirement? Also, review the Supplemental Nutrition Assistance program (SNAP) benefits process document in the packet to make sure it is accurate.

- Vocational Rehabilitation (Voc Rehab) – Most of the Voc Rehab information seems to be up-to-date but please review and add anything additional that should be included.
- Department of Military and Veteran Affairs (DMVA) – Review the South Dakota Guidebook for Incarcerated Veterans and update as appropriate. Also, include halfway house locations and anything else pertinent to transitioning veteran offenders such as stopping payments for VA disability and pension and the process to restarting pension benefits.
- Department of Human Services (DHS) Division of Alcohol and Drug Abuse – Add information as appropriate.
- Department of Human Services (DHS) Division of Mental Health – Add information as appropriate.
- South Dakota Housing Development Authority – Add information as appropriate.
- Department of Labor (DOL) – Add information as appropriate.

2. Propose specific procedures/resources/materials as appropriate from your agency regarding work you do and information you want staff working with transitioning inmates to know.

3. Put the date and version number on the bottom of your documents so we can keep track of updated copies.

4. Please email all information to Robyn Seibel at Robyn.Seibel@state.sd.us indicating it is for the resource packet and have to Robyn by March 1, 2011, before our next meeting.

*Additional [SCA flow chart sheets](#) were passed out to the group and will be inserted into the resource packet.

State Agency Reentry Informational Contact Person

There was discussion to have one reentry contact from each state agency throughout the state that would be responsible for reentry offender questions regarding their specific agency. For example, if there is a DOC case manager in Rapid City (RC), Yankton, or Sioux Falls (SF) and they have a question regarding a process for a reentry inmate and the DOL system, there would be one main contact person. Does it make sense to have one person from each agency who is the responsible and the entry point for reentry questions?

DOL – If it's just a contact from DOC case managers or parole agents, it may be best to have local staff be involved since most DOL work is done locally. If it is about an individual returning to a particular community it would be better to have an office manager be the point of contact. DOL services are usually the same throughout the State but local staff would have a better grasp of the local economy, jobs, and employers willing to hire ex-felons.

Housing – Since all housing staff work with a different program it would be better to have one contact person.

DSS – There are eight regional managers and each cover a portion of the state so it would be best to assign by regional manager. This information could be put into the resource packet explaining who the contact person would be for the releasing area.

Rapid City Task Force

- Mental Health Services – A process has been developed for addressing mental health services in the community which was a previous gap in the community.
- Supportive Housing – This continues to be a barrier for ex-offenders. Can the workgroup offer any support or guidance to help alleviate this problem?
- Funding Process – The City of Rapid City and the DOC need to discuss a funding process that would help alleviate the 2-3 week wait to pay landlords.
- Housing Addendums – The RC housing community property management have crime free addendums attached to them making it difficult for ex-offenders to obtain subsidized housing.
- Employment Applications – There is a check box asking if you have ever been convicted of a felony. There is a solution going around the country called Ban the Box. This is something that should be considered in SD to give ex-offenders a chance to obtain an interview.
- Child Support – Need to consider different restrictions regarding the hold of ID's because of child support.
- Vocational Rehabilitation – Currently there is a 30 day window to process a Voc Rehab application. Since programmed releases are 4-6 months out, would it be possible to determine if Voc Rehab is an avenue that can be pursued for a person sooner than the current process allows? Could there be consideration of a longer period for a programmed release or consideration for an assessment review prior to the 30 days?
- Transportation – Are there any other forms of transportation for ex-offenders who need help? There are problems with some people finding transportation because of their work hours/schedule verses the city bus schedule or their housing location in relation to where their job is located. Is there a 24/7 van system? There is a need for funding assistance in this area.
- Strategic Planning – Is there a way to plan for those who are not considered high risk but will become high risk due to limitations (education, literacy, mental health) that may arise? These individuals are surfacing in the RC community but are put on extended detainment.
- Culture Based Services – What could be implemented as a culture based service to help with the Native American population?

Sioux Falls Task Force

- Social Security Cards – Social security cards and identification continue to be a problem. Individuals are not showing up the first time with what they are required to have which causes a delay and frustration. We need a way better communication process.

- Transportation – Hours and areas for employment beyond the city transportation are a problem. There are employment opportunities outside the scope of city transportation that are willing to hire individuals with a prior felony record but there is a problem getting those people to those job locations who don't have their own transportation. As a task force, they are trying to tackle this problem but insight from the Workgroup would be appreciated.
- Job Opportunities – There are job opportunities that have been located but these businesses want a cell phone number. There are some offenders that can purchase a cell phone but are not allowed to go back to Unit C with them. A suggestion was made to create a monitored locker set up system at the Reentry Center to allow for personal items such as clothes or cell phones to be kept.
- Reentry Center Hours – It would be nice to keep the Reentry Center open longer hours because many reentry participants work during the day and want to stop by the center after they are done with work.

Transportation Suggestions

The Workgroup (WG) briefly discussed some transportation suggestions. One suggestion was to expand the definition of the use of SCA flexible funds to include the need for additional transportation (taxi service). A second suggestion was to have the employer work out with their employees a ride share system. Ultimately the WG needs more information on this topic. Who are the individuals having trouble with transportation? Why are they having trouble with transportation? What is the volume and circumstances of these individuals?

Case Planning for Sex Offenders with Mental Illness/Developmental Disabilities

There are about 10 mentally ill sex offenders released to the community a year. They are sex offenders, developmentally disabled, or border line developmentally disabled and/or mentally ill. These circumstances make getting a durable release plan that will work in the community very difficult. There are many times this type of individual will violate their parole and end up back in prison. The idea is to create a subgroup of the Workgroup to include Amy Iversen-Pollreisz, Terry Dosch, Grady Kickul, Lorraine Polak, and a Parole Agent.

Chad passed around [examples of individuals](#) who have been in difficult to place in the community and discussed the specifics of their case.

Lorrain discussed possible funds from the Home Program to obtain a 10-12 unit permanent housing structure for individuals with disabilities.

- ✓ The funds could be used to purchase the structure but funds couldn't be used for operation expenses.
- ✓ An agency would have to be responsible for owning the structure and land.
- ✓ It could be assisted living but the staff couldn't distribute medicine. Lorrain thinks staff could help provide medicine they just can't give the medicine to them (such as insulin shots).
- ✓ Some states have used the Home Program to develop permanent housing for individuals such as "sex offenders" but they must have that disability.

- ✓ You can't make it exclusively for a certain type of disability; it has to be for anyone with a disability.
- ✓ People may have to pay rent to live there depending on how it's structured. The rent may be very minimal or if they could be on another program that helps with rent payments.

Strategic Planning Technical Assistance (TA)

Under the SCA congress has funded TA for strategic planning. The TA providers who received the award is the Center for Effective Public Policy and NorthPointe Institute for Public Management, INC. and they are working together to provide this assistance. They are using the Transition from Prison to Community (TPC) model which was used in crafting the SCA grant that the DOC received. At first, the TA will be on site and then there will be ongoing off site TA as needed. The TA providers will facilitate a reentry strategic planning process with the DOC's core reentry team. A letter for the TA request will be put together and signed by Tim Reisch, Secretary of Corrections, Dennis Kaemingk, Chairman of the Board of Pardons and Paroles, and Ed Ligtenberg, Director of Parole Services. We are waiting to hear from the TA providers regarding their explanation of what the composition of the "core reentry team" is and how much time will need to be devoted to this project.

Round table discussion on statutory, legal and policy hurdles, and barriers to reentry & status updates on supporting the reentry process.

Department of Health (DOH) – It was explained that they have a better system for distributing medications when the individual goes out to the community. They receive one supply of medication and receive a prescription they have to get filled and pay for on their own.

South Dakota Housing Development Authority – Crime free housing was a stipulation put in the subsidized housing rules some 10 years ago, never thinking it would eventually negatively impact some folks entering the community. This policy will be revisited.

DMVA – Have a Veteran Service Officer (VSO) in to talk with veteran offenders in the institution and help them identify benefits or problems they may have. It is technically possible to provide the Voc Rehab assessment in prison but has to be discussed with the VSO. John will work on the resource book and provide any information needed to Robyn. John also mentioned they are working toward implementing a veteran court system similar to the STOP DUI Court system.

Unified Judicial System (UJS) – In Fiscal Year 2010, they supervised over 5,000 felons on formal probation supervision in the state. Of those 5,000, there were 7% who violated their probation and were sentenced to the DOC. Since UJS has received community based funding money for adults and established drug and DUI court programs, statistics show less of their population entering the prison system.

DSS – They are ready for the simplified process for the high risk population. They are working on changes for the eligibility system so it will work for anyone releasing. If there is something DSS can do to simplify a process for the RC or SF Task Forces let Carrie know. Also, she will follow up on the child support piece because she isn't sure what the requirements are for this but will review how DOC is currently running the process.

DOL – It is important that the DOC case managers, who work with DOL staff and local offices, make sure that DOL understands the issues an individual encountered while they were incarcerated and what it is they are capable of doing once they are released from prison. This will help DOL staff place them in the right job for that individual because there are businesses willing to employ an ex-felon. Also, the DOL has been using the National Career Readiness Certificate

assessment tool for almost a year. It is a nationally recognized certificate through American College Testing (ACT) that found three particular work readiness traits most employers ask of individuals which are applied math, reading for information, and locating information. These are not academic ratings but is a great tool for someone releasing from prison. The certificate shows assurance and credibility when approaching the job market. The assessment applies to skill trades, office trades, management, computer technicians, etc. An individual is matched with over 16,000 occupations. The DOL doesn't provide the assessment or curriculum for those that need skills development but they contract with The Career Learning Center in Pierre, The Career Learning Center of the Black Hills in RC, and Southeast Technical Institute in SF to provide the assessment and skills curriculum.

ARP Progress Update

Institutional Case Management Policy – The policy was signed and case managers were trained. However, there will be ongoing training using monthly meetings. Agency representatives may be asked to speak to with DOC case managers to help alleviate any concerns or apprehensions they may have.

Referrals to Local Task Forces – Case managers will start identifying gaps in release plans and start referring individuals to the task forces.

Reentry Grant Site Visit – The DOC received a site visit from the National Reentry Resource Center (NRRC) and ICF International (evaluation agency) to review SCA grant work that has been done and view site activities and promising practices. There was discussion overview of the DOC, the mission statement, vision and values, key metrics, recidivism measures, interim measures, collaborative teams, SCA program goals, system mapping, and more. Immediate input for the DOC at the exit interview was an explanation of the importance of the principals of effective practice and what works, keeping track of the program dosage and what is appropriate, and to pay attention to the risk and needs principal, and focus resources on those that are highest risk for recidivism. ICF International will submit a report on their findings and recommendations. As for the continuation of funding, that has not been determined.

Task Force Memberships

Task force membership lists for [Rapid City](#) and [Sioux Falls](#) were handed out to the WG members at the end of the meeting.

Next Meeting

- ✓ The next meeting will be set for April 11, 2011 1-3:30 pm.

Robyn Seibel, Corrections Specialist 2/7/2011