

# STATEWIDE OFFICE OPERATIONS NETWORK

## Thursday, June 9<sup>th</sup> 2022

**Hosting Agency:**  
TEAMS Meeting

**In Attendance:**

Emily Peterson, Baker County; Katie Bateman, Benton County; Erin Drews, Clackamas County; Kaelee Dearmore, Clatsop County; Lori Agalzoff, Clatsop County; Vicki Scott, Curry County; Tricia Shumway, Deschutes County; Kerri Humbert, Douglas County; Kimberly Stout, Douglas, County; Roni Hickerson, Grant County; Tammy Hughes, Hood River County; Bobby Lenhardt, Jackson County; Carol Knapp, Jackson County; Diane Ballard, Jackson County; Marritt Moser, Jackson County; Lois DeVries, Jackson County; Susana Moaliitele, Lane County; Carolyn Knox, Lincoln County; Jessica Gonzales, Lake County; Katie Morgan, Malheur County; Cindy Lootens, Malheur County; Rachel Polelle, Multnomah County; Christy Elven, Multnomah County; Heidi Bittick, Polk County; Cassy Polen, Yamhill County; Aubrey Capps, Tillamook County; Jessica Jauken, Wasco/Sherman County; Heather Lucas, Washington County; Brenda Hopper, Yamhill County; Devon Mode, Yamhill County; Trish McClellan, OISC; Denise Sitler, DOC; Joseph Brunson-Smith, DOC; Judy Bell, DOC; Michelle Mooney, DOC; Susi Hodgins, Board; Dylan Arthur, Board; Ruby McClorey, Compact; Mark Patterson, Compact; Khris Nunnery, Compact;

**Chair Appointment:** Thank you Cassy Polen from Yamhill County for volunteering to be the new Chair of SOON! Erin Drews will remain as Co-Chair.

**OISC – Trish**

- Staffing changes –
  - Lost sealings coordinator; in the process of hiring replacement.
  - PTA Manager: Interim - Stacy Hoffman currently filling in.
- SB 819: Treating them as amended judgments rather than a resentence. This is creating an increase of quick releases.
- **Question from the Group:** What does SB 819 do?
  - **Answer:** Provides the opportunity to create a “fast lane” for AIC’s to avoid going through a costly appeals process, and re-negotiate with the DA’s office and the Judge. They have to put together their application for it, the DA has to agree to accept it for review. All AIC’s can apply for this, but not all are eligible. Apply directly to the court.
- **Question from the group:** Does it only apply to those who had institution incarcerations or does this also apply to straight probation?

- **Answer:** Unsure if it specifies. Each county DA has made their own criteria for their county or the person applying for it and it's up to them how far they take it.
- **Question from group:** If the amended judgment says a “Nunc Pro Tunc”, or backdating, but if it says all dismissed, no conviction. Are we wanting to then keep the history in DOC400 and mark it as dismissed? Or are we removing all data from DOC400
  - **Answer:** The only time we would have to remove the history is if it was ordered to be sealed. Dismissed does not mean the arrest did not happen, or everything after that.
- **Question from the group:** If they were already discharged, would we update CIS?
  - **Answer:** Previously agreed that if data changes after discharge we only add F8 note, we do not change what we supervised at that time.

### **Compact –Ruby McClorey / Mark Patterson**

- **Mark Patterson Compact:**
  - 06/01/2022 Enhancement uploaded on warrant tracking. Will see emails regarding warrant data entry that needs to be input. The Compact office will still be responsible for the data entry. These emails are just notifications.
- **Mark Patterson EDIS**
  - Public Comment period closed 1700 last night. At 1657 public comment came in on the notification verbiage and has delayed implementation until appx next week. Will possibly request a wording change to the rule with the work group. Hope the rule will be put in place next week.
  - Will send out training on the new rule once everything is in place and approved.
  - **The new rule:** HB 2172 Board PPS is included in EDIS eligibility with a limitation on crimes. Mirrors STTL crimes that are restricted. A few extra pieces in there to clarify notification that's required. Clarifies TX requirement, and REST requirement. Used to be PIF, now must have established plan and current on payment plan.
- **Mark Patterson STTL**
  - No new information. No questions from group
- **Mark Patterson FSAP**
  - No new information. No questions from group

### **Parole Board – Susi Hodgins & Dylan Arthur**

- Fully staffed except for board members.
- **Question from the group:** Request for readers digest version of board controlled clients will be under the new conditions as of June 1, and what kind of caveats we might be looking at. How will support staff know which condition someone is under?

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- **Answer from Dylan:** Anyone released onto PPS after 06/01 will have new general conditions on PPS orders (lettering vs numbers). Sent out an updated conditions memo in May that highlighted what those changes were. Any time an order is amended (ABSC Return, sanctions, etc.) will be updating the new conditions to the new general conditions. Ran into an issue in how that is happening, the goal was to only see one set of conditions in CIS. Programming isn't quite working as thought.
  - **Clarification:** Only a sanction that gets voted on is updated? Or is it any time a sanction comes through?
  - **Arthur:** Not just those that get voted, any sanction that goes to the board. Will double check with Savannah and Jared. Under the impression that any sanction that comes to the board to complete or vote, but that may be incorrect.
  - **Clarification from Michelle:** Only if it triggered an action or a document would be what support staff needs.
- **Note from group:** Board orders we are receiving are not consistent. Some are old conditions, some are new conditions, and some have no GC's.
  - **Response from Michelle:** Orders may be a little wonky as they are working through their programming.
- Please continue to send signed copies of PPS orders to the board.
- For any clients who we receive multiple orders for or those who don't have new conditions listed on PPS orders where they should be, please send SID to Michelle with brief explanation of what is happening.
- General conditions are supposed to print on the PPS orders now. If you're not seeing them, send to Michelle.
- **Question from the group:** Board is only adding SC9B, do we add SC9 A and B on Local PPS?
  - **Answer:** From the board, "SC9 is SC9: No intoxicants." This includes all intoxicating substances. For tracking purposes, it is split out to A and B. This is only for tracking purposes. When a PO goes to sanction, they are picking whether it's A or B. PPS Orders should have the SC9 full language. The A and B is only for CIS.
- New PPS Conditions in DOC400 are reflecting the new GC's. The ones in OMS that are signed may have old conditions. Check both locations!
- **Question from group:** GCa talks about restitution. Is Comp fines still listed under SC10 and we enter into CIS?
  - **Answer:** Yes, in order to continue to track correctly. Once new fee system rolls out, this potentially could change.
- **Question from group:** Will comp fines have the same requirements under the new EDIS rules?
  - **Answer:** Yes, for now.
- Two board member vacancies, so there should be a new posting, hoping to confirm by September. Patty Cress is back in an administrative position temporarily.

- Hiring for ISS7 position, PBMS developer. Funded in February, but have not been able to get it posted yet.
- If questions pop up, you can email Dylan Arthur and he will assist getting the answers. Please remember, send your current issues with the new conditions and PPS orders to Michelle so she can track and work those.
- In the manual meeting, we talked with Susi about general we're hoping to get into the Board chapter. Hoping to get commutation information in the Board Chapter.

### **DOC – Judy Bell**

- **PPS Revo Training:** Had a conversation with Dianne Erickson regarding calculator, and she explained that the date calculator in CIS is a regular standard date calculator that you can find anywhere else. It is used to calculate TO a date, in our world, most of what we do is through a date. If using this function and need to calculate through a date, and using the:
  - **Find Date:** Subtract one day
  - **Find Difference:** Add one day
    - **Suggestion from group:** Can we add a statement about the add/subtract to the calculator in CIS? It will be added to the manual, Judy will check in with FAUG about their desire about getting it added to CIS and go from there.
- **Reminder:** At our last meeting, we talked about the transfer rule. When the only case that remains is an unfunded misdemeanor, you cannot simply send the file back to the sentencing county. Request Bench, EDIS, etc. or IRT to sentencing county.
- **Reminder:** An admission subsequent to release **must** admit on the same date/time of release. There should be no gap in time!!!
- **Reminder:** CC Judy Bell on all SUN Ticket requests.
- Still working on reviewing commutation data entry. Appx 500 left to review.
- Vital Statistics: Getting a list of deceased offenders on abscond.
  - Received an initial list of all absconders who have death information on file. Judy will put together a list of steps that must be done to confirm identity, data entry, etc. Judy will then put together a work group to outline that process.
  - That list of 220 will get pushed out to the counties.
- Testing soon on Ethnicity SR and EDIS. Testing structure has completely changed, there is no testing environment in CIS. The test world is now in DEVL (short for development).

### **DOC – Michelle Mooney**

- Primarily working on the SR for the new conditions project with IT.
  - **Phase 1:** probation, conditional discharge, incoming compact, and diversion sentences. Programming is being tested right now. It is working

really well and is close to completion. Once complete programmers will begin working on Phase II.

- PO will need to select the case to sanction on, which will populate the correct general conditions.
- Missing conviction date warning and missing begin date warning for compact will block the PO from entering a sanction until that missing date is entered in the offense screen.

**Phase II:** Board and LSA sentences, released on/after 06/01/22, to PPS or leave. For these cases we are working on an eligibility flag in the work with conditions screen. When a PO goes to sanction and selects a case the system will look to see if that flag has been checked to determine the appropriate general conditions to display.

- **Question from Group:** Will the new STTL cases have the combined ST9A and ST9B conditions, the same as the SC on PPS?
  - **Answer:** Yes, this will be the same process of A and B.
- **Question from the Group:** Could a client have both sets of conditions that apply?
  - **Answer:** Yes, that is a possibility. If a client has an old case ordered under the old conditions, and a new case under the new conditions, both will apply.
  - **Follow on Question:** If a client has an older O line that is still open and running when a client is released on leave, is the client considered on PPS and leave? Would the old conditions still in effect because the PPS was in effect prior to the new conditions?
    - **Response from Judy:** We need clarification from the board.
- **SC9:** The old SC9 condition was discontinued, but it was found that it was still needed. It was re-entered, but needs to be re-added back to individual tables. Follow the steps in the resequence process, and use the F6 to create a condition. If you are having trouble or the system is not letting you, contact Michelle and she can assist.

#### **OPS Related Issues:**

- **LEDS 2020**
  - Judy has emailed OSP requesting updates with the new conditions. No response has been received.
  - Conditions in LEDS is not mandatory.
  - Strict rules in CIS about appropriate probation, PPS, and leave conditions being entered respectively. LEDS does not have those same restrictions, and you can enter what you want as a county by county decision.
- **OPS Manual**
  - Twice yearly update to the manual will be coming out in July.
  - When referring to our main data entry system in the manual, we will use CIS rather than CIS/DOC400.

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- If anyone wants to join the Manual Committee, please contact Jessica Jauken!
- **Local Control**
  - **Question from the group:** SB1510, is it required or recommended that LC mirror the SC9 combined conditions?
    - **Answer:** It is required to mirror the board actions on SB1510.
  - **Question from the group:** On the PPS Revo's that need a ticket to CC Sun to insert the LC housing, how do we want to submit these tickets?
    - **Answer:** Send all LC inserts from the PPS revo clean up list to Judy, so she can check over the record and make sure you've got the PPS revo data entry correct. Continue to send regular daily occurrence of LC inserts to CCSUN.
- **Other OPS Related Issues**
  - Nothing from the group
- **Email decisions**
  - Nothing from the group

#### **User Groups:**

- **SUN**
  - Interested in becoming SUN member, email Judy Bell and she will send you the qualifications.
- **FAUG**
  - Next Meeting is in Lincoln County in August
  - Will discuss the sanctions in the next meeting, they will work on identifying a clear process
- **FSN**
  - Next Meeting July 28<sup>th</sup>.
  - They started a manual work group, meeting once a month on the off months
- **OACCD**
  - **From Judy:**
  - In reference to non-funded misdemeanors: Dale in Umatilla found that when some legislative change happened to the statute regarding sanctioning, the language now reads misdemeanor are no longer automatically sanctionable due to the language changes in the statute. Confirmed with his county council. If your county decides that all violations need to go back to court, in the offense itself, support staff has control over making the offense sanctionable with data entry. In the Docket and Offense Description screen, you can change the Sanction Status to not allow any sanctions. There is a SR for a new code where the court allows it but the county does not.

- Sent out a poll for how often would they send their SOON rep to a meeting. Results:
  - **Virtual Only:** 1
  - **One time per year:** 3
  - **Two – Three times per year:** 14
  - **All in person:** 6
- **General group consensus:** Twice per year in person, four virtual
  - Looking at the next year:
    - August: In person – Clatsop
    - October: Virtual
    - December: Virtual
    - 2023**
    - February: Virtual
    - April: Hybrid – Tillamook County
    - June: Virtual
- **SOSN**
  - Nothing from the group

**Round Table:**

- **Carolyn Knox Lincoln County:** Paula Ferguson is the new office manager. Angela Hoak is now an Executive Assistant.
- **Cassy Polen Yamhill:** Heidi Bittick is the new Officer Manager for Polk County
- **Erin Drews Clackamas:** Reminder to please send files to receiving counties within the appropriate time.
- **Heather Lucas Washington County:** New SOON rep for Washington County
- **Lori Agalzoff Clatsop County:** Introduced Kaelee Dearborn, new SOON member

**Meeting Adjourned. Thank you everyone!**

Next Meeting:  
August 11<sup>th</sup> 2022 – Clatsop County

**SOON Officers:**

**SOON Chair:** Cassy Polen, Yamhill

**SOON Co-Chair/Minutes:** Erin Drews, Clackamas

**OPS Manual Chair:** Jessica Jauken, Sherman/Wasco

**General Information Pages:** Erin Drews, Clackamas

**CC Directory/SOON Rep List:** Pam Mathes, Klamath

**The mission of the Statewide Office Operations Network (SOON) is to:**

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- **Promote uniformity, standardization and data integrity in community corrections field office operations and automated offender tracking;**
- **Define on-going support training needs;**
- **Recommend community corrections field office policy and procedure changes; and**
- **Address other corrections-related support issues.**
- **SOON accomplishes this mission by increasing knowledge and awareness of the most up-to-date methods, sharing resource information and expertise, and promoting statewide support staff participation.**