

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: CRIMINAL JUSTICE

DATE: MARCH 31, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS DICKINSON
KENNY
VANSELOW
BROCK
SEEBER
SIMPSON

OTHERS PRESENT:

ROBERT IUSI, DIRECTOR OF THE PROBATION DEPARTMENT
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISOR FRASIER
DON LEHMAN, *THE POST STAR*
SAMANTHA HOGAN, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR MONROE

Mr. Dickinson called the meeting of the Criminal Justice Committee to order at 10:47 a.m.

Motion was made by Mr. Simpson, seconded by Mr. Vanselow, and carried unanimously to approve the minutes from the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Robert Iusi, Director of the Probation Department, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Iusi reported that at the last Criminal Justice Committee meeting he had presented a request to fill a vacant Probation Officer position. He noted that after consulting with Paul Dusek, County Administrator, he had decided to change the Probation Assistant position from part time to full time and leave the Probation Officer position vacant. Mr. Iusi said this recommendation had been approved at the March 12, 2014 Personnel Committee and the resulting resolution was adopted at the March 21st Board meeting.

Next, Mr. Iusi presented a request for a transfer of funds in the amount of \$5,000.00 from Budget Code A.3140 110 (Probation, Salaries-Regular) to Budget Code A.3140 422 (Probation, Repair/Maint. Equipment); to purchase Automan, CE Check-In software. He explained this software would allow for qualifying low risk cases to check in via a secure web-based email which would be identified by the system and a case note automatically generated. He clarified that this system would be used for qualifying low-risk cases that were monitored quarterly.

Motion was made by Mr. Vanselow, seconded by Mr. Simpson and carried unanimously to approve the request for a transfer of funds, as outlined above, and to refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Concluding the Agenda review, Mr. Iusi informed the Committee that he and his staff had been reviewing Departmental safety measures for home visits which were requirements of probation. He advised that for the past 20 years the home visit safety procedures had included simply performing the visits in pairs and address notifications with the Probation office. Mr. Iusi explained new concerns had arisen regarding the frequency of visits to high risk offenders in areas where Probation Officers might not be able to call for assistance if they encountered an adverse situation which had prompted him to meet with Mike Needham of Needham Risk Management, and Amy Clute, Self Insurance Administrator, to develop a more comprehensive policy. He continued that following additional meetings with Shawn Lamouree, Undersheriff; and Brian LaFlure, Fire Coordinator/Director, Office of Emergency Services, the Home Visits/Safety Equipment List had been established. Mr. Iusi advised a copy of the list was included in the agenda packet and he proceeded to read it aloud for the

Committees' benefit. Mr. Iusi explained that there would be some cost involved with the equipment purchases, but noted at this time he was providing the update for informational purposes only and he would bring the matter back to the committee when he had more definitive cost details.

There being no further business to come before the Criminal Justice Committee, on motion made by Mr. Kenny and seconded by Mr. Simpson, Mr. Dickinson adjourned the meeting at 10:57 a.m.

Respectfully submitted,
Samantha Hogan, Legislative Office Specialist