**Restrictive Housing Oversight Committee’s Conditions of Confinement Subcommittee**

Date: July 10, 2020

Time: 11:00AM-1:00PM

Meeting Login Information:

https://statema.webex.com/statema/j.php?MTID=ma6d9944504aab171637a8a44e44b8c36

**Call to Order**

Bonnie Tenneriello called the meeting to order at 11:04AM.

**Meeting Minutes Approval**

Bonnie moved to approve the prior meeting minutes and Chris seconded the motion. All voted in favor and the minutes were passed.

**Finalize Information Requests**

Bonnie and Chris spoke by phone and accepted all the red-line edits. They decided on asking for July 1-the first half of the year (until March) of last year to see both what was happening pre-Covid and post-Covid and get an accurate picture. They decided to go with two snapshot dates in January and June for grievances were decided in RH and specialized units. Bonnie stated she would like to get these requests out as soon as possible. There was a motion to vote to use this data request for both the counties and the DOC to collect this data. The roll call vote was initiated by Bonnie and all members voted yes and the motion carried unanimously. John suggested drafting a cover letter and putting it on EOPSS letterhead to send to all Sheriffs and Houses of Corrections and all superintendents at DOC and impose a deadline to respond with what they are able to provide. John also suggested following up with the Sheriffs to see if they run into any difficulties. There was some discussion about the timeline and Bonnie proposed sending the immediately accessible documents within a shorter timeframe and then allow them to give a rolling deadline of when they will be able to produce the remaining documents. Bonnie proposed following the ten-day public records request timeline of ten days to produce the documents. She noted that she felt the committee would need all documents in hand by October in order to review the documents ahead of the January report deadline. She suggested asking for everything within 30 days or invite them to contact us with a reasonable date if 30 days is not possible. Bonnie proposed following up well before the 30 day deadline to see the status of each department’s response. Bonnie mentioned directing this to the MSA to have someone liaise with the counties on this. John agreed to draft the cover letter today and send out to the institutions.

**Public Comment**

There were no members of the public in attendance.

**Adjourn Meeting**

The meeting was adjourned at 11:54AM.