



District of Columbia  
Sentencing and Criminal Code Revision  
Commission

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**MINUTES OF FULL COMMISSION MEETING**

June 12, 2012

One Judiciary Square, Room 1117  
Washington, DC

Members in Attendance:

Frederick Weisberg  
Barbara Tombs-Souvey  
Cedric Hendricks  
Laura Hankins  
Patricia Riley  
Renata Kendrick Cooper

Thomas Kane  
Megan Murphy  
Ron Gainer  
Michael Anzallo  
Thurman Sanders  
Linden A. Fry

Mia Hebb  
Michelle Lease  
Vanna Milligan

- I. The meeting was called to order by Chairman Weisberg at 5:00 p.m.
- II. The Minutes from the May 15, 2012 meeting were reviewed and approved.
- III. Director's Report – Informational Item, Barbara Tombs-Souvey

***Commission Meeting Schedule:*** Barbara Tombs-Souvey informed the Commission of the next scheduled meetings.

***2012 Guidelines Manual Email Vote Response:*** Barbara Tombs-Souvey informed the Commission that the email vote response was 10 in favor and no votes against for the proposed changes to the 2012 Guidelines Manual.

***JUSTIS Update:*** Barbara Tombs-Souvey announced that the agency has been approved for access to JUSTIS, and been granted access to CSOSA and Pre-Trial data through JUSTIS. Ms. Souvey also stated that the agency has a pending request to MPD for data access.

IV. Update on IJIS 12.1 Data Project- Informational item, Barbara Tombs-Souvey

**Collaboration with Pretrial Services Agency:** Barbara Tombs-Souvey gave an overview of IJIS 12.1 Data Project. Ms. Souvey stated that the Pre-Trial Services Agency (PSA) has agreed to share their database and XML structure for the IJIS 12.1 data transfer from JUSTIS at no cost to the Commission. Ms. Souvey stated that PSA is also willing to share all their historical data from 2006 forward in a format compatible with the database that they will be sharing. Ms. Souvey stated that the agency is currently working on a MOU to be able to share the database information.

**CSOSA Criminal History Data:** Barbara Tombs-Souvey discussed the challenges the agency currently faces receiving criminal history from CSOSA. Ms. Souvey stated that she met with representatives from CSOSA to discuss the process required to receive criminal history information electronically. Both agencies expressed a desire to work towards that goal but CSOSA indicated that they would probably not be in a position to begin developing such an interface until the end of 2013.

**Status of RFP Process:** Barbara Tombs-Souvey provided a timeline for awarding the RFP for the development of the agency's new data system. The RFP should be ready for submission to OCP by June 29th, with a projected date of July 31<sup>st</sup> for release of the RFP to potential vendors for bidding. The submission of proposals is scheduled for the end of August. At that time, proposals will be evaluated and a vendor will be selected. Ms. Souvey stated that if the cost of the project is in excess of a million dollars, then the contract is required to go to the Council for approval. Ms. Souvey predicts that the contract will be awarded by the end of December.

V. Staffing for Criminal Code Revision Project-Discussion Item, Judge Weisberg and Barbara Tombs-Souvey

**Project Director Search/Timing:** Chairman Weisberg gave an overview regarding the additional staffing approved by the Council for the Criminal Code Revision Project. Chairman Weisberg expressed concern that the agency has received very few qualified applicants for the Project Director's position, which is critical to moving the project forward. Chairman Weisberg encouraged the Commission to assist with recruitment of qualified applicants with experience and knowledge that may be considered for the Project Director's position. Ms. Souvey shared the revised position description for the Project Director with the Commission and stated that these changes may help attract qualified candidates.

**Additional Space:** Chairman Weisberg informed the Commission that due to the increase in staff, the agency will need to relocate to a larger office. Chairman Weisberg stated that Ms. Souvey has identified available office space in the same building as the current office. The estimated cost of the necessary construction and relocation issues will be approximately \$266,000, which the agency can cover from its FY 12 budget.

**VI. Discussion and Communication on Draft Issue Paper-Barbara Tombs-Souvey**

***Draft Issue Paper:*** Chairman Weisberg discussed the draft Issue Paper on departures under the Guidelines and felt that it will be a great contribution to the field. Chairman Weisberg stated that he agreed with Pat Riley's comments regarding the mitigating departure example used in the paper. Chairman Weisberg requested that members work with staff to identify a mitigating departure example that everyone could agree upon so that the Issue Paper could be finalized by next Monday.

Adjourn: 6:00 pm

NEXT MEETING:

Tuesday, September 18, 2012, One Judiciary Square (441 4<sup>th</sup> St., NW), 11<sup>th</sup> Floor.