

Standards Committee Meeting Minutes
ACA 152nd Congress of Corrections
Ernest N. Morial Convention Center, Room 252
New Orleans, Louisiana
August 4, 2022

Members Present

Chambers-Smith, Annette, Chair, Ohio
Collier, Bryan, Vice-Chair, Texas
Armenta, Apolonio, Coahuila, Mexico
Aufderheide, Dean, Florida
Blessinger, Christine, Indiana
Cadreche, Marina, Florida
Clarke, Harold, Virginia
Dauss, Kristen, Indiana
DeVoter, Michael, Florida
Grande, Peter, Kansas
Green, Robert, Maryland
Koon, Ron, Georgia
Linthicum, Lannette, Texas
Little, George
McFadden, Garry, North Carolina
Riggin, Viola, Kansas
Shinn, David, District of Columbia
Stickrath, Thomas, Ohio

Members Absent

Frakes, Scott, Nebraska
Lengerich, Jason, Colorado
Santa, Colette, Massachusetts

Staff

James A. Gondles, Jr, Executive Director
Jeff Washington, Deputy Executive Director
Dr. Elizabeth Gondles, ACA Office of Correctional Health
David Haasenritter, Director of Standards and Accreditation
Dehavilland Whitaker, Deputy Director Accreditation Specialist
Eric Shultz, Accreditation Specialist
Orchid Powell, Accreditation Specialist
Eli Mendoza, Accreditation Specialist
David Rohner, Accreditation Specialist

Annette Chambers-Smith, chairperson of the committee, welcomed the committee members and guests. Ms. Chambers-Smith discussed the meeting agenda. A motion was made and was seconded

to approve the January 2022 Standards Committee Meeting Minutes from the 2022 Winter Conference in Phoenix, Arizona. The motion was approved unanimously.

ACA President, Tony Parker welcomed the committee members and guests to New Orleans. Mr. Parker provided a brief conference overview and commended everyone on working together to complete the mission of corrections. A special recognition to Bryan Collier and his work with the Professional Development Committee and Tom Stickrath for his leadership in the Commission on Accreditation for Corrections.

ACA Executive Director James A. Gondles, Jr. welcomed committee members and ACA staff along with the many professionals in the audience. Mr. Gondles encouraged everyone to attend the healthcare luncheon on Friday, August 5, 2022 from 12:00-1:30 pm with limited seating at the La Nouvelle, Ballroom As well as the health care reception held on the same date at the Marriott New Orleans, Carondelet from 5:30-6:30 pm. In addition, the General Session Friday August 5, 2022 at 1:30 pm in the Ernest N. Morial Convention Center with President-Elect Denise Robinson and renown actress, and humanitarian Ashley Judd discussing mental illness and suicide. On Sunday, August 7, 2022, the sold out E. R. Cass Banquet will begin at 6:00 pm at the Sheraton New Orleans, Napoleon Ballroom honoring Damon Hininger and Anadora (Andie) Moss.

Commission Chair, Mr. Thomas Stickrath acknowledged ACA for keeping the audits and panel hearings moving forward during the global wide pandemic. Virtual panel hearings were conducted throughout as needed or requested. Mr. Stickrath mentioned that 190 facilities were up for accreditation, 17 of which are initial accreditations, and 15 international facilities from Colombia, Costa Rica and Mexico.

David Haasenritter, Director of the Standards and Accreditation Department gave opening and welcoming remarks emphasizing the importance of this committee's work. Auditor training will be held Friday, August 5, 2022 beginning at 8:00 am. Anticipated publications include a 2022 Supplement, 5th Edition ACI, ALDF and JCF Manuals by January 2023.

A motion was made and seconded for discussion of Old Business, Committee Reports/Proposals and the proposed expected practices additions/deletions/revisions.

The meeting was adjourned.

Section 2

Old Business

American Correctional Association

Committee on Performance-Based Standards

Discussion on Monitoring Visits during Accreditation Award period.

Gary Mohr, Immediate Past President

James A. Gondles, Jr., Executive Director

Immediate Past President Gary Mohr addressed the committee regarding the subject of Monitoring Visits during the three-year Accreditation Award period. This initiative was originally discussed during Past President Livers term and during Immediate Past President Mohr's term; however, was suspended in early 2020 with the onset of the pandemic. The corrections industry has long been the subject of criticism and at times appears to be an easy target. Periodic visits to those accredited facilities will strengthen the validity of continued compliance with expected practices while providing an intensified view of the process to the corrections industry, professionals and public in general.

There will be a recommendation made to the American Correctional Association Board of Governors to consider and implement a course of action to formalize monitoring visits during the Accreditation Award period. Specifically Past President Mohr will recommend a proposal to the Board of Governors to task the Commission on Accreditation for Corrections to develop an implementation plan to conduct the site visits and report to ACA in January 2023.

Section 3

Reports from ACA Committees

American Correctional Association

Committee on Performance-Based Standards

Report from ACA Professional Development Committee

The Professional Development Committee submitted nine expected practices with an overview provided by Christopher Carter of Texas Department of Criminal Justice. During his presentation, Mr. Carter indicated the committee had some revisions/updates to their proposals. It was determined the proposals should be submitted via the ACA Portal for review by the field. It is expected these will be submitted and reviewed for comment in time for the January 2023 Winter Conference in Orlando, Florida.

Section 4

Proposals for Standards Revision

Submissions for Expected Practice Revisions
2022 152nd Congress of Correction
New Orleans, Louisiana
August 4, 2022

KEY

ACA File Number (*Order in which the submissions were received*)

Manual: *Manual in which the change is being proposed*

Expected Practice No: *Expected Practice to which the change is being proposed*

Agency /Facility: *Agency or facility submitting the proposed change*

Facility Size: *Size of the agency/facility proposing the change*

Accredited: *Whether or not the submitting agency/facility is accredited*

Proposal Type: *Type of proposal (addition of a new expected practice, deletion of the current expected practice, revision of the current expected practice, or clarification of the existing expected practice or comment)*

Existing Expected Practice: *The expected practice printed in the manual or Supplement as it currently stands. For example:*

Blacked-out text *indicates text in the existing expected practice that has been removed in the proposal.*

Proposal: *The proposed change to the existing expected practice. For example:*

Highlighted Text *indicated new or revised wording to the existing expected practice in the proposal.*

Comments: *Comments from the field regarding the proposed revision. These comments generally indicate whether the commenting entity agrees or disagrees with the revision.*

Name: *Name of person submitting the revision*

Title: *Title of person submitting the revision*

Email: *email address of person submitting the revision*

Contents:

ACA File Number	Expected Practice	Type	Page
ACA File No. 2022-003	ACI OCM 1G-2	Deletion	10
ACA File No. 2022-004	5-ACI-2C-03	Revision	11
ACA File No. 2022-005	5-ACI-1A-19	Revision	13
ACA File No. 2022-006	4-ACRS-4C-04	Revision	15
ACA File No. 2022-007	5-ACI-7B-13	Revision	17
ACA File No. 2022-008	New	Addition	18

Manual: Standards for Adult Correctional Institutions (ACI)

Edition: 5th

Expected Practice: Outcome Measure 1G-2

Agency/Facility: FLDOC

Facility Size: 25,000

Accredited: Yes

Proposal Type: Deletion

Existing Standard: Outcome Measure 1G-2

The total number of hours of community service work delivered by offenders in the past 12 months divided by 12.

Proposal: N/A

Comments: There is no expected practice that requires inmates to perform community service. The "citizen involvement section" is solely for members of the community providing volunteer led programs and services. This is measurement has no corresponding expected practice.

Name: Racheal Hoffmann-Ots

Title: Correctional Services Consultant

Email: racheal.hoffman-ots@fdc.myflorida.com

COMMENTS:

None

FOR ACA STAFF USE ONLY- ACA File No. 2022-003

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-7F-6; 1-PBHC ACI-1G-2; 1-PBHC ALDF-7F-6

Action taken by the standards committee:

Approved Denied **Tabled** Referred to:

ACA Staff will research to determine if there is a specific expected practice tied to the proposed outcome measure

Manual: Standards for Adult Correctional Institutions (ACI)

Edition: 5th

Expected Practice: 5-ACI-2C-03

Agency/Facility: FLDOC

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: Each inmate confined to a cell/room for ten or more hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least 12 inches off of the floor; a writing surface and proximate area to sit; storage for personal items; and adequate storage space for clothes and personal belongings.

Each inmate confined to a cell/room for less than 10 hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least 12 inches off of the floor; storage for personal items; and adequate storage space for clothes and personal belongings.

Comment: The words “writing surface” refer to a fixed or free-standing surface under which a person can sit.

Protocols: Written policy and procedure. Facility plans/specifications.

Process Indicators: Measurement. Observation. Staff and inmate interviews. Housing and classification records and logs.

Proposal: Each inmate confined to a cell/room for ten or more hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least 12 inches off of the floor; a writing surface and proximate area to sit; storage for personal items; and adequate storage space for clothes and personal belongings.

Each inmate confined to a cell/room for less than 10 hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least 12 inches off of the floor; storage for personal items; and adequate storage space for clothes and personal belongings.

Comment: None

Protocols: Written policy and procedure. Facility plans/specifications.

Process Indicators: Measurement. Observation. Staff and inmate interviews. Housing and classification records and logs.

Comments:

One portion of this standard states "a writing surface and proximate area to sit." Despite direction being given at auditor training that they are not to audit the comment, and Panel decisions approving the appeal of this finding, auditors still focus solely on the comment: "Comment: The words "writing surface" refer to a fixed or free-standing surface under which a person can sit." Making this standard non-compliant, despite portable writing surfaces being available, and acknowledging that adding fixed writing surfaces would decrease the unencumbered space that the cells already are lacking, thereby further affecting the quality of life.

Respectfully request removing the comment completely, or providing direction that portable writing surfaces are sufficient IF the cell does not meet the required unencumbered space as required in 5-ACI-2C-01, or 5-ACI-4B-06.

Name: Racheal Hoffmann-Ots

Title: Correctional Services Consultant

Email: racheal.hoffman-ots@fdc.myflorida.com

COMMENTS:

Adding to the comment that portable writing surfaces are acceptable is a better option than deleting the comment. If the committee believes a "fixed or free-standing" desk is required, it should be included in the expected practice.

Theresa Grenier
Correctional Consultant

FOR ACA STAFF USE ONLY- ACA File No. 2022-004

The above proposed revision, addition, or deletion would also affect the following manuals:
4-ALDF-1A-11; ACA Glossary

Action taken by the standards committee:

Approved Denied **Tabled** Referred to:

Manual: Standards for Adult Correctional Institutions (ACI)

Edition: 5th

Expected Practice: 5-ACI-1A-19

Agency/Facility: FLDOC

Facility Size: 25,000

Accredited: Yes

Proposal Type: Revision

Existing Standard: (Effective NLT October 1, 2020) An Annual Report shall be submitted to the Performance-Based Standards & Expected Practices Accreditation Department. This report is due on the anniversary of the accreditation date. Where applicable, the agency must submit a completed Significant Incident Summary and Outcome Measures Worksheet with the required Annual Report.

Proposal: An Annual Report shall be submitted to the Performance-Based Standards & Expected Practices Accreditation Department. This report is due on the anniversary of the audit date. Where applicable, the agency must submit a completed Significant Incident Summary and Outcome Measures Worksheet with the required Annual Report.

Comments: The current standard requires annual reports to be submitted on the anniversary of the accreditation date. Even absent COVID, this leaves a 6 month gap for facilities between audit date, and when they are granted accreditation. Since COVID, accreditation panels have been held outside of conference dates, further blurring the timelines. It would be more beneficial to the auditors onsite if the reports were from audit anniversary to audit date, as that is the timeline they are onsite to review.

Respectfully request revision of the standard to require reports to be submitted on the anniversary of the audit date.

Name: Racheal Hoffmann-Ots

Title: Correctional Services Consultant

Email: racheal.hoffman-ots@fdc.myflorida.com

COMMENTS:

Documentation included in the report (e.g. Significant Incident Summary, Outcome Measures) is not typically completed to send to ACA on the anniversary of the audit date. Recommend the report be sent within 30 days after the anniversary of the audit date.

Theresa Grenier

Correctional Consultant

FOR ACA STAFF USE ONLY- ACA File No. 2022-005

The above proposed revision, addition, or deletion would also affect the following manuals:
All Manuals

Action taken by the standards committee:

Approved Denied Tabled Referred to:

Manual: Adult Community Residential Services (ACRS)

Edition: 4th

Expected Practice: 4-ACRS-4C-04

Agency/Facility: Alvis, Inc.

Facility Size: 600

Accredited: Yes

Proposal Type: Revision

Existing Standard: 4-ACRS-4C-04 (Mandatory)

A training program for careworker staff and other personnel is established by a recognized health authority in cooperation with the facility administrator that includes the following:

- Signs, symptoms, and action required in potential emergency situations
- Administration of first aid and cardiopulmonary resuscitation (CPR)
- Methods of obtaining assistance
- Signs and symptoms of mental illness, **retardation**, and chemical dependency
- Procedures for patient transfers to appropriate medical facilities or health-care providers

Proposal:

A training program for care worker staff and other personnel is established by a recognized health authority in cooperation with the facility administrator that includes the following:

- Signs, symptoms, and action required in potential emergency situations
- Administration of first aid and cardiopulmonary resuscitation (CPR)
- Methods of obtaining assistance
- Signs and symptoms of mental illness, **developmental disabilities**, and chemical dependency
- Procedures for patient transfers to appropriate medical facilities or health-care providers

Comments: Replacement of the word "retardation" with "developmental disabilities" in the fourth bullet point. Language needs updated to reflect current terminology

Name: Jennifer Stohr

Title: QA & Accreditation Director

Email: jennifer.stohr@alvis180.org

COMMENTS:

There was a definition of “intellectual disability” added in Aug 2017. The expected practices that included “retardation” were not updated. This will effectively correct all the expected practices with this outdated terminology.

Theresa Grenier
Correctional Consultant

FOR ACA STAFF USE ONLY- ACA File No. 2022-006

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-4E-29; 3-JDF-4C-27; 3-JDF-4C-39; 3-JRCF-4C-15; 4C-28 (JBC); 1-SJD-4C-23; 1-SJD-4C-32; 1-TC-3A-03

Action taken by the standards committee:

Approved Denied **Tabled** Referred to: Mental Health Committee

Manual: Adult Correctional Institution (ACI)
Edition: 5th
Expected Practice: 5-ACI-7B-13
Agency/Facility: Ohio Department of Rehabilitation and Correction
Facility Size: 48,000+
Accredited: Yes
Proposal Type: Revision

Existing Standard: The education program coordinates with other institutional services to provide instruction in functional social skills.

Proposal: The education program coordinates with other institutional services to provide instruction in functional life, career and/or social skills.

Comments: We believe that the intent of the standard is to address the total needs of the student and this language change reflects better the total needs of the student.

Name: Jennifer Sanders
Title: School Superintendent Ohio Central School System, ODRC
Email: amanda.moon@odrc.state.oh.us

COMMENTS:

None

FOR ACA STAFF USE ONLY- ACA File No. 2022-007

The above proposed revision, addition, or deletion would also affect the following manuals:
1-ABC-5B-13; 3-JDF-5C-04-9; 4-JCF-5D-10

Action taken by the standards committee:

This submission was removed by the submitting agency prior to the committee meeting and was not reviewed.

Approved Denied Tabled Referred to:

Manual: Adult Correctional Institution (ACI)
Edition: 5th
Expected Practice: N/A
Agency/Facility: Ohio Department of Rehabilitation and Correction
Facility Size: 48,000+
Accredited: Yes
Proposal Type: Addition

Existing Standard: N/A

Proposal: Written policy, procedure, and practice provide that the academic and vocational programs for juveniles adhere to all applicable state laws.

Comment: Education laws governing education for those considered children by age must be complied with unless expressly waived by law. Such regulations may include compulsory education, applicable courses, high school and not high school equivalency instruction, and others

Comments: Prison systems should ensure they meet the specific laws governing this specific population.

For instance, the GED rules by state say a person has to be a certain age so instructing people who are too young or close in age in High school equivalency is not appropriate.
<https://ged.com/state-information-online-testing/>

Name: Jennifer Sanders
Title: School Superintendent Ohio Central School System, ODRC
Email: amanda.moon@odrc.state.oh.us

COMMENTS:

(1) The term vocational needs to be replaced with Career and Technical Education. (2) The term juveniles likely needs to be changed. Individuals under the age of 18 incarcerated in an adult correctional facility often are adjudicated as an adult and are defined as an adult by state law. The adjudication may constitute “expressly waived by law” as written in the comment. This proposed standard needs further explanation for clarity. (3) There are other High School Equivalency tests besides GED. It is recommended that the "for instance" comment not be included.

Charles Bell,
Department Director, Windham School District,
Texas Department of Criminal Justice

ACA File No. 2022-008 (continued)

Do not believe this expected practice is necessary. If the committee chooses to add, be cognizant of the definitions between “juvenile” and “youthful offender”. This is proposed for the ACI, but if approved may be added to other manuals like the ALDF, JCF, JDF, and others.

Theresa Grenier
Correctional Consultant

FOR ACA STAFF USE ONLY- ACA File No. 2022-008

The above proposed revision, addition, or deletion would also affect the following manuals:

To be determined

Action taken by the standards committee:

This submission was removed by the submitting agency prior to the committee meeting and was not reviewed.

Approved Denied Tabled Referred to: