



65 SOUTH FRONT STREET • 5TH FLOOR • COLUMBUS, OHIO 43215-3431 • TELEPHONE: 614.387.9305 • FAX: 614.387.9309

## OHIO CRIMINAL SENTENCING COMMISSION MEETING

September 21, 2023 10am-12pm  
Ohio Judicial Center, Room 281 or Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/9892379718?pwd=L3pjNGxURklWWGQ4R2VHQ0xjWjhicz09>

Meeting ID: 989 237 9718

Passcode: 43215

- I. Call to order
- II. Roll Call
- III. Approval of minutes from July 27, 2023
- IV. Committee Reports
  - Adult Criminal Justice Committee
  - Juvenile Justice Committee (**VOTE NEEDED**)
  - Data Committee
- V. Old Business
  - Uniform Sentencing Entry and Associated Template Draft Contract with University of Cincinnati (**VOTE NEEDED**)
    - Option 1 (\$250,000)
    - Option 2 (\$410,000)
- VI. New Business
  - Community Corrections Committee (**VOTE NEEDED**)
  - Revised Commission Operating Guidelines
    - Meeting Attendance and Participation
  - Personnel Matters
    - Current position descriptions of Commission staff
  - Change of September 2024 meeting to second Thursday (**VOTE NEEDED**)
- VII. Executive Session
  - Hiring of Executive Director
  - Position Descriptions
  - Salary bands & compensation study
- VIII. Announcements
- IX. Adjourn

### 2023 & 2024 Full Commission Meeting Dates:

*All meetings will be at the Ohio Judicial Center unless otherwise indicated*

Thursday, November 16, 2023 at 10am, Room 281

Thursday, February 15, 2024 at 10am, Room 101

Thursday, May 16, 2024 at 10am, Riffe Center 31<sup>st</sup> Floor, South B&C

Thursday, September 19, 2024 at 10am, Room 281 (subject to change)

Thursday, November 21, 2024 at 10am, Room 101

Meeting Materials: DRAFT Minutes of July 27, 2023, proposed roster of Adult Criminal Justice Committee, proposed roster of the Juvenile Justice committee, DRAFT operating guidelines of Juvenile Justice committee, DRAFT contract options (1 and 2) with University of Cincinnati, OCCA letter, DRAFT revised Operating Guidelines, position descriptions of Commission staff, Supreme Court of Ohio salary bands and compensation study.



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## FULL SENTENCING COMMISSION MEETING MINUTES

July 27, 2023 10:00 a.m.

Ohio Judicial Center, Room 101 or Zoom

### MEMBERS PRESENT

Sharon L. Kennedy, Chief Justice, Chair  
Nick Selvaggio, Common Pleas Court Judge, Vice-Chair  
Amy Ast, Director, Department of Youth Services  
Brooke Burns, Ohio Public Defender, Juvenile Department  
Beth Cappelli, Judge, Municipal Court  
Annette Chambers-Smith, Director, Department of Rehabilitation and Correction  
Charles Chandler, Peace Officer  
Nicole Condrey, Mayor  
Robert DeLamatre, Judge, Juvenile Court  
Sean Gallagher, Judge, Appellate Court  
Gwen Howe-Gebers, County Prosecutor, Juvenile  
Latyna Humphrey, House of Representatives  
Kristen Johnson, Judge, Probate and Juvenile Court  
Robert Krapenc, Attorney, Criminal Defense  
Charles "Chip" McConville, County Prosecutor  
Stephen McIntosh, Judge, Common Pleas Court  
Jennifer Muench-McElfresh, Judge, Common Pleas Court  
Rob Sellers, State Highway Patrol  
Darren Shulman, Municipal Prosecutor  
Larry Sims, Sheriff  
Kenneth Spanagel, Judge, Municipal Court  
Brandon Standley, Law Enforcement  
Vernon Sykes, Ohio Senate  
Helen Wallace, Judge, Juvenile Court

### MEMBERS ATTENDING BY ZOOM

Teri LaJeunesse, Victim Representative  
Nathan Manning, Ohio Senate  
Josh Williams, House of Representatives  
Donnie Willis, County Commissioner  
Tyrone Yates, Judge, Municipal Court

### GUESTS PRESENT

#### *In person:*

Director Lori Criss, Ohio Mental Health and Addiction Services  
Laura Baker-Morrish, Columbus City Attorney  
Dustin Ensinger, Gongwer News  
Dr. Hazem Said, University of Cincinnati



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### *Zoom:*

Natasha Ewing

Brendon Embry

### **STAFF PRESENT**

Michael Crofford, Research Specialist

Will Davies, Criminal Justice Counsel

Niki Hotchkiss, Interim Director

Todd Ives, Research Specialist

Alex Jones, Criminal Justice Counsel

### **CALL TO ORDER AND APPROVAL OF MEETING NOTES**

Chief Justice Sharon Kennedy called the meeting to order at 10:00 am. Niki Hotchkiss took roll call, and a quorum was achieved. Niki Hotchkiss submitted a change to the May 18, 2023 meeting notes, indicating that Teri LaJeunesse was present via Zoom. Judge Spanagel moved to approve the May 18, 2023 meeting minutes with the correction. Director Chambers-Smith seconded, and the minutes were approved unanimously.

### **NEW BUSINESS**

Judge Selvaggio moved to approve the travel of Interim Director Niki Hotchkiss for the National Association of Sentencing Commission's annual conference. Judge Cappelli seconded the motion, and it was approved unanimously.

### **OLD BUSINESS**

The Commission discussed the Uniform Sentencing Entry and Ohio Sentencing Data Platform (OSDP) project. Chief Justice Kennedy began by stating that Ohio is not a unified court system, and counties run their courts according to home rule. In 1968, the Supreme Court gained rulemaking ability. There are two sets of rulemaking power, the rules of superintendence and the rules of practice and procedure, which cannot substantively change law.

Niki Hotchkiss presented on the OSDP and the contract with the University of Cincinnati School of Information Technology. The project aims to achieve two goals. First, providing courts with legally up-to-date entry templates that meet the statutory requirements, and second, providing a way to collect sentencing information without the burden of additional reporting. Niki gave an overview of the Commission's statutory obligation to study sentencing structure and recommend changes, stating that data collected through the OSDP is necessary to meet these obligations. The system contains 26 templates currently, and is capable of recording certain defendant information, but that is not required.



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Niki then gave a brief demonstration of the system itself, noting that continued development of the system will continue to refine it and make it more useable for judges.

Senator Sykes asked if the data collected contains public information. Niki responded that the sentencing entries themselves are public records, and the documents are available at the courts. The pieces of information are stored in a database, and it is up to the Commission if reports are produced and how they are made available. Chief Justice Kennedy noted that currently 31 judges are using the system, with one judge being in the “production” environment, as opposed to the “staging” environment. There was a discussion related to how decisions are made regarding what data to collect. Chief Justice Kennedy then asked who owns the uniform sentencing entry. Niki responded that the Commission owns the USE, which has been stated in the original project documents. As the project is conceptualized, the data to be collected comes straight from sentencing entry itself. Because Ohio does not have a uniform case management system from which this information can be collected, the OSDP was formed with this goal in mind.

Chief Justice Kennedy asked if it is possible to bifurcate and develop the uniform sentencing entry without data collection. Niki responded that the Commission used to host a hard copy version of the uniform sentencing entry but moved to solely a web-based application due to ease of use and updating. Secondly, it ensures that only the most recent version of the USE can be used and eliminates the need to download forms when they are updated. Dr. Hazem Said stated that the University of Cincinnati could work with the Supreme Court’s IT department, but there is complexity and technical expertise needed. He added that the home rule nature of Ohio’s courts is why the OSDP is complex. This is why the project has taken a slow, iterative approach to make sure judges are ready to use the system. Hazem noted that part of the reason more judges have not signed on is due to not knowing whether the system will be permanent. The data portion of the project was also developed with an iterative approach, through identifying stakeholders, developing rules, and making sure the system was developed in accordance with the satisfaction of its users.

Commissioner Shulman asked if the system was seamless or if it requires additional work on behalf of the judges. Niki responded that some judges have gotten comfortable with it and are entering the information on the bench and that the system was designed to require no additional reporting burdens. Chief Justice Kennedy asked how many judges are using it on the bench. Niki responded that we do not know for sure, but reports are that using the system has been easy. In some places prosecutors are filling in information in some of the modules and the system allows for customizability to make it user friendly. Commissioner Shulman asked if anyone has worked to come up with recommended sentencing ranges. Chief Justice Kennedy responded that the Commission just reinstated the Criminal Justice Committee to study this. There was a brief discussion on what data exists at various sources, such as OCN, OCJS, and the new probation data repository.

Director Chambers Smith asked if we know why judges are not joining the project, if they have declined. Judge McIntosh stated that he did not participate because he did not want to do two systems at one time, committing to the OSDP when he was uncertain if it would be permanent. If the decision were



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made that the system was going to be permanent, Judge McIntosh stated that he would use it and advocate for fellow judges to follow. Chief Justice Kennedy stated that she has heard some judges say that they will not buy into a system which they do not know what data will be collected. The Chief Justice discussed the difficulty of comparing two judges without a PSI. Judge Cappelli asked if any additional judges have joined since August 2022. Niki responded negatively.

Judge Gallagher read prepared remarks on the Uniform Sentencing Entry and data collection efforts.<sup>1</sup> He also spoke on the complexity of the criminal code and the error rate in advisements and computations on Reagan Tokes cases. He advocated for getting control of the sentencing model. Director Chambers Smith noted the need for sentencing entries that are accurate. The Director noted that data collection should not stall the goal of accurate entries. Brooke Burns noted that over a three-year period they had to work to save the state \$14 million just for kids over jail time credit issues. She stated that data collection is important as is the uniformity of sentencing, for the reasons discussed. Judge Cappelli added that if the complexity of sentencing is that great, we should be discussing that. Chief Justice Kennedy advised taking a step back to decide how to bring uniformity to the sentencing entry. Mayor Condrey stated that the uniform sentencing entry is a product that can be developed to provide aggregate, anonymous data, and that some of the data issues can be mitigated.

Judge Selvaggio added that the Commission should keep in mind the number of new judges that come in from election cycles. There are a combination of factors that should be considered, including the number of new judges that will come onto the bench who are more accustomed to using a computer for sentencing rather than a pen and pencil. Judge Selvaggio talked about the complexity of the criminal code requiring a 50+ page sentencing worksheet, and how that will lead to mistakes. He advocated that in the long term, the USE has value in promoting confidence in the judiciary. He also stated that there could be a benefit in importing indictments from the prosecutor's offices to OCN. Niki responded that the Commission did meet with Matrix, but their information is proprietary. She spoke on the need for data coming up consistently in the Commission's past and that existing sources of information are insufficient. Niki suggested a subcommittee to help guide this matter. Niki also spoke about the Offense Code Portal, which seeks to standardize offense coded.. The Commission staff have found that data can often not be aggregated because of the non-uniform status of offense codes. The Commission has often asked for convictions data and told that it cannot be done. So, the Offense Code Portal is a lynchpin tying this project together.

Judge Spanagel reiterated that the USE is a good idea, and that the concern is data being used against judges. Chief Justice Kennedy summarized that the Commission has agreed upon the viability of the USE, and that it comes down to the next steps. There is an immediate need for the chart on jailtime credit on one simplistic form. Judge Gallagher entertained a motion that we hold the contract in abeyance for nine days, and that a subcommittee should identify anonymous data that can and should be collected. The subcommittee should report back to the group on that. He also suggested the subcommittee evaluate

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<sup>1</sup> A copy of these comments were shared with Commission staff and are included, in their entirety, as an addendum to these minutes.



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whether the uniform sentencing entry can be used to help the Ohio Department of Rehabilitation and Corrections. Judge Gallagher withdrew this motion, reiterating the Commission's ORC 181 statutory responsibilities and issuing his support for a subcommittee to study data.

Judge Selvaggio suggested voting on the OSDP project in parts, with the first part being whether to continue the relationship with the University of Cincinnati as the developer. Dr. Said asked for a committee to sit and learn what UC has developed, as handing over this project would be complex. Director Chambers-Smith moved for the Interim Director Niki Hotchkiss to engage the University of Cincinnati to explore a modified contract to finish the USE and related templates, with a new contract to be brought back to the Commission for approval at the September meeting. Judge McIntosh seconded the motion. The motion was approved. Judge Selvaggio commented that the technological side of the web-based USE is beneficial because it eliminates unneeded portions of the sentencing entries, based on the nature of the case.

Judge DeLamatre spoke on the data discussions that have been held in the juvenile world. He stated that although they have to file reports with the county commissioners and supreme court, it is impossible to aggregate the data. He stated that judges would be convinced to use the forms if they knew that the data would not be collected by someone else.

Director Chambers-Smith asked if the forms live outside of the University of Cincinnati. Dr. Said stated that although the forms are hosted at UC, this does not have to do with data or data collection. The application could have been hosted at the Supreme Court, but was housed at UC for technical reasons. Dr. Said reiterated that the Commission should sit down with UC to learn the technical design.

Judge Sean Gallagher and Senator Sykes moved to sunset the OSDP Governance Board and establish a new subcommittee examining data consistent with the statutory authority of the Commission pursuant to RC 181. Chief Justice Kennedy seconds. The motion is approved.

Director Criss suggests that the Commission evaluates data governance more generally as well in this subcommittee. Director Criss volunteers to chair the subcommittee and Chief Justice Kennedy volunteers to co-chair with Director Criss. Judge McIntosh, Tim Young, Brooke Burns, Bob Krapenc, and Chip McConville also volunteer to join the subcommittee.

Chief Justice Kennedy moved to go into executive session, as follows:

*Under the authority of Ohio Revised Code Sections 121.22(G)(1) I move that the Ohio Criminal Sentencing Commission go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.*

Judge Selvaggio Seconds. The motion is passed at 11:42 am. The Commission returned from executive session at 12:03pm.

Judge Johnson moves to approve a 3% raise for the staff of the Commission. Judge Spanagel seconded. The motion is passed, with Judge McIntosh voting no. Chief Justice Kennedy moved to table the discussion of the salary bands for further information for the September meeting. Judge Johnson



# OHIO

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seconded. The motion is approved. Brooke Burns motions to adjourn. Chandler seconds. Approved. The meeting is adjourned at 12:05pm.

DRAFT





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### **ADDENDUM: Comments of Judge Sean C. Gallagher to the Commission July 27, 2023:**

I have spent over 40 years in our criminal justice system with service as a bailiff, probation officer, felony trial prosecutor, trial judge, and for the past 20 years, as an appellate judge. After rejoining the Commission in October 2019 I was appointed Co-Chair of a workgroup tasked with maintaining and updating USE – the Uniform Sentencing Entry project. The goal of USE was to create a standardized sentencing entry, complete with instructions, detailing every felony sentencing requirement for judges in Ohio.

Will Davies, and his predecessor, Scott Shumaker, did an incredible job of working through the minutia of Title 29, the Criminal Rules, and Supreme Court precedent to compile what is now a comprehensive set of sentencing templates. The initial USE template project later transitioned into what we now refer to as the Ohio Sentencing Data Platform (OSDP) project.

I have not been involved in the data or computerization side of the project, but believe those who participated in that segment, including current Acting Director Nikole Hotchkiss, did so with the best intentions of improving public trust and confidence in the judiciary.

Yet, it is undeniable that there are divergent opinions among members of the judiciary, and others, on the topic of data collection and how the contract with UC to secure data was executed.

During my time on the Commission, I asked what the data end of the project would produce and what it would look like. Of course, the simple answer was “It will be data.” But what form will the data take or look like? What areas or types of data will be created? Will it be a comparison between defendants? Between judges? Between crimes? Or is it a comparison of all those and more?

I never felt participants could give a definitive answer to these questions because, like me, they weren’t certain where the project could or would eventually go.

That uncertainty, along with other events, seemed to fuel distrust of the project, particularly among trial judges. That distrust was so strong that some judges began to equate the USE templates, those forms designed to help them with their current day-to-day sentencing entries, as a threat to their judicial independence and declined to use them.

Let me be clear. I believe data compilation is a good idea and something we should strive to achieve. In fact, R.C. 181.25 (and other related statutes) mandates that this body study our criminal justice system and report biannually to the legislature.

But first, we must define what “data” entails. Different people and groups have attached various meanings to that term. It has now taken on a life of its own. Data means completely different things to different people.

Simply put, the data project needs a time out for reassessment. That doesn’t mean we end the relationship with UC, or close out the contract entirely, but before we move forward on spending \$2 million, we need to revisit the contract terms and have a better understanding of specifically what data





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will be created, how it will be managed, and how it will be made available to members of the criminal justice system and the public at large. Some of this was discussed in Sara Andrews July 2022 memo, but it really should be decided in advance and agreed to by all the stakeholders before proceeding. Two big areas of concern are the anonymity declaration that many are unaware of, and the algorithmic sentencing claims of the program.

In the end, data should be instructive and not be a weaponized tool to simply attack opponents.

In addition to reevaluating the data project, we must move to fix Ohio's bloated sentencing model. Even with a algorithmic program I question if we can garner usable and reliable data on the rationale for a particular sentence from the existing model. No numeric matrix exists for all the considerations a trial judge goes through in reaching a sentencing decision. A judge explaining their reasoning by way of a worded summary in a journal entry will not seamlessly translate into a data model.

The USE outline is now 50 pages long, and when printed with the entries and instructions, it reaches to nearly 200 pages. Some have criticized the USE program for this astronomical length, but I believe it should be praised for exposing the absurd sentencing process we've created over the past 25 years that undermines the confidence of all participants in the system and creates near impossible hurdles for our Common Pleas Court judges.

R.C. 181.25 also mandates we study the cost of sentencing appeals on the counties around the state. Prior to SB2 in 1996, there was no statutory right of appeal for any sentence in Ohio, yet today, virtually every sentence is appealable at incredible costs to local entities and the State government.

As a first line intermediate appellate court judge I can tell you that the sentencing process has our trial judges under siege. They struggle with overcomplicated statutory and procedural requirements along with a miriad of inconsistent standards on how they should approach these tasks. If the judges are struggling to understand the process, then certainly the defendants are lost as well. We need to act.

This USE document should serve as a wake-up call that reform is needed.



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# CRIMINAL JUSTICE COMMITTEE ROSTER

### **CHAIR**

Director Annette Chambers-Smith\*

### **MEMBERS**

Justice Michael Donnelly

Doug Dumolt

Senator Nathan Manning\*

Charles "Chip" McConville\*

Judge Stephen McIntosh\*

Marta Mudri

Judge John Russo

Darren Shulman\*

Sheriff Larry Sims\*

Kevin Werner

Representative Josh Williams\*

Andy Wilson

Tim Young\*

Judge Gene Zmuda

### **GUEST**

Dr. Brian Martin (ODRC)

Patrick Clark (OPD)

### **STAFF**

Nikole Hotchkiss, Interim Director

Will Davies, Criminal Justice Counsel

Todd Ives, Research Specialist

Alex Jones, Criminal Justice Counsel

Michael Crofford, Research Specialist

\*Members of the Ohio Criminal Sentencing Commission.



## Juvenile Justice Committee Roster

2023-2024

Judge Helen Wallace\*, Chair  
*Montgomery County Court of Common Pleas,  
Juvenile Division*

Judge Robert C. DeLamatre\*, Vice-Chair  
*Erie County Court of Common Pleas, Juvenile  
Division*

Chief Justice Sharon L. Kennedy\*\*  
*Supreme Court of Ohio*

Judge Kristen K. Johnson\*  
*Hancock County Court of Common Pleas,  
Probate and Juvenile Divisions*

Rep. Josh Williams\*  
*Ohio House of Representatives*

Gwen Howe-Gebers\*  
*Henry County Prosecuting Attorney*

Brooke Burns\*  
*Chief Counsel, Juvenile Department, Office  
of the Ohio Public Defender*

Sheriff Larry L. Sims\*  
*Warren County Sheriff*

Director Amy L. Ast\*  
*Ohio Department of Youth Services*

Teri Lajeunesse\*  
*Director, Victim Witness Division, Greene  
County Prosecuting Attorney's Office*

Judge Hollie L. Gallagher  
*Cuyahoga County Court of Common Pleas,  
General Division*

Dr. Jordan Argus  
*Deputy Director of the Division of Courts  
and Community, Ohio Department of  
Youth Services*

Brett Kyker  
*Chief, Juvenile Division, Cuyahoga County  
Prosecuting Attorney's Office*

Sarah Marshall  
*Deputy Legal Counsel, Ohio Senate  
Democratic Caucus*

Dr. Adrienne McCray  
*Psychiatrist, practicing in Southwest Ohio*

TaKasha Smith  
*Executive Director/Policy Director, Juvenile  
Justice Coalition*

\* Member, Ohio Criminal Sentencing Commission

\*\* Chair, Ohio Criminal Sentencing Commission



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### OPERATING GUIDELINES FOR THE JUVENILE JUSTICE COMMITTEE

The Ohio Legislature has granted specific authority to the Ohio Criminal Sentencing Commission pursuant to Sections 181.21 – 181.25 and 181.27 of the Ohio Revised Code. In exercising this authority, the Ohio Criminal Sentencing Commission has established the Juvenile Justice Committee.

The Juvenile Justice Committee is an advisory body tasked with studying the juvenile justice system in Ohio. These guidelines are intended to establish consistent standards and expectations in implementing the work of the Juvenile Justice Committee.

In the event of conflict, the Ohio Criminal Sentencing Commission's Operating Guidelines, the Ohio Revised Code, and other applicable laws supersede these guidelines. The Ohio Criminal Sentencing Commission may waive compliance with any guidelines contained herein to assist in exercising its authority.

#### SECTION 1. GENERAL GUIDELINES.

##### 1.01. Creation

The Juvenile Justice Committee ("Committee") was established by vote of the Ohio Criminal Sentencing Commission ("Commission") on May 18, 2023.

##### 1.02. Duties and Authority

###### (A) Duties

Authorized under Sections 181.21 – 181.25 and 181.27 of the Ohio Revised Code, the Commission brings together judges, prosecuting and defense attorneys, behavioral health professionals, academics, corrections officials, law enforcement, victims' advocates, community corrections experts, and others with a direct interest in criminal sentencing.

Consistent with the Commission's statutory authority, the Juvenile Justice Committee shall study, monitor, report on, and recommend changes to the policy and structure of the juvenile justice system in the State of Ohio. These recommendations are advisory and shall be made to the Ohio Criminal Sentencing Commission.

###### (B) Authority

The Juvenile Justice Committee has no independent policy-setting authority. All recommendations of the Committee are subject to the approval of the Commission.

## **SECTION 2. MEMBERSHIP.**

### **2.01. Appointments**

Juvenile Justice Committee members must be appointed by the Commission Chair, Commission Vice-Chair, or Juvenile Justice Committee Chair. The Commission will maintain member rosters for all Standing Committee and Ad Hoc committees.

### **2.02. Qualifications**

Each Juvenile Justice Committee member shall have experience or an interest in juvenile justice.

### **2.03. Composition**

The Juvenile Justice Committee shall consist of Commission members and other persons who will assist in a full exploration and vetting of the specific issues under the review of the committee.

### **2.04. Voting**

All appointed members to the Committee, including non-Commission members, may vote on any motion properly before the Committee.

### **3.03. Filling of Vacancies**

Vacancies on the Committee shall be filled in the same manner as original appointments.

## **SECTION 3. OFFICERS AND STAFF.**

### **3.01. Chairperson and Vice-Chairperson**

Chairpersons and Vice-Chairpersons shall serve in their capacity for a term not exceeding two years. Chairpersons and Vice-Chairpersons shall be permitted to serve no more than two consecutive terms in their respective capacities.

### **3.01. Staff Liaison.**

The Director of the Commission shall assign one or more Commission employees as may be necessary to serve as staff liaison to the Committee. The staff liaison assists the Committee as necessary in the implementation of its work.

## **SECTION 4. MEETINGS.**

### **4.01. Manner.**

The Committee may meet in person or by telephone or other available electronic means.

### **4.02. Frequency.**

The Committee shall meet as often as required to complete its work. The Committee may meet at the call of the chairperson or at the request of a majority of the Committee members.

#### **4.03. Scheduling.**

The Committee meetings shall be scheduled for a time and place so as to minimize costs to the Commission and to be accessible to task force members, Commission staff, and the public.

#### **4.04 Public Notice and Attendance.**

##### **(A) Notice**

Public notice of all Committee meetings shall be provided on the Commission's website.

##### **(B) Attendance**

All Committee meetings shall be open to the public.

#### **4.05 Member Attendance.**

##### **(A) Requirement**

For a fully effective Committee, a Committee member shall make a good faith effort to attend each Committee meeting.

##### **(B) Participation by telephone or other electronic means**

A Committee member who is unable to attend a meeting due to an unavoidable conflict may request that the chairperson allow the member to participate by telephone or other available electronic means. A Committee member participating in this manner is considered present for meeting attendance, quorum, and voting purposes.

##### **(C) Nonattendance**

If a Committee member misses three consecutive meetings, the chairperson may recommend to the Commission that the member relinquish the member's position on the Committee.

#### **4.06. Minutes.**

Minutes shall be kept at every Committee meeting and distributed to the Committee members for review prior to and approval at the next meeting.

#### **4.07. Quorum.**

A quorum exists when a majority of Committee members are present for the meeting, including those members participating by telephone or other available electronic means.

#### **4.08. Actions.**

At any Committee meeting at which a quorum is present, the Committee members may take action by affirmative vote of a majority of the members in attendance.

## **SECTION 5. MISCELLANEOUS GUIDELINES.**

### **5.01. Progress or draft report**

The Committee may issue progress or draft reports as it believes necessary to facilitate the work of the Committee and to communicate the nature of its work to the Commission, public, and various constituencies of the Commission.

### **5.01. Work Product**

The work product of the Committee is the property of the Commission.

### **5.02. Budget**

Any budget of the Committee is set by the Commission through its process and as implemented by the Commission. The Committee has no authority to set its own budget.

### **5.03. Compensation**

Committee members serve without compensation.

### **5.04 Reimbursement of Expenses**

A Committee member shall be reimbursed for expenses incurred in service to the Committee as permitted by the Ohio Supreme Court's *Guidelines for Travel by Court Appointees*.



# ATTACHMENT F

## STATEMENT OF WORK

**Project Title:** Sentencing Entry Template Project – Option 1 (1 Year – Maintenance)

**Project Description:**

This project will start anew with maintaining a web application that:

- 1) Maintains the Ohio Criminal Sentencing Commission (OCSC) uniform templates for sentencing, disposition, alternate disposition, competency, not guilty by reason of insanity, and good civics forms. This includes updating the form versions and maintaining the prefilled template for each form.
- 2) Enables common pleas judges and their staff to use the uniform templates and generate case-specific entry in Word document. This includes ability to import case information from the Ohio Courts Network (OCN) or enter case information, the ability to edit case information, ability to customize the format of the Word document, ability to manage visiting judges, ability to associate accurate detailed information about the Ohio Revised Code charged in the case and provide service desk support.
- 3) Maintains the Ohio revised code data as needed.

**Project Duration:** Oct 1, 2023, or upon signing to June 30, 2024

**Budget:** The total cost of the project is \$210K to be paid according to the following schedule:

Upon signing: 25%  
December 1, 2023: 25%  
March 1, 2024: 25%  
May 1, 2024: 20%  
June 30, 2024: 5%

**Project Tasks**

**1. Uniform Templates Maintenance**

- Maintain a collaborative process with the commission staff to review and implement changes to the uniform templates.
- Implement updates to the template data structure and interface.
- Maintain templates versions.
- Update pre-filled templates with new template versions.
- Implement updates to migrate pre-filled templates with new versions.
- Implement enhancements to support system efficiency.
- Collaborate with the commission staff to address any new issues related to the uniform templates.

**2. Entry Generation**

- Maintain a web application that generates entries based on the uniform templates in the format of Word documents.
- Maintain configuration tool to enable judges to customize the entry format and data.
- Maintain the ability to retrieve case information from the court's case management system through the Ohio Courts Network (OCN).
- Maintain updates to the application based on feedback from the users and the commission staff.
- Maintain additional features to provide support to judges in implementing the Ohio Revised Code. For example, sentencing calculator, and review of sentencing factors.

- ### 3. Users Support
- Maintain user account management by creating, removing, and updating users.
  - Maintain password self-service for users to reset their passwords as needed.
  - Manage service desk agents to receive users' requests and address it.
  - Maintain help page and provide new support information as needed.
  - Provide a monthly operations report to the commission staff.
  - Collaborate with the commission staff to address new requests from users as needed, such as new user roles or permissions.

#### 4. System and Application Maintenance

- Maintain the servers and network needed for the development, staging, and production environments.
- Maintain source code repository.
- Maintain the ticketing system to receive issues and requests for enhancements.
- Maintain user roles and permissions.
- Maintain quality assurance through manual and automated testing.
- Maintain the release management process.
- Implement periodic security updates to maintain connection, servers, data, and application security.
- Collaborate with the commission staff on addressing issues in a timely manner.

- ## 5. Project Management and Documentation
- Document feedback and issues through the project board on the internal git server and maintain access to commission staff.
  - Participate in regular and ad-hoc meetings as needed.
  - Maintain notes for meeting discussions and feedback.
  - Maintain project scope and use cases documents.
  - Develop and maintain release notes on the staging and production environment.
  - Manage the project tasks and milestones in an iterative process to enable continuous improvement.

- Document feedback and issues through the project board on the internal git server and maintain access to commission staff.
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- Manage the project tasks and milestones in an iterative process to enable continuous improvement.

- [illegible]

# ATTACHMENT F

## STATEMENT OF WORK

**Project Title:** Sentencing Entry Template Project – Option 2 (1 Year – Continued Development & Engagement)

**Project Description:**

This project will start anew with maintaining a web application, and a suite of helper applications, to maintain and support the use of uniform templates in generating sentencing, disposition, and related entries for common pleas courts across Ohio. The project will include enhancements to entry generation, integration of case information, integration of the Ohio Revised Code, and engagement of stakeholders to support the integrity of case information and training for staff and judges.

**Project Duration:** Oct 1, 2023, or upon signing to June 30, 2024

**Budget:** The total cost of the project is \$400K to be paid according to the following schedule:

Upon signing: 25%  
December 1, 2023: 25%  
March 1, 2024: 25%  
May 1, 2024: 20%  
June 1, 2024: 5%

**Project Tasks**

**1. Uniform Templates Maintenance**

- Maintain and update the various versions of the Ohio Criminal Sentencing Commission (OCSC) uniform templates for sentencing, disposition, alternate disposition, competency, not guilty by reason of insanity, and good civics forms.
- Maintain a collaborative process with the commission staff to review and implement changes to the uniform templates.
- Implement updates to the template data structure and interface as needed.
- Update pre-filled templates with new template versions.
- Implement updates to migrate pre-filled templates with new versions.
- Implement enhancements to support system efficiency.
- Collaborate with the commission staff to address any new issues related to the uniform templates.

**2. Entry Generation Enhancements**

- Maintain and enhance the application that enables common pleas judges and their staff to use the uniform templates and generate case-specific entry in Word document.
- Maintain and enhance the feature to manage visiting judges.
- Enhance the feature to associate accurate detailed information about the Ohio Revised Code charged in the case.
- Develop a feature to provide support to judges for the different sections of the template based on the Ohio Revised Code and entries in other forms.
- Enhance the configuration tool to enable judges to customize the entry format and data.

- Enhance the ability to retrieve case information from the court's case management system through the Ohio Courts Network (OCN).
- Maintain updates to the application based on feedback from the users and the commission staff.
- Maintain and enhance additional features to provide guidance and support to judges in implementing the Ohio Revised Code. For example, sentencing calculator, and review of sentencing factors.

### **3. Case Integration Enhancements**

- Enhance the tool that imports case information from OCN for use in the generation of the entry.
- Develop a process to identify and resolve case information mismatch between the case management system and OCN to ensure the accuracy and integrity of the case information.
- Collaborate with the commission staff to address any additional integration requests as needed.

### **4. Ohio Revised Code Integration**

- Maintain and enhance the accuracy and integrity of the ORC information.
- Maintain and enhance a tool to deliver detailed information of the ORC to the application to enhance the use of the uniform templates.
- Develop a feature to enhance and report on the use of the Ohio Revised Code in the entries.
- Collaborate with the commission staff to address new requests from users as needed.

### **5. Users Support**

- Maintain user account management by creating, removing, and updating users.
- Maintain password self-service for users to reset their passwords as needed.
- Manage service desk agents to receive users' requests and address it.
- Enhance the help page and provide new support information as needed.
- Develop a self-registration feature and other tools to enhance the access and use of the application.
- Provide a monthly operations report to the commission staff.
- Collaborate with the commission staff to address new requests from users as needed, such as new user roles or permissions.

### **6. Stakeholders Engagement**

- Advance the engagement with stakeholders to enhance the integrity of the use of the uniform templates.
- Engage with individual Judges through meetings and site visits.
- Engage with the Clerk of Courts Association to ensure integrity of the case information in the Case Management System and Ohio Courts Network.
- Engage with the Ohio Judicial Conference to develop and deliver training.
- Engage with the Ohio Common Pleas Judges Association for guidance on the system and its enhancements.
- Collaborate with the commission staff to identify and engage with other stakeholders as needed.

### **7. System and Application Maintenance**

- Maintain the servers and network needed for the development, staging, and production environments.
- Maintain source code repository.
- Maintain the ticketing system to receive issues and requests for enhancements.





**2100 Stella Court**  
**Columbus, Ohio 43215**  
Phone: (614) 252-8417  
Fax: (380) 235-8254  
**www.OCCAONLINE.org**

**Linda Janes, President**  
**Lusanne Green, Executive Director**

Alvis - Columbus, Dayton,  
Chillicothe

Community Assessment & Treatment  
Services, Inc. - Cleveland

Community Corrections Association, Inc -  
Youngstown

Community Correctional Center,  
Talbert House -Lebanon

Community Restoration Centers of Stark  
County, Inc. - Canton

Community Transition Center - Lancaster

CROSSWAEH CBCF, Oriana House, Inc. -  
Tiffin

Judge Nancy R. McDonnell CBCF,  
Oriana House, Inc. - Cleveland

Mahoning County CBCF, Community  
Corrections Association, Inc. -  
Youngstown

Ohio Link Corrections & Treatment, Inc. -  
Lima & Toledo

Oriana House, Inc. - Akron, Cleveland,  
Marietta, Sandusky

Summit County CBCF Oriana House, Inc. -  
Akron

Talbert House - Cincinnati

The Salvation Army Harbor Light -  
Cleveland

Turtle Creek, Talbert House - Lebanon

Volunteers of America Ohio & Indiana -  
Cincinnati, Dayton, Mansfield, Toledo

Chief Justice Sharon Kennedy  
c/o Alyssa Guthrie  
Ohio Supreme Court  
65 South Front Street

June 22, 2023

**Subject: Reentry Taskforce & proposed Community Corrections Committee within the Criminal Sentencing Commission**

Dear Chief Justice Kennedy,

Thank you for the very generous gift of your dedicated attention and time at our Ohio Community Corrections Association meeting earlier this month. We were also pleased to learn that Linda Janes' name has been put forward as a subject matter expert for your Reentry Taskforce. She will be a valuable resource for your vision of improving reentry in Ohio.

As you are considering ways to reorient the Ohio Criminal Sentencing Commission, we are hopeful that you will consider naming the "community corrections committee." As directed, we are putting this forward as a formal request to give us a voice as the Commission sends forward recommendations for remedying laws that were found to be unconstitutional.

According to the National Institute of Corrections, in 2020 Ohio prisons had 45,036 people and our jails held 20,670 while the parole population was 22,769 and probation had 201,455 under supervision. See <https://nicic.gov/resources/nic-library/state-statistics/2020/ohio-2020>. This means that most persons in custody are in our communities either on probation or parole at a halfway house or in their homes.

In Ohio, community corrections includes post release control supervised by the Ohio Adult Parole Authority under the purview of the Ohio Department of Rehabilitation and Corrections, local courts who have their own probation and parole departments, residential community based correctional facilities (CBCFs), halfway houses, community transitional housing programs (CTHPs) and residential reentry centers (RRCs). Additionally, non-residential providers assist with wrap around behavioral health services and global positional satellite or electronic monitoring.

There are far more individuals with justice involvement on community supervision including those in residential settings as well as released homeless or on supervised release. With these facts in mind, it is appropriate to have a committee that reviews community corrections and includes representation from halfway houses. As cases emerge, like *State v. Foster*, 109 Ohio 3d 1, which found "exceptional" indeterminate sentencing unconstitutional due to being violative on 6<sup>th</sup> Amendment grounds, it is important to have the voice of providers with field experience at the table.

Please reach out to us with any questions that you have. We look forward to building a relationship with your office that improves upon the system that we currently have in place.

Respectfully,

Lusanne Green  
Executive Director



## CRIMINAL SENTENCING COMMISSION

65 SOUTH FRONT STREET • 5TH FLOOR • COLUMBUS, OHIO 43215-3431 • TELEPHONE: 614.387.9305 • FAX: 614.387.9309

### COMMISSION OPERATING GUIDELINES

These Operating Guidelines are issued by the Ohio Criminal Sentencing Commission ("Commission") pursuant to R.C. 181.21(B) and apply to the operation of the Commission to assist in exercising the responsibilities established for the Commission under sections 181.21 through 181.267 of the Ohio Revised Code. These guidelines are intended to establish consistent standards and expectations in undertaking its duties and responsibilities. **References to administrative policies in these guidelines refer to the Administrative Policies of the Supreme Court of Ohio.**

#### **I. General Provisions**

- (A) **Officers.** The Commission shall select a Vice-Chairperson and any other necessary officers. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
- (B) **Commission Meetings.** The full Commission shall meet at least once per calendar quarter, at the call of the Chair or on the written request of eight or more of its members.
- (C) **Commission Actions.** Members of the Commission shall strive for consensus on recommendations concerning criminal justice policy, procedure or legislative proposals. Official actions of the Commission will be recorded by roll call vote and dissenting opinion(s) noted.
- (D) **Meetings Open.** Meetings of the Commission and any committees shall be open to the public pursuant to R.C. 121.22.
- (E) ~~**Advisory Committee.** Pursuant to R.C. 181.22, the Advisory Committee serves as an advisory body to the Commission and Advisory Committee members freely participate at all Commission meetings.~~

#### **II. Member Attendance**

- (A) **Requirement.** For a fully effective Commission, a Commission member ~~or Advisory Committee member~~ shall make a good faith effort to attend, in person, each Commission meeting.
- (B) **Participation by telephone or other electronic means.** A Commission member ~~or Advisory Committee member~~ who is unable to attend a meeting due to an unavoidable conflict may request to participate by telephone or other electronic means available to the Commission. A Commission member ~~or~~





# OHIO

## CRIMINAL SENTENCING COMMISSION

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~~Advisory Committee member~~ participating in this manner is **not** considered present for meeting attendance, quorum, and voting purposes.

- (C) **Replacement designee.** Designees for the individual Commission members specified in R.C.181.21 shall be treated as Commission members for purposes of attendance, quorum, and voting. Other Commission ~~and Advisory Committee~~ members may request for an alternate individual to attend meetings; however, those alternates will not take the place of actual member for purposes of attendance, quorum, or voting.
- (D) **Nonattendance.** If a Commission ~~or Advisory Committee~~ member misses three consecutive meetings of the full Commission pursuant to R.C. 3.17, the chairperson or executive director may recommend to the appointing authority that the member relinquish the member's position on the Commission ~~or Advisory Committee~~.

### III. Commission Meeting Voting

- (A) **Procedure.** Commission members in attendance at a Commission meeting may vote on any motion properly before the Commission. ~~The Advisory Committee members in attendance may vote if the Commission adopts a motion that allows for it.~~ Members may abstain from a vote if they have a conflict, noting their abstention for the record.
- (B) **Quorum.** Sixteen members of the combined membership of the Commission ~~and Advisory Committee~~ constitute a quorum, and the votes of a majority of the quorum present shall be required to validate any action of the Commission.
- (C) **Proxy voting.** Pursuant to Operating Guideline II(C), a Commission member may not vote by proxy unless the proxy vote is cast by a replacement designee specified under R.C. 181.21(A). If the statutory member and the replacement designee both attend a meeting, only the statutory member may vote. ~~Advisory Committee members do not have designees.~~

### IV. Minutes

- (A) Minutes shall be kept at every Commission meeting and distributed to the members for review and approval at the next meeting.
- (B) Minutes shall, at a minimum, record any votes taken on motions by the Commission, including a notation of those members in opposition to and abstaining from such motion.



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### V. Parliamentary Authority

- (A) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* (<http://www.robertsrules.com/>) shall govern the Commission in all cases in which they are applicable and in which they do not conflict with State law and regulations; these Operating Guidelines; and any rules, procedures, or official action the Commission may adopt.

### VI. Ethics

- (A) **Compensation.** Pursuant to R.C. 181.21 and R.C. 181.22 Commission members ~~and Advisory Committee members~~ shall serve without compensation, but each member shall be reimbursed for the member's actual and necessary expenses incurred in the performance of the member's official duties on the commission. In order for non-Commission ~~and Advisory Committee~~ members serving on standing or ad hoc committees to receive reimbursement, they must be appointed by the Commission Chair, Vice-Chair, or standing committee chair and they must appear on the standing or ad hoc committee roster.
- (B) **Ethics.** Commission ~~and Advisory Committee~~ members have the duty to file any disclosures required of them.

### VII. Standing and Ad Hoc Committees

- (A) **Creation.** ~~The Commission hereby creates the following standing committees: Adult Criminal Justice committee and the Juvenile Justice committee, by vote of the Commission at the May 18, 2023 meeting. A Personnel committee is hereby created as a standing committee with the adoption of these Operating Guidelines. Data Collection and Sharing committee.~~ The Commission may form additional standing committees by formal vote. The Commission may also form ad hoc committees it believes necessary to complete its work. Ad Hoc committees shall be created by the Commission by formal vote and will also be dissolved by the Commission by formal vote when the Commission determines the Ad Hoc committee has completed its work and/or at the time final recommendations are presented to the Commission.
- (B) **Chairpersons.** Each standing committee shall select a Chairperson and Vice-Chairperson who shall be Commission ~~or Advisory Committee~~ members. Chairpersons and Vice-Chairpersons shall serve in their capacity for a term not exceeding two years. Chairpersons and Vice-Chairpersons shall be permitted to serve no more than two consecutive terms in their respective capacities. Ad Hoc committees created will select a chairperson in consultation with the



Standing Committee Chairperson, Vice-Chairperson or Director of the Commission.

- (C) **Membership.** Any standing or ad hoc committee created should consist of Commission members, ~~Advisory Committee members~~ and other persons who the Standing Committee Chairperson, Vice-Chairperson, or Director of the Commission believe will assist in a full exploration and vetting of the specific issues under the review of the committee. Standing committee members and Ad Hoc committee members must be appointed by the Commission's Chair, Vice-Chair, or the Standing Committee Chairperson. The Commission will maintain member rosters for all Standing Committee and Ad Hoc committees. ~~The Personnel committee will consist of three members, and all three must be members of the Commission.~~
- (D) **Voting.** All appointed members to a standing and/or ad hoc committee including non-Commission ~~or non-Advisory Committee~~ members, may vote on any motion properly before the (standing or ad hoc) committee.

### VIII. Office Operations

- (A) **Duties of the Executive Director.** In addition to the duties outlined in the position description, statute, and those determined by the Commission, the Executive Director manages the following day-to-day duties of the Commission Office, including:
- (1) **Purchase Requisitions.** Upon completion of a Purchase Requisition, including obtaining the necessary quotes and certifications according to the process directed by the Director of Fiscal Resources, the Executive Director shall indicate approval of the purchase upon determining the justification for the purchase is sufficient and the requirements of this policy have been met for all purchases \$2,500 or less.
    - **Signature Authority.** The Executive Director requesting the purchase shall sign all contracts and purchase approvals not requiring the approval of the Commission and signature of the Chair.
  - (2) **Approval of Timesheets.** Each pay period, the Executive Director shall submit the time sheet completed by every employee, as described in Administrative Policy 13, to the Office of Human Resources. The Executive Director shall acknowledge reviewing the information contained on the form by approving it.



- (3) **Approval of Employee Leave.** An employee shall prepare a request for leave and follow all procedures as listed in the Supreme Court of Ohio's Administrative Policy 12.
  - (4) **In-state travel.** A staff member shall obtain prior approval from the Executive Director to travel in-state at Commission expense while on Commission business with anticipated expenses equaling \$1,000 or less. Prior approval may be given verbally and may be of a continuing nature, except when an employee wishes to attend a continuing education conference, seminar, or workshop, in which case the employee shall complete a Travel and Conference Approval Form. Approval for travel costs greater than \$1,000 must be approved by the Commission, in the same manner as out-of-state travel, as described below.
- (B) **Duties of the Commission.** The Commission shall vote on operations matters concerning the office and the staff of the Commission and the Executive Director in certain instances, as outlined below. "Approval of the Commission" as discussed in this section refers to a majority vote of a quorum of the Commission:
- (1) **Purchase Requisitions over \$2,500.** Upon completion of a Purchase Requisition, including obtaining the necessary quotes and certifications according to the process directed by the Director of Fiscal Resources, the matter should be brought to the next meeting of the Commission for approval. A majority vote of a quorum of the Commission shall approve a purchase upon determining the justification for the purchase is sufficient, fiscal responsibility has been demonstrated, and the requirements of the policy of the Director of Fiscal Resources has been demonstrated, for all purchases greater than \$2,500.
  - (2) **In-state travel of the Executive Director.** The Executive Director shall obtain prior approval from the Commission to travel in-state at Commission expense while on Commission business with anticipated expenses of any amount.
  - (3) **Out-of-state travel.** All staff members and Commission members, including the Executive Director, shall obtain prior written approval from the Commission to travel out-of-state at Commission expense while on Commission business. The procedure to obtain approval shall occur in the following order:
    - The staff member shall complete a Travel and Conference Approval Form and attach a copy of the notice, agenda, course description, or letter of invitation relating to the meeting, conference, seminar, or workshop the



employee will attend and reasonable estimates of reimbursable expenses the employee expects to incur;

- The Executive Director shall indicate approval of the travel as appropriate Commission business by signing the form;
- The Director of Fiscal Resources shall indicate the availability of funds to reimburse the employee for travel expenses by signing the form;
- The Commission shall indicate approval with a majority vote of a quorum of the Commission in favor of the travel. The Chair shall indicate this approval of the travel by signing the form.

(4) **Authority of the Chair.** The Commission delegates approval to the Chair for the following matters:

- **Executive Director leave requests.** The Executive Director may present a request for leave—vacation leave, personal leave, family and medical leave, adoption or childbirth leave, unpaid leave, poll worker leave, compensatory time, sick leave, bereavement leave, court leave, or military leave—to the Chair for approval. The Chair shall indicate approval by approving the leave through the Supreme Court of Ohio system.
- **Approval of Executive Director time sheets.** Each pay period the Executive Director shall complete a timesheet consistent with Administrative Policy 13 and submit it for review and approval of the Chair.

(5) **Signature Authority.** Where the approval of the Commission is necessary as described above, this approval shall be documented in the Minutes and indicated on appropriate forms and contracts with the signature of the Chair.

(C) **Personnel Actions.** The Executive Director shall work together with the Commission's Personnel committee and the Commission on the matter of personnel actions, as described below:

(1) **Hiring.** The Executive Director will lead the hiring process for the replacement or addition of Commission staff members, not including an Executive Director, according to the following procedures:



## CRIMINAL SENTENCING COMMISSION

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- The Executive Director shall present a job announcement and position description to the Commission for approval prior to its posting. Approval of the Commission is indicated with a majority vote of a quorum.
  - The Executive Director and members of the Commission's Personnel committee will review applications received and select the candidates for a first-round interview.
  - A minimum of two rounds of interviews are held, with the panel containing the Executive Director, member of Commission staff, the Supreme Court of Ohio's Director of Human Resources or the director's designee, and one or more members of the Commission's Personnel committee. Other persons may serve on an interview team, including outside consultants or experts, if appropriate.
  - The Executive Director, in consultation with the Personnel committee and staff of the Office of Human Resources, shall select the most qualified applicant for the position vacancy without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran's status, or non-disqualifying disability pursuant to Adm. P. 5 (Equal Employment Opportunity).
  - The Executive Director shall present the recommended candidate to the Commission for appointment, approval indicated with the majority vote of a quorum.
- (2) **Employee corrective action, dismissal, or demotion.** The Executive Director has the authority to take corrective action against an employee whose job performance is deemed unsatisfactory or who engages in misconduct, consistent with Administrative Policy 21.
- If, by the judgment of the Executive Director, verbal and written reprimands do not sufficiently address the issue, the Executive Director shall refer the matter to the Personnel committee for investigation and/or further corrective action including but not limited to: suspension, reduction in pay, demotion, or dismissal.
- (3) **Allegations of misconduct by the Executive Director.** If there are allegations of misconduct against the Executive Director, or their job performance is deemed unsatisfactory, the matter shall be brought to the Personnel committee of the Commission. The Personnel committee shall take the following action:





# OHIO

## CRIMINAL SENTENCING COMMISSION

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- Investigate alleged misconduct and/or job performance concerns.
  - Consult with the Attorney General's office for legal advice as necessary.
  - If corrective action is deemed necessary based on the investigation, bring a recommendation for corrective action to the Commission including but not limited to: verbal or written reprimand, suspension, reduction in pay, demotion, or dismissal.
  - The Commission may take corrective action considered appropriate in view of the nature, frequency, and severity of the misconduct or unsatisfactory job performance and other relevant factors.
- (4) **Employee compensation.** The Personnel committee shall work with the Executive Director to establish appropriate salary ranges for Commission staff based on the analysis of the compensation of similar positions.
- At the last Commission meeting of each fiscal year, the Personnel committee shall recommend a cost-of-living salary adjustment for Commission staff to the Commission. Approval of this recommendation is indicated by a majority vote of a quorum of the Commission.
- (5) **Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA) requests for accommodations and/or leave.** The personnel committee shall work with the Executive Director to address ADA and FMLA requests. The committee will present a recommendation to the Commission, approval indicated with the majority vote of a quorum of the Commission.

### **VIII.**

#### **IX. Amendment of Operating Guidelines**

- (A) The Operating Guidelines may be amended at any full meeting of the Commission by the votes of a majority of the quorum present, provided that the amendment was submitted in writing at the last previous full Commission meeting or in advance of the full Commission meeting as approved by the chairperson, vice-chairperson or executive director.

#### **X. Effective Date**

- (A) These Operating Guidelines are effective upon adoption.



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Primary Location : United States of America-OHIO-Franklin County-Columbus

Other Locations : United States of America-OHIO-Hamilton County-Cincinnati, United States of America-OHIO-Cuyahoga County-Cleveland, United States of America-OHIO-Lucas County-Toledo

Work Locations :

NO ADDRESS

Columbus 43085

Organization : Supreme Court of Ohio

Classified Indicator: Unclassified

Bargaining Unit / Exempt: Exempt

Schedule : Full-time

Compensation: Range beginning at \$76,000

Unposting Date : Jun 12, 2022

Job Function : Attorney/Legal

Agency Contact Name: Office of Human Resources

Agency Contact Information: [Recruiting@sc.ohio.gov](mailto:Recruiting@sc.ohio.gov)

Criminal Justice Counsel (220003UF)

Job Duties



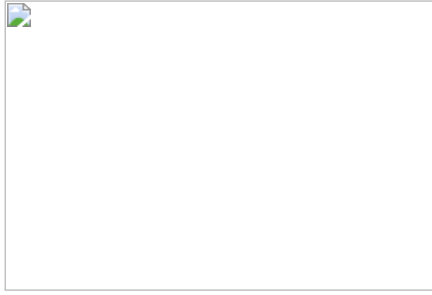
## THE SUPREME COURT of OHIO

**\*\*\*This position is a primarily remote position which can be located anywhere in the State of Ohio.\*\*\***

The Supreme Court of Ohio is seeking to fill the position of **Criminal Justice Counsel** in the Ohio Criminal Sentencing Commission, an affiliated office of the Court. The Criminal Justice Counsel assists the Ohio Criminal Sentencing Commission (the Commission) in researching, developing, and recommending effective strategies relative to sentencing and criminal justice issues.

### **What's in it for you...**

The State of Ohio offers an excellent benefits package which includes extensive medical, dental, and vision insurance, 11 paid holidays, at least a 14% employer contribution into your OPERS pension plan, employee tuition reimbursement and much more! To view all that's in it for you, please visit Total Rewards.



### ***What you will do...***

- Assist the Commission in its work to revise Ohio's criminal statutes, to prepare summary materials designed to make the law more workable for practitioners, and to respond to a variety of inquiries from its members and the public.
- Monitor trends developed through case law and promising practices relative to criminal justice issues and disseminate pertinent information to the commission director, the Commission, interested parties and justice system partners.
- Conduct legal research and write memos and other documents for the Commission, including legislative drafting.

### Qualifications

#### ***What we're looking for...***

- Law degree or equivalent experience.
- Two or more years relevant experience in the criminal justice or related field; prior experience in the Ohio Court System strongly preferred.
- Requires exceptional organization, communication, and interpersonal skills, including the ability to distill and simplify complex statutes.

#### **Major Worker Characteristics:**

The Court and OCSC seek to recruit and retain talented individuals with a commitment to public service.

This is an exempt unclassified position that reports to the Director, Criminal Sentencing Commission.

**The salary for the position will be set based on experience with a range beginning at \$76,000.** The Supreme Court of Ohio and the OCSC as an affiliate office offers a generous compensation package which includes salaries reviewed annually for market adjustments; health, vision, dental, and life insurance; 14 employer contribution to the state retirement plan (OPERS); tuition reimbursement; flex time; and paid vacation, personal and sick time earned in the first month of employment.

#### **Application Process**

Formal consideration of interested applicants will begin immediately. Mailed or faxed applications will not be accepted. To be considered for this position, candidates must apply online at [www.careers.ohio.gov](http://www.careers.ohio.gov) and attach all of the following:

1. Complete application online
2. Complete the supplemental questions online
3. Upload a resume
4. Upload a cover letter with Salary Requirements

Only completed applications will be considered. In response to your application, this system will send you a confirmation email. Interviews will be scheduled as soon as practical. We will contact you if you are selected for an interview. Please do not duplicate your application and please, no phone inquiries.

**Out of state applicants may apply; however, the Supreme Court of Ohio or the OCSC does not reimburse travel or relocation expenses.**

**The Supreme Court of Ohio and the OCSC is an equal employment opportunity employer that supports an alcohol and drug-free, and a weapons and violence free, work environment.**

### Background Check Information

The final candidate selected for the position will be required to undergo a pre-employment drug screening and a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

For applicant support and additional information about employment with the State of Ohio, [return to Careers.Ohio.Gov](#)

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Primary Location : United States of America-OHIO-Franklin County

Other Locations : United States of America-OHIO-Athens County, United States of America-OHIO-Cuyahoga County, United States of America-OHIO-Hamilton County, United States of America-OHIO-Summit County, United States of America-OHIO-Lucas County

Work Locations :

65 South Front Street

Columbus 43215

Organization : Supreme Court of Ohio

Classified Indicator: Unclassified

Schedule : Full-time

Compensation: Range beginning at \$71,000

Unposting Date : Aug 28, 2022

Job Function : Research

Agency Contact Name: Office of Human Resources

Agency Contact Information: Recruiting@sc.ohio.gov

Research Specialist (220007U3)

Description



**\*\*\*This position is a primarily remote position which can be located anywhere in the State of Ohio.\*\*\***

The Supreme Court of Ohio is seeking to fill the position of **Research Specialist** in the Ohio Criminal Sentencing Commission, an affiliated office of the Court. The successful candidate will perform research, statistical analyses and provide staff support for the Ohio Criminal Sentencing Commission (OCSC).

***A day for the Research Specialist may include.....***

- Managing various lines of effort in development of the Ohio Sentencing Data Platform, including the creation of a public portal to display aggregate sentencing data in Ohio
- Developing projects for interns and overseeing their successful completion in limited timeframes
- Collecting, cleaning, and analyzing data from disparate sources across the criminal justice system to explain impacts of policy changes
- Creating survey, focus group, and interview instruments for qualitative analysis and interpreting their results for a diverse audience
- Weekly staff meetings and project related meetings to support the development of the Ohio Sentencing Data Platform and to advance the work of the Commission
- Presenting findings to a wide array of stakeholders including criminal justice practitioners, policymakers, and the general public

The *ideal* candidate for this position has a Master's degree in public policy or a social science field with both qualitative and quantitative research experience. The selected candidate will be able to define problems and review facts to draw conclusions which they are able to effectively communicate to a variety of audiences.



***What's in it for you?***

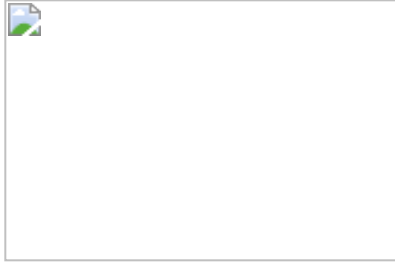
As an employee of the Criminal Sentencing Commission, an affiliated office of the Supreme Court of Ohio, you will be eligible for our compensation package that includes:

- Insurance
- Tuition Reimbursement
- Pension through OPERS
- 11 Paid Holidays
- Paid Vacation, Sick, and Personal Leave
- Flex Time to help manage work and life balance
- Nearly full time telework with limited in office or travel requirements

To view all that's in it for you, please visit **Total Rewards**.

### ***Summary of Duties:***

- Plans and implements non-legal research
- Quantitative and qualitative data analysis
- Prepares reports, presentations, and memoranda
- Manages full cycle data collection and research projects
- Present data to a variety of audiences
- Participate in other projects with the Criminal Sentencing Commission team



### **Qualifications**

#### ***Requirements:***

- Master's degree in public policy or social science field
- At least two years' experience in a research position
- Experience with STATA or other statistical software
- Presentation experience

This is an exempt unclassified position that reports to the Director, Criminal Sentencing Commission. This position is primarily remote with some in office and travel requirements.

***The salary range for this position, commensurate with experience, starts at \$71,000.***

### ***Are You Ready?***

We are thrilled to see that you are interested in beginning your career with the Supreme Court of Ohio! Formal consideration of interested applicants responding to this job announcement will begin immediately. Mailed or faxed applications will not be accepted. To be considered for this position, candidates must apply online at [www.careers.ohio.gov](http://www.careers.ohio.gov) and attach all of the following:

1. Complete application online
2. Complete the supplemental questions online

3. Upload a resume
4. Upload a cover letter with Salary Requirements

Interviews will be scheduled as soon as practical. We will contact you if you are selected for an interview.

You can check the status of your application online by signing into your profile. Jobs you applied for will be listed.

The application status is shown to the right of the position title and application submission details.

### ***You Also Need to Know...***

The Supreme Court of Ohio is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, attempts to maintain staff continuity for the efficiency of its operation, and desires to foster and maintain an ethical, professional, and impartial work environment. Pursuant to Adm. P. 4 (At-Will Employment), no person shall be offered or denied a position of employment with the Court, and no employee shall have the employee's employment terminated based upon political party affiliation, political activity permitted under Adm. P. 17 (Employee Code of Ethics), or other partisan considerations. Further, no employee shall have their employment terminated with or without cause unless upon the concurrence of a majority of the Court.

***The Supreme Court of Ohio is an equal employment opportunity employer that supports an alcohol and drug-free, and a weapons and violence-free, work environment.***

## Background Check Information

The final candidate selected for the position will be required to undergo a pre-employment drug screening and a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

For applicant support and additional information about employment with the State of  
Ohio, [return to Careers.Ohio.Gov](https://careers.ohio.gov)





CRIMINAL SENTENCING COMMISSION

65 SOUTH FRONT STREET • 5TH FLOOR • COLUMBUS, OHIO 43215-3431 • TELEPHONE: 614.387.9305 • FAX: 614.387.9309

## POSITION DESCRIPTION

**POSITION TITLE:** Criminal Justice Counsel

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**Classification:**

**Position Control Number:**

**Pay Grade:** 109

**FLSA Status:** Exempt

**Office/Section:** Criminal Sentencing  
Commission

**EEO Status:** Professionals

**Division:** Affiliated Offices

**Date Created:** February 2021

**Reports to:** Director

**Date Revised:**

### JOB PURPOSE

The Criminal Justice Counsel assists the Ohio Criminal Sentencing Commission (OCSC) in researching, developing, and recommending effective strategies relative to criminal justice issues, e.g., sentencing, diversion, access to justice, community supervision, etc. Assists the Criminal Sentencing Commission in its work to revise Ohio's criminal statutes, to prepare summary materials designed to make the law more workable for practitioners, and to assist the Commission in responding to routine inquiries.

### ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

Assist the director of the OCSC in preparing Commission work product, facilitating Commission and committee meetings and general duties of the office.

Monitor trends developed through case law and promising practices relative to criminal justice issues and disseminate pertinent information to the commission director, the commission and its advisory committee, interested parties and justice system partners.

Conduct legal and non-legal research.

Write memos and other documents on criminal justice issues for the Commission and provide legal advice on Commission matters, as needed.

Make presentations on the work of the OCSC, its advisory committee, other working committees and criminal justice issues at seminars, judicial and court personnel courses, and other meetings and sessions.

Write and edit Commission documents, including legislative drafting.

May serve as liaison to the General Assembly, administration and other interest groups as designated by the Commission Director.

May provide work direction as it relates to specific tasks and/or projects to administrative staff and/or interns placed at the OCSC.

Performs other duties as assigned.

Regular, reliable, and punctual attendance is required.

### **QUALIFICATIONS & EXPERIENCE**

Requires a law degree, membership in good standing of the Ohio bar.

Requires two or more years relevant experience in the criminal justice field; prior experience in the Ohio Court System strongly preferred.

The position also requires exceptional organization, communication and interpersonal skills and requires demonstrated understanding of the Commission's work, procedures, and research.

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information.

The position also requires the ability to define problems, collect data, establish facts & draw valid conclusions; the ability to prepare meaningful, concise & accurate reports; the ability to distill and simplify complex statutes; the ability to work with diverse groups on policy development; proficiency in the use of legal research methods, performing complex analyses and exceptional writing skills; and good communication skills.

Requires a high level of proficiency with Microsoft Word, Outlook, and PowerPoint; the Internet, and Westlaw or Lexis and other legal-research resources.

Requires occasional travel within Ohio and occasional out of state travel and the ability to work non-standard work hours when appropriate.

Requires the ability to perform all aspects of the job with fairness, equity, patience, discretion, and confidentiality.

Must possess proven skills to demonstrate strong public speaking and sound grammar/writing abilities.

Special Requirements: This position is regularly exposed to sensitive information and the incumbent is expected to keep any such information strictly confidential.

**PHYSICAL REQUIREMENTS**

This position operates in a professional office environment. Travel on Court business, including the possibility of some overnight travel, is expected and required. This role routinely uses standard office equipment, such as computers and phones.

This is a largely sedentary role; however, the employee may also be required to move about the office and building, and other locations while traveling on Court business. While performing the duties of this job, the employee will regularly be required to communicate and exchange information.

**COURT EXPECTATIONS OF EMPLOYEE**

In completing the duties and responsibilities of the position, the Court expects the incumbent will adhere to all Court policies, guidelines, practices and procedures: act as a role model both inside and outside the Court; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the incumbent must be able to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the Court. Further, the Court expects the incumbent to demonstrate flexible and efficient time management, the ability to prioritize workload, the ability to perform duties in a timely, accurate and thorough manner, and to communicate regularly with the incumbent's supervisors about work-related issues.

**AT-WILL EMPLOYMENT**

The Supreme Court of Ohio is an at-will employer that seeks to attract, employ, and retain highly skilled and motivated individuals, maintain staff continuity for the efficiency of its operation and desires to foster and maintain an ethical, professional, and impartial work environment. Pursuant to Adm. P. 4 (At-Will Employment), no person shall be offered or denied a position of employment with the Court, and no employee shall have their employment terminated based solely upon political party affiliation, political activity permitted under Adm. P. 17 (Employee Code of Ethics), or other partisan considerations. Further, no employee shall have the employee's employment terminated without cause unless upon the concurrence of a majority of the Court.

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Employee Signature

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Date

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Supervisor Signature

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Date



## CRIMINAL SENTENCING COMMISSION

65 SOUTH FRONT STREET • 5TH FLOOR • COLUMBUS, OHIO 43215-3431 • TELEPHONE: 614.387.9305 • FAX: 614.387.9309

**POSITION:** Research Specialist  
**PAY RANGE:** Pay Grade 109  
**DIVISION:** Ohio Criminal Sentencing Commission  
**HOURS:** Full-Time

### **Overview:**

Performs research and statistical analyses for the Ohio Criminal Sentencing Commission (OCSC); identifies and collects relevant information, analyzes data, and provides staff support.

### **Responsibilities:**

Plans and implements non-legal research, including monitoring the impact of changes in sentencing policy, as required by the Executive Director.

Analyze relevant research and statistical data and/or uses computerized tools to expedite research. Prepares reports, presentations and memoranda relating to this research.

Manages data collection projects for the Commission, including assisting with the planning and implementation of the collection process. Researches and proposes the appropriate data elements to collect.

Manages research projects to determine impacts of policy changes as required by the Ohio General Assembly.

Make presentations on the work of the Commission, other working committees and criminal justice issues at seminars, judicial and court personnel courses, and other meetings and sessions.

Manages various lines of effort in the development of the Ohio Sentencing Data Platform.

Manage multiple and ongoing research projects driven by the mission of the Commission and/or legislation that, at minimum, requires literature review, development of research questions, meeting with interested parties regarding the research, develop Memorandums of Understanding with outside agencies and data collection and analysis.

Reviews and summarizes materials from other jurisdictions and academia that relate to the Sentencing Commission's work and disseminate pertinent information to the Commission director, the Commission, interested parties and justice system partners.

Coordinate special projects and assignments for the Executive Director and Commission. Serve as a liaison and/or project leader for the Commission.

Supervise staff, which may include interns assigned to the Commission.

Oversee and manage third party contracts e.g. contracted research projects. Prepare and submit grant applications.

Provides staff support for the Commission's various committees, as needed.

Performs other related duties as assigned.

### **Qualifications and Requirements:**



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This position requires a Bachelor’s degree in an analytical field or equivalent, graduate degree or law degree preferred, two to four years’ experience in a research function or related field, demonstrated ability to implement effective research projects, demonstrated understanding of the Commission's policies, procedures, and research issues. Experience using spreadsheets and STATA (or other statistical software) a must. This position also requires the ability to define problems, collect data, establish facts & draw valid conclusions; use qualitative and quantitative research methods in gathering data; prepare meaningful, concise & accurate reports; present complex subjects to a variety of audiences.



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## **POSITION DESCRIPTION**

**POSITION TITLE:** Assistant Director

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**Classification:** Program Manager III

**Position Control Number:**

**Pay Grade:** 111

**FLSA Status:** Exempt

**Office/Section:** Criminal Sentencing  
Commission

**EEO Status:** Professionals

**Division:** Affiliated Offices

**Date Created:** February 2021

**Reports to:** Director

**Date Revised:** September 2021

### **JOB PURPOSE:**

Provide legal, legislative and administrative support in matters relating to the Ohio Criminal Sentencing Commission; assist in matters that are within the scope of responsibility of the Commission, including the implementation of the Uniform Sentencing Entry and administration of all phases of Ohio Sentencing Data Platform; act as a primary liaison between the commission and its partners; perform the duties of the director in his or her absence related to the duties of the Ohio Criminal Sentencing Commission; and perform other duties as assigned by the Director of the Ohio Criminal Sentencing Commission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Advises the Director of the Ohio Criminal Sentencing Commission regarding policy matters relating to the functions of the Commission; anticipates issues of concern; proposes and implements solutions.

Aides the Director of the Ohio Criminal Sentencing Commission in the performance of duties, management, and activities assigned to the Commission, including establishing priorities and office practices, and training staff.

In conjunction with the Commission Director, directs and oversees the work of the Commission staff; manages workflow; reviews work; sets staff schedules and approves timesheets and leave forms; conducts staff meetings; coaches and mentors staff and conducts performance evaluations; identifies and recommends opportunities for professional development of staff; recommends appropriate staff salaries and salary adjustments; evaluates staffing and other resource requirements for the office; makes recommendations to ensure adequate staff support and efficient office operation.

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Conduct legal research and prepare memos related to various issues concerning the Commission. Prepare and review Requests for Proposal for various Commission projects and work with vendors to ensure contract specifications are met.

Under direction and on behalf of the Director of the Commission coordinates projects and services, and supports streamlining process improvements for the implementation of the Uniform Sentencing Entry and the Ohio Sentencing Data Platform. Identifies and evaluates risks that may impact project. Works with university partners to define specific activities and associated time frames to be performed to produce project deliverables. Serves as the commission representative of project in public forums (e.g., user groups, committees, county agencies) and makes project presentations to educate/train users. Manages and processes procurement documents. Participates in meetings with state and/or internal stakeholders to discuss and/or present project parameters or related expenditures. Travels to implementation sites. Prepare and publish data base operation procedures and guidelines for the commission.

Respond to inquiries from judges, court personnel, academicians, legislators, attorneys, the public, media and other interested parties. Respond to inquiries regarding public records.

Make presentations on the work of the Commission to general audiences, judges, court personnel, attorneys, law students and others.

Assist the Commission Director in the preparation, facilitation and organization of Commission meetings, committee meetings and project meetings. Attend all meetings and coordinate business with the Director, Commission Members, Commission Vice-Chair and Chair. Maintain Commission records, correspondence, and minutes. Work with Director to prepare budget; review expenditures; and supervise reimbursement of requests for reimbursement. Provide support to the Commission regarding legal, legislative and procedural matters. Organize seminars, presentations, trainings on the work of the Commission, including the Uniform Sentencing Entry and the Ohio Sentencing Data Platform.

Serve as liaison to task forces and committees, as assigned by the Commission Director, and prepare report and recommendations to the Commission.

Serve as liaison to the General Assembly, may prepare and present testimony as assigned by the Commission Director.

Regular, reliable, and punctual attendance is required.

**QUALIFICATIONS & EXPERIENCE:**

Requires a Bachelor's degree and a graduate degree from an accredited university preferable in public administration, sociology, criminal justice, or judicial administration. Active law license in good standing in the state of Ohio (or ability to obtain an Ohio law license within six months of employment) is strongly preferred. The candidate should have at least eight to ten years or progressive relevant experience, thorough knowledge of state and local government practices and possess exceptional organization, oral and written communication, computer skills, and interpersonal skills. Prior experience in the Ohio court system or Ohio government is strongly preferred.

Previous supervisory experience required.

Demonstrated competency in project management and the execution of multiple or large projects with strong abilities in relationship management.

Requires the ability to communicate effectively, both verbally and in writing, to establish positive public relations, and to interact effectively with justices, judges, attorneys, supervisors, co-workers, and the public.

Demonstrated customer service, organization, leadership, planning, and conflict management.

Requires the ability to problem solve and/or troubleshoot, think analytically, multitask effectively, and work independently.

Requires judgment, decisiveness, and creativity in evaluating information.

Requires the ability to perform all aspects of the job with fairness, equity, patience, discretion, and confidentiality.

Requires the ability to produce a high volume of work within a deadline. Ability to meet multiple deadlines and deal with shifting priorities.

May work flexible hours; requires travel and overnight stays.

Special Requirements:

This position is regularly exposed to sensitive information and the incumbent is expected to keep any such information strictly confidential.

**PHYSICAL REQUIREMENTS**

This position operates in a professional office environment and requires frequent operation of computers or other office equipment. The employee may be required to move about the office and building.



Performing job duties requires the ability to occasionally lift up to 10 pounds. The position also occasionally requires the ability to bend, push, reach, turn or twist the body, and finger (pinch/pick). Specific vision abilities required by this job include the ability to see near. While performing the duties of this job, the employee will regularly be required to communicate and exchange information.

**COURT EXPECTATIONS OF EMPLOYEE**

In completing the duties and responsibilities of the position, the Court expects the incumbent will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; exhibit a professional manner in dealing with others; and work to maintain constructive working relationships. In addition, the incumbent must be able to maintain a positive and respectful approach with superiors, colleagues, and individuals inside and outside the Court. Further, the Court expects the incumbent to demonstrate flexible and efficient time management, the ability to prioritize workload, the ability to perform duties in a timely, accurate and thorough manner, and to communicate regularly with the incumbent's supervisors about work-related issues.

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Employee Signature

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Date

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Supervisor Signature

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Date



## TELE/REMOTE WORK POLICY: EFFECTIVE JANUARY 30, 2023

Teleworking, remote working, or telecommuting, is working from home, on the road or at satellite location for all or part of regular work hours. When tele or remote working/telecommuting, the employee acknowledges this policy by signature and is obligated to comply with all Commission rules, practices, and instructions.

### COMPENSATION AND WORK HOURS

The employee's compensation, benefits, work status and work responsibilities will not change when tele/remote working. The amount of time the employee is expected to work per day or pay period does not change when tele/remote working.

### EQUIPMENT/SUPPLIES

The employee shall provide the equipment necessary to perform his/her current duties. This may include computer hardware, computer software, phone lines, email, voice-mail, and other applicable equipment as deemed necessary. The employee is responsible for maintenance and repair of equipment. Office supplies will be provided as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless approved, in advance, by the Director.

### WORKER'S COMPENSATION

During work hours and while performing work functions in the designated work area of the home, tele/remote workers are covered by worker's compensation.

### LIABILITY

The employee's home workspace will be considered an extension of the Commission workspace. The employee's at-home work hours will conform to a schedule agreed upon by the employee and the Director. The Commission assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours. The Commission is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

### DEPENDENT CARE

Tele/remote working is not a substitute for dependent care. Tele/remote workers will not be available during core work hours to provide dependent care.

### COMMUNICATION

Employees must be available by phone, email, and zoom (or other remote technology) conference during core hours. Employees will be available for meetings and other in person events as required, unless otherwise approved by the Director. For each tele/remote working day, employees will send by email to the Director either a daily itinerary and planned work or a summary of their completed daily activities.

*Nikole Hotchkiss* January 26, 2023  
Employee signature & date

*Sara Andrews* January 26, 2023  
Director signature & date