



OHIO CRIMINAL SENTENCING COMMISSION MEETING

May 8, 2025, 10:00 am—12:00 pm

Ohio Judicial Center, Room 101

- I. Call to Order Chair Chief Justice Sharon L. Kennedy
- II. Roll Call Will Davies, Esq.
- III. Approval of Minutes from March 6, 2025 **(Vote Needed)**
- IV. Committee Reports
 - A. Adult Criminal Justice Committee Judge Stephen McIntosh
 - 1. PSI Suggested Elements **(Vote Needed)**
 - B. Juvenile Justice Committee Judge Robert DeLamatre
 - C. Data Committee Chief Justice Sharon L. Kennedy
 - 1. OCJS Data Map **(Vote Needed)**
 - D. Personnel Committee Chief Justice Sharon L. Kennedy
 - 1. Executive Session on Personnel Matters **(Vote Needed)**
 - 2. Operating Guidelines
- V. Legislative Update Alex T. Jones, Esq.
- VI. Old Business
- VII. New Business
 - 1. Out of State Travel Approval for NASC **(Vote Needed)** Will Davies, Esq.
 - 2. Reference Guides: Share with Court Services **(Vote Needed)** Chief Justice Sharon L. Kennedy
- VIII. Adjourn

2025 Full Commission Meeting Dates

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

Thursday, September 25, 2025, at 10:00 am, Room 101

Thursday, December 18, 2025, at 10:00 am, Room 101



CRIMINAL SENTENCING COMMISSION

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OHIO CRIMINAL SENTENCING COMMISSION MEETING

March 6, 2025, 10am-12pm

Ohio Judicial Center, Room 281

MEMBERS PRESENT

Sharon L. Kennedy, Chief Justice, Chair
Nick Selvaggio, Judge, Common Pleas Court, Vice-Chair
Amy Ast, Director, Department of Youth Services
Brooke Burns, Ohio Public Defender, Juvenile Department
Annette Chambers-Smith, Director, Department of Rehabilitation and Corrections
Robert DeLamatre, Judge, Juvenile Court
Julia Dorrian, Judge, 10th District Court of Appeals
Kyle Erdeljac, Lieutenant, Columbus Police Department, FOP
Gwen Howe-Gebers, County Prosecutor, Juvenile
Latyna Humphrey, House of Representatives
Catherine Ingram, Ohio Senate
Robert Krapenc, Attorney, Criminal Defense
Timothy Lanzendorfer, Ohio State Bar Association
Nathan Manning, Ohio Senate
Charles McConville, County Prosecutor
Stephen McIntosh, Judge, Common Pleas Court
Elizabeth Miller, Ohio Public Defender
Jennifer Muench-McElfresh, Judge, Common Pleas Court
Kyle Rohrer, Judge Municipal Court
Robert Sellers, Lieutenant, State Highway Patrol
Darren Shulman, Municipal Prosecutor
Helen Wallace, Judge, Juvenile Court
Donnie Willis, County Commissioner

MEMBERS ABSENT

Charles Chandler, Peace Officer
Timothy France, Judge, Municipal Court
Kristen Johnson, Judge, Probate and Juvenile Court
John Hinton, Sheriff
Teri LaJeunesse, Victim Representative
Josh Williams, House of Representatives
Tyrone Yates, Judge, Municipal Court

STAFF PRESENT

Melissa A. Knopp, Esq., Executive Director
Michael Crofford, M.Ed., LPC, Research Specialist
Will Davies, Esq., Criminal Justice Counsel
Angela Kay Garvey, Program Coordinator
Emily S. Haynes, Esq., M.L.S., Criminal Justice Counsel
Todd Ives, MPA, Research Specialist
Alex T. Jones, Esq., Criminal Justice Counsel



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Call to Order and Roll Call

1. Chief Justice Kennedy called the meeting to order at 10:00 AM. Director Melissa Knopp took roll call, and a quorum was present.

Approval of minutes from November 21, 2024

2. Chief Justice Kennedy asked if there were any changes needed for the November 21st, 2024, meeting minutes. Changes were requested to correct the spelling of Lt. Erdeljac's name in the body of the minutes and to spell out Targeted Community Alternative to Prison (TCAP) in paragraph seven. Director Chambers-Smith moved to approve the minutes from the November meeting with the requested changes. Senator Nathan Manning seconded. Senator Catherine Ingram abstained with the remaining members voting yes. The motion passed.

Nominate & Elect New Commission Vice-Chair

3. Chief Justice Kennedy announced that Judge Nick Selvaggio would be stepping down as vice-chair and thanked him for his years of service to the Sentencing Commission. He thanked her and shared that he would be stepping down as vice-chair but remaining on the Commission for the remainder of his term. He thanked the Commission for their work and stated that he looked forward to continuing to work with them.
4. Chief Justice Kennedy then asked if any of the members would be interested in becoming the new vice-chair. Municipal Prosecutor Darren Shulman volunteered to serve as vice-chair. There were no additional volunteers. Chief Justice Kennedy moved to appoint Darren Shulman as vice-chair of the Commission and Judge Selvaggio seconded. The motion passed unanimously.

Committee Reports

Adult Criminal Justice Committee

5. Director Annette Chambers-Smith then announced she will be stepping down as the chair of the Adult Criminal Justice Committee but will be staying on as a member. She then gave a report on the work of the committee including the presentation she had given on tracking recidivism versus the social determinates of health, work on the indefinite sentencing guide, and NGRI guide. She asked if there were any questions, but none were stated at this time. Judge Stephen McIntosh made a motion to accept and publish the Indefinite Sentencing Guide and was seconded by Judge Jennifer Muench-McElfresh. The motion passes unanimously.



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6. County Prosecutor Chip McConville then made a motion to accept and publish the NGRI Guide which was seconded by Defense Attorney Robert Krapenc. The motion passed unanimously.
7. Criminal Justice Counsel Will Davies then discussed the updates that had been made to the Uniform Sentencing Entry (USE) guide. He reminded the members of how versions were tracked and how the recent changes, including those related to the Beatty decision, would make this version 7.0.0. Director Chambers-Smith asked if there was a motion. Darren Shulman moved to accept and publish the USE v7.0.0. Public Defender Elizabeth Miller seconded, and the motion passed unanimously.
8. Director Chambers-Smith then shared that the committee had also been working on presentence investigations (PSI) and confinement credit. She shared that trainings had been, and would continue to be, conducted on the topic of confinement credit and that the next training was scheduled for March. Chief Justice Kennedy thanked people for reaching out to the Judicial College for training on this issue and encouraged them to do so for any future issues that may arise through the committees or in general. She then thanked Director Chambers-Smith for being the chair of the committee. Judge Julia Dorrian also thanked all those that have worked on the reference guides and trainings and shared how useful they are for new judges' training specifically. Chief Justice Kennedy then asked if there were any volunteers to chair the Adult Criminal Justice Committee. Judge McIntosh volunteered. With no additional volunteers, Chief Justice Kennedy moved to appoint Judge McIntosh as the chair of the Adult Criminal Justice Committee. The motion was seconded by Judge Dorrian and passed unanimously.

Juvenile Justice Committee

9. Chief Justice Kennedy then thanked the members from the legislature present for passing the Juvenile Justice Committee back into statute. She then thanked Judge Helen Wallace for her time as chair and thanked Judge Robert DeLamatre, the current vice-chair of the juvenile committee, for accepting the role as the new chair of the committee as allowed by statute. She then thanked Director Amy Ast for agreeing to be the new vice-chair.
10. Judge DeLamatre then reported on the work of the committee. He shared that there had been much discussion on juvenile bindovers including statistics presented by the Cuyahoga County prosecutor office. He shared that Representative Josh Williams continued to solicit feedback and discussion from the committee and would look for formal feedback once his bill on the subject was introduced. He then discussed the development of juvenile reference guides and ongoing research on bindover issues and appeals decisions. He asked for any feedback or suggestions for topics of discussion for the committee and invited anyone to join. Chief Justice Kennedy briefly mentioned that



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a survey is being developed by the court to ask about frequent appeals trends and encouraged joining the juvenile committee.

Data Committee

11. Chief Justice Kennedy then introduced the Monitoring Report supplement and discussed the development of the supplement to include information on TCAP and specialized dockets. She mentioned that she had already suggested some edits to align the report language with the naming conventions that were being developed with the specialized dockets section. There was a brief discussion on how best to match the historical data that had been utilized for the report with the suggested language. It was suggested a footnote be added explaining the change in language. An additional suggestion was made to resize figure 8 to make sure it was more easily read. This change will be made when working with the Public Information Office (PIO) to prepare the report for publication. With these suggested edits, Chief Justice Kennedy made a motion to adopt and send to the General Assembly the 2025 Monitoring Report Supplemental. Director Chambers-Smith seconded, and the motion passed unanimously.
12. Research Specialist Todd Ives then presented on the Jail Data Map that had been developed. Chief Justice Kennedy motioned to approve and publish the Jail Data Map and was seconded by Lt. Kyle Erdeljac. The motion passed unanimously. Chief Justice Kennedy then reviewed the next meeting date for the committee was on April 3rd at 3:00PM. She discussed the goals of the committee moving forward and invited any additional members to the committee.

Personnel Committee

13. Chief Justice Kennedy then asked new staff member, Criminal Justice Counsel Emily S. Haynes, Esq., M.L.S., to introduce herself to the members. Ms. Haynes introduced herself and gave a brief overview of her background. She thanked the Commission, and the Chief Justice welcomed her.

Legislative Update

14. Criminal Justice Counsel Alex T. Jones then discussed the legislative update. He shared that Director Melissa A. Knopp had been invited to present budget testimony and that it had gone well. He shared that they had received positive feedback and thanked Representative Williams for his praise of the Commission. He then shared that he and Director Knopp were meeting with legislatures and their aides regularly. He shared that the House committees had been restructured in a way that may impact the purview of the Commission and he would provide additional information as it was available. He then reminded members that if there were any legislative questions, to please feel free to reach out to him. He thanked those that had provided feedback in the past on



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legislative updates and shared that he will be aiming to provide a monthly update moving forward.

Old Business

15. No old business was discussed.

New Business

16. Chief Justice Kennedy then opened the room for any new business. She thanked Bob Krapenc for being on the Commission and shared that he will be leaving the Commission and moving into a new role on March 31st. She thanked him again and stated that the Governor will be appointing a replacement. She then shared that Judge Marianne Hemmeter had also resigned from the Commission due to her new role moving from a municipal to common pleas judge. However, she had recommended a replacement, and the Chief Justice welcomed Judge Kyle Rohrer and asked him to introduce himself, which he did.
17. Director Knopp then read a list of all the new and reappointed members. Chief Justice Kennedy asked the new members to introduce themselves. Timothy Lanzendorfer from the Ohio State Bar Association and Senator Catherine Ingram introduced themselves and their backgrounds.
18. Research Specialist Ives then gave a brief update on the HB1 report process. There were no questions at this time.
19. Chief Justice Kennedy then briefly introduced HB 257 (135th General Assembly) which would permit hybrid meetings for certain Boards and Commissions. She asked Criminal Justice Counsel Jones to clarify what was included in this bill. He shared that the Commission would need to proactively adopt and add to the operating guidelines any allowance for hybrid meeting attendance. Any change to the operating guidelines would need to be presented to the members twice before a vote could take place which would mean this would go into effect in September or December at the earliest. There was a discussion on the pros and cons of hybrid attendance with many members contributing to the discussion. Mr. Jones clarified that the statute creates a floor not a ceiling for allowing virtual attendance in so much that it allows for that option, but the Commission had the latitude to decide if they wanted to adopt a virtual attendance option and if so, what limits or guidelines they wished to establish. Discussion continued on how many virtual meetings would be allowable in a calendar year if adopted. Darren Shulman made a motion to adopt HB 257 to permit hybrid participation one time per year and Judge Dorrian seconded. A vote was called. Chief Justice Kennedy and Judge



Selvaggio were opposed. All remaining Commission members were in favor. The motion passed. The Chief Justice stated that the Personnel Committee would begin working on updates to the operating guidelines and reminded members that these would need to be presented to them twice prior to a vote being taken.

20. Judge Selvaggio then spoke and thanked the Department of Rehabilitation and Corrections for their work and the programming opportunities they provide.

Adjourn

21. Chief Justice Kennedy reviewed the next Commission meeting date was scheduled for May and the meeting was adjourned at 11:07am.

DRAFT



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 181.27 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 or by voice vote at the discretion of the Chairperson or Vice-Chairperson if the Vice-Chairperson presides over the meeting. A roll call vote must be taken for the purpose of entering into executive session.
- (D) **Meetings Open.** Meetings of the Commission and any committees shall be open to the public pursuant to R.C. 121.22.

II. Member Attendance

- (A) **Requirement.** For a fully effective Commission, a Commission member shall make a good faith effort to attend, in person, each Commission meeting.

(B) Participation by ~~telephone-video conference~~ or other electronic means. ~~A Commission 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 participating in this manner is **not** considered present for meeting attendance, quorum, and voting purposes.~~ Pursuant to R.C. 121.221, the Commission adopts the following policy permitting the Commission to hold, and members of the Commission to attend, meetings by means of video conference or any other similar technology:

(1) Meetings shall not be held by means of video conference or any other similar technology if either of the following apply:

(a) The meeting involves a vote to approve a major non-routine expenditure.

(b) The meeting involves a vote to approve a significant hiring decision.

(2) Each Commission member may only attend one Commission meeting by means of video conference or any other similar technology per calendar year. Any Commission member participating in this manner more than once per calendar year shall be considered absent at each subsequent meeting during the immediate calendar year.

(3) The Commission shall provide notification of meetings held by means of video conference or any other similar technology to the public, to the media that have requested notification of a meeting, and to the parties required to be notified of a meeting at least seventy-two hours in advance of the meeting by reasonable methods by which any person may determine the time, location, agenda of the meeting, and the manner by which the meeting will be conducted, except in the event of an emergency requiring immediate official action. In the event of an emergency, the Commission shall immediately notify the news media that have requested notification or the parties required to be notified of a hearing of the time, place, and purpose of the meeting or hearing.

(4) The Commission shall provide the public access to a meeting held by means of video conference or any other similar technology, commensurate with the method in which the meeting is being conducted. The Commission

shall ensure that the public can observe and hear the discussions and deliberations of all the members of Commission, whether the member is participating in person or electronically. Members of the Commission shall have a sufficient internet or other electronic connection to allow the member to be seen and heard clearly and shall be visible at all times.

(5) All votes taken in a meeting held by means of video conference or any other similar technology shall be taken by roll call vote unless there is a motion for unanimous consent, and the motion is not objected to by a member of the Commission. If a vote is taken unanimously, the Commission shall provide the public with information on how the members of the public body voted, including any Commission members who abstained from voting.

(6) Any member of the Commission who intends to attend a meeting by means of video conference or other similar electronic technology shall notify the chairperson of that intent not less than forty-eight hours before the meeting, except in the case of an emergency.

~~(B)~~ (7) If, upon the notification of an upcoming meeting of the Commission, and not later than forty-eight hours before the meeting, the greater of at least ten per cent of the members of the Commission or two members of the Commission, notifies the chairperson that an item in the agenda must be acted upon at a meeting conducted fully in person, upon the chairperson's acknowledgment of receipt of the notification, the Commission shall take action on the item of the agenda only at a meeting conducted fully in person.

(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 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 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.

III. Commission Meeting Voting

- (A) **Procedure.** Commission members in attendance at a Commission meeting may vote on any motion properly before the Commission. 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 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.

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.

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 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 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 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. 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 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 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 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 \$1,500 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 \$1,500 must be approved by the Commission, in the same manner as out-of-state travel, as described below. The Executive Director may approve their own in-state travel, within the limits listed here.
- (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) **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.
- (3) **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.
- (4) **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 of Commission Staff.** 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:

- 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) **Hiring of the Executive Director.** The Personnel committee, in partnership with the Chairperson or Vice-Chairperson, will lead the hiring of an Executive Director, according to the following procedures:

- The Chair of the Personnel committee 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;
 - 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 Personnel committee, the Supreme Court of Ohio's Director of Human Resources or the director's designee. Other persons may serve on an interview team, including additional members of the Commission, or outside consultants or experts, if appropriate;
 - The Personnel committee in consultation with the Chairperson or Vice-Chairperson of the Commission and staff of the Office of Human Resources, shall select the most qualified applicant for the Executive Director 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 Administrative Policy 5 (Equal Employment Opportunity);
 - The Chair of the Personnel committee shall present the recommended candidate to the Chairperson or Vice-Chairperson of the Commission for approval;
 - Upon approval, the Chairperson or Vice-Chairperson shall present the recommended candidate to the Commission for appointment, approval indicated with the majority vote of a quorum.
- (3) **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.
- (4) **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:
- 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.
- (5) **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.
- (6) **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.

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. ~~(November 16, 2023)~~



PSI Elements

- Case information (i.e. Attorneys, case number)
- Defendant Information (i.e. address, demographics)
- Jail Credit
- Charges
- Registration requirements (Sex Offender/Violent Offender/Arson Offender)
- License Violation
- Family History (Parents, children, relevant history)
- Education
- Physical and Mental Health History
- Drug and Alcohol Assessment
- Military History
- Adverse Childhood Experience
- CBCF Referral
- ORAS score
- Victim Impact Statement and Information
- Protection Orders
- Summary of instant offense
- Defendant statement
- Criminal History (Adult/Juvenile)
- Detainers/Charges Pending
- Pretrial release information
- Residency Status
- Employment History
- Tools (Static 99, VASOR)
- Supervision History

Agency and Available Data: Ohio Office of Criminal Justice Services (OCJS)

Agency	What is collected	Collection Method	Public Dashboard or Reports?
Ohio Office of Criminal Justice Services (OCJS)	<ul style="list-style-type: none"> • Crime rates and counts (state- and county-wide) <ul style="list-style-type: none"> ○ Monthly and annual reporting ○ Crime against persons, society, property, and other ○ More detailed crime types available ○ Crime data is filterable by law enforcement agency • Deaths in custody <ul style="list-style-type: none"> ○ Death of individuals who are incarcerated (including in jails, prisons, youth facilities, halfway houses, and community based correctional facilities) or in the process of arrest • Domestic violence offenses <ul style="list-style-type: none"> ○ Monthly and yearly rates ○ Victim and suspect characteristics • Sexual assault <ul style="list-style-type: none"> ○ Monthly and yearly rates. ○ Victim and suspect characteristics • Stalking <ul style="list-style-type: none"> ○ Monthly and yearly rates • Use of force data <ul style="list-style-type: none"> ○ Amount of force used by law enforcement to apprehend an individual. 	<ul style="list-style-type: none"> • Incidents submitted to Ohio Incidents-Based Reporting System (OIBRS) by law enforcement agencies on a voluntary basis – this includes data on crime rates/counts, specific crime types (including domestic violence, sexual assault, stalking, and use of force) • 651 agencies (93.4% of OH population) reported some or all of 2024/2025 data • Deaths in custody data are collected from multiple sources, including state and local entities 	<ul style="list-style-type: none"> • Topical reports available on OCJS website • Select data dashboards available on OCJS website: https://ocjs.ohio.gov/research-and-data/data-reports-and-dashboards • Additional data available upon request

Agency and Available Data: Ohio Office of Criminal Justice Services (OCJS)

This explanatory document is designed to highlight the available data for analysis to inform policymakers pursuant to the Ohio Criminal Sentencing Commission's duty to study the comprehensive criminal sentencing structure in the state of Ohio. Among other duties, the Commission is to study the fiscal and other impact of on political subdivisions and other relevant aspects of local government in this state, including law enforcement agencies. As such, this primer is designed to understand data available at the statewide level for analysis as well as gaps in the data that would be useful for the duties of informing the general assembly and other policymakers.



LEGISLATIVE UPDATE

May 2025

Legislative Update May 2025

Consistent with [R.C. 181.23](#) through [181.26](#), the Ohio Criminal Sentencing Commission (“Commission”) staff regularly monitors, analyzes, and summarizes all bills that are introduced in the General Assembly that provide for new criminal offenses, change the penalty of any criminal offense, impact the sentencing or juvenile disposition structure in Ohio, and impact the number and type of offenders who are imprisoned or committed to the custody of the Department of Youth Services. Additionally, the Commission staff monitors, analyzes, and summarizes all bills that impact the provisions outlined in [R.C. 181.27](#).

UPCOMING LEGISLATIVE SESSIONS:

House: May 7th, May 14th, May 21st, May 28th, June 4th, June 11th

Senate: May 7th, May 14th, May 21st, May 28th, June 4th, June 11th, June 12th



Table of Contents

Recently Introduced House and Senate Bills.....	3
Pending House Bills.....	7
Pending Senate Bills.....	12
Other Bills of Interest.....	15
136th General Assembly – Committee Rosters.....	17

136th General Assembly

The bills outlined below are listed in the order of their introduction and summarized as introduced. Bills that provide for new criminal offenses, change the penalty for existing criminal offenses, or impact sentencing are listed first, followed by an “Other Bills of Interest” section.

- Recently Introduced House and Senate Bills –

House Bill 168 (Williams, Brennan)

Regards motivation or purpose to commit criminal child enticement

Status: In House Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

[House Bill 168](#) (HB 168) was introduced on March 12, 2025. The bill modifies the existing R.C. 2905.05 offense of criminal child enticement by requiring that the offender act with either sexual motivation or an unlawful purpose.

House Bill 203 (Hall, Williams)

Enact Aspen Runnel’s Law

Status: In House Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

[House Bill 203](#) (HB 203) was introduced on March 26, 2025. HB 203 increases the penalties for both vehicular manslaughter and vehicular assault offenses committed within active school zones when the victim is in the active school zone at the time of the offense. For vehicular manslaughter offenses, the penalty level is increased to the felony of the fourth-degree level. For vehicular assault offenses, the penalty level is increased to the felony of the fifth-degree level. HB 203 also enhances the penalty for any traffic offense that is committed while in an active school zone by, generally, doubling the usual fine amount for those offenses.



House Bill 208 (Lorenz)

Enact the Courtroom Employee Protection Act

Status: In House Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

House Bill 208 (HB 208) was introduced on March 31, 2025. HB 208 increases the R.C. 2903.13 assault penalty for offenses committed against a victim who is a judge, magistrate, prosecutor, or court official or employee. Under the bill, assault offenses committed against these victims are felonies of the fourth degree and the court may impose a fine of up to \$7,500.

House Bill 210 (Roemer, Plummer)

Regards the sale of used catalytic converters

Status: In House Public Safety Committee

Proponents: Ohio Association of Chiefs of Police, Ohio Automobile Dealers Association, National Insurance Crime Bureau, Ohio Wholesale Marketers Association

Opponents: Testimony Not Yet Provided

House Bill 210 (HB 210) was introduced on March 31, 2025. Under the bill, offenders who commit R.C. 2913.02 theft offenses are subject to the felony of the fifth-degree penalty level if the property stolen is a catalytic converter. Additionally, if such offenders have previously been convicted of a violation of R.C. 2911. or 2913., theft of a catalytic converter is a felony of the fourth degree. The bill also creates the new R.C. 2913.51 offense of receiving a stolen catalytic converter, also a felony of the fifth degree. Offenders who are convicted of receiving a stolen catalytic converter are also subject to the felony of the fourth-degree penalty level if they have previously been convicted of a violation of R.C. 2911. or 2913.

House Bill 211 (Humphrey, Williams)

Require consideration of caretaker status in criminal cases

Status: In House Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

House Bill 211 (HB 211) was introduced on March 31, 2025. HB 211 requires a presentence investigation report to include information about the offender's status as the primary caretaker of a child when the offender files a motion that includes evidence of their status as the primary caretaker of a child. Under the bill, if that information is contained in a presentence investigation report, courts shall consider the offender's status as the primary caretaker of a child before imposing sentence. Additionally, if a hearing is held pursuant to a motion for Intervention in Lieu of Conviction (ILC), HB 211 allows offenders the opportunity to file a motion with the court that includes evidence that the offender is the primary caretaker of a child and, if the court determines that evidence is accurate, the court shall consider that fact in determining the offender's eligibility for ILC.

House Bill 236 (Williams)

Regards crimes committed while masked or disguised

Status: Introduced

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

House Bill 236 (HB 236) was introduced on April 15, 2025. The bill modifies the R.C. 2917.02 offense of aggravated riot by creating a felony of the fifth-degree offense when the offender participates in an aggravated riot and is wearing a mask or disguise. Additionally, offenders who participate in an aggravated riot with purpose to commit or facilitate an offense of violence while wearing a mask or disguise are subject to the felony of the third-degree penalty level. HB 211 creates the new R.C. 2917.10 offense of masked harassment, a misdemeanor of the first degree. This new offense prohibits a person from purposely harassing, intimidating, abusing, or threatening another person while wearing a mask or other device that hides or conceals the person's face or identity for the purpose of placing another person or group in reasonable fear of physical harm or mental distress. Additionally, the bill creates a new specification of wearing a mask or disguise and requires an additional one-year prison term for offenders convicted of a felony offense and that new specification.

House Bill 249 (King, Williams)

Enact the Indecent Exposure Modernization Act

Status: Introduced

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

House Bill 249 (HB 249) was introduced on April 29, 2025. HB 249 modifies R.C. 2907.09 public indecency by prohibiting persons from recklessly exposing their private area unless the person is a woman who is breastfeeding and the private area that is exposed is the woman's breast. Additionally, the bill creates the new offense of unlawful adult cabaret performance. This new offense prohibits a person, with knowledge of its character or content, from recklessly engaging in an adult cabaret performance in a location other than an adult cabaret. The bill includes a statutory definition for an adult cabaret performance:

"Adult cabaret performance" means a performance in a location other than an adult cabaret where minors may be present, that is harmful to juveniles or obscene, regardless of whether or not the performance is for consideration, and that features any of the following: (i) Topless dancers; (ii) Go-go dancers; (iii) Exotic dancers; (iv) Strippers; (v) Performers or entertainers who exhibit a gender identity that is different from the performer's or entertainer's biological sex using clothing, makeup, prosthetic or imitation genitals or breasts, or other physical markers; (vi) Other similar performers or entertainers who provide entertainment that appeals to a prurient interest.



Senate Bill 185 (Blessing)

Revise dog law, including dangerous and vicious dogs

Status: Introduced

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

[Senate Bill 185](#) (SB 185) was introduced on April 29, 2025. SB 185 modifies many aspects of existing dog registration laws and existing laws regarding dangerous or vicious dogs. The bill creates new requirements for owners, keepers, or harborers of vicious or dangerous dogs. Additionally, the bill regulates owners, keepers, or harborers who fail to present a valid dangerous dog registration, fail to obtain a dangerous dog registration, fail to affix a tag identifying the dog as a dangerous or vicious dog, or fail to ensure that the dangerous or vicious dog wears a collar and tag at all times. Owners, keepers, or harborers that fail to comply with any of the delineated requirements are subject to penalties ranging from simple fines to misdemeanor of the third-degree penalties. The bill also creates a new minor misdemeanor prohibition against recklessly owning, keeping, or harboring a dog that is wearing a fictitious, altered, or invalid registration tag.

- Pending House Bills -

House Bill 5 (Williams, Willis)

Enact the Repeat Offender Act

Status: In House Judiciary Committee

Proponents: Buckeye Firearms Association, Attorney General Dave Yost

Opponents: Ohio Prosecuting Attorneys Association, Fraternal Order of Police Ohio, Office of the Ohio Public Defender

House Bill 5 (HB 5) was introduced on January 23rd, 2025. HB 5 modifies the penalties for the R.C. 2923.13 offense of having weapons while under disability. Generally, the bill reduces the offense level from the felony of the third degree level to the felony of the fourth degree level; offenders who have prior convictions under this section remain subject to the felony of the third degree penalty level. Violations of division (A)(2) of this section (offenders indicted for or previously convicted of a felony offense of violence) also remain subject to the felony of the third degree penalty level, with the addition of a presumption in favor of a prison term; division (A)(2) offenders who have prior convictions under this section are subject to the felony of the second degree penalty level.

HB 5 increases the mandatory prison terms for some firearm specifications and creates a new specification and mandatory 5-year prison term for offenders who discharge a firearm while committing an offense.

Additionally, HB 5 creates a new repeat offender classification requiring a mandatory 3-, 4-, or 5-year prison term for offenders classified as repeat offenders. The bill defines a “repeat offender” as an offender who is being sentenced for committing a violation of either having weapons under disability or a felony offense of violence and the present offense involved a firearm AND the offender has previously been convicted of or pleaded guilty to one or more having weapons under disability offense(s) or felony offense(s) of violence and the prior offense(s) involved a firearm.

House Bill 20 (Hall, Plummer)

Prohibit harassing or impeding an emergency service responder

Status: In House Public Safety Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

House Bill 20 (HB 20) was introduced on January 27th, 2025. HB 20 creates the new R.C. 2927.31 misdemeanor of the first-degree offense of harassing an emergency service responder. This new offense prohibits an offender from knowingly harassing an emergency service responder who is engaged in the lawful performance of a legal duty when the offender has received a warning from the emergency service responder not to approach and the offender has approached or remained within 14 feet of the emergency service responder after having received the warning. The bill creates two definitions for harass under this new section. First, as engaging in a course of conduct that causes substantial emotion distress to, and interferes with, an emergency service responder performing a legal duty and the conduct is directed at an



emergency service responder. Second, as interrupting, disrupting, hindering, impeding, or interfering with an emergency service responder's ability to lawfully perform a legal duty.

House Bill 36 (Stewart, Plummer)
Add nitrogen hypoxia as a method of execution
Status: In House Judiciary Committee
Proponents: Testimony Not Yet Provided
Opponents: Testimony Not Yet Provided

House Bill 36 (HB 36) was introduced on February 3rd, 2025. Among other related revised code changes, the bill adds nitrogen hypoxia as a method of execution for persons upon whom a death sentence was imposed.

House Bill 47 (Williams, Santucci)
Enact the Human Trafficking Prevention Act
Status: In House Judiciary Committee
Proponents: Ohio Domestic Violence Network, Ohio Right to Life, Collaborative to End Human Trafficking, Akron Children's Hospital, Ohio Attorney General
Opponents: Testimony Not Yet Provided

House Bill 47 (HB 47) was introduced on February 4th, 2025. The bill increases the special victim class for the R.C. 2905.01 offense of kidnapping to include all persons under the age of eighteen. HB 47 also increases the penalty for kidnapping offenses committed under circumstances where the victim was kidnapped for the purpose of engaging in sexual activity or involuntary servitude and specifies that such offenders shall be sentenced to an indefinite prison term consisting of a minimum term of 25 years and a maximum term of life imprisonment. Additionally, the bill increases the penalty for R.C. 2905.02 abduction offenses committed under circumstances where the victim was abducted and held in a condition of involuntary servitude or where the offender committed the offense with sexual motivation and increases the penalties for R.C. 2905.32 trafficking in persons offenses.

House Bill 72 (Schmidt, Mathews)
Prohibit public funding for lethal injection drugs; death penalty
Status: In House Judiciary Committee
Proponents: Testimony Not Yet Provided
Opponents: Testimony Not Yet Provided

House Bill 72 (HB 72) was introduced on February 10th, 2025. Among other statutory changes, HB 5 abolishes the death penalty in Ohio and states that no funds of the state or any political subdivision thereof shall be expended for the purpose of executing a death sentence through the use of lethal injection drugs.

House Bill 79 (Roemer, Miller)

Increase penalty for assault if the victim is a sports official

Status: In House Judiciary Committee

Proponents: Ohio High School Athletic Association

Opponents: Ohio Prosecuting Attorneys Association

House Bill 79 (HB 79) was introduced on February 10th, 2025. The bill adds sports officials to the list of special victim classes for assault offenses. To qualify as a special victim, the sports official must be engaged in their official duties at the time of the offense, or the offense must be committed in retaliation for an action taken by the sports official when they were engaged in their official duties. Under the bill, assaults of this type are misdemeanors of the first degree and require courts to impose mandatory fines of \$1,500 and 40 hours of community service, in addition to other penalties allowed by law. When the offender has previously been convicted of assault with a qualifying sports official as the victim, the offense is a felony of the fifth degree. The bill also creates statutory definitions for “sports official” and “sports event”.

House Bill 82 (Click, Johnson)

Regards traffic offenses in construction zones

Status: In House Public Safety Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

House Bill 82 (HB 82) was introduced on February 11th, 2025. HB 82 creates new R.C. 4511.993 which requires additional penalties for certain traffic offenses if the offense is committed in a construction zone. Under the bill, for violations of these delineated offenses that occur in a construction zone, offenders are required to complete a driver safety course within 30 days of the conviction. For offenders who, within the previous five years, have been penalized once under this new section, the bill requires a 90-day driver’s license suspension. Offenders with two or more violations in a construction zone within the previous five years are subject to a 1-year driver’s license suspension.

House Bill 84 (Demetriou, Williams)

Enact the Innocence Act

Status: In House Technology and Innovation Committee

Proponents: Catholic Conference of Ohio, Collaborative to End Human Trafficking, Ohio Attorney General, Center for Christian Virtue

Opponents: Testimony Not Yet Provided

House Bill 84 (HB 84) was introduced on February 11th, 2025. The bill creates four new offenses: failure to verify age of person accessing materials that are obscene or harmful to juveniles, use of false identifying information to access materials that are obscene or harmful to juveniles, nonconsensual dissemination of fabricated sexual images, and nonconsensual creation of fabricated sexual images.

House Bill 88 (Abrams, Plummer)

Regards drug trafficking, human trafficking, fentanyl

Status: In House Judiciary Committee

Proponents: Ohio Association of Chiefs of Police, Ohio Prosecuting Attorneys Association, Fraternal Order of Police, Ohio State Highway Patrol, Ohio Task Force Commanders Association, Jack Quehl Foundation

Opponents: ACLU of Ohio, Office of the Ohio Public Defender

House Bill 88 (HB 88) was introduced on February 11th, 2025. HB 88 creates the new R.C. 2905.321 offense of participating in an organization or operation for trafficking in persons, a felony of the first degree. The bill also extensively modifies R.C. 2925.03 (Trafficking, aggravated trafficking in drugs). The bill increases the existing third-degree felony offense level for trafficking in cocaine to the second-degree felony offense level and increases the existing second-degree felony offense level for trafficking in cocaine to the first-degree felony offense level. The bill increases the existing fourth-degree felony offense level for trafficking in heroin to the second-degree felony offense level, increases the existing third-degree felony offense level for trafficking in heroin to the first-degree felony offense level, and increases the existing second-degree felony offense level for trafficking in heroin to the first-degree felony offense level. The bill increases the existing fifth-degree felony offense level trafficking in a fentanyl-related compound to the second-degree felony offense level, increases the existing fourth-degree felony offense level for trafficking in a fentanyl-related compound to the first-degree felony offense level, increases the existing third-degree felony offense level for trafficking in a fentanyl-related compound to the first-degree felony offense level, and increases the existing second-degree felony offense level for trafficking in a fentanyl-related compound to the first-degree felony offense level. The bill creates the new offense of trafficking in methamphetamine. The bill creates a new specification applicable to indictments for R.C. 2903.04 (Involuntary manslaughter) when the victim's death was consistent with opioid overdose or when a fentanyl-related compound was present in the victim's body in lethal amounts, this new specification carries a mandatory 5-year prison term.

House Bill 110 (Thomas, Williams)

Increase the penalty for repeat voyeurism

Status: In House Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

House Bill 110 (HB 110) was introduced on February 18th, 2025. HB 110 modifies the R.C. 2907.08 voyeurism penalty structure and states that offenders who have previously been convicted of or pleaded guilty to two or more violations of this section are subject to the felony of the third-degree penalty level on subsequent offenses.



House Bill 111 (Miller, K., Creech)
Impose additional fine for high-speed drivers
Status: In House Public Safety Committee
Proponents: Testimony Not Yet Provided
Opponents: Testimony Not Yet Provided

[House Bill 111](#) (HB 111) was introduced on February 18th, 2025. For speeding offenses exceeding 30 miles per hour over the statutory or posted speed limit, HB 111 requires courts to impose a fine that is \$200 more than the usual amount imposed for that violation. Under the bill, indigent offenders are excluded from being subject to this new additional \$200 fine.

House Bill 132 (Craig, Miller, M.)
Enact Philip Wigal's Law
Status: In House Judiciary Committee
Proponents: Testimony Not Yet Provided
Opponents: Testimony Not Yet Provided

[House Bill 132](#) (HB 132) was introduced on February 24th, 2025. HB 132 increases the financial penalties for R.C. 4511.213 failing to slow down or change lanes when approaching specified stationary vehicles offenses and increases the financial penalties for both R.C. 2903.06 vehicular homicide and R.C. 2903.08 vehicular assault offenses resulting from the commission of the offense of failing to slow down or change lanes when approaching specified stationary vehicles.

- Pending Senate Bills -

Senate Bill 5 (Brenner, Huffman)

Expedite unauthorized occupant removal; prohibit fraudulent deeds

Status: In Senate Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

Senate Bill 5 (SB 5) was introduced on January 22nd, 2025. The bill modifies the R.C. 2909.07 offense of criminal mischief by prohibiting persons from unlawfully detaining, occupying, or trespassing upon a residential dwelling and causing at least one thousand dollars in damage to the dwelling; under the bill, offenders who cause such damage are subject to the felony of the second-degree penalty level. SB 5 also creates the new R.C. 2913.53 offense of title fraud. The new offense of title fraud is a misdemeanor of the first degree if the offender knowingly presents to another person a false document purporting to be a valid lease agreement, deed, or other instrument conveying real property. The new offense is a felony of the first degree if the offender knowingly lists or advertises residential real property that the purported seller has to legal title or authority to sell or knowingly rents or leases residential real property that the purported owner has no lawful ownership in to another person.

Senate Bill 16 (Wilson)

Establish road rules around distressed stationary vehicles

Status: In Senate Transportation Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

Senate Bill 16 (SB 16) was introduced on January 22nd, 2025. SB 16 modifies existing R.C. 4511.213 approaching stationary public safety vehicle displaying emergency light. The bill adds “vehicle in distress” to the list of vehicles that drivers of motor vehicles must proceed with due caution around or changes lanes when passing. SB 16 defines “vehicle in distress” as any disabled vehicle that is indicating its disability pursuant to R.C. 4513.28, as any vehicle near which a fuse, flare, or other emergency sign is displayed, and as any vehicle that is displaying flashing emergency or hazard lights.



Senate Bill 64 (Cutrona)

Increase penalties for companion animal cruelty offenses

Status: In Senate Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

[Senate Bill 64](#) (SB 64) was introduced on February 4th, 2025. The bill increases the penalty level for cruelty to companion animal offenses. Generally, existing misdemeanor offenses increase one penalty level (misdemeanor of the second-degree offenses increase to misdemeanor of the first-degree offenses, misdemeanor of the first-degree offenses increase to fifth degree felony offenses). Additionally, existing fifth degree felony offenses increase to third degree felony offenses. For violations of existing R.C. 959.131, SB 64 also requires courts to impose a mandatory prison or jail term that is the maximum term allowed for the degree of the offense.

Senate Bill 97 (Craig, Wilson)

Double fines for failing to yield to a funeral procession

Status: In Senate Transportation Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

[Senate Bill 97](#) (SB 97) was introduced on February 10th, 2025. For violations of existing R.C. 4511.451, SB 97 requires courts to impose a fine of two times the usual amount imposed for failing to yield the right of way to a funeral procession.

Senate Bill 98 (Craig, Weinstein)

Prohibit firearm possession – certain domestic violence offenses

Status: In Senate Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

[Senate Bill 98](#) (SB 98) was introduced on February 10th, 2025. SB 98 adds persons charged with or convicted of misdemeanor of the first-degree domestic violence to the list of disabilities under R.C. 2923.13 having weapons while under disability offenses.



Senate Bill 124 (Craig, Patton)

Increase assault penalty if victim is a transit system operator

Status: In Senate Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

[Senate Bill 124](#) (SB 124) was introduced on February 25th, 2025. SB 124 adds operators of an Ohio transit system bus or Ohio transit system rail car or a contracted employee providing those services to the list of special victims under R.C. 2903.13 assault. Under the bill, assaults against this special victim class are felonies of the fifth degree for first offenses and felonies of the fourth degree if the offender has committed any prior assault or homicide offense against the new special victim class. The bill also increases the penalty level for evading the payment of the known fares of a public transportation system under existing R.C. 2917.41 from the misdemeanor of the fourth-degree penalty level to the misdemeanor of the second-degree penalty level.

- Other Bills of Interest -

House Bill 29 (Humphrey, John)

Regards inmates' access to feminine hygiene products and showers

Status: In House Government Oversight Committee

Proponents: Ohio Justice & Policy Center, Planned Parenthood Advocates of Ohio, Office of the Ohio Public Defender

Opponents: Testimony Not Yet Provided

House Bill 29 (HB 29) was introduced on January 28th, 2025. Among other changes, HB 29 requires county and municipal correctional facilities and state correctional institutions housing female inmates to provide inmates experiencing a menstrual cycle with an adequate supply of feminine hygiene products at no cost to the inmates. Additionally, the bill prohibits those facilities or institutions from denying access to feminine hygiene products and requires those facilities or institutions to provide inmates experiencing menstruation with a minimum of one hot shower per day.

Senate Bill 55 (Manning)

Regards operating under the influence of marihuana, OVI evidence

Status: In Senate Judiciary Committee

Proponents: Ohio Bar Association, Americans for Prosperity - Ohio

Opponents: Testimony Not Yet Provided

Senate Bill 55 (SB 55) was introduced on January 28th, 2025. SB 55 makes numerous revised code changes relating to marijuana concentrations for Operating Vehicle Under the Influence of Alcohol or Drugs (OVI) offenses. The bill removes from the OVI law the sections involving per se violations relating to prohibited measurements of marijuana metabolites and adds an evidentiary standard that may be used by the trier of fact to infer that the operator of a vehicle is under the influence of marijuana.

House Bill 177 (Williams, Tims)

Allow motion for new trial, other relief based on new evidence

Status: In House Judiciary Committee

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

House Bill 177 (HB 177) was introduced on March 17, 2025. HB 177 creates pathways for potential post-conviction relief for offenders who produce newly discovered evidence that, were it to be considered at a new trial, would establish a strong probability of a different result at trial. For motions filed seeking post-conviction relief of this type, the bill creates a pre-hearing judicial review process by which courts determine whether the motion is patently frivolous. If a court makes the pre-hearing finding that a motion of this type is patently frivolous, the court shall dismiss the motion.



Senate Bill 179 (Johnson)

Verify veteran status of imprisoned individuals

Status: Introduced

Proponents: Testimony Not Yet Provided

Opponents: Testimony Not Yet Provided

[Senate Bill 179](#) (SB 179) was introduced on April 23, 2025. SB 179 creates a process by which the department of rehabilitation and correction, county and municipal jails, community-based correctional facilities, courts of common pleas, municipal and county courts, departments of probation, and pre-trial diversion programs must verify the veteran status of each individual served by the institution or entity. If an individual is verified as a veteran, those institutions or entities must note the individual's status as a veteran on all appropriate records and assist the individual in contacting the available local veteran-related services.

House Judiciary Committee

Roster – 136th General Assembly

Representative Jim Thomas (Jackson Township), *Chair*

Representative Adam Matthews (Lebanon), *Vice Chair*

Representative Dani Isaacsohn (Cincinnati), *Ranking Member*

Representative Jamie Callender (Concord)

Representative Ismail Mohamed (Columbus)

Representative Mike Odioso (Green Township)

Representative Scott Oelslager (North Canton)

Representative Phil Plummer (Dayton)

Representative Brian Stewart (Ashville)

Representative D.J. Swearingen (Huron)

Representative Eric Synenberg (Beachwood)

Representative Desiree Tims (Tims)

*Representative Josh Williams (Sylvania Township)

* Designates Commission member

House Public Safety Committee

Roster – 136th General Assembly

Representative Cindy Abrams (Harrison), *Chair*

Representative Kevin D. Miller (Newark), *Vice Chair*

Representative Cecil Thomas (Cincinnati), *Ranking Member*

Representative Juanito O. Brent (Cleveland)

Representative Darnell T. Brewer (Cleveland)

Representative Rodney Creech (West Alexandria)

Representative Haraz N. Ghanbari (Perrysburg)

Representative Thomas Hall (Madison Township)

*Representative Latyna M. Humphrey (Columbus)

Representative Jeff LaRe (Violet Township)

Representative Diane Mullins (Hamilton)

Representative Phil Plummer (Dayton)

Representative Bernard Willis (Springfield)

* Designates Commission member

Senate Judiciary Committee

Roster – 136th General Assembly

*Senator Nathan H. Manning (North Ridgeville), *Chair*

Senator Michele Reynolds (Canal Winchester), *Vice Chair*

Senator Paula Hicks-Hudson (Toledo), *Ranking Member*

Senator Louis W. Blessing (Colerain Township)

Senator Al Cutrona (Canfield)

Senator Theresa Gavarone (Bowling Green)

Senator Kent Smith (Euclid)

* Designates Commission member



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2025 Conference

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- SAVE THE DATE! -
NASC 2025 CONFERENCE
Monona Terrance Convention Center
Madison, Wisconsin
August 11-12, 2025*

Hosted by the NASC Executive Committee
with support from the Illinois Sentencing Policy Advisory Council
~ Special thanks to Victoria Gonzalez, Executive Director

*Please note the conference structure will differ from years' past; the conference will be two days instead of three, but the number of sessions will be the same! A full agenda will be available in the coming months.

Registration
Coming Soon!

2025 Conference Theme

The Future of Sentencing Commissions

Over the past several years members of the National Association of Sentencing Commissions have gathered to reflect on past successes, challenges, and lessons learned. NASC has examined numerous evidence-based sentencing policies, evaluated longstanding Guidelines systems, and explored the disparate impact existing sentencing structures may have on minority populations. An increasing number of jurisdictions are collecting robust sentencing data and leveraging this information to promote data-driven research and legislation. As the criminal justice landscape continues to evolve, commissions (by any name) will be challenged to prioritize the collection and analysis of comprehensive sentencing data to inform decision-making, promote public safety, ensure equitable outcomes, and increase transparency.

The 2025 NASC conference will provide members with the opportunity to discuss the future and the best way to advance state goals.



Date/Time	Topic	Presenter(s)/Panelists
Monday, August 5		
5:00 p.m. – 6:30 p.m.	<i>Informal Happy Hour for NASC Members & Guests</i>	North Carolina Sentencing and Policy Advisory Commission; NASC Executive Committee
Tuesday, August 6		
3:00 p.m. – 3:15 p.m.	<i>Conference Welcome</i>	North Carolina Administrative Office of the Courts Director Ryan Boyce
3:15 p.m. – 4:30 p.m.	<i>The Value of Long Service on Commissions</i> <i>This panel will focus on unpacking the perspective of members and staff who have served Commissions for years. This panel will feature a discussion of how things have changed (or not) and what advantages or challenges there are to continuity of service on Commissions.</i>	Judge Charlie Brown Mark Donatelli Gregory Link Kelly Mitchell Moderator: Steven Chanenson
4:30 p.m. – 5:15 p.m.	All States Update: Part I of II	Moderator: Michelle Hall
5:30 p.m. – 7:00 p.m.	<i>Conference Reception</i>	Marriott
Wednesday, August 7		
7:30 a.m. – 8:15 a.m.	<i>Breakfast</i>	

Date/Time	Topic	Presenter(s)/Panelists
Wednesday, August 7 (cont'd)		
8:30 a.m. – 9:45 a.m.	<p>Plenary Session 1 Voices of Experience</p> <p><i>Judge Marvin Frankel first advocated for a “Commission on Sentencing” to include “lawyers, judges, penologists, and criminologists, ... sociologists, psychologists, businesspeople, artists, and, lastly for emphasis, former or present prison inmates.” Today, a growing number of jurisdictions have begun to heed his advice by including formerly incarcerated individuals as members of their Sentencing Commissions. For example, DC recently appointed its first formerly incarcerated sentencing commissioner and amended its criminal code to mandate that the Commission include at least one returning citizen in the future. This panel would explore the unique role of formerly incarcerated individuals on Sentencing Commissions and the benefits and challenges of their inclusion through the lens of the experiences of formerly incarcerated individuals who have served in such positions.</i></p>	<p>Jeremiah Bourgeois Joel Castón Timothy Morin Moderator: Jasmine Tyler</p>
9:45 a.m. – 10:00 a.m.	Morning Break	
10:00 a.m. – 11:15 a.m.	Breakout Sessions – Choose One	
	<p>B1a/ Sentencing Data Legacy Apps</p> <p><i>In support of the collection, analysis, and dissemination of information, Sentencing Commissions often rely on home-grown applications. For Commissions that have legacy systems, the applications are often stale and rely upon outdated architectures, have limited scalability, and high maintenance costs. As Sentencing Commissions seek to leverage data analytics and advanced technologies to inform policy decisions, the need to develop new or modernize these legacy applications becomes increasingly pressing. This panel aims to explore the complexities and strategies involved in maintaining custom-developed applications and efforts to modernize them in four jurisdictions (District of Columbia, Maryland, Pennsylvania, Virginia).</i></p>	<p>Kristie Bundro Jody Fridley David Soulé Taylor Tarnalicki</p>

Date/Time	Topic	Presenter(s)/Panelists
Wednesday, August 7 (cont'd)		
10:00 a.m. – 11:15 a.m.	Breakout Sessions – Choose One (continued)	
	B1b/ Criminal History Workshop <i>A number of guideline states have made changes to the calculation of criminal history in recent years. This workshop will feature an interactive discussion and exploration of the impact of criminal history on sentencing, including a comparison of the elements and their effects on specific calculations within and across jurisdictions.</i>	Facilitator: James Markham
	B1c/ Structured Sanctions, Net Widening, and Racial Disparity <i>This breakout lecture will describe research using a detailed data set from Kansas, finding that “the introduction of swift and certain sanctioning reforms is associated with a statistically significant increase in the overall rate of incarceration among probationers and a statistically significant decrease in racial disparities in incarceration. The overall increase in incarceration is driven by the imposition of new jail and prison sanctions introduced by the swift and certain reforms. The decrease in racial disparities appears to be driven by the narrowing of racial disparities associated with probation revocations.”</i>	Ryan Sakoda
11:30 a.m. – 12:45 p.m.	Lunch & Rick Kern Memorial Keynote Speaker	John Kramer
12:45 p.m. – 2:00 p.m.	Plenary Session 2 Degrees of Indeterminacy <i>This session will describe the resources developed by the Robina Institute’s “Degrees of Indeterminacy” project. The project is a review of the discretionary powers that affect prison sentence length post-sentencing — both in statute and in practice — by analyzing parole eligibility and release formulas, good time allowances, mandatory-release ceilings, and other forms of “time-served authority” that engage after judicial sentencing. The research spans all 50 states to develop comparative measures of the “degree of indeterminacy” in each system.</i>	Kevin Reitz
2:00 pm – 2:15 p.m.	Afternoon Break	

Date/Time	Topic	Presenter(s)/Panelists
Wednesday, August 7 (cont'd)		
2:15 p.m. – 3:30 p.m.	Breakout Sessions – Choose One	
	B2a/ 30 Years in Sentencing <i>In 1993, Texas had a short-term Sentencing Commission that rewrote the Penal Code and revised the punishment structure. Carl headed the staff and has been studying and working on sentencing issues off and on for the following 30 years, the lifetime of the NASC. This breakout lecture will describe what he has learned about sentencing structures, parole, stakeholders, legal issues, and data analysis.</i>	Carl Reynolds
	B2b/ Can Sentencing Commissions play a role in Juvenile Justice? <i>Currently there are 23 jurisdictions with Sentencing Commissions, but only four of them work with the juvenile justice system. This session will feature those four Commissions and the variety of statutorily mandated duties they have related to the juvenile justice system (New Mexico, North Carolina, Utah, and Washington). Using their duties as examples, panelists will discuss ways a Commission and its staff can be involved in juvenile justice research and policy development.</i>	Bob Cleavall William Lassiter Gregory Link Pamela Vickrey Moderator: LaToya Powell
	B2c/ Strategies for Introducing and Communicating New Policies <i>Sentencing Commissions regularly engage in formulating, adopting, evaluating, and assisting in the implementation of policy. When Commission's adopt modifications, or wholesale revisions to existing sentencing guideline systems, staff are often responsible for informing/training key stakeholders of the changes. The process of implementation presents myriad challenges, including communicating often-complex changes to a diverse set of stakeholders, many of whom possess varying degrees of experience and knowledge, and balancing the varied goals of those involved in carrying out justice. This session will explore strategies for introducing and communicating the new policies and practices in two different states (Pennsylvania and Washington).</i>	Lauren Knoth-Peterson Robert Sisock Moderator: Ryan Meyers
3:30 p.m. – 4:15 p.m.	All States Update: Part II of II	Moderator: Michelle Hall

Date/Time	Topic	Presenter(s)/Panelists
Wednesday, August 7 (cont'd)		
4:15 p.m. – 5:00 p.m.	Annual Membership Meeting Executive Committee Member Elections, Financial Report, other NASC Business	NASC Executive Committee
6:00 p.m.	<i>Dinner on your own</i>	
Thursday, August 8		
7:00 a.m. – 8:30 a.m.	<i>Breakfast</i>	
8:00 a.m. – 9:00 a.m.	<i>NASC Executive Committee meeting</i>	NASC Executive Committee
9:00 a.m. – 10:15 a.m.	<p>Plenary Session 3</p> <p>What can guideline states learn from non-guideline states?</p> <p><i>Much of the scholarly research and writing about sentencing focuses on states with sentencing guidelines and Sentencing Commissions which routinely collect systematic annual data for study. These enquiries focus on the role that guidelines and Commissions can play in enhancing consistency, proportionality, and fairness in sentencing, with an outsized focus on sentencing in a small handful of jurisdictions including Minnesota, Pennsylvania, and the federal system. Yet only about 20 jurisdictions operate under sentencing guidelines. Since most non-guideline states do not collect data to inform research, how sentencing works in non-guideline states remain less well known. This panel hopes to shed light on the understudied world of non-guideline sentencing through an examination of sentencing practices in Hawaii, Illinois, and South Carolina. The panelists will explore topics including how sentencing policy is created and monitored; what data is collected and leveraged in their jurisdictions; the process for developing projections for policy changes (specifically, correction populations); how racial and ethnic disparities are assessed; what information is provided to judges prior to sentencing; and others. The panel will highlight ways these jurisdictions promote common goals of fairness and equity in sentencing, even in the absence of guidelines with some policy ideas that could be exported, including to guideline jurisdictions.</i></p>	<p>Victoria Gonzalez Erin Harbinson Rhys Hester Moderator: Matthew Kleiman</p>

Date/Time	Topic	Presenter(s)/Panelists
Thursday, August 8 (cont'd)		
10:15 a.m. – 10:30 a.m.	Morning Break	
10:30 a.m. – 11:45 a.m.	Breakout Sessions – Choose One	
	B3a/ Studying Sentencing Practices <i>Much research has focused on how sentencing guidelines can reduce, but not necessarily eliminate, disparity. This session will focus on jurisdictions that have recently published studies examining possible disparity in sentencing. Panelists will discuss and compare recent and/or ongoing efforts to study and understand possible disparities within different sentencing systems.</i>	Ryan Cotter Ginny Hevener Lauren Knoth-Peterson David Soulé Moderator: Clare Strange
	B3b/ Education and Outreach <i>This breakout session would showcase community outreach and education as one of the evolving roles of Sentencing Commissions and highlight the importance of increasing the general public's understanding of the sentencing process. Panelists will discuss the advantages and challenges associated with various engagement tools, accomplishments of Commissions that have successfully implemented a community outreach program, and touch on some of the pitfalls they experienced along the way. This session will include a general discussion among panelists about their experience with community engagement and will also feature a Q&A session with audience members that are looking to expand the outreach and education efforts of their agency.</i>	Brittany Bunch Jody Fridley Representative Rick Krajewski Moderator: Taylor Tarnalicki

Date/Time	Topic	Presenter(s)/Panelists
Thursday, August 8 (cont'd)		
10:30 a.m. – 11:45 a.m.	<i>Breakout Sessions – Choose One (continued)</i>	
	B3c/ Drug Policy in Oregon: From Decriminalization to Recriminalization <i>Since 2017, significant changes have been made to the ways that Oregon addresses substance use and abuse within the state. Most reforms and statutory changes have applied to possession of controlled substances. In 2017, many instances of possession were de-felonized. Three years later in 2020, possession of user amounts of substances was decriminalized entirely via a statewide ballot measure. During this same period, a case decision by the Oregon Court of Appeals led to a significant change in the legal standard required to prove that an individual is guilty of delivery of controlled substances. This legal decision led to plummeting numbers of convictions for delivery. In response to these changes, as well as the emergence of the west-coast fentanyl crisis and public outrage about public drug use, the Oregon Legislature recriminalized possession of user amounts of controlled substances and made significant reforms to the legal standard concerning delivery of controlled substances via House Bill 4002 in 2024. This presentation will discuss the journey taken by Oregon over the past seven years with a focus on the impacts of these various policy changes along with a discussion of lessons learned and what the future landscape will look like in the state.</i>	Ken Sanchagrin
12:00 p.m. – 1:30 p.m.	Lunch & Presentation Using Technology to Improve Presentence Investigations <i>In this session, Recidiviz will present its approach, learnings, and discuss the opportunities to leverage data and technology to make sentencing decisions more consistent, equitable, and outcome-oriented—starting with the PSI process.</i>	Serena Chang Nora Grossman
1:30 p.m.	<i>Adjourn</i>	
2:00 p.m.	Post Conference Activity <i>Guided tour of the historic North Carolina State Capitol building (free)</i>	North Carolina Sentencing and Policy Advisory Commission & NASC Executive Committee

SUPREME COURT OF OHIO

TRAVEL AND CONFERENCE APPROVAL FORM

<input type="checkbox"/> In-state <input checked="" type="checkbox"/> Out-of-state						Travel Req. No.	
Name of Traveler/Title William J. Davies/Criminal Justice Counsel						Date of Request	
Office/Section Ohio Criminal Sentencing Commission			Department ID			Agency Use (if applicable)	
Proposed Trip (City, State)							
FROM: Columbus, Oh		TO: Madison, Wi					
Inclusive Dates of Travel	Mo./Day/Year		Inclusive Dates of Event Attendance	Mo./Day/Yr.		No. of Previous Out-of-State Trips by Traveler This Fiscal Year	No. of Persons From This Agency Making This Trip
	From	To		From	To		
	8.10.2025	8.13.2025		8.11.2025	8.12.2025		
						0	5
Explanation of Request (Explain purpose of trip. If more than one person is traveling, indicate why. Attach a copy of agenda, course description or invitation.) Attend the National Association of Criminal Sentencing Commissions' annual conference being held in Madison, Wisconsin. The substance of the conference and the opportunity for networking will be beneficial to all members of the office, which is why we are requesting five attendees. (Three staff and two commissioners.) The agenda has not been released yet, but the conference announcement and theme is attached.							
REGISTRATION (Attach Registration Form) <input type="checkbox"/> I have already registered <input checked="" type="checkbox"/> I have not registered <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Payment needs to be made in advance of seminar <input type="checkbox"/> Presenting organization will bill after the seminar </div> <div> <input checked="" type="checkbox"/> Payment needs to be made in advance of seminar <input type="checkbox"/> Fiscal mail my registration form with the payment </div> </div> <input type="checkbox"/> Other Instructions (please specify) _____							
						Total Cost of Travel (A)	Cost Reimbursable to Individual (B)
REGISTRATION/TUITION FEE						\$ 475.00	\$
TRANSPORTATION (Attach documentation of lowest commercial airfare if applicable) Common Carrier (Airfare) Cost \$ 400.00 Other Mode of Transportation (specify) \$ - State Auto (no reimbursement for mileage--gas/oil only) \$ - Personal Auto Reimbursable Mileage Miles @ 0.7 Per Mile \$ 400.00						\$ 400.00	\$
HOTEL 3 Nights @ 310 Per Night						\$ 930.00	\$ 930.00
MEALS 4 Days @ 80 Per Day						\$ 320.00	\$ 320.00
MISC. Parking \$ Limousine/Taxi/Bus \$ 40 Other (specify) \$						\$ 40.00	\$ 40.00
Do you want a Travel Advance? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Travel Advance allowed at 80% of Cost Reimbursable to Individual (Column B)						TOTAL \$ 2165.00	\$ 1290.00
Source of Funds <input type="checkbox"/> Federal <input checked="" type="checkbox"/> GRF <input type="checkbox"/> Other (specify)							
APPROVAL							
Signature of Traveler				Signature of Chief Financial Officer			
Date				Date			
Signature of Senior Staff Supervisor				Signature of Administrative Director			
Date				Date			