

MEETING OF THE BOARD OF CORRECTION

February 7, 1977

AGENDA

1. Report on Minimum Standards Project.
2. Report on Liaison with the State Commission of Correction.
3. Report on Personnel.
4. Clergy Volunteer Program.
5. Delegation of Powers under §626 of the New York City Charter.
6. Establishment of Meeting Schedule.
7. Agenda for Next Meeting.

## MINUTES OF THE MEETING OF THE BOARD OF CORRECTION

February 7, 1977

A regular meeting of the Board of Correction was held on Monday, February 7, 1977, in the 20th floor conference room, 645 Madison Avenue, New York. Present were Peter Tufo, Peggy Davis, Angelo Giordani, John Horan, Wilbert Kirby, Marjorie Kogan, David Schulte, and Rose Singer. Reverend Samuel Holder did not attend. Also present by invitation of the Board were Marc Rosen, Executive Director, and staff members Michael D. Cleary and Joseph V. Smith.

Peter Tufo served as Chairman and Joseph Smith as Secretary to the meeting. Chairman Tufo called the meeting to order at 2:35 p.m.

Chairman Tufo reported on the progress of the Board's minimum standards project. He informed the Board that its committee on minimum standards was reviewing the staff's drafts of same and that a general Board distribution would follow shortly. Discussion followed.

Chairman Tufo outlined the history of the relationship between the New York State Commission of Correction and the Board and reported on recent developments in that area. Marc Rosen reported that an agreement with the Commission had been reached and that the Board would receive \$20,000 for the period January to April 1977 to serve as a minimum standards consultant to the Commission. Discussion followed.

Marc Rosen reported on the Board's efforts to hire staff for the Compliance Unit grant. Discussion followed. It was the consensus of opinion that the employment committee be given the authority to approve and hire applicants.

Michael Cleary reported that as of February 1, 1977, the operations of the Clergy Volunteer Program had been assumed by the Department of Correction and would continue as the Chaplains Associate Program. Chairman Tufo commented on the history of the program and thanked Michael Cleary for his work as Acting Administrator. Michael Cleary reported on irregularities discovered concerning prior administration of the program and informed the Board that information regarding those matters would be forwarded to the Department of Investigation. Discussion followed.

Chairman Tufo stated that the question of a population limit at the New York City House of Detention Men as proposed by the Commission of Correction was still pending. He informed the Board that Chairman Chinlund would attend its March 7 meeting. Discussion followed.

Marc Rosen offered two draft resolutions for the Board's consideration. Upon motion duly made by Marjorie Kogan and seconded by Rose Singer, Resolution 1 was moved to a vote. It was unanimously

RESOLVED that pursuant to §626(f) of the New York City Charter, the New York City Board of Correction hereby designates that each member of the board and the board's executive director may study or investigate any matter within the jurisdiction of the New York City Department of Correction. (See ammendment in February 22, 1977 minutes)

Upon motion duly made by David Schulte and seconded by Angelo Giordani, Resolution 2 was moved to a vote. As amended to reflect the formation of an approval committee of Chairman Tufo, Angelo Giordani, and Marjorie Kogan, it was unanimously

RESOLVED that pursuant to §626(c) of the New York City Charter, the New York City Board of Correction hereby designates that each member of the board and the board's executive director shall possess all of the powers and duties conferred on the board by the aforementioned section. It is further resolved that the board's executive director may, with the written approval of the chairman and any one member of the approval committee, designate such other employees of the board to have any or all of the powers granted the board under §626(c) of the New York City Charter as are in his judgment necessary to the performance of their respective duties. Such designation by the executive director shall be in writing and shall specifically enumerate the powers granted to each employee.

Discussion followed.

David Schulte requested information on the Board's 1975 Annual Report. Marc Rosen informed him that although the Board was not obligated under §626 of the Charter to produce one, a biennial report for 1975-76 was being prepared. David Schulte requested and received a commitment to complete this project within 30 days.

A meeting of the Board with Commissioner Malcolm was tentatively scheduled for February 15, 1977, contingent upon Commissioner Malcolm's schedule. It was the consensus of the Board that its regular schedule of meetings on the first Monday and third Tuesday of each month should be followed.

Chairman Tufo declared that the position of vice-chairman of the Board should either be filled or abolished. The matter will be placed on the agenda of the Board's next meeting.

At 6:25 p.m., upon motion duly made by Chairman Tufo and seconded by John Horan, the meeting was adjourned.

On February 22, 1977 the Board met and directed its Secretary to ammend the February 7, 1977 minutes to reflect that it was the sense of the meeting that members would report to each other about developments in their respective institutions.