

MEETING OF THE BOARD OF CORRECTION

December 5, 1977

1. Minimum Standards - status report.
2. HDM
3. ICDU - personnel.
4. Grievance Procedure - status report.
5. Year End Report. *Unanimous*
6. Next Meeting.

DRAFT MINUTES OF THE MEETING OF THE BOARD OF CORRECTION

DECEMBER 5, 1977

A regular meeting of the Board of Correction was held on Monday, December 5, 1977 in the Twentieth Floor Conference Room at 645 Madison Avenue, New York.

Present were Peter Tufo, Angelo Giordani, John Horan, Wilbert Kirby, David Schulte, and Rose Singer. Also present by invitation of the Board were Marc Rosen, Executive Director; and Michael D. Cleary, Harvey Alter, and Joseph V. Smith of the staff.

Peter Tufo served as Chairman and Joseph Smith as Secretary of the meeting.

Chairman Tufo called the meeting to order at 2:30 p.m.

AGENDA ITEM #1 - MINIMUM STANDARDS

Marc Rosen reported that both the Deputy Mayor for Criminal Justice and the Commissioner of Correction requested additional time to study the drafts. It was noted that both had expressed general support.

AGENDA ITEM #2 - HDM

Marc Rosen reported that the Board had been represented at a meeting on Wednesday, November 30, 1977, convened by the Mayor in response to a letter from Chairman Tufo to discuss the problems at the NYCHDM. In attendance at the meeting were Mayor Beame, First Deputy Mayor Kummerfeld, Deputy Mayor Scoppetta, Acting Commissioner D'Elia, and others.

Chairman Tufo informed the Board that he had contacted State Correction Commissioner Ward in an attempt to expedite state acceptance of city held prisoners eligible for state transfer. As a result, 100 prisoners were transferred to the state from HDM. Acting Commissioner D'Elia assigned personnel from other commands to HDM to more equitably distribute overtime. DM Scoppetta indicated he would expedite coordination of the Police and Health and Hospital medical boards to secure speedy physical and psychological examinations of candidates for hiring. The hiring has been delayed because the Department of Correction was not able to have the necessary examinations completed.

The Chairman stated that a prompt review of minimum standard proposals had been promised by the meetings participants. He added that the Department of Correction still lacked a long-range plan for the use of HDM and other Department facilities.

HDM - continued....

Discussion followed on the aforementioned and on the entry of State Attorney General Lefkowitz into the situation.

AGENDA ITEM #3 - ICDU PERSONNEL

Marc Rosen reported that two candidates for employment, Sylvia Gray and Sherry Pukel, had been interviewed by the Board's Personnel Committee. Resumes of both were distributed to the Board.

Upon motion duly made by Chairman Tufo and seconded by Rose Singer, it was UNANIMOUSLY RESOLVED that the hiring process for Sherry Pukel be continued. The Board postponed decision on Sylvi Gray until a legible resume was distributed, but agreed to intervene in her behalf with the Department of Personnel regarding the acceptance of her prior work experience.

Discussion of hiring policies and other candidates followed.

AGENDA ITEM #4 - GRIEVANCE PROCEDURE

Harvey Alter reported on the ICDU staff undertakings in the development of a model grievance procedure outline which includes 9 basic steps. David Schulte expressed an interest in this undertaking. Chairman Tufo requested that David Schulte serve on the Board's grievance mechanism committee. David Schulte accepted. Chairman Tufo instructed Harvey Alter to provide Mr. Schulte with all relevant information on grievance mechanisms, to conduct a briefing meeting for Mr. Schulte following his receipt of those materials, and to schedule all future meetings with regards to grievance procedures at a time convenient to Mr. Schulte.

AGENDA ITEM #5 - YEAR END REPORT

Chairman Tufo noted that with the change of administrations, a timely year end report would serve to aid the Koch administration's transition. Upon motion duly made by the Chairman and seconded by David Schulte, it was

UNANIMOUSLY RESOLVED that the staff be directed to draft a year end report for submission to the Board.



## AGENDA ITEM #6 - NEXT MEETING

Chairman Tufo noted that the Mayor's comments on the proposed minimum standards were expected on Thursday, December 8, 1977. The Board would meet on Friday, December 9, 1977, at 2:30 p.m. in the Twentieth Floor Conference Room at 645 Madison Avenue, New York to discuss those comments.

At 4:25 p.m., upon motion duly made by David Schulte and seconded by Peter Tufo, the meeting was adjourned.

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Peter Tufo served as Chairman and Joseph Smith as Secretary to the meeting. Chairman Tufo called the meeting to order at 2:30 p.m.

AGENDA ITEM #1 - MINIMUM STANDARDS

Marc Rosen reported that both the Deputy Mayor for Criminal Justice and the Commissioner of Correction requested that the Board grant them a time extension to further study the minimum standards drafts. It was noted that they had expressed general support for the drafts.

AGENDA ITEM #2 - HDM

Marc Rosen reported that the Board had been represented at a meeting on Wednesday, November 30, 1977, convened by the Mayor to discuss the problems at the NYCHDM. In attendance at that meeting were Mayor Beame, First Deputy Mayor Kummerfeld, Deputy Mayor Scoppetta, Acting Commissioner D'Elia, and others.

Chairman Tufo informed the Board that he had contacted State Correction Commissioner Ward in an attempt to expedite state acceptance of city held prisoner who were eligible for state transfer. As a result of that conversation, one hundred prisoners were transferred to the state from HDM. Acting Commissioner D'Elia made assignments of personnel to HDM from other commands to more equitably distribute overtime. DM Scoppetta coordinated the Police Department and Health and Hospitals Corporation medical boards in an attempt to expedite hiring which has been delayed to date due to inability on the Department of Corrections part to secure speedy physical and psychological examinations of candidates, for hiring.

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*spec. the*

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