

Item 5 – ECCSAB goals/issues document from the Democratic Caucus

- This document has been attached to these meeting minutes; Request for Consideration and Recommendations from the Erie County Corrections Specialist Advisory Board. It reflects topic areas that the Majority Caucus would like updates on

as they arise in meeting agendas throughout the year. Periodic progress on these considerations will be provided to the Majority throughout the year.

Item 6 – Expectations/responsibilities of the Board regarding concerns

- This item was opened to discussion by members about what the next steps should be when the Board receives a concern from a member of the Legislature or public.
- It was suggested that a subcommittee be created to address concerns timely, track trends that are identified, and ensuring that follow-up to concerns was conducted. The subcommittee will be added as a standing item on each meeting agenda.
- If concern comes by email, all Board members have access to the email to review. If sent via posted mail, it will be scanned in for email access. The email auto reply will be sent if receipt comes in via email and this same response will be printed and sent to the return address for posted mail.
- After subcommittee finalizes their review of the concern - Recommendations would be clocked in through Olivia and submitted to the public safety committee of the Legislature to be included in their next meeting agenda.
- Erin Tresmond offered to do research and draft a procedure that can be followed for responding to and looking into concerns that are presented to the Board. Some examples suggested for reference were the Statewide Commission on Corrections and the Erie County Sheriff's Office internal policies for internal complaints.

The following details are from the conversation the board had about this item. As of 7/29/25, these are suggestions and not officially what the subcommittee will do once formed.

- The process of addressing concerns may differ based on the nature of the concern. There will always be a response back to sender with an acknowledgment of receipt, steps moving forward and when they can expect some type of communication/updates.
- Subcommittee participation should always include either the Chair or Vice Chair and the Communications Director, and up to three (3) additional board members who have expressed interest/expertise in specific concerns.
- The Board will create an intake form/checklist/rubric for when concerns are submitted to assess immediacy, trends, and accountability.
- Letter/public comment gets submitted → send to full board as it is received for review → goes to subcommittee for identification of who would be best to be involved (takes into account respect of board members time, expertise, and addresses the urgent matters 1st) → subcommittee meets between full board meetings to discuss related needs/concerns/findings/recommendations → sent to officers of board, and included in agenda of the next upcoming publicly held meeting.
- Original documentation of concern and subcommittee progress will be sent at least 7 days prior to meeting date to the full Board for review and

ensure each member is prepared to vote on any decision pertaining to the concern.

Item 7 – Review and vote on amended bylaws

- The proposed amendments to the bylaws were discussed and the final vote of on the bylaws will occur once the Ethics Board has responded about the conflict of interest and financial disclosures.
- Clerk of the Legislature noted that the bylaws should reflect gender neutral language. Secretary will correct this.

Item 8 – ECSO Superintendent meeting recap and Correctional Facilities tours for all Board members

- Chair Lindsey Allen provided a summary of the meeting she had with ECSO Superintendent Phillips about his attendance at the Board meetings and goals for working collaboratively.
- Four (4) dates and times were provided to the Board for tours of both Erie County Correctional Facilities, and the expectation that each board member attend a tour of each facility.
- ECHC recently got new cameras installed, but there had not been any updates to the ECCF cameras. The Deputy Superintendent is working with Erie County's Capital Projects Board to get approval for these upgrades.

Item 9 – Presentation on the Comprehensive Facility and Operational Needs Assessment for ECHC and ECCF

- Dan Castle provided a presentation detailing the progress of the Comprehensive Facility and Operational Needs Assessment conducted through the Erie County Department of Environment and Planning. PowerPoint is attached.

Item 10 – Additional issues/topics to address

- There were no additional items brought up for discussion.

Item 11 – Adjournment

- With all business addressed, the Chair adjourned the meeting and confirmed that the next meeting will be held Tuesday, August 26, 2025, at 5:00 PM in the Chambers of the Legislature.