

Correction Advisory Committee

MEETING MINUTES

Monday, August 28th, 2023

7:00 PM via Zoom

The meeting was called to order at 7:05 PM by Co-Chair Tadhg Dooley.

The following committee members were present:

Tadhg Dooley
John Cipolli
Scott Semple
Reena Kapoor
Daryl McGraw
Melvin Medina

The following committee members were absent:

John Bowen
Andrew Giering
Benjamin Howell
Kyisha Velazquez

I. CONVENE MEETING

Chair Tadhg Dooley convened the meeting at 7:05 PM.

II. REMARKS BY THE CHAIR

Introductory remarks were made by Chair Dooley. He noted that former Co-Chair Melinda Johnson submitted her resignation and thanked her for her service.

III. EXTENDING THE APPLICATION PERIOD

Chair Dooley recapped the previous meeting held on June 29th, 2023, and stated that they have received nine applications. The current application period is open until August 31st, 2023, and Chair Dooley stated he sees little downside in extending that by 2-4 weeks. Reena Kapoor noted that one of the recent applicants applied August 23rd, 2023, and that there could be more trickling in. John Cipolli voiced his support for an extension. Scott Semple also voiced his support for an extension as he has been in contact with a soon to be applicant. Melvin Medina wanted clarification on if they should do interviews on a rolling basis. Chair Dooley clarified that they could review and hold interviews while the period is open. A motion was made by John Cipolli and seconded by Scott Semple to extend the application period until September 14th, 2023. Chair Dooley asked if there was any discussion; hearing none, the motion passed on a voice vote.

IV. APPOINTING A COMMITTEE TO CONDUCT INITIAL REVIEW OF APPLICATIONS

Chair Dooley stated that a subcommittee to do the initial review would be beneficial due to issues with scheduling the main committee. He clarified that the whole committee would still receive the applications and give feedback. John Cipolli supported the idea of the creation of an initial review subcommittee. Reena Kapoor wanted clarification on if the subcommittee would be going through the whole process and giving their recommendation to the main committee. Chair Dooley stated that this would be the case and to leave the bigger decisions to the whole group. Melvin Medina stated that he also supported the subcommittee and recommend doing two rounds of interviews, the first with the subcommittee and the second with a narrowed down pool in front of the main committee. Chair Dooley agreed with the suggestion. Scott Semple clarified that the process is more than just creating standard interview questions but also evaluating appropriate answers to the question and gave his support for a smaller subcommittee. A motion was made by Melvin Medina and seconded by John Cipolli to create an initial review subcommittee. Chair Dooley asked if there was any discussion; hearing none, the motion passed on a voice vote.

V. ASSEMBLING QUESTIONS POSED BY APPLICANTS TO BE REFERRED TO DAS APPLICANTS

Chair Dooley stated that there have been questions asked by the applicants and that they need consistent answers the committee should categorize and compile. Ann Massaro asked if they could post a FAQ. Chair Dooley said it would be a good idea to give these FAQ answers to all the applicants regardless of who asked. Barbara Fair asked if they had to extend the public hearing date in October since the application period was extended. She mentioned her concern was going into another year without spending the money allocated to the office. Chair Dooley said it was possible they did not need to extend the hearing date.

VI. ADJOURNMENT

Chair Dooley reiterated that he would follow up with the committee about information and to seek volunteers for the newly formed subcommittee.

A motion was duly made and seconded to adjourn the meeting. The meeting was adjourned at 7:31 PM.