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State of New Hampshire

ADULT PAROLE BOARD

Christopher T. Sununu
Governor

NH State Prison
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Concord, NH 03302
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Jennifer Sargent
Chairman

Amanda Johnson
Supervisor IV

June 21, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to RSA 94:1-a Salaries Established and RSA 94:6 New Appointments, the Adult Parole Board respectfully requests authorization to establish an entrance salary of $80,003.04, salary group CC, Step 6 for Mr. Jay Mackey, Executive Assistant to the Parole Board (Position 9U112) appropriation #02-46-460010-7170-011, effective July 2, 2021. 100% General Funds.

EXPLANATION

The Executive Assistant is the director of operations for the Parole Board and the Parole Office. The Parole Board is a quasi-judicial agency, not a part of the Department of Corrections that conducts parole and parole revocation hearings that are adversarial in nature and require significant experience in Department of Corrections operations, Administrative Rules, Policy and Procedure documents and inmate behavior. The Executive Assistant to the Parole Board:

- Supervises all parole office staff (6 people) assigned to the Board and to ensure the timely scheduling of parole hearings, which may include review, release, revocation or other hearings, the processing of releases, the processing of ICOTS applications and out-of-state parole supervision issues, and cooperation and coordination of efforts among various DOC and Division of Field Services personnel;
- Creates operations and processes within the Parole Office that create effective workflow and that assure all processes meet constitutional and statutory deadlines and conform to constitutional and statutory requirements;
- Ensures compliance with inmate and parolee due process rights;

- Reviews statutes and Administrative Rules annually for needed updates;
- Trains staff;
- Generates all constitutionally required hearing-related paperwork by meeting with all incoming alleged parole violators and reviewing and explaining due process paperwork, releases of information and assignment of counsel;
- Collects, evaluates and disseminates information to Board members for all applicable hearings;
- Serves as the primary contact for the Board in all interactions involving the Department of Corrections officials, prison staff, courts, prosecutors, defense attorneys, victims, inmates, inmate family members and other internal and external customers.
- Coordinates all in-state inmate transfers and transports from county houses of correction to the NH State Prison.
- Provides education, guidance and assistance to the Department of Corrections, the Board and staff regarding the management of inmates and parolees, as well as alternatives to incarceration;
- Actively supports and participates in developing and implementing systems for the collection of data related to Adult Parole Board outcomes and analysis of trends and patterns guiding policy and legislative recommendations;
- Formulates and disseminates policies and procedures, and drafts PPDs for the Parole Office;
- Assists Chairman with biennial budget requests;
- Coordinates with the NH Department of Corrections and other relevant agencies to provide the Adult Parole Board members necessary training on current research and best practices for the administration of parole.
- Testifies at legislative hearings.

The Executive Assistant position requires an individual who possesses a unique combination of skills and experience. The Executive Assistant is the director of operations for *both* the parole office and for the Board. The job is akin to being a Clerk of Court for a very busy court, plus a specialized administrator who interacts with every department within the Department of Corrections to gather, interpret and compile all internal DOC operations information both before and after hearings. Having had to jump into this job in March 2020 and do it until now, I can personally attest to the fact that this job is very intense, and requires an incredible knowledge base and a willingness to make decisions quickly based on information from many departments. Also critical to the job is a high-level understanding of how to read and interpret statutes, administrative rules and PPDs (policy and procedure documents), to be thorough and detail-oriented, and to be a creative and an outside-the-box thinker.

Jay Mackey has served with the DOC since 2000, having received his B.S. in Criminal Justice from University of Massachusetts, Lowell in 1999. He has risen to become one of the most valued and knowledgeable members of the DOC. He has experience as a Correctional Officer, a Youth Officer, a Case Counselor/Case Manager, and as a Supervisor and now NHDOC Administrator of Classifications and Client Records. I have attached the complete history of his progression to this document for you to read, as well as his resume.

The fact that Mr. Mackey has held all of these positions in the DOC is critical to Parole moving forward positively and efficiently. The Governor appointed me as Chairman in January 2021 to modernize and reorganize Parole in NH to be efficient and effective. Jay fits with my vision (and track record over the last year) of vast systemic improvement. Parole has worked very closely with him and his staff over the past years, and he sees and likes the direction in which I am moving Parole in NH. He agrees with the mission and sees himself as a leader who can further work to create a parole system that is efficient and effective in both the short and long term. The Board offered him the position by a unanimous vote. The Board trusts him to move Parole to maximum efficiency and fulfill the mission of making NH a national model, using evidence-based practice. He is well-respected by everyone in the DOC, including the Commissioner, and we simply must have him.

Though his currently salary and Step may make his salary request here seem exorbitant, it is not. Currently, Mr. Mackey is a Labor Grade 29 Step 4 $68,952.00. At the time the Board offered Mr. Mackey the position, Director Kench at the DOC had already put in motion the steps to have Mr. Mackey's position reclassified to increase his salary to an amount very much in line with the request here. Mr. Mackey decided to forgo the completion of the DOC reclassification to join Parole instead The Board respectfully asks to establish an entrance salary of $80,003.04, salary group CC, Step 6 for Mr. Jay Mackey. . The former Executive Assistant, who departed in March 2020, was at Step 7 due to the duration of her employment, and she was not half as qualified or competent to be in the role.

I have a unique perspective on this position. Not only do I intellectually and systemically understand how Mr. Mackey's previous experience and skill sets make him the best person for this job, but I also have actually been doing this job for over a year. I can tell you, it requires constant multi-tasking and total comprehension of every aspect of everything Mr. Mackey has experience doing, supervising, and administering. This salary request of Level CC, Step 6 is entirely commensurate with the duties he will undertake and the effort he will have to expend to get them done well. It is an incredibly difficult job.

Thank you for your consideration in this matter.

Respectfully,

Jennifer B. Sargent, Chairman
NH Adult Parole Board

JAY MACKIE'S HISTORY WITH CORRECTIONS – AUTHOR, JAY MACKIE

Hillsborough County DOC 2000-2011

I began my career in Corrections as a Corrections Officer with the Hillsborough County DOC in June of 2000.

- Was trained as a Booking Officer within my first 6 months of employment. This provided years of experience working with the court officials, court documents, and sentencing laws that affect the Hillsborough County DOC.
- Due to my level of experience, I would fill in for the Records Sergeant when he would deploy on military leave.
- In addition to working in Booking/Records, I also became a Field Training Officer (FTO) as well as a member of the Special Response Team (SRT).
- I was responsible for training new officer candidates on the housing units to ensure they met the standards set forth by the Hillsborough County DOC to become a certified Corrections Officer.

Sununu Youth Services Center 2011-2016

In 2011, I became a Youth Counselor for the Department of Health and Human Services at the Sununu Youth Services Center.

- Responsible for the safety and custody of detained and adjudicated juveniles.
- Formulate safety plans for the youth that would help identify emotional triggers and would assist in their programming.
- Member of multi-jurisdictional teams that would meet and assess needs of the youth in order to assist them with re-entry into the community safely and successfully.
- Assigned as an Interim Unit Manager during a position vacancy and was assigned as the Staff in Charge of my housing unit during the 2nd shift hours.
- Defensive Tactics Instructor from 2013-2016. Responsible for training multiple DHHS staff in Defensive Tactics (Residential Staff, Teachers, Juvenile Probation/Parole Officers, Medical Staff, etc…) to ensure they met the standards provided by DHHS

NHDOC CC/CM September 2016-October 2017

- This position can be summarized as being a liaison between the resident and the divisions they need to communicate with in order to complete all necessary requirements to be released back into the community. Basically from the day a resident comes into the prison, you are working on preparing them for their release, no matter how long their sentence is.
    - Complete assessments that determine DOC recommended programming and worked to ensure they were completing their DOC recommended programming.
    - Work with community providers to set up appointments with residents that are being released.

- Completing parole synopses to ensure the NH Adult Parole Board has all the pertinent information regarding a resident to make a good decision regarding the resident's release on parole.

NHDOC Client Records Supervisor October 2017-January 2019

I became the Client Records Supervisor in October 2017 where I supervised an office of 5 staff and my direct supervisor was the Administrator of Classifications and Client records. It was our duty to ensure the accurate record keeping of the residents of the NHDOC. This included entering sentencing information, updating/amending sentences from court orders, applying Earned Time Credits appropriately, releasing residents to Administrative Home Confinement, and releasing residents that completed their NH State Prison sentence. During my time there, one of our goals was to have all the files be completely digital. We accomplished that goal and all of the current residents of the NHDOC have their file uploaded into the FileHold database. In this position, I had to work closely with many different divisions and agencies throughout the course of the day. I worked with County Attorneys and defense attorneys regarding the proper wording of sentencing conditions and motions. I have helped educate multiple agencies surrounding sentencing laws, Earned Time Credits, 2/3rds motions, etc...

NHDOC Administrator of Classifications and Client Records January 2019-present

I became the Acting Administrator for this division in November of 2018 when the position became vacant. I was officially promoted in January of 2019. I directly supervise an office of 6 staff, with an additional staff member at the NCHF-W and also the NNHCF. I also oversee the Client Records office and the 6 staff in that office. Some of the specific duties I perform are as follows:

- Supervision of staff and completing evaluations
- Preparing for the movement of residents around the DOC facilities appropriately. This has become a monstrous task during the course of the pandemic due to movement restrictions and the information needed to gather prior to allowing a resident to move from one place to another.
- Reviewing Protective Custody requests to provide an appropriate and safe housing recommendation for residents that have a valid claim of fear.
- Coordinating the transfers of residents to county HOC's or facilities in other states that are unable to live in the NHDOC.
- Testifying in court hearings in regards to the policies and procedures of the Classifications division
- Testifying in Legislative sessions in regards to proposed legislation that affect the NHDOC
- Assigned by the Commissioner to track Parole Violators that have been arrested and placed in a County HOC or out of state facility awaiting transport to the NHDOC. I have struck agreements with all but 2 county HOC's to house our Parole Violators for a 14 day quarantine period prior to transferring to the Prison.
- For any new intakes coming to the prison (newly sentenced or Parole Violators), I am responsible for gathering COVID related information and will assign them to a specific area upon intake based on their risk of exposure to COVID
- I track the intakes on the higher level of quarantine and move them to a lower level of quarantine once they complete their 14 day quarantine and Medical confirms they have no signs/symptoms of COVID

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Jay Mackey

Education

University of Massachusetts at Lowell *Lowell, MA 01854*
Bachelor of Science in Criminal Justice *1993-1999*

Tewksbury Memorial High School *Tewksbury, MA 01876*
High School Diploma *1989-1993*

Work experience

Administrator of Classifications and Client Records *Jan 2019-present*
NH Department of Corrections *Concord, NH 03301*

- Plan, organize, and supervise the work of all Bureau of Classifications and Client Records staff at each NHDOC facility, ensuring that agency objectives are met.
- Ensure multiple office operations meet compliance with departmental policy and procedures.
- Review and update Classification Policies and Procedures.
- Coordinate, conduct, and implement classification and client record training on an ongoing basis to DOC staff, court system employees, and attorneys.
- Ensure classification decisions support individual plans that integrate rehabilitation and program requirements without compromising institutional safety needs.
- Coordinate all inmate transfers to county and out of state institutions to ensure appropriate placement of offenders.
- Develop annual budget recommendations for bureau staffing, training, travel, and equipment needs as well as monitor budgetary expenses for cost effectiveness.
- Testify in Legislative sessions in regards to proposed legislation that would affect the NHDOC.
- Testify in court proceedings in regards to Classifications and Client Records policies and procedures.

Client Records Supervisor *October 2017-January 2019*
NH Department of Corrections *Concord, NH 03301*

- Manages the Client Records Office to include supervising the duties and functions of all Client Records staff. Oversees the management of records and information on sentenced New Hampshire inmates, interstate compact inmates and inmates housed in county facilities.
- Evaluates employee work performance on an annual basis.
- Manages and oversees the release of inmates that complete their sentence as well as those released under the provisions set forth under RSA 651, the Parole Board, the courts, and those released on Administrative Home Confinement.
- Manages sentencing information that is entered into the department's database for accurate computation of sentences.
- Maintains liaison with department staff, public defenders, attorneys, Superior Court personnel, Attorney Generals Office, and County Attorneys both within the state as well as other states.
- Prepares and updates agency policies for the Office of Offender Records.
- Develops annual budget recommendations for office staffing, training, and monitors budgetary expenses for cost effectiveness.
- Acts as Administrator of the Bureau of Inmate Classification and Client Records in the absence of the administrator.

Corrections Counselor/Case Manager *September 2016-October 2017*
NH Department of Corrections *Concord, NH 03301*

- Conducts individualized and group orientation to rehabilitative programs within the correctional system for incoming incarcerated residents.
- Observes inmates and collaborates with other staff to develop programs for assessing resident treatment and rehabilitation needs.
- Administers educational, vocational, diagnostic, performance, aptitude, and interest tests as appropriate to institutional or post-release residents.
- Reviews worker trait factors of residents, including utilizing vocational evaluation methods to recommend appropriate residential classification and post-release placement.
- Prepares reports and case summaries for parole and courts.
- Assists in providing consultation services to other professionals, employers, parole, police and others regarding program objectives of incarcerated participants.

Youth Counselor III *2011- 2016*
Division for Juvenile Justice Services *Manchester, NH 03106*

- Provide a safe and secure environment for adjudicated or detained juveniles.

- Work within a multi-jurisdictional team to develop plans for the youth to re-enter the community safely and have the tools necessary for success. This team would consist of Clinical Staff, Residential Staff, Juvenile Probation and Parole Officers, Police Officers, the youth's parents, school district representatives, and DHHS staff.
- Assigned as an Interim Unit Manager during a position vacancy and was assigned as the Staff in Charge while assigned to 2nd shift for most of my time there.
- Defensive Tactics Instructor from 2013-2016

Field Training Officer *2000-2011*

Hillsborough County Dept. of Corrections *Manchester, NH 03103*

- Thorough knowledge of local laws, ordinances and the New Hampshire Revised Statutes Annotated pertaining to the commitment, confinement and release of prisoners.
- Defuse disruptive behavior by verbal interventions.
- Control disruptive behavior by appropriate verbal orders and appropriate use of physical force.
- Search cells or living quarters, recreational areas, visiting areas and other areas in buildings or on the grounds for contraband or unapproved items.
- Respond to emergency situations according to facility procedures, such as medical, fire, security, etc.
- Write narrative reports describing events that have happened, such as confidential reports, incident reports, disciplinary reports, special observations reports, etc.
- Promoted to the rank of Field Training Officer in 2008.
- Supervised, trained, and evaluated new officer candidates for final 3 years of employment.
- Elected to the Special Response Team in 2008.

References are available upon request