




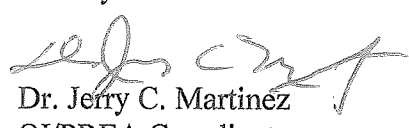
Residential Reentry Center - Casa Alborada  
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February 16, 2022

To: Barbara Banaszynski  
CEO, RRC Puerto Rico

Through:   
Alberto Maldonado  
Facility Director

From:   
Dr. Jerry C. Martinez  
QI/PREA Coordinator

Topic: **2022 Annual PREA Meeting and Annual Report**

The administration staff met on February 2, 2022, at 1:00 pm on the sixth floor and the following staff were present:

Alberto Maldonado, Director  
Dr. Jerry C. Martinez, QI/PREA Coordinator  
Maura Velázquez, Senior Resident Monitor

Ninoshka Caballero, Deputy Director  
Wendy Soto, Business Administrator  
Marielle Fernández, Case Manager

Absent

Alexander García, LEAD Field verification Officer (Excused)

#### **PREA Administration**

Dr. Martinez explained the PREA audit and process. The process had three phases:

1. Phase I  
PREA Coordinator sent advanced material through the digital platform PREA Online Audit System.
2. Phase II  
Auditor visited RRC Casa Alborada December 7-8, 2021. Interviewed residents, line staff, student, contractors and administrative staff.
3. Phase III  
The auditor reviewed the documentation and policies submitted while making suggestions on how to meet the standards before the final report was completed. The final report was received January 19, 2022.

Dr. Martinez reviewed the final report and mentioned the following recommendations made by the auditor:

1. The current PREA assessment needs to be improved by assigning relative weight to screening valuables so they are not yielding equal impact on risk determinations.
2. The Case Managers need to validate the assignments for housing and bed assignments done by the Resident Monitors during the intake process. This will be mentioned in the comment section of the PREA Assessment form in SecureManage.
3. A revision of the time frames for responding to grievances, third-party assistance allowed by fellow residents, and the filling of emergency grievances needs to be reviewed.
4. The MOUs need to be reviewed to include Confidential Support Services, General Support Services, Mental and Medical services.

During the audit, the recommendations were reviewed, completed and approved by the auditor. RRC Casa Alborada is PREA re-accredited for three additional years. The next accreditation will be scheduled for December 2024.

Dr. Martinez presented for review and approval the appointment of Case Manager (CM) Marielle Fernandez, as the PREA Coordinator Assistant. That will give Dr. Martinez the opportunity to transition the coordination of the program to CM Fernandez within the next six months.

### **Human Resources**

Ms. Soto reviewed the staffing plan and report for 2021. During 2021, the total number of staff was 34 (19 male staff and 15 female staff). There were nine new hires, five new in-house promotions and five resignations. 14 staff completed the five-year background investigation. There were no staff terminated and no legal or judicial cases by staff or against staff in 2021.

The new hires were three Case Managers and six Resident Monitors. The in-house promotions included two Case Managers, one Employment Placement Specialist, one Urine Surveillance Officer and one Field Verification Officer. The resignations were four Case Managers and one Employment Placement Specialist. Of the five resignations, four staff were recruited to work with a federal youth program in Texas and one as an Officer with the U.S. Probation Office. During 2022, one Case Manager will be on maternity leave.

The 2021 schedule included staff coverage 24 hours a day, 7 days a week with 1 female staff on each shift. If a female staff was absent, another female staff covered the vacancy. During 2021, there were no female staff vacancies on the schedule.

### **Residents**

Deputy Director Caballero stated that the upcoming projections for 2022 were fluid. During the first three months of 2021, they are expecting 27 residents in January and 30 residents in February and 30 residents in March. She also mentioned some residents will have an early release under the First Step Act (inmates are given credit time for working and programming while incarcerated).

### **Budget**

Director Maldonado mentioned that based on the current staffing report and the current resident projections the budget will stay the same for 2022, unless there is a surprise drop in resident assignments by the BOP.

### **Contractors**

Dr. Martinez reported there were 18 contractors approved, trained and certified in 2021, including eight staff from Magic Kitchen.

### **Volunteers**

Dr. Martinez reported there were 11 volunteers approved, trained and certified in 2021. The ecumenical board members and two students were approved, trained and certified in 2021 (one from University of Puerto Rico – Counseling in Rehabilitation program and one from University Ana G. Mendez – Carolina – Clinical Social Work program). None of the approved and trained volunteers and students were terminated or disciplined in 2021.

### **Upgrades to Physical Plant and Technologies**

Director Maldonado reported there were 33 cameras in RRC Casa Alborada and none were added in 2021. During 2021, the Director submitted a request for approval to upgrade the system. The CEO approved the project. The audio and video camera system was upgraded in 2021.

### **Memorandum of Understanding (MOUs)**

Dr. Martinez reported there are five MOUs that need to be revised to include mental health, medical, general support, and confidential support and advocacy services for victims of sexual abuse and sexual harassment. The MOUs are up for renewal during the next few months and will be updated and submitted to the respective agency representatives. The MOUs are from University of Puerto Rico (Counseling in Rehabilitation Program); University AGM Carolina (Clinical Social Work); Consultores Psicológicos (Mental Health and Confidential Support Services); Health Pro Med (Medical and Support Services) and RAPE Crisis Center (advocacy and Confidential Support Services).

### **Training**

Dr. Martinez presented the lesson plan and topics for 2022. The administrative staff approved and signed the plan. He also stated 34 staff members were trained and certified in 2021.

Dr. Martinez presented the PREA Resources Directory for residents and Case Managers. The directory will be updated at least every six months. The directory will be provided as an attachment of the Resident's Handbook.

Dr. Martinez reported 441 residents arrived in 2021. All 441 residents received a PREA screening during the intake process by the Resident Monitors, a full PREA assessment by the Case Managers and PREA training and certification during the initial orientation provided by a Case Manager. During 2021, Dr. Martinez reviewed all 441 PREA assessments. The top three mistakes made by the Case Managers were type of assessment (initial or follow-up); missing component of the resident and the selection of the wrong PREA classification. The respective Case Managers corrected these findings.

### **Disciplinary Action**

Dr. Martinez stated the “Gradual System of Sanctions” was reviewed and the topic of “Sexual abuse and sexual harassment” was added in the violation section, with the sanction as a first violation to be referred to RRM for removal from RRC. The two existing violations “Fraternization” and “Unauthorized Physical Contact” were also reviewed. The “Fraternization” violation has a progressive system of sanctions and the “Unauthorized Physical Contact” violation was changed to be referred to RRM for removal from RRC. The form will be updated.

### **Prevention Plan**

Dr. Martinez presented the new renewed PREA posters for the bulletin boards in the housing units. The new posters were in place for the audit.

Director Maldonado also informed that the Cross Gender Pat Searches training would be provided during annual refresher training. He also reminded the group that cross gender pat searches are not to be completed unless there is an emergency and previously approved by the Director.

### **Responsive Plan**

Dr. Martinez reviewed the Responsive Plan for RRC Casa Alborada. As part of the plan, in the event of a possible PREA incident, the Director will call or notify in writing the BOP of the incident. With their authorization, the PREA Coordinator will complete a Preliminary Assessment and ask questions to all the parties involved. Afterwards, a summary will be provided to the Director and RRM representative. The PREA Coordinator will generate a monthly report.

The First Responder Plan will be reviewed during the training sessions with staff.

### **Grievances**

Deputy Director Caballero reported there were no grievances related to sexual abuse and sexual harassment.

### **Forms**

Dr. Martinez mentioned the following forms were improved or developed as a recommendation from the PREA auditor:

1. Self-report Form for New Employees (improved)
2. Self-report Form for Promotions (improved)
3. Retaliation Monitor Form (reviewed)
4. PREA Incident Report 1 (reviewed)
5. PREA Incident Report 2 (reviewed)
6. Preliminary Assessment Report (improved)
7. Review Team Report (improved)
8. Resident Disciplinary Action Summary (improved)
9. Staff/Contract/Volunteer/Student Disciplinary Action Summary (improved)
10. General Grievance Log (improved)
11. Cross Gender Pat Searches Summary (improved)
12. Training Certification Form for Staff, Volunteers, Contractors and Students

**PREA Assessments**

Dr. Martinez reported the auditor suggested for the current PREA assessment to be improved by assigning relative weight to screening valuables so they are not yielding equal impact on risk determinations. This will be addressed at the next monthly meeting with the Case Managers.

**PREA Policy and Procedure Manual**

Dr. Martinez informed the group the manual will be reviewed to include all the changes and revisions completed during the audit process.

**Website**

Dr. Martinez reported the facility website was updated and the PREA page was improved.

The 2022 PREA Annual Meeting and Report is approved by:

*Barbara C. Banaszynski*  
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Barbara Banaszynski  
CEO, RRC Casa Alborada  
Senior Vice-President Program Operations  
National VOA Office

2/16/2022  
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Date



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RRC - CASA ALBORADA
2022 ANNUAL PREA MEETING
ATTENDANCE FORM

Date: February 2, 2022
Location: Casa Alborada
Time: 1:00 pm - 3:00 pm
Topics: PREA PROGRAM
Facilitator/s: Dr. Jerry C. Martinez, PREA Coordinator

Table with 4 columns: NAME, POSITION, SIGNATURE. Rows include: 1. MALDONADO-SOSTRE, ALBERTO (DIRECTOR), 2. CABALLERO-LUNA, NINOSHKA (DEPUTY DIRECTOR), 3. MARTINEZ-TAVAREZ, JERRY C. (QUALITY IMPROVEMENT/PREA COORDINATOR), 4. SOTO-TORRES, WENDY (BUSINESS MANAGER), 5. VELAZQUEZ-CASTRO, MAURA (SENIOR RESIDENT MONITOR), 6. GARCIA, ALEXANDER (LEAD FIELD VERIFICATION OFFICER), 7. FERNANDEZ, MARIELLE (CASE MANAGER).