

2025 Current Fiscal Year Report: National Institute of Corrections Advisory Board

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1. Department or Agency

Department of Justice

2. Fiscal Year

2025

3. Committee or Subcommittee

National Institute of Corrections
Advisory Board

3b. GSA

Committee No.

83354

4. Is this New During Fiscal Year?

5. Current Charter

6. Expected Renewal Date

7. Expected Term Date

No 09/14/2023 09/14/2025

8a. Was Terminated During Fiscal Year?

8b. Specific Termination Authority

8c. Actual Term Date

No

9. Agency Recommendation for Next Fiscal Year

Continue

10a. Legislation Req to Terminate?

Not Applicable

10b. Legislation Pending?

Not Applicable

11. Establishment Authority

Statutory (Congress Created)

12. Specific Establishment Authority

18 USC - 4351(b)

13. Effective Date

09/07/1974

14. Committee Type

Continuing

14c. Presidential?

No

15. Description of Committee

Other Committee

16a. Total Number of Reports

No Reports for
this Fiscal Year

17a. Open

0

17b. Closed

0

17c. Partially Closed

0

Other Activities

0

17d. Total

0

Meetings and Dates

No Meetings

Current Next
FY FY

| | | |
|------------------------------------------------------------------------------------------------|--------|--------|
| 18a(1). Personnel Pmts to Non-Federal Members | \$0.00 | \$0.00 |
| 18a(2). Personnel Pmts to Federal Members | \$0.00 | \$0.00 |
| 18a(3). Personnel Pmts to Federal Staff | \$0.00 | \$0.00 |
| 18a(4). Personnel Pmts to Non-Member Consultants | \$0.00 | \$0.00 |
| 18b(1). Travel and Per Diem to Non-Federal Members | \$0.00 | \$0.00 |
| 18b(2). Travel and Per Diem to Federal Members | \$0.00 | \$0.00 |
| 18b(3). Travel and Per Diem to Federal Staff | \$0.00 | \$0.00 |
| 18b(4). Travel and Per Diem to Non-member Consultants | \$0.00 | \$0.00 |
| 18c. Administrative Costs (FRNs, contractor support, In-person/hybrid/virtual meetings) | \$0.00 | \$0.00 |
| 18d. Other (all other funds not captured by any other cost category) | \$0.00 | \$0.00 |
| 18e. Total Costs | \$0.00 | \$0.00 |
| 19. Federal Staff Support Years (FTE) | 0.00 | 0.00 |

20a. How does the Committee accomplish its purpose?

The Advisory Board may analyze, review and examine work products, legislation, research, fiscal and technical support, policies, regulations, practices or operations of correctional agencies in order to execute the above cited objectives. See generally 18 U.S.C. § 4351.

20b. How does the Committee balance its membership?

Under 18 U.S.C. §§ 4351(b) and (c), the Advisory Board shall consist of sixteen members. The following six individuals shall serve as members of the Board ex officio: the Director of the Federal Bureau of Prisons or his designee, the Assistant Attorney General for the Office of Justice Programs or his designee, Chairman of the United States Sentencing Commission or his designee, the Director of the Federal Judicial Center or his designee, the Associate Administrator for the Office of Juvenile Justice and Delinquency Prevention or his designee, and the Assistant Secretary for Human Development of the Department of Health and Human Services or his designee. The remaining ten members of the Board shall be selected by the Attorney General of the United States, after consultation with the Federal Bureau of Prisons and the NIC. Five of these shall be qualified as a practitioner (Federal, State, or local) in the field of corrections, probation, or parole, and shall serve for staggered three-year terms. Five of these members shall be from the private sector, such as business, labor, and education, having demonstrated an active interest in corrections, probation, or parole, and shall serve for staggered three-year terms.

20c. How frequent and relevant are the Committee Meetings?

The Advisory Board is authorized to meet up to a quarterly basis, but typically meets approximately 2-3 times per year.

20d. Why can't the advice or information this committee provides be obtained elsewhere?

Chapter 319 of title 18, United States Code, establishes the duties of the NIC. See 18 U.S.C. §§ 4351-4352. The NIC is headed by a Director, who is appointed by the Attorney General after

consultation with the Advisory Board. See 18 U.S.C. § 4351(b). Section 4331(b) of title 18 directs that the overall policy and operations of the NIC shall be under the supervision of an Advisory Board.

20e. Why is it necessary to close and/or partially closed committee meetings?

Two board meetings (April 3 - 4, 2024, and August 12, 2024) were partially closed to allow for a sub-committee briefing to the Board on NIC Director recommendations to the Attorney General. The Board convened a fully closed session on April 22, 2024, to deliberate, decide, and nominate a new NIC Director recommendation to the Attorney General.

21. Remarks

The overall policy and operations of the NIC are under the supervision of the Advisory Board. In general, the NIC provides training, technical assistance, information services, and policy/program development assistance to Federal, state, and local corrections agencies; through cooperative agreements, awards funds to support program initiatives; and provides leadership to influence correctional policies, practices, and operations nationwide in areas of emerging interest and concern to correctional executives and practitioners as well as public policymakers. The Advisory Board will help develop long-range plans, advise on program development, and recommend guidance to assist the NIC's efforts in these areas.

Designated Federal Officer

Leslie Susan LeMaster DFO

| Committee Members | Start | End | Occupation | Member Designation |
|-------------------|-------|-----|------------|--------------------|
|-------------------|-------|-----|------------|--------------------|

| | | | | |
|-------------------------|------------|------------|-----------------------------------------------------------------------|-----------------------|
| Baldwin, John | 09/06/2024 | 09/06/2027 | Iowa and Illinois Departments of Correction (Retired Director) | Representative Member |
| Broderick, Barbara | 09/06/2024 | 09/06/2027 | Maricopa County Adult Probation (retired) Director, Ohio | Representative Member |
| Chambers-Smith, Annette | 09/07/2022 | 09/06/2025 | Department of Corrections and Rehabilitation Director, | Representative Member |
| Cooke, John | 10/01/2021 | 01/19/2027 | Federal Judicial Center Director, | Ex Officio Member |
| Hawk-Sawyer, Kathleen | 09/06/2024 | 09/06/2027 | Federal Bureau of Prisons (Retired) | Representative Member |
| Ishee, Todd | 09/07/2024 | 09/06/2025 | North Carolina Department of Adult Corrections, Secretary, retired | Representative Member |
| Johnson, Lynn | 03/19/2021 | 01/19/2025 | Secretary, Health and Human Services Director, Harris County | Ex Officio Member |
| May, Teresa | 09/06/2022 | 09/05/2026 | Community Supervision and Corrections Department (TX) Director, | Representative Member |
| Moore, Kahrilton | 01/20/2021 | 01/19/2027 | Bureau of Justice Assistance Sheriff, | Ex Officio Member |
| Morgan, Gabriel | 09/06/2024 | 09/06/2027 | Newport News Sheriff's Office (VA) | Representative Member |

| | | | | |
|------------------------|------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Peters, Colette | 08/10/2022 | 01/20/2025 | Director, Federal Bureau of Prisons | Ex Officio Member |
| Reeves, Carlton | 09/01/2022 | 01/19/2027 | Chair, United States Sentencing Commission | Ex Officio Member |
| Ryan, Liz | 01/20/2021 | 01/19/2025 | Administrator, Office of Juvenile Justice and Delinquency Washington State Department of Corrections, Secretary, retired | Ex Officio Member |
| Strange, Cheryl | 09/07/2024 | 09/06/2025 | Founder, Peyton Tuthill Foundation | Representative Member |
| Tuthill, Patricia | 09/07/2021 | 09/06/2026 | Ohio Department of Corrections and Rehabilitation Director (Retired) | Representative Member |
| Wilkinson, Reginald | 09/07/2022 | 09/06/2025 | | |

Number of Committee Members Listed: 16

Narrative Description

The overall policy and operations of the NIC are under the supervision of the Advisory Board. In general, the NIC provides training, technical assistance, information services, and policy/program development assistance to Federal, state, and local corrections agencies; through cooperative agreements, awards funds to support program initiatives; and provides leadership to influence correctional policies, practices, and operations nationwide in areas of emerging interest and concern to correctional executives and practitioners as well as public policymakers. The Advisory Board helps to develop long-range plans, advise on program development, and recommends guidance to assist the NIC's efforts in these areas.

What are the most significant program outcomes associated with this committee?

Checked if
Applies

| | |
|---------------------------------------------------|-------------------------------------|
| Improvements to health or safety | <input type="checkbox"/> |
| Trust in government | <input checked="" type="checkbox"/> |
| Major policy changes | <input type="checkbox"/> |
| Advance in scientific research | <input type="checkbox"/> |
| Effective grant making | <input type="checkbox"/> |
| Improved service delivery | <input checked="" type="checkbox"/> |
| Increased customer satisfaction | <input checked="" type="checkbox"/> |
| Implementation of laws or regulatory requirements | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Outcome Comments

Not Applicable

What are the cost savings associated with this committee?

Checked if Applies

| | |
|----------------------------|-------------------------------------|
| None | <input checked="" type="checkbox"/> |
| Unable to Determine | <input type="checkbox"/> |
| Under \$100,000 | <input type="checkbox"/> |
| \$100,000 - \$500,000 | <input type="checkbox"/> |
| \$500,001 - \$1,000,000 | <input type="checkbox"/> |
| \$1,000,001 - \$5,000,000 | <input type="checkbox"/> |
| \$5,000,001 - \$10,000,000 | <input type="checkbox"/> |
| Over \$10,000,000 | <input type="checkbox"/> |
| Cost Savings Other | <input type="checkbox"/> |

Cost Savings Comments

Not Applicable

What is the approximate Number of recommendations produced by this committee for the life of the committee?

Number of Recommendations Comments

Specific recommendations/guidance to NIC have included: (1) develop and implement strategies for increasing NIC staffing (as of Q4 of FY23, NIC was at a 52% staffing level (2) fill vacant/expiring NIC Advisory Board positions, appointed by the AG; (3) implement internal infrastructure plans developed by NIC (e.g., securing a Technical Assistance Management and Information System (TAMIS) and contractual IT support (both contingent on budget restoration and contracting timelines supported by BOP); and (4) continue to monitor and support the appointment of a permanent Director for NIC. Same guidance applies for FY2024.

What is the approximate Percentage of these recommendations that have been or will be Fully implemented by the agency?

50%

% of Recommendations Fully Implemented Comments

Number correlated to the list of recommendations above: (2) fill vacant/expiring NIC Advisory Board positions, appointed by the AG; Two vacant NIC Advisory Board positions were filled in September 2024 (Ishee and Strange appointed by the AG) replacing 2 retirements from the field (Carney and Clarke). Four re-appointments were made by the Attorney General in September 2024 (Baldwin, Broderick, Hawk Sawyer, and Morgan). (4) potential NIC director names were submitted to the AG by the Advisory Board twice in calendar year 2024. The Board met in closed session on April 22, 2024 to deliberate, decide and nominate a new NIC Director recommendation to the Attorney General. May 1, 2024 the nomination was submitted to the Attorney. The Attorney General appointed Stefan LoBuglio, Ed.D. as NIC Director on October 4, 2024. (100% implemented). 100% implemented for FY2024.

What is the approximate Percentage of these recommendations that have been or will be Partially implemented by the agency?

75%

% of Recommendations Partially Implemented Comments

Numbers correlated to the list of recommendations above: (1) NIC has worked with BOP Human Resources to utilize other hiring strategies (e.g., temporary promotions from within BOP and continued use of Intergovernmental Personnel Act temporary hires) and has been given authority to hire up to agency authorized FTE allotment of 60. The hiring process has been underway since late FY2020 and - like many other federal and law enforcement-related agencies - hiring post-pandemic is extremely challenging. (1) During FY24, NIC hired 16 (sixteen) staff, and had three (3) retirements and four (4) promotions,

resulting in a net decrease of one (1) staff year over year for the agency. As increased work flexibilities are being implemented at the DOJ/BOP/NIC levels, it is anticipated that hiring and retention will continue to improve in FY24 and beyond as staff wellness/work-life balance will be improved. (85% implemented) (2) As of September 5, 2024, the NIC Advisory Board has a full board and quorum of duly appointed members and can meet in FY2024. Acting Director Busby worked with BOP/DOJ to recommend members for reappointment/appointment to the Board. Two vacant NIC Advisory Board positions were filled in September 2024 (Ishee and Strange appointed by the AG) replacing 2 retirements from the field (Carney and Clarke). Four re-appointments were made by the Attorney General in September 2024 (Baldwin, Broderick, Hawk Sawyer, and Morgan). (3) In the absence of adequate agency funding going into FY22, NIC identified and explored obtaining other federal funding to develop and implement a TA MIS system. Since 2013, NIC has been without a TA MIS and has been required to manage a key database by antiquated means (spreadsheets and emails). An application was submitted to the federal Technology Management Fund in early FY22 but was denied in February 2022. Once NIC's programmatic budget was restored in May 2022, it began the contracting/solicitation process to fund this work internally, and a contract was awarded in September 2022. The new TAS is expected to soft launch by the end of calendar year 2024. (100% implemented).

Does the agency provide the committee with feedback regarding actions taken to implement recommendations or advice offered?

Yes ☒ No ☐ Not Applicable ☐

Agency Feedback Comments

The NIC Advisory Board has a positive working relationship with the agency and provides useful assistance to the NIC Executive Staff, aiding them in making decisions that impact the field of corrections. There is an open line of communication between Director Stefan LoBuglio, Ed. D. and the Advisory Board leadership. Both formal (during meetings) and informal (during periodic telephone calls/in-person meetings at other events) communications occur. Formal feedback is provided at scheduled board meetings.

What other actions has the agency taken as a result of the committee's advice or recommendation?

Checked if Applies

| | |
|------------------------|-------------------------------------|
| Reorganized Priorities | <input checked="" type="checkbox"/> |
| Reallocated resources | <input checked="" type="checkbox"/> |
| Issued new regulation | <input type="checkbox"/> |
| Proposed legislation | <input type="checkbox"/> |

Approved grants or other payments

☐

Other

☐

Action Comments

Due to significant reductions in NIC's programmatic budget resources from the agency standard \$14.6M budget in fiscal years 2017 (30%), both 2018 and 2019 (48%), 2020 (38%), and 2021 (44%), as well as reduced staffing due to hiring restrictions (2017-2020) / regular retirements and promotions (71% with 34 of 48 positions filled), the NIC Advisory Board provided guidance on NIC programmatic priorities (e.g., the greatest areas of need in the field of corrections). These recommendations aligned with the direction the Acting Director had taken with her executive team, with direction to identify priority areas to address once funding became available. The programmatic budget was restored in May 2022, back to \$14.6M. This will continue to be an area of work for NIC leadership and its new Director (as of October 4, 2024) as well as oversight by NIC's Advisory Board in FY2024 and forward.

Is the Committee engaged in the review of applications for grants?

No

Grant Review Comments

NA

How is access provided to the information for the Committee's documentation?

Checked if Applies

Contact DFO

☒

Online Agency Web Site

☒

Online Committee Web Site

☒

Online GSA FACA Web Site

☒

Publications

☐

Other

☐

Access Comments

NA