



# Advisory Board Meeting Agenda

-May 16, 2023-

**MISSION:** Cass/Pulaski Community Corrections is committed to improving the quality of life of the program participants and the community by applying effective evidence-based programs that produce positive choices, constructive behavior and accountability from the program participants, thereby reducing their criminal actions.

**VISION:** To beat all aspects of recidivism.

Info **In-Person & Videoconferencing** Wegner

Board Members have the option of attending in person in the Cass County Commissioner’s Hearing Room of the Cass County Government Building or by utilizing video conferencing to attend via Lifesize. To call into the meeting, please use the extension, 13476964 or click directly on this link <https://call.lifesize.com/otherways/13476964> to join the meeting and enter the passcode 1234.

\*\*\*Please note, that due to the election, in-person attendance will not be in the Bicentennial Room, but in the Cass County Commissioner’s Hearing Room on the 2<sup>nd</sup> Floor of the Cass County Government Building.

If you have questions or assistance please call Hillary, at 574-516-7064, and she will walk you through the process.

Click here to download the Lifesize App on your desktop, laptop, tablet, or phone.  
<https://call.lifesizecloud.com/downloads>

If you have problems connecting into the meeting please call my cell phone: 1-574-355-6328. I'll try to conference you in on that line.

	<b>Call to order</b>	<i>Muehlhausen</i>
	<b>Roll Call</b>	<i>Wegner</i>
Action	<b>Consent Agenda</b> <b>Meeting Minutes – March 22, 2023</b>	<i>Wegner</i>
Action	<b>Executive Director Report</b> 2022 1 <sup>st</sup> Quarter Financial Report 2022 1 <sup>st</sup> Quarter Statistical Report	<i>Wegner</i>

The financial report for the quarter ending March 2023 is attached. As of March 31, 2023, the department holds cash balances in the following accounts:

363 IDOC Grant	\$14,811.75
312 Home Detention	\$591,469.61
370 Project Income	\$9,018.02
371 Project Income	\$331,140.25
397 CTP	\$234,616.68
CPCC WR General Fund (Bank)	N/A

This quarter resulted in a project income account balance of \$1,166,254.56

*Note: Said amount does not include IDOC Grant Funds or the Work Release General Fund.*

The department ended the quarter with a project income decrease of \$29,494.70

Info/Action

**Committees**

Wegner

The Director will report on the following committee meetings:

\*Pulaski County: While the Criminal Justice Partners of Pulaski County did not convene this quarter, the partners met on several occasions through committees involving JDAI, Pretrial Supervision, Veterans Court, and grant preparation.

Info/Action

**CPCC Department 2021-2023 Strategic Plan Progress Report**

Wegner

The 2021-2023 Strategic Plan is available on our [website](#) for your review. Measurements on Metrics are reviewed annually at the end of the fiscal year. An update on the progress made on the goals set out in our Strategic Plan is included in our Annual Report.

Info

**CPCC Probation Collaboration Plan  
Jail/Probation/Prosecutor Pre-Trial/Court Programs**

Wegner

The Board will review the Collaboration Plan and progress made to date. Please find attached the updated Collaboration Plan that includes JRAC. Additionally, as presented in the Plan the Board will discuss issues relating to Probation, Prosecutor Pre-Trial Diversion, Local Jail and Court Programs.

Items for discussion include the following:

- Community Corrections/Probation Evidenced Based Practices.
  - Discuss cognitive behavioral treatment/substance abuse programming and scheduling.
- Cass and Pulaski County Jails and Treatment Protocols.
  - Discuss cognitive behavioral treatment/substance abuse programming and scheduling.
  - Community Corrections and Court Services is continuing to work with 4C Health, formally known as Four County Counseling Center regarding the facilitation of specified assessments and treatment opportunities for inmates.
  - **Cass County Jail Programming**

In collaboration with Four County and Court Services, the Cass County Sheriff's Department launched the Jail Therapy Program in 2021, targeted towards inmates with substance abuse disorders. Curriculum includes WRAP, Wellness Action Recovery Plan, and MORE, My On Going Recovery, relapse prevention programs aimed at assisting transition back into the community with groups for both women and men and individual counseling.

Court Services deployed the ACCI Corrections eCourse Program in the Cass County Jail in February of this year. There are currently 10 men in either the Wednesday Individual Counseling, WRAP or MORE Programs and 4 women in the Friday WRAP Program. Six inmates are participating in the ACCI eCourse Program and we have also had 8 Certificates/Course Completions ranging from Domestic Violence, Substance Abuse, Personal Responsibility, Cognitive Awareness and more.

Open Discussion on additional issues or concerns.

Info

### Staff Training Report

Wegner

4C Doctoral Intern Sergio Maldonado Aguiniga continues our Staff Focus Group Study. Data is currently being gathered which, upon analysis, will result in recommendations to improve workplace culture among staff and identified the following areas of opportunity for growth: *Training, Communication, Accountability and Consistency, and Managing Conflict.*

Info

### Quality Assurance Report

Wegner & Hartoin

#### Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

#### Continuous Quality Improvement Committee

The Department's Quality Assurance Committee now meets monthly in conjunction with Pretrial and Court Services, who also holds monthly SRS Trainings that resume once renovations are complete. Case management review still is reporting metrics below the agency target of 85%-90% compliance with standards, while the agency outcome performance measures below are still within acceptable limits, as seen below. The Director continues to work with case managers and monitor caseloads to improve measurements, while Court Services works the IDOC and IOCS in creating reports to help more easily identify areas needing improvement and improve policy. There were not enough Client Satisfaction/Exit Surveys collected this quarter to analyze. Case Managers have been instructed to have clients exiting the program to complete the survey along with the Exit IRAS.



Violation Rate: the percentage of clients who received a violation; pending violations are NOT included; this is a measure of closed cases.



Safety Rate: the percentage of clients who do not commit a new offense while under supervision; this is a measure of closed cases.



Completion Rate: the percentage of clients who remain under supervision until the end of their sentence.



Drug Screen Positivity Rate: the percentage of drug screens administered that return a positive result

Info/Action

### PREA Update

Wegner

The following is an update on the department's PREA practices:

- This past quarter the Department has received zero (0) PREA complaints.
- The facility PREA committee met this past quarter and is currently reviewing our current policy and procedure.

Resignations/Dismissals

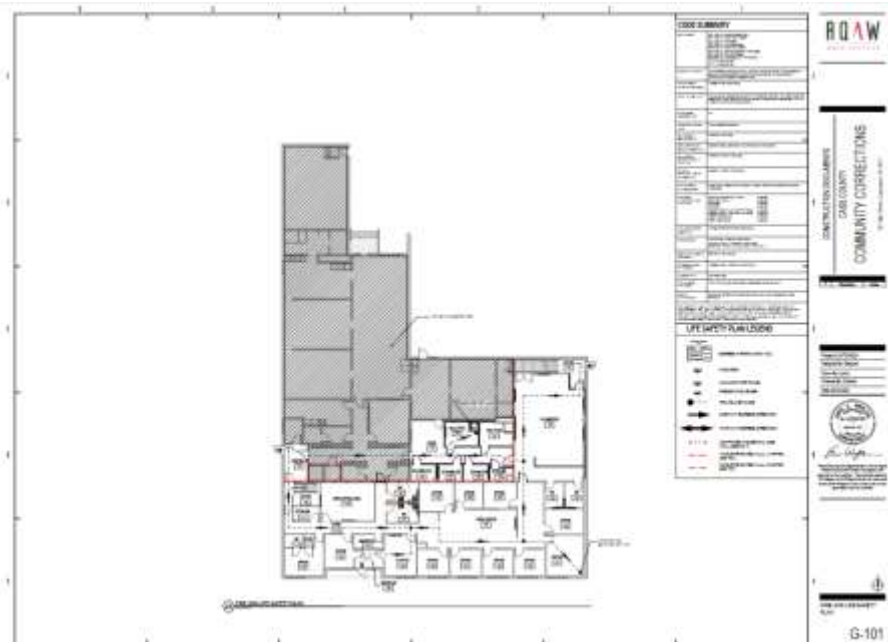
This past quarter the following personnel resigned or have been dismissed from the Department.

- Harmoni Stone – Part Time Correctional Officer
- Jared Regan – Part Time Correctional Officer

New Hires

The following have been recent new hires of the Department.

- Paula Pear – Part Time Correctional Officer
- Patricia Helm – Part Time Correctional Officer



- Renovation is currently underway. As mentioned in prior meetings, the facility’s floorplan is being renovated to include the addition of two (2) isolation cells, three (3) client meeting rooms, a classroom, and updated interior office spaces. Completion is scheduled for July 1, 2023. Below you’ll find several pictures featuring the progress made.



**Hallway**



**Isolation Cell**



**Classroom**

Info/Action                      **Juvenile Detention Alternative Initiative (JDAI)**                      Wegner

Community Corrections has been partnering with the Circuit Courts enrollment into the state's Juvenile Detention Alternative Initiative. Community Corrections role in this process will be to continue our normal course of monitoring juveniles on electronic monitoring as an alternative to detention.

Cass County: No issues to Report  
Pulaski County: No issues to Report.

Info/Action                      **Pre-Trial Release Programs**                      Hartoin

This past grant period Pulaski Probation and Cass County Court Services received 1006 funding for the implementation of a pre-trial release/supervision program. The following is a report on progress:

Cass County: Cass County Pretrial Policy and Stakeholder Team Members, please remember that our meetings our combined with the CPCC Advisory Board Meetings for your convenience. Below are a few brief program updates:

2023 1<sup>st</sup> Quarter Overview : CCCPS had a record breaking first quarter of 2023, enrolling their 500th client since launching in 2018 and serving over 61% of the 2022 total population served. The agency also has seen a 58% increase in assessments, completing 84 in Q1, approximately 3 times the amount of Community Corrections. This coupled with a 60% increase in supervised intakes, shows a sustained surge in growth. The agency ended the quarter with 41 clients successfully completing the program and over 30 clients completing voluntary ACCI CBT Programming Courses.

Cass County Pretrial Services is also excited to announce that we are expanding! The Cass County Commissioners and Council have established and funded a new full-time case manager position for the department. We are currently in the hiring process.

Pulaski County: No issues to report.

Info/Action                      **CY2024 Grants Applications**                      Hartoin

The CY2024 IDOC Grant Applications have been submitted for Cass/Pulaski Community Corrections, Cass County Court & Pretrial Services, Cass County Jail Treatment Program and Pulaski County Pretrial Services. It is noted that the Cass County Council and Commissioners locally funded Cass County Pretrial Services' request for a new case manager and that said request was removed from CCCPS' grant application with funding requested only to sustain current operations. Award letters are expected by July 26<sup>th</sup>.

Info/Action                      **CY2022 IDOC Fiscal Audit**                      Hartoin

Both Community Corrections and Cass County Pretrial Services have completed and submitted their CY22 IDOC Fiscal Audit for review. Results are expected in the coming months.

Info/Action                      **New Drug Screen Laboratory: CRL**                      Hartoin

Witham Laboratory, our previous vendor for drug screens, closed on April 28<sup>th</sup>. Community Correction, Probation and Pretrial Services collaborated and chose CRL Confirm Biosciences as the new vendor/laboratory. All drug screen panels, urine and oral, were designed to mirror panels previously used by Witham. All agencies will monitor their experiences with the new vendor in the coming months before deciding if switching to another

vendor would better suit our needs. Court Services is working with Cordant to establish a new contract for hair follicle testing.

Info/Action                      **First SEA 9 Reports Submitted**                      *Hartoin*

Both Community Corrections and Cass County Pretrial Services have completed both of their SEA 9 Electronic Monitoring Reports for review by the Cass County Local JRAC. While Pretrial Services uses SRS, our case management system for reporting, due to the volume of alerts received, Community Corrections is working with Attenti and Court Services to export data for reporting. Said reports have uncovered the need for policy updates to ensure passes are entered in Attenti, our EMS system, to reduce the number of false location alerts.

Info/Action                      **CPCC Advisory Board Makeup/Officer Elections**                      *Wegner*

There are still several open Board positions. The Commissioners of both Cass and Pulaski counties have been approached about making the additional appointments and are awaiting our recommendations.

Info/Action                      **Court Services and JRAC**                      *Hartoin*

The Cass County Local JRAC continues to meet on a regular basis, with the last meeting held on March 22<sup>nd</sup>. The Cass County JRAC has been appointed by the Cass County Commissioners to discuss, review and make recommendations regarding proposals for the Opioid Settlement Funding. The Council will begin reviewing proposals this July.

Court Services is currently overseeing the CY23 JPAR Sim Grant and reports that there is approximately \$7,000 in funding remaining for mental health evaluations. Funds are being expended more quickly due to the increase in travel expenses charged by the examining physicians.

Court Services also renewed the ACCI Corrections Contract for another two years for all community supervision agencies and the Cass County Jail.

Info/Action                      **Laundry Contract**                      *Wegner*

Currently our agency contracts laundry services for clients in our work release program. Our current contract calls for the vendor to provide the washers and dryers with clients paying the vendor for use of the equipment. We are exploring the option of closing out this contract and purchasing our own commercial washers and dryers. To offset the cost, we are looking at charging clients an extra \$2 per day, thereby, bringing the work release program user fee rate to \$22.00 per day. Clients will be allowed to wash two (2) loads of clothes per week and we'll provide the laundry detergent. Asking for discussion and approval to implement this change to the fee schedule.

Info/Action                      **Programming Audit**                      *Wegner*

On May 24<sup>th</sup> our agency will be undergoing a programming audit facilitated by the Indiana Department of Corrections and the University of Cincinnati, the CPC and CPC-CSA . The purpose of the audit is to provide a baseline on where our agency is at in the implementation and practice of evidence-based practices and data entry and collection. Follow-up audits are to take place every three (3) years for measurement, with results expected within two to three months.

Info/Action                      **2023 Beautification Project**                      *Wegner*

It's that time of year! Flowers are being placed in the community this week. We have over 8,000 plants being placed in the community with over 180 hanging baskets and 180 barrels.



If anyone wishes to bring up a topic that is not on the agenda please feel free to do so.

**Board Comments**

**Adjourn**

**Upcoming Meetings/Events**

Tuesday, February 21, 2023	3:30 p.m.	CPCB Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, May 16, 2023	3:30 p.m.	CPCB Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room

Tuesday, August 15, 2023      3:30 p.m.      CPCC Advisory Board Meeting      Cass County Government Building  
200 Court Park  
Bicentennial Room

Tuesday, November 21, 2023      3:30 p.m.      CPCC Advisory Board Meeting      Cass County Government Building  
200 Court Park  
Bicentennial Room

Respectfully submitted

*/s/ Dave Wegner*

David Wegner  
Director, Cass/Pulaski Community Correction