



Advisory Board Meeting Minutes

-August 16, 2022-

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.

Board Members Present: Judge Lisa Swaim, Judge Crystal Kocher, Noah Schafer, Sheriff Ed Schroder, Chris Allen, Will Scott, Dr. Carrie Cadwell, Nicole Hiatt-Drang, Mike Stajduhar, Carmin Ruff, Kelly Stephenson, Dave Wegner and Hillary Hartoin.

Dave Wegner, Director, presided over the meeting which was held on Tuesday, August 16, 2022 at 3:30 pm. A hybrid meeting format was used with in person attendance in the Bicentennial Room of the Cass County Government Building and virtual participation via Lifesize. A quorum was met.

Scheduled Topics

Minutes

The Board reviewed the Advisory Board Minutes dated May 17, 2022 and June 28, 2022. Discussion took place. Noah Schafer made a motion to approve the minutes as presented; Kelly Stephenson second. Vote taken and unanimously approved.

Executive Director Report

Director Wegner presented the financial report for the quarter ending June 30, 2022 and advised the Board that the department holds cash balances in the following accounts:

363 IDOC Grant	\$34,814.33
312 Home Detention	\$636,719.90
370 Project Income	\$12,869.30
371 Project Income	\$348,132.07
397 CTP	\$241,178.96
CPCC WR General Fund (Bank)	N/A

The Board was further advised that the quarter resulted in a project income account balance of \$1,238,900.23 with a project income increase of \$31,695.00

Committees

Director Wegner advised that 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.

CPCC Work Release Concerns/COVID-19 Report

Director Wegner reminded the Board in efforts to prevent the spread of the COVID-19 Virus, the agency transferred a majority of the residents in the Work Release Program to GPS Home Detention. Currently the facility is housing twenty-five (25) residents. Items discussed included the following:

- Recognizing that the facility lacks the proper infrastructure to adequately isolate ill or aggressive clients, plans are being developed to modify the floorplan to renovate the facility classroom to include two (2) isolation cells and other useable space by connecting to the probation classroom. Project Managers have produced a floor plan and are now working on interior design of the project. While the roof of the facility is in the process of being replaced, renovation of the interior is scheduled to begin this January with an estimated completion date of late spring/early summer.
- In June we had a small outbreak of COVID-19. We had one (1) resident test positive for the virus. Protocols were enacted and outbreak was contained with no serious illness. Since this period, the facility has not had a recurrence of the virus.
- This past quarter our agency had two (2) employee who tested positive for COVID-19 Said employees were quarantined for an excess of five (5) days. Said exposures were believed to have occurred outside the facility. Staff and clients maintained proper social distancing, wearing of PPE/masks, and cleaning practices.

CPCC Department 2021-2023 Strategic Plan Progress Report

The Board was reminded that 2021-2023 Strategic Plan is available on our website for 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.

Cass County Jail Programming

Director Wegner provided the following update on the current programming available in the Cass County Jail and gave a brief update on the upcoming therapeutic pod to open in the coming months.

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. This past quarter, we had 6 inmates complete the WRAP Program and 3 inmates complete the MORE Program. It is the goal of the Cass County Sheriff to open a dedicated therapy pod in the coming months.

Cass County Jail Expansion

The Cass County Jail Expansion is now complete. With expansion, any population above 307 inmates is considered overcapacity per state incarceration standards. Currently, with expansion, the jail is operating at an average 70% capacity, with an average daily population of 220 inmates. It is anticipated the Cass County Jail will begin housing twenty-five (25) inmates from Howard County in the next two weeks. Court Services Director, Hillary Hartoin, continues to monitor the jail population and conducts a monthly jail analysis for stakeholder review that was presented to the Board.

Staff Training Report

Director Wegner advised the Board that as of July 31, 2022, staff has completed 329 total training hours and that the agency conducted one Learning Team Training this quarter. Plans are in place to facilitate Effective Communication and Motivational Strategies (ECMS) booster sessions with our staff this summer/fall.

Quality Assurance Report

Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

Continuous Quality Improvement Committee

Director Hartoin, provided the following update from the agency's Quality Assurance Committee:

This quarter, the department focused on improving contact standards by developing a monthly reporting/audit procedure and metric system to help ensure compliance and assist case managers with managing their caseloads. Currently, work is underway to audit and improve the therapeutic services side of the agency.

On August 10, 2022 the agency held a mock IDOC Audit to identify issues that need improvement or where policy needs updated before the actual audit that is scheduled for Spring of 2023.

Client Satisfaction/Exit Surveys were also collected this quarter. The questionnaire is offered as a quarterly snapshot consisting of 18 questions aimed at providing the agency feedback on agency practices. Results continue to remain to be mostly positive. Clients rated their supervision in the "agree" to "strongly agree" category.

Lastly, the agency continues to calculate monthly performance metrics and currently has a 94% Safety Rate, 21% Violation Rate, 81% Completion Rate and 7% Drug Screen Positivity Rate. Monthly reports and metrics can be found on our website.

PREA Update

The Board was advised that the Department has received no PREA complaints.

CPCC Personnel Report

Director Wegner reported this past quarter's resignations and new hires.

Resignations/Dismissals

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

- Alex Jackson – Full Time Correctional Officer

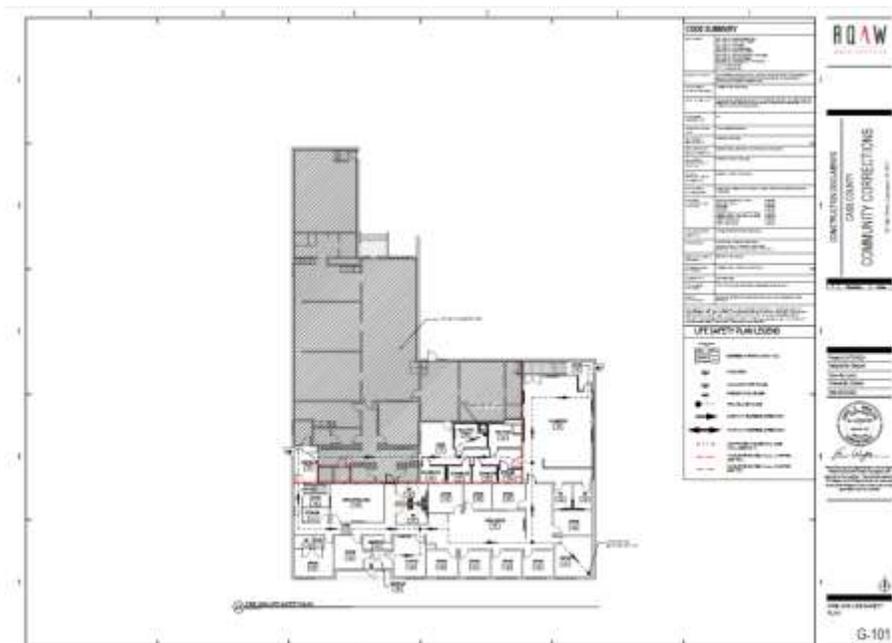
New Hires

The following have been recent new hires of the Department.

- Javonie Cervantes – Part Time Correctional Officer
- Maggie Steffel – Part Time Correctional Officer
- John Scott – Part Time Correctional Officer
- Jesse Medina – Part Time Correctional Officer
- Jarret Regan - Part Time Correctional Officer
- Taylor Grounds – Part Time Correctional Officer

Facility Renovation

Director Wenger reminded the Board that the facility is currently undergoing renovation for additional office space and isolation cells to allow for reopening of the Women's Dorm. The Board was advised that Project Managers have produced the above floor plan and are now working on interior design of the project. While the roof of the facility is in the process of being replaced, renovation of the interior is scheduled to begin this January with an estimated completion date of late spring/early summer.



Juvenile Detention Alternative Initiative (JDAI)

Community Corrections has been partnering with the Circuit Courts enrollment into the state's Juvenile Detention Alternative Initiative. Will Scott, Cass County Chief Probation Officer, reported that the department is continuing work on collecting baseline data that will allow them to report performance metrics in January of 2023, in addition to focusing on quality assurance efforts. Pulaski County did not have a report at this time.

Pretrial Release Programs

Community Corrections continues to partner with Pulaski Probation and Cass County Court Services, who receive 1006 funding for the implementation of pretrial services programs.

Cass County:

Director Hartoin reminded the Board that the Cass County Pretrial Policy and Stakeholder Team Meetings are combined with the CPCC Advisory Board Meetings and provided the following updates:

1. Cass County Pretrial Services continues to see sustained growth, with a 15% increase, serving 88% of 2021's total population served as of July 1, 2022. The agency currently has 81 active clients.
2. The Agency received a 30% increase in IDOC Grant Funding for CY2023 that will continue to fund the contract for the Pretrial Public Defender, Attorney Amber Garrison.
3. On August 1, 2022 the Agency enrolled it's 400th client since launching in 2018, while ensuring public safety with a 98% Appearance Rate and a 90% Safety Rate.

Pulaski County: Carmin Ruff, Pulaski Pretrial Coordinator, had no updates to provide at this time and related that she is working on gathering data to begin producing monthly reports.

Senate Bill 9

Director Wegner provided the Board with a brief update on the changes in policy and progress and/or challenges in regards to SEA 9 that went into effect on July 1, 2022, relating that compliance is still a work in progress, with improvement needed in regards to response times to violations. To review, the primary changes in the new policy pertain to compliance with the established timelines to respond to electronic monitoring violations, victim notifications and welfare checks, in addition to enhanced supervision and records management policies. As a reminder, SEA 9 applies to both Community Corrections and Pretrial Services.

CY2023 Grant Applications

Director Wegner advised that on July 22, 2022 Community Corrections, Cass County Court & Pretrial Services, Pulaski County Probation Pretrial Services received the below award announcements from IDOC for CY2023 totaling \$973,950.00.

1. Cass/Pulaski Community Corrections – Community Supervision: \$395,472.00
2. Cass/Pulaski Community Corrections – Work Release: \$419,515.00
3. Cass County Pretrial Services: \$77,590.00
4. Pulaski County Probation Pretrial Services: \$81,373.00
5. Cass County Jail Treatment Program: Not funded at this time.

CY2023 County Budgets

Director Wegner advised that Cass County Budgets for CY2023 have been submitted to the Council and that the first Budget Workshop was held August 12, 2022. Case Managers and the Director remain on the Indiana Probation Officer Pay Scale, with the county approving at 5% salary increase for all other county employees. Part-time employees' pay rate scale was increased, but the Department has not decided on a new rate at this time. The Board was reminded that any increases in salary come out the Department's Project Income Account, while Cass County Pretrial Services remains partially funding by County General Funds, in addition to the IDOC grant funding mentioned above.

CPCC Advisory Board Makeup/Officer Elections

Director Wegner advised that 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.

Court Services and JRAC

Hillary Hartoin, Cass County JRAC Chair, advised that Cass County Local JRAC held its first summer session on July 27, 2022 and the local council is continuing to work on expanding community supervision performance metrics, meeting approximately every six weeks. Plans are underway to attend the October Mental Health Summit. Below is an update on various grants and projects:

SIM/Justice Partners Addictions Grant: \$60,000 was awarded to fund competency and mental health evaluations, curriculum, training and the virtual therapy computer lab for Community Corrections. We currently have approximately \$18,000 left for mental health evaluations. A contract was also signed with ACCI Corrections LifeSkills Link to provide evidence-based and cognitive behavioral e-learning courses and curriculum for not only the CPCC Computer Lab, but also for Cass County Pretrial Services and Juvenile Probation.

Court Reform Security Grant: Expansion of the Court House Video Surveillance System is 95% complete, with the addition of 20 new security cameras. The new Cass County Duress System is 80% complete and all county government offices, including off-site offices, such as juvenile and adult probation, community corrections, and the health department, now have individual duress buttons and are included in the mass alert system.

Court Technology Grant: The Indiana Office of Court Services awarded Cass County an additional \$42,562.47 in funding for five Interactive SmartScreen Kiosks to be placed on each floor of the Court House. Each 43" SmartScreen will be placed close to each elevator for the public to use. Each Department can upload documents, public notices, contact information, hours of operations, frequently asked questions, etc. If you have an idea or request that you would like included please email Hillary Hartoin and CJ Gilsinger at smartscreens@co.cass.in.us.

Russel vs. State

The Board discussed the recent appellate ruling in Russel vs. State, that pertains to home detention supervision for misdemeanors and non-suspendable sentences. Director Hartoin reminded the Board that Russell vs. State does not affect DOC commitments and any Level 6 Felony filed after July 1, 2022 can be sentenced as DOC commitment, qualifying as a direct commitment to Community Corrections.

Director Hartoin presented to the Board a proposal that Community Corrections will enter into an MOU with the Cass County and Pulaski Sheriffs to allow for the release of jail commitments to Community Corrections under I.C. 11-12-5-2 that states that the Sheriff may "establish a program whereby persons who have been committed to the county jail upon conviction of a crime or adjudication of contempt may be temporarily released from custody to work, attend an academic or vocational training institution or program, or obtain medical, psychiatric, or psychological treatment, including treatment for drug addiction or alcoholism."

Drafted MOUs were reviewed by the Board and will be approved by email vote once final revisions are made. Once approved MOUs will be signed and allow for normal sentencing procedures to continue for jail commitments. The intent of this MOU is also to avoid sentences that include Home Detention as a term of probation.

The Board also discussed whether or not Community Corrections Terms and Conditions need to be signed by the Judicial Officer and filed with the Court. It was the consensus of the Board, that language will be added to Plea Agreements that require a defendant and his attorney to acknowledge that they have read and agree to the terms of Community Corrections, if sentenced by the Court and accepted by Cass/Pulaski Community Corrections. Directors Hartoin and Wegner to work with Prosecutor Noah Schafer and the Courts to draft said language and will send it out to the Board once finalized.

Other Business

No other business was offered.

Board Comments

No comments were offered.

Adjourn

There being no further business Noah Schafer made a motion to adjourn; Mike Stajduhar second. The Meeting was adjourned at approximately 4:30 pm.

Upcoming Meetings/Events

Tuesday, November 15, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
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Respectfully submitted

/s/ Dave Wegner

David Wegner
Director, Cass/Pulaski Community Correction