



Advisory Board Meeting Minutes -March 25, 2025-

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, Director Dave Wegner, Director Hillary Hartoin, Chris Allen, Mike Stajduhar, Lisa Kempf and Justice Ennis for Noah Schafer.

Non-Board Members Present: Natalia Gebka

Judge Crystal Kocher, Board Vice President, presided over the meeting, which was held on Friday, March 28, 2025, at 3:00 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.

Minutes

The Board reviewed the Advisory Board Minutes dated November 18, 2024. Discussion took place. Mike Stajduhar made a motion to approve the minutes as presented; Hillary Hartoin second. Vote taken and unanimously approved.

Executive Director Report

Director Wegner presented the financial report for the quarter ending December 2024. As of December 31, 2024, the department holds cash balances in the following accounts:

363 IDOC Grant	\$2,977.54
312 Home Detention	\$320,132.29
370 Project Income	\$21,915.84
371 Project Income	\$329,057.20
397 CTP	\$231,177.68
CPCC WR General Fund (Bank)	N/A

This quarter resulted in a project income loss of \$41,880.56 for an account balance of \$902,283.01.

CPCC Department 2025-2026 Strategic Plans

Director Hartoin presented 2025-2027 Strategic Plans for Cass/Pulaski Community Corrections and Cass County Court Services. Pulaski County did not submit a strategic plan for review. Mike Stajduhar made a motion to approve; Justice Ennis second. Vote taken and unanimously approved.

2025-2026 Strategic Collaboration Plan

Director Hartoin presented the 2025-2026 Collaboration Plan. Judge Kocher requested said plan be amended to include updated narratives on Pulaski County's Veteran's and Treatment Courts. Judge Kocher to submit said

information to Director Hartoin who will amend said plan. Mike Stajduhar made a motion to approve the collaboration plan with amendments; Chris Allen seconded. Vote taken and unanimously approved.

Cass County Jail Programming

Director Hartoin gave the following update on the programming in the Cass County Jail:

In 2021, the Cass County Sheriff's Department, in collaboration with 4C Health and Court Services, launched the Jail Therapy Program to assist inmates with substance abuse disorders. The program's curriculum includes WRAP (Wellness Action Recovery Plan) and MORE (My On Going Recovery), which are relapse prevention programs aimed at facilitating inmates' transition back into the community. Both group and individual counseling sessions are offered for women and men. In 2023, the Court Services department deployed the ACCI Corrections eCourse Program at the Cass County Jail. Currently, 20 inmates are participating in the WRAP, or MORE programs, while 9 inmates are enrolled in the ACCI eCourse Program and 3 clients are in the HSE (High School Equivalency) Program. This jail has a 39% Program Participation Rate.

Staff Training Report

This past quarter staff have begun to work on their forty (40) hour training curriculum. In February, staff attended the Coaching Model for Change Collaborative Training Part 3 with Brian Lovins of Justice System Partners. This training included the we had the unique opportunity to participate in the CRMC Simulation. To help staff understand how a coaching-oriented organization operates, Justice System Partners has developed a Coach Referee Simulation. This simulation takes staff through the various phases of correctional interventions, allowing them to experience the difference between a "referee" approach and a "coaching" approach. At each phase, staff had the chance to debrief and contextualize their learnings. Upon completing the simulation, staff were encouraged to develop their own personal practice models, incorporating the Coaching Model for facilitating change throughout the process. Said training was sponsored by our Local JRAC and included all local community supervision staff.

Ms. Hartoin using JPAR SIM Grant funding, signed a contract in last July that provided for continued professional development with JSP and Dr. Lovins to further support implementation of the Coaching Model. This TA Contract allows for staff to earning their Coaching Certifications from JSP via the Journey.DO Software. This quarter, all staff completed their online coaching curriculum through Justice System Partners, earning their certificates. Review of 2024 training requirements, show that only 50% staff completed their required trainings, but that 83% of case management staff completed their required training hours.

Staff Duties/Staffing Plan

Due to staffing issues, this Work Release Coordinator position is now shared by four (4) case managers who share the duties of this role in addition to their caseload. The Case Managers/ Work Release Coordinators are responsible for the daily operations of the Work Release Facility. Responsibilities include training and scheduling of staff, monitoring of clients, and ensuring the facility is operating at acceptable standards. As mentioned, the coordinators also work with the director to maintain the agency's bookkeeping, accounting, and financial management practices. Additionally, to cross-train staff and increase availability to the courts, all case managers are trained to assist the intake coordinator in preparing client evaluations and eligibility determinations.

Quality Assurance Report

Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

Continuous Quality Improvement Committee

The Department's Quality Assurance Committee now meets quarterly in conjunction with Pretrial and Court Services, who also holds monthly SRS Trainings that will resume after the first of the year. Case management review still is reporting metrics below the agency target of 70%-75% compliance with standards, while the agency outcome performance measures below are still within acceptable limits, as seen below, although the violation and public safety rates have increased. Analysis of client population and caseloads, show that caseload ratios are down due to population decrease and within acceptable limits and that current standards are attainable. For example, average caseload size is 27 compared to previous average of 40, Staff accountability with case management and data entry shows a grave need for improvement.

The Court Services Director, who oversees data collection and quality assurance for Community Corrections, has noticed concerning trends, including inaccurate data entry, backdating of data, and a need for improved reliability. These issues were then communicated to the Director.

2025 Fee Schedule Update

Director Hartoin advised the Board that due to laboratory changes and increases in supply kit costs, the fee schedule has been updated to reflect new charges for saliva and hair follicle drug tests and updates to the Work Release Laundry Fee. Hillary Hartoin made a motion to approve; Mike Stajduhar second. Vote taken and unanimously approved.

Updated Logo

Court Services Director, Hillary Hartoin, graciously redesigned our agency's logo to a more modern and refreshed design, pictured below.



PREA Update

Director Wegner reported that this past quarter the Department investigated zero (1) PREA incident. The investigation found the allegation was unfounded.

CPCC Personnel Report

Resignations/Dismissals

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

- None

New Hires

The following have been recent new hires of the Department.

- None

Pre-Trial Release Programs

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 that were reported by Director Hartoin:

In 2024, CCCPS achieved another record-breaking year. The agency served 363 clients, a 21% increase from 2023 and 59% increase from 2022. This was accompanied by a 5% rise in evaluations and a 19% surge in new intakes. CCCPS also diverted \$1,721,120 in incarceration expenses, an 8% increase, equivalent to 118 years of jail bed stays. Lastly, the agency brought in \$1,122,577.00 in new grant funding in 2024.

In partnership with Psychotherapy Associates of Kokomo (PAK), we expanded our therapeutic programming to 4 days per week due to an 18% increase in clients participating in services.

Cass County Pretrial Services' Integrated Therapeutic Model was highlighted at the 2025 NAMI Conference in their keynote address.

Cass County Pretrial Services' is schedule for recertification on May 20, 2025. Ms. Hartoin will be reaching out to local stakeholders regarding next steps.

Pulaski County: Oral report given.

Entity	Award
Community Corrections	\$814,987.00
Community Supervision	\$420,088.00
Residential/Work Release	\$394,899.00
Drug Court	
Mental Health Court	
Veterans Court	
Reentry Court	
Domestic Violence Court	
Alcohol & Drug Program	
Pulaski Pretrial Services	\$81,373.00
Cass Pretrial Services	\$77,590.00
Prosecutor's Diversion	
Jail Treatment	
Total Advisory Board Award	\$973,950.00

CY2025 Grants Awards

The CY2025 IDOC Award Announcements have been made. All current funding amounts remained the same as CY2024, with no increase as seen below. It is noted that no new funding was awarded across the State.

2024 Annual Reports

Director's Wegner and Hartoin presented highlights from their written Annual Report that was submitted to Board. Pulaski County made an oral presentation of 2024 activities of their Pretrial Release Program. Mike Stajduhar made a motion to approve; Justice Ennis second. Vote taken and unanimously approved.

2026 IDOC/IOCS Grants

Cass/Pulaski Community Corrections, Cass County Court & Pretrial Services, and Pulaski County Pretrial Services all presented their CY2026 IDOC Grant Applications for Board Approval and Prioritization.

Judge Lisa Swaim made a motion to approve the applications, with the prioritization outlined below. Mike Stajduhar second. Vote taken and unanimously approved.

- Community Corrections- Community Supervision (IHD)
- Community Corrections – Residential (Work Release)
- Cass County Pretrial Services
- Pulaski County Pretrial Services

Participation Expectations

Discussion regarding the reporting requirements, attendance and other obligations to the Advisory Board as a term of receiving grants took place.

Other Business

No other business.

Board Comments

No other comments.

There being no other business, Dave Wegner made a motion to adjourn the meeting; Justice Ennis second. Vote taken and unanimously approved. Meeting adjourned at 4:20 pm.

Respectfully submitted

/s/ Hillary Hartoin

Hillary Hartoin
Director, Cass County Court Services