



Advisory Board Meeting Agenda

-November 16, 2021-

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 **Videoconferencing** Wegner

Just a reminder, due to constraints of COVID-19, we are continuing to utilize video conferencing for meetings via Lifesize. To call into the meeting, please use the extension, 12447319 or click directly on this link <https://call.lifesize.com/otherways/12447319> to join the meeting and enter the passcode 1234. 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.

Call to order Muehlhausen

Roll Call Wegner

Action	Consent Agenda	Wegner
	Meeting Minutes – August 17, 2021	

Action	Executive Director Report 2021 2 nd Quarter Financial Report 2021 2 nd Quarter Statistical Report	Wegner
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The financial report for the quarter ending September 30, 2021 is attached. As of September 30, 2021, the department holds cash balances in the following accounts:

363 IDOC Grant	\$61,918.15
312 Home Detention	\$429,215.82
370 Project Income	\$13,369.03
371 Project Income	\$313,132.43
397 CTP	\$244,178.64
CPCW WR General Fund (Bank)	N/A

This quarter resulted in a project income account balance of \$999,895.92.

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 \$118,694.16.

The Department also underwent an IDOC fiscal audit for CY2020. Results are still pending.

- In response to COVID-19 the Work Release program has been modified to a maximum population of twenty (20) male clients.

CPCC Total Clients Served for Quarter

<u>Cass County</u>		<u>Pulaski County</u>	
Juvenile Home Detention	9	Juvenile Home Detention	4
Adult Home Detention	140	Adult Home Detention	7
Transfer In Home Detention	4	Transfer In Home Detention	0
Transfer Out Home Detention	12	Transfer Out Home Detention	3
Work Release	34	Work Release	6

CPCC Daily Population – September 30, 2021

<u>Cass County</u>		<u>Pulaski County</u>	
Juvenile Home Detention	3	Juvenile Home Detention	4
Adult Home Detention	93	Adult Home Detention	10
Work Release	11	Work Release	3

Committee Reports

Wegner

Pulaski County:
Other Reports:

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 Work Release Concerns/COVID-19 Report

Wegner

As mentioned, 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 (20) residents. Items for discussion include the following:

- Recognizing that the facility lacks the proper infrastructure to adequately isolate ill or aggressive client's, 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. Matter is still in the planning stages. Commitment to renovation has yet to take place.
- This past quarter we had six (6) Work Release Residents test positive for COVID-19. Those who tested positive were either isolated or temporarily transferred to home detention electronic monitoring. New intakes were temporarily suspended along with resident participation in outside meetings and programming. At the direction of the Health Department, residents who tested negative were allowed to

return to work. As a result of these issues and the current spike in community positive cases due to the Delta variant, we returned to limiting the Work Release Population to 20 residents at a time. Staff and clients maintained proper social distancing, wearing of PPE/masks, and cleaning practices.

- This past quarter our agency had three (3) employees who tested positive for COVID-19. Said employees were quarantined for an excess of ten (10) to fourteen (14) 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.

Info/Action **CPC Department 2021-2023 Strategic Plan Progress Report** Wegner

The 2021-2023 Strategic Plan is attached for your review. Measurements on Metrics are reviewed annually at the end of the fiscal year.

Info/Action **CY2022 County Budgets** Wegner

The Cass County CY2022 Budget Session has concluded. CY2022 budgets were approved and were in alignment with previous years' budgets with the exception of Correctional Officer Salaries. Correctional Officer Salaries have been increased to be on the same scale used for the Cass County Jail Correctional Officers. Base salaries now start at \$36,000. It is noted that we have adjusted grant funding and the PI budget to make allowances for and fund said salary increases.

Info **CPC Probation Collaboration Plan
Jail/Probation/Prosecutor Pre-Trial/Court Programs** Wegner

The Board will review the Collaboration Plan and progress made to date. 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.
 - Reminded the Board that the Four County Counseling Center has the ability to facilitate specified assessments and treatment opportunities for inmates. Two (2) incarcerated clients received recommended assessments with one (1) clients being approved for community correction programming.
- **Cass County Jail Programming**

In collaboration with County Sheriff's Department and Court Services, Community Corrections continues to support Four County's Jail Therapy Program. Using risk level and needs identified in the Pretrial Screening Stage, Court Services is assisting in selecting candidates for the new Jail Therapy Program targeted towards inmates with substance disorders who have ERDs of 90 days or less. Curriculum includes W.R.A.P., Wellness Action Recovery Plan, and M.O.R.E, My On Going Recovery, programs aimed at assisting transition back into the community. There are currently 7 participants in the WRAP Group and the bilingual group started on November 12th. It is our goal to begin the women's group in the new year.

- **Cass County Jail Expansion**

The one hundred and fifty (150) bed expansion of the Cass County Jail is progressing. Construction began in 2020 and is scheduled for completion in the fall of 2022.

A review of the Jail list identifies that daily populations is stabilizing. The facility currently is averaging two hundred and eighteen (218) inmates per day. Do to overcrowding 29 inmates are being housed in outside facilities. It is noted that this increase is due to constraints caused by ongoing construction.

Community Corrections has been reviewing the Cass County Jail population. Court Services Director, Hillary Hartoin has conducted a population study (See Attached).

- The Pulaski County Jail advised that they currently have no issues with population control.
- Open Discussion on Additional Issues or Concerns.

Info

Staff Training Report

Wegner

This past quarter staff have continued to work on their forty (40) hour training curriculum.

The agency brought back staff learning teams in efforts to improve communication, operations and quality of services. Topics to be covered include motivational interviewing and report writing. It is projected that staff will have completed 10 hours of learning team credit hours by the end of the year.

Info

Quality Assurance Report

Wegner

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. Monthly reports were conducted in the following categories:

- Client Satisfaction Surveys are due to be collected next quarter. The questionnaire is offered as a quarterly snapshot consisting of 18 questions aimed at providing the agency feedback on agency practices. Below is a sampling of some of the anonymous client feedback received:
 - *"I became a father and have become very stable in my home life since being on in home detention. It has benefited me and my family a lot. I am grateful for this opportunity."*
 - *"Its funny how when your not living a illegal life .. how easy the program is. For a year I was on home detention and it never bothered me one bit. My case manager was helpful, compassionate and really understanding through my entire detention. Thank you for helping me and even just listening when i needed you! I wont see you thru your side again but i will always check in to let u know I'm living my best life!"*
 - *"I want to thank everyone that is at CPCC for everything this program has helped me get my life back together I have a job that pays me good and my family back together and that is the most important part that I have my family thank you for giving me this opportunity and helping me succeed."*

- *"This has been a meaningful and memorable experience that has changed me."*
- Employee Satisfaction Surveys are due to be collected at the end of this quarter. The questionnaire is offered as a biyearly snapshot consisting of 20 questions aimed at providing the agency feedback on agency practices.
- Client Exit Surveys
 - Client exit surveys remain to be mostly positive. Clients rated their supervision in the "agree" to "strongly agree" category.
- Home Detention Visit Alert Log Failure Rate
 - A review of contact frequency reports identify that most clients are receiving community contacts as required.
- Client Program Fee Compliance Report
 - Overall, clients continue a positive trend in remaining compliant with program user fees.
- Client Files (program and therapeutic)
 - The latest client file audits show that scheduled IRAS follow-up and exit assessments are appropriately conducted. Agency has identified that data entry in the client data base (SRS) remains inconsistent. In response staff continues staff training, meeting at least once a month for an hour training/practice review.

Info/Action

PREA Update

Wegner

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

- This past quarter the Department has received no PREA complaints.
- The facility PREA committee met this past quarter and are currently reviewing our current policy and procedure.

Info/Action

CPCC Personnel Report

Wegner

Resignations/Dismissals

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

- Kourtney Corn – PT Correctional Officer
- Caleb Risher – PT Correctional Officer
- Randy Rozzi - FT Case Manager (retired)

New Hires

The following have been recent new hires of the Department.

- Kourtney Corn - PT Correctional Officer
- Caleb Risher – PT Correctional Officer
- Alex Jackson – FT Correctional Officer
- Quinten Hawkey – FT Case Manager

Other

Nothing to Report.

Info/action

Department and Facility Improvements

Wegner

The following items are scheduled for discussion:

- In April, the facility received and installed the Tek 80 Body Scanner.
- County upgraded the facility HVAC system.
- Space is limited in the facility. As mentioned in prior meetings, the Department needs additional office space and facility isolation cells.

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: See attached report.

Pulaski County: No issues to report.

Info/Action **2020/2021 Performance Metrics** *Wegner*

Review of the 2021 Performance Metrics identify that the agency is progressing with identified goals. With the above-mentioned reinstatement of staff learning teams, the agency is on track to meet all performance metrics.

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. I have attached our current listing of members for your review.

Info/Action **2022 IDOC Grants** *Wegner*

The FY22 IDOC grant applications were awarded, with an additional \$70,000 in funding to hire an additional case manager. Breakdown of CY2022 awarded grant funding is as follows:

- Community Corrections \$814,987.00
- Cass Pre-Trial \$59,716
- Pulaski Pre-Trial \$70,612
- Cass Jail Treatment \$0

Info/Action

CPCC Recent Projects

Wegner & Hartoin

As you are aware our agency has been working on a multitude of projects aimed to increase communication with our clients and stakeholders. The Director will provide a brief update on progress made to date:

- Updates to Website: We relaunched the blog and community bulletin board on our website, promoting and highlighting recent community recovery events and are expanding the client’s resources pages.
- To increase response time to client pass requests and efficiency, we are investigating an electronic ticket system and are also taking steps to digitize our forms and intake process in efforts to move towards a paperless system.
- Dependent on funding and in partnership with Court & Pretrial Services, we hope to purchase a kiosk check-in and monitoring system that will allow us to add a day reporting component to our program.

Info/Action

Pretrial GPS Monitoring User Fee Schedule

Wegner & Hartoin

After review, it is was found that the cost associated with monitoring of pretrial participants equates to a lower level of funding then when the programs became live, due to Program Directors being responsible for their own case management and GPS unit hook-ups and maintenance. Therefore, it is the suggestion of Community Corrections that user fee schedule for Pretrial GPS Monitoring be reduced from \$7.00 per day to \$3.00 per day. Collection of said user fees continues to follow each individual program’s fee schedule and policy.

Info/Action

Court Services and JRAC

Hartoin

Cass County held its first local JRAC Meeting independent of the CPCC Advisory Board last month, electing office holders and approving bylaws. Three members attended the IOCS JRAC Webinar on November 1, 2021. The Council is currently meeting monthly to review current practices and set data collection goals & agency performance metrics. A brief meeting will be held after the conclusion of today’s Advisory Board Meeting.

Pulaski County JRAC has yet to meet.

Court Services, as outlined in the attached report, continues to seek additional grant funding and reports receiving notification of being awarded the Justice Partners Addictions Reponse Grant that includes funding for \$40,000 for Mental Health Evaluations, \$1,000 for JRAC/SIM Training, \$4,000 for CBT Curriculum for Pretrial Clients, and \$15,000 for CPCC Virtual Therapy Computer Lab. Other current projects include developing new policy for the processing of juvenile expungements (IC 31-39-8-3.5) & juvenile electronic monitoring reimbursement and further collaborating with Four County in expanding the Jail Treatment Programs.

Other Business

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 15, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, May 17, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park

Tuesday, August 16, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Bicentennial Room Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, November 15, 2022	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