



Advisory Board Meeting Minutes

-May 18, 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.

Board Members Present: Judge Lisa Swaim, Judge Chrystal Kocher, Judge Mary Welker, Judge Stephen Kitts, Will Scott, Kelly Gaumer, Michael Stajduhar, Chris Allen, Sheriff Ed Schroder, Terry Haney, Dr. Carrie Cadwell, and Carmin Ruff. Also attending was David Wegner, Director of the Cass/Pulaski Community Corrections and Hillary Hartoin, Director of Court & Pretrial Services

* Indicates utilized the teleconferencing network.

Judge Swaim presided over the meeting which was held on Tuesday, May 18, 2021 at 3:30 p.m. Due to COVID-19, the meeting took place virtually via the Lifesize application. A quorum was met.

SCHEDULED TOPICS

Minutes

The Board reviewed the Advisory Board Minutes dated February 16, 2021.

Discussion took place. Mike Stajduhar made the motion to approve the Minutes as presented. Carmin Ruff second. Vote taken and unanimously approved.

Financial and Statistical Reports

Director Wegner presented the Financial Reports for the quarter ending March 31, 2021. The Director advised the Board of the following account balances:

As of March 31, 2021, the department holds cash balances in the following accounts:

363 IDOC Grant	\$29,085.61
312 Home Detention	\$399,580.95
370 Project Income	\$29,260.49
371 Project Income	\$324,858.77
397 CTP	\$364,889.87

Director Wegner advised that the quarter resulted in a project income account balance of \$1,118,590.80.

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

The department ended the quarter with a project income increase of \$72,625.68.

Director Wegner reported that client population remains unchanged from past quarters. The Director advised that on May 3, 2021, Work Release was opened for male participants. However, in response to COVID-19, the agency is continuing to keep the Work Release program at a reduced population. The Director reported that population has been modified to a maximum population of twenty (20) male clients. Female clients are continued to be placed on GPS-Home Detention or transferred to other community based residential facilities.

The Director reported the following client statistical report:

CPCW Total Clients Served for Quarter

<u>Cass County</u>		<u>Pulaski County</u>	
Juvenile Home Detention	7	Juvenile Home Detention	2
Adult Home Detention	122	Adult Home Detention	9
Transfer In Home Detention	8	Transfer In Home Detention	1
Transfer Out Home Detention	10	Transfer Out Home Detention	4
Work Release	13	Work Release	2

CPCW Daily Population – March 31, 2021

<u>Cass County</u>		<u>Pulaski County</u>	
Juvenile Home Detention	3	Juvenile Home Detention	2
Adult Home Detention	91	Adult Home Detention	5
Work Release	9	Work Release	5

Discussion took place. Chris Allen made the motion to approve the Financial Report as presented. Will Scott second. Vote taken and unanimously approved.

Committees

The Director 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.

CPCW Work Release Concerns/COVID-19 Report

As mentioned, The Director advised the Board that the Work Release program has been opened on a limited basis. The Director reminded the Board that in effort to prevent the spread of the COVID-19 Virus, the agency continues to assign all but the highest risk clients to GPS Home Detention. Currently the facility is housing ten (10) residents. Items discussed were as follows:

- Recognizing that the facility lacks the proper infrastructure to adequately isolate ill or aggressive clients, plans are being developed to modify the floorplan by renovating the facility classroom to two (2) isolation cells and other useable space and connecting to the probation classroom. Matter remains under consideration with a targeted completion date later this summer.
- This past quarter, our agency had zero (0) employees who tested positive for COVID-19 and four (4) employees who were believed to be in close contact with other people who tested positive for the virus. Said employees were quarantined for an excess of ten (10) to fourteen (14) days. During this period no residential client exhibited symptoms nor tested positive for the virus. Staff and clients maintained proper social distancing, wearing of PPE/masks, and cleaning practices.
- As mentioned in prior meetings, it was determined that the agency needed a body scanner. Our request to the Cass County Commissioners to allocate CARES Act funds for the purchase of a body scanner was not approved. In response, CPCC allocated \$150,000.00 from our project income to secure said equipment. Purchase and installation of the Scanner occurred in April 2021.

Discussion took place and concluded without issue.

CPCC Department 2021-2023 Strategic Plan Progress Report

While the 2021-2023 Strategic Plan Progress Report was dispensed to the Board, due to time constraints the report was not reviewed.

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

Due to time constraints, the Board did not review the CPCC/Probation Collaboration Plan and progress made to date.

Items discussed during this session included the following:

- **Cass County Jail Expansion**

Due to time constraints, the Board did not review the Cass County Jail Expansion and progress made to date.

Discussion took place and concluded without issue.

Staff Training Report

Director Wegner reported that this past quarter staff have continued to work on their forty (40) hour training curriculum. Training completed since this writing included Naloxone and CPR certification. Additionally, our agency provided the Logansport Police Department (LPD) with instruction on how to navigate our agency website and access our cliental rosters. Discussion took place and concluded without issue.

Quality Assurance Report

Restorative Justice Conference

The Director advised the Department has not conducted any Restorative Justice Conferences this past quarter.

Continuous Quality Improvement Committee

The Director commented that the department's continuous quality improvement committee met once this past quarter. He reported the quarterly reports were conducted in the following categories:

- Client Exit Survey
 - Client exit surveys remain to be mostly positive. Clients rated their supervision in the “agree” to “strongly agree” category.
- Client Satisfaction Survey
 - The questionnaire offers eighteen (18) questions aimed at providing the agency feedback on agency practices. Most questions were responded as strongly agree and agree. This questionnaire is offered quarterly as a snapshot.
- Employee Satisfaction Survey
 - The questionnaire is offered as a biyearly snapshot offering twenty (20) questions aimed at providing the agency feedback on agency practices. Employees mostly rated their satisfaction in the “agree” to “strongly agree” category.
- 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. The 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.
- The department's quality assurance committee met this past quarter and reviewed applicable policy and procedures.

Discussion took place and concluded without issue.

PREA Update

Director Wegner provided the following update on the department's PREA practices:

- The Director advised that this past quarter no PREA complaints were received and no investigations were conducted.
- The facility PREA committee met this past quarter and are reviewing our current policies and procedures.

Discussion took place and concluded without issue.

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.

- Matthew Shelton – FT Correctional Officer
- Miguel Blanco - FT Correctional Officer

New Hires

The following have been recent new hires of the Department.

- Brantlen Collins – FT Correctional Officer

Discussion took place and concluded without issue.

Department and Facility Improvements

Director Wegner reported the following update on improvements for the work release center:

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

Juvenile Detention Alternative Initiative (JDAI)

Director Wegner reminded the Board that 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: Will Scott provided the Board with a brief report. No issues or concerns.

Pulaski County: Brief Report was provided the Board. No issues or concerns.

Discussion took place and concluded without issue.

Pretrial Supervision Programs

Director Wegner reminded the Board that Community Corrections has been partnering with the Courts enrollment into the state's Pretrial Supervision Initiative. Both Cass and Pulaski Counties have submitted grant applications for funding in this initiative. Community Corrections role in this process will be to continue our normal course of monitoring clients on electronic monitoring as an alternative to incarceration. The Director made the following report:

Cass County: Hillary Hartoin presented to the Board her quarterly report. Said report included the quarter's client population, cost savings, and performance metrics. No major issues to discuss.

Pulaski County: Carmin Ruff presented the quarterly report to the Board. No major issues to discuss.

Discussion took place and concluded without issue.

2021 Performance Metrics

While the Performance Metrics Report was dispensed to the Board, due to time constraints the report was not reviewed.

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.

IDOC Grants

Director Wegner reported to the Board that the FY21 IDOC grant allocations has been divided into two funding periods; the first six (6) months of the year (January through June) and the last six (6) months of the year (July through December). He commented that the amount of funding remains unchanged from last fiscal year.

Director Wegner advised that being notified that our last six (6) month grant period will result in the same financial funding as the first six (6) months, he presented the Board revised budget and asked for a vote of approval.

Discussion took place. Mike Stajduhar made the motion to approve the Revised 2021 IDOC Budget as presented. Carman Ruff second. Vote taken and unanimously approved.

Greenhouse

Director Wegner advised that we opened the greenhouse in March and plants will be placed into the community within the next couple of weeks. The Director commented that over seven thousand plants will be provided for downtown Logansport, local towns and parks, and community partners.

Discussion took place and concluded without issue.

Court Services and JRAC

Director Wegner advised the Board that Cass County Pretrial Release Program has evolved to the new department of Cass County Court and Pretrial Services. He explained that Hillary Hartoin is now the Director of this department. The Director commented that through funding provided by the Cass County Commissioners and Council, this department acquired a full-time probation officer to assist in caseload management. In addition to the normal scope of pretrial services, Ms. Hartoin will also serve as liaison for all court related programs and activities.

Recent legislation relating to JRAC was discussed. Director Wegner reviewed the law with the Board. Discussion took place and concluded with the agreement that the Board would hold a meeting on June 22nd to determine if the Advisory Board would agree to take on the JRAC responsibilities or if each county would create their own committee.

Opening of Work Release

Director Wegner reported that with implementation of the Tek80 Body Scanner, the Work Release Facility has resumed operations. The Director advised that, in response to COVID, the facility is limiting male capacity to 50% and will not be servicing a female population. Director Wegner commented that until which time additional housing becomes available the female dorm will be utilized as the isolation dorm.

Director Wegner asked the Board to consider standards on client vaccinations, and if immunizations should be required before allowing admittance into the program. While it was the consensus of the Board that client vaccinations are desired, it was presented that more information is required before enacting a policy. The Director commented that to reduce to risk of infection, it was his intention to reduce client community movement. Director Wegner advised that he would not prohibit clients from obtaining employment, but unless vaccinated, would limit community movement.

Discussion took place. it was the consensus of the Board that this practice would be acceptable until further action is taken by the Board.

Access to SCRAM

Director Wegner reported to the Board that the agency has obtained the services of SCRAM. He explained that SCRAM is an ankle bracelet that provides 24/7 transdermal alcohol testing. Director Wegner advised that the cost of using this device is \$10 per day and can be utilized as stand-alone monitoring tool or in conjunction with home detention programming.

Discussion took place and concluded without issue.

Other Business:

No other business offered.

Board Comments:

No comments were offered.

Adjournment:

There being no further business the meeting was adjourned at 5:00 p.m.

Respectfully submitted

/s/ Dave Wegner

David Wegner

Director, Cass/Pulaski Community Correction

NEXT SCHEDULED MEETING: TUESDAY, JUNE 22, 2021 AT 3:30 P.M. THE MEETING WILL BE HELD VIRTUALLY.