



**Cass/Pulaski Community Corrections**  
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## **Cass/Pulaski Community Corrections Advisory Board Minutes May 21, 2019**

**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 Rick Maughmer, Judge Jim Muehlhausen, Sheryl Pherson, Sheriff Pryor, Dr. Carrie Caudwell, Mercedes Brugh, Hillary Hartoin, Ryan Browning, Lisa Swaim, Mike Standajuar Chris Allen\*. Also attending was David Wegner, Director of the Cass/Pulaski Community Corrections, Hillary Hartoin.

\* Indicates utilized the teleconferencing network.

Judge Rick Maughmer presided over the meeting which was held on Tuesday, May 21, 2019 at 3:30 p.m. The meeting took place in the Bicentennial Room at the Cass County Government Building, 200 Court Park, Logansport, Indiana. A quorum was met.

### **SCHEDULED TOPICS**

#### **Minutes**

The Board reviewed the Advisory Board Minutes dated March 12, 2019.

Discussion took place. Mercedes Brugh made a motion to accept the minutes as presented. Ryan Browning second. Vote was taken and unanimously approved.

## Financial and Statistical Reports

Director Wegner presented the Financial Reports for the quarter ending March 31, 2019. The Director advised the Board of the following account balances:

363 IDOC Grant	\$58,545.50
312 Home Detention	\$285,351.17
370 Project Income	\$9,593.17
371 Project Income	\$357,443.71
397 CTP	\$304,663.74
CPCW WR General Fund (Bank)	N/A

Director Wegner advised that the quarter resulted in a project income account balance of \$957,051.79

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

The Director reported that the quarter ended with a project income increase of \$63,619.55. Director Wegner explained that the higher than normal amount of project income is the result of the end of the year transfer from the work release general fund to our project income accounts.

In reviewing the financial standing of the agency Director Wegner projected that the 2019 fiscal year will end with our the project income accounts at a neutral balance. The Director commented that this year was scheduled to end in a loss but that unanticipated savings occurred from a couple of different sources. Director Wegner presented that the position of Therapist went unfilled for several months at a savings of \$26,000.00 and a couple of employees removed themselves from the employee health insurance roll at a savings of \$30,000.00.

The Director advised that while the agency is currently around \$50,000.00 in the positive, projected cost should bring our accounts closer to neutral. Director Wegner advised that the month of May will show a loss of around \$25,000.00, this being due to the month being a (3) pay period month, and that the agency is scheduled to purchase a vehicle (\$23,000.00) by the end of June.

Director Wegner reminded the Board that while past fiscal cycles have resulted in positive project income balances it is projected that beginning in FY20 said accounts are scheduled to conclude in negative balances. The Director advised that trends identify that cost increases for personnel will continue to increase around \$20,000.00 to \$50,000.00 by FY22. It is believed that at this time the agency salary scale will level off. Further examination identifies that our agency is at or near our maximum levels for client population and project income user fee rate and collection.

In regards to the position of Therapist, the Director advised that the agency received permission from the IDOC to transfer \$26,000.00 of unused FY19 IDOC Grant funds from our contractual services account to our fringe benefits account. Said funds to be utilized for employee health insurance. Director Wegner asked the Board to consent to this request. Discussion took place. It was the consensus of the Board to authorize this transfer of funds.

The Departments statistical report identifies client populations are at normal levels. The department's Home Detention population has maintained an average population of ninety-five (95) clients while the Work Release population remains at near capacity at a population of forty-seven (47) clients with a waiting list.

Discussion took place and concluded without issue.

## Committee Reports

### Committee Reports

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.

It should be noted that the Pulaski County Veterans Court has been certified by the state and is now in operation.

\*Treatment Programming: Committee did not meet this quarter. The Department is preparing quality assurance reports for the 2017-2018 fiscal year. Once data is obtained the committee will review for measurement.

\*Policy Review: Committee did not meet this quarter. The Department concluded review of the Department and Work Release policies and will be forwarding recommendations to the committee for approval.

### CPCC Department 2018-2020 Strategic Plan

No issues of concern to report.

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

Due to length of time the Board did not review of the CPCC/Probation Collaboration Plan and progress made to date. Director Wegner advised the Board that this action will take place in the February meeting as a revised Plan is a requirement of the IDOC Grant process.

Items for discussion include the following:

- **Cass County Jail Expansion**

The Director advised that the one hundred and twenty-five (125) bed expansion of the Cass County Jail is progressing. Construction is projected to begin this fall.

A review of the Jail list identifies that daily populations are exceeding two hundred (200) inmates.

Community Corrections has been reviewing the Cass County Jail population. Pre-Trial Service Coordinator Hillary Hartoin has conducted a population study. Said study shows that there are approximately 45 inmates who are serving a level 6 or misdemeanor conviction. For comparisons sake, community corrections also supervise around 60 clients serving a level 6 or misdemeanor conviction.

The Jail's renovation of eighteen (18) beds is soon to be completed. Additionally, via Area Five - Agency on Aging and Community Services, the Jail is receiving services of a therapist. Programming currently is serving five (5) inmates in the therapeutic New Directions Program.

- The Pulaski County Jail advised that they currently have no issues with population control. Open Discussion on Additional Issues or Concerns. None reported.

Discussion took place and concluded without issue.

## **Staff Training Report**

No issues of concern to report.

## **Quality Assurance Report**

### *Regional Training*

Director Wegner reminded the Board that in order to ensure the Department is facilitating effective evidence-based programming; Cass/Pulaski Community Corrections partners with community corrections agencies from Clinton County, Howard County, Miami County, Starke County, Tipton County and Wabash County. The Director reiterated that staff from all of the aforementioned agencies meets quarterly and undergoes training and auditing in quality assurance measures.

This past quarter members completed training relating to “Intra-Rater Reliability”.

### *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 monthly reports were conducted in the following categories:

- Client exit surveys  
Client exit surveys remain mostly positive. The department is meeting its goals in client contacts and supervision. Clients rated their supervision in the “agree” to “strongly agree” category.
- Home Detention Visit Alert Log Failure Rate  
Home Detention Visits for the quarter averaged in the 85% to 95% compliance range.
- Client Program Fee Compliance Report  
Clients continue a positive trend in remaining complaint with program user fees.
- Client Files (program and therapeutic)  
The latest client file audits show that scheduled IRAS initial, follow-up, and exit assessments are appropriately conducted.

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 no PREA complaints or investigations were conducted this quarter.
- The facility PREA committee met this past quarter and are currently reviewing our current policy and procedure, and performance measures. No issues of concern to report.

Discussion took place and concluded without issue.

## **CPCC Personnel Report**

Director Wegner reported this past quarters past resignations and new hires.

### Resignations/Dismissals

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

- Wendy Jones – Part Time Field Officer
- Dakota Childers – Part Time Field Officer
- Michael Scott-Steele – Part Time Correctional Officer

### New Hires

The following have been recent new hires of the Department.

- Ashley Fauble – Part Time Correctional Officer
- Joe Flory - Part Time Correctional Officer

Director Wegner advised that the Therapist position is contracted through the Four County Counseling Center. He commented that since January this position has remained open but that in this absence Four County has provided counselors a couple time a week to cover the agency's needs. It is expected that this position will be filled in the coming month.

The Director submitted to the Board this past quarter's staff survey. This item was overlooked and not discussed.

Discussion took place and concluded without issue.

## **Work Release Facility Improvements**

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

- The Department is still in the process of expanding its surveillance video capacity. To become PREA compliant the department will be adding surveillance cameras identified blind spots in the facility. Additionally, cameras will be added in the office area, parking lot, and the barn/greenhouse. This project will cost around \$5,000.00.

- The Department replaced the kitchen oven with a standard grade unit. It was decided that a cost of a commercial unit was too prohibitive.
- Space is limited in the facility. As mentioned in prior meetings the department needs additional office space. The department is also in need of expanding staff and has no offices/space in which to house these positions.

### **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. 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 juveniles on electronic monitoring as an alternative to detention. The Director made the following Report:

Cass County: No issues to Report.

Pulaski County: No Issues to Report.

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 the quarter's client population and completion rate. No major issues to discuss.

Pulaski County: It was presented to the Board the quarter's client population and completion rate. No major issues to discuss.

Discussion took place and concluded without issue.

### **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.

The Director advised that William Scales has resigned his position from the Board. The Board acknowledged and asked members to consider nominations for the open position of Cass County Ex-Offender.

Discussion took place and concluded without issue.

## **IDOC 208-2019 Grant Application**

Director Wegner advised that he 2019-2020 IDOC Grant application was submitted on schedule. He presented that shortly thereafter the IDOC has made the decision to change the grant period from July/June to January/December. With this change the IDOC advised that the FY20 application will not be finalized until later this summer. Director Wegner advised that FY19 has been extended from July to December and that the IDOC Grant for FY20 will run from January 2020 to December 2020.

Discussion took place and concluded without issue.

## **CPCC IACCAC 2019 Residential Audit**

Director Wegner advised past month the department underwent an audit from the IACCCAC Work Release Committee. The Work Release Audit showed that “The team found the facility to be clean, files were systemized in logical order, Standard Operating Procedures were well written and detailed, and staff was well prepared for the visitation. The department’s policies, procedures, and practices support the guidelines of IACCAC Residential Committee.”

The Director commented that while the team gave the department a positive review they also advised areas that requires improvement and made the following recommendations. Below said recommendation with added suggested language of compliance:

**Recommendation: Create a policy as to employee’s access to county attorney/legal services.**

#701 Staff Development and Training #11 EMPLOYEE’S ACCESS TO COUNTY ATTORNEY/LEGAL SERVICES:

Employees will be granted access to the county attorney/legal services as dictated or allowed by county policy.

**Recommendation: Create a policy as to when participants should be separated from general population as the result of a health condition.**

#401 Health Care Policy #6 ILLNESS:

Residents’ communicable, contagious or infectious disease status shall be kept confidential and shared only on a need to know basis with Work Release Staff. All residents and staff will be provided instructions on and shall take necessary precautions to protect themselves from communicable diseases i.e. handwashing, cleanliness of the facility, routine washing of clothing and linens, and general health care. Additionally, if requested the department will provide to staff and participants breathing barriers i.e. mask to deter the spreading of air borne diseases. The Director will make the appropriate determination in when participants should be separated from general population as a result of a health condition. Factors to be considered will be the health of the participant, the risk of infection to other residents and staff, and on the ability of the agency to provide to the participant proper health care. Separation of population may include isolation from other residents (temporary assignment in the facility classroom) or temporary or permanent transfer in their level of supervision to the electronic monitoring home detention.

**Recommendation: Create a policy for the use of tools and utensils in the residential facility.**

**#1003 Food Service Policy #8 TOOL AND UTENSIL CONTROL:**

Foodservice tools and utensils shall be stored securely and accounted for after each meal to ensure safety and security. Meals are designed to be prepared without the aid of knives. However, in the case the agency provides participates with special meals i.e. cookouts, melons, garden vegetables etc. that cause for the need of knives, staff will follow the following protocol.

- a. All knife(s) are to be stored inside the safe located in the control room.
- b. Staff will document in the computer log the time the knife(s) are removed and are returned from the safe and the officer who is in control of the instrument.
- c. Staff will be in control of the knife(s) at all times. Participants will not be allowed the use of the instrument.

All other tools and utensils used in foodservices shall be controlled in accordance with the Policy “Tool Control”.

Discussion took place. It was the consensus of the Board to amend the aforementioned polices as presented.

**CPCC 2020 Budget Request**

Director Wegner advised that County Budgets for 2020 will be due in July. He presented that 200, 300, and 400 series budgets will remain the same or result in minimal adjustments. In our personnel budget (100 series) the Director reminded the Board of our projected fiscal trends. He asked for a consensus on making a request to the Cass County Council to move three (3) employee health insurance cost from our project income budget accounts to the county general fund. Director Wegner advised that said act will help the agency remain revenue/expense neutral and will bring the county’s matching funding to 10% to 15% of our overall expenditures. After discussion it was the consensus of the Board that since the agency has a healthy project income balance that this would not be the appropriate time to make a request for county funds. The Board instructed the Director to communicate and educate the Commissioners on our fiscal trends and that request for funding will take place when reserves fall to an identified target.

Discussion took place and concluded without issue.

**CPCC 2019 Staffing Plan**

Director Wegner commented that he is still in the process of finalizing the 2019 Staffing Plan and plans to incorporate this report as part our IDOC Grant application with Board review in February.

Discussion took place and concluded without issue.

**CPCC SRS**

The Director Wegner commented that he is still in the process of finalizing the 2019 Staffing Plan and plans to incorporate this report as part our IDOC Grant application with Board review in February.

Discussion took place and concluded without issue.



**Other Business:**

**Board Comments:**

No comments were offered.

Adjournment

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

Respectfully submitted

*David Wegner* (electronic signature)

David Wegner  
Director, Cass/Pulaski Community Correction

NEXT SCHEDULED MEETING: TUESDAY, AUGUST 20, 2019 AT 3:30 P.M. THE MEETING WILL BE HELD IN THE BICENTENNIAL ROOM IN THE CASS COUNTY GOVERNMENT BUILDING, 200 COURT PARK, LOGANSPORT, INDIANA.