



Advisory Board Meeting Minutes

-November 28, 2023-

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: Mike Stajduhar, Carmin Ruff, Sheriff Ed Schroder, Jen Schafer, Nicole Hiatt-Drang, Will Scott, Chris Allen, Dave Wegner and Hillary Hartoin.

Hillary Hartoin, Court Services Director, presided over the meeting which was held on Tuesday, November 28, 2023 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 November 28, 2023. Discussion took place. Mike Stajduhar made a motion to approve the minutes as presented; Will Scott second. Vote taken and unanimously approved.

Executive Director Report

Director Wegner presented the financial report for the quarter ending September 2023. As of September 30, 2023, the department holds cash balances in the following accounts:

363 IDOC Grant	(\$)
312 Home Detention	\$504,384.50
370 Project Income	\$16,936.27
371 Project Income	\$288,186.40
397 CTP	\$215,854.90
CPCW WR General Fund (Bank)	N/A

The Board was further advised that the quarter resulted in a project income account balance of \$1,025,362.07 (*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 \$81,445.36.

CPCW Department 2021-2023 Strategic Plan Progress Report

The 2021-2023 Strategic Plan is available on our [website](#) for your 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. Board advised that funded agencies have begun working on their 2024-2026 Strategic Plans to present at the next meetings.

Cass County Jail Programming

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

In collaboration with 4C Health 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. Court Services deployed the ACCI Corrections eCourse Program in the Cass County Jail in February of this year. Two local church groups are now facilitating faith-based recovery courses and we are excited to announce that we now allow in-person facilitators. There are currently 21 inmates in either the Wednesday Individual Counseling, WRAP or MORE Programs. 12 inmates are participating in the ACCI eCourse Program and 6 clients participating in the HSE Program. The jail currently has a 24% Program Participation Rate.

Pulaski County Jail

Director Wenger notified the board that the Pulaski County Sheriff's Work Release Program that is ran out of the Pulaski County Jail is now operational.

Staff Training Report

This past quarter staff have continued to work on their forty (40) hour training curriculum. Both the Community Corrections and Court Services Director attended and presented at the Fall IACCAC Training Institute. In addition, Court Services Director, Hillary Hartoin, conducted two learning teams with community corrections staff on Cognitive Skill Building and SEA 9 Data Entry. Court Services is also transitioning staff to the NIC eLearning Platform to save on costs that were incurred with the Relias Platform.

Quality Assurance Report

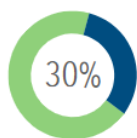
Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

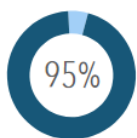
Director Hartoin, provided the following update from the agency's Quality Assurance Committee:

Continuous Quality Improvement Committee

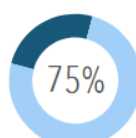
The Department's Quality Assurance Committee now meets monthly in conjunction with Pretrial and Court Services, who also holds monthly SRS Trainings that will resume after the first of the year. Case management review still is reporting metrics below the agency target of 85%-90% compliance with standards, while the agency outcome performance measures below are still within acceptable limits, as seen below. Analysis of client population and caseloads, show that caseload ratios are down and within acceptable limits and that current standards are attainable.



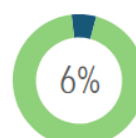
Violation Rate: the percentage of clients who received a violation; pending violations are NOT included; this is a measure of closed cases.



Safety Rate: the percentage of clients who do not commit a new offense while under supervision; this is a measure of closed cases.



Completion Rate: the percentage of clients who remain under supervision until the end of their sentence.



Drug Screen Positivity Rate: the percentage of drug screens administered that return a positive result

PREA Update

Director Wegner advised that this past quarter the Department has received zero (0) PREA complaints. The facility PREA committee met this past quarter and is currently reviewing our current policy and procedure.

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.

- June LaOrange

New Hires

The following have been recent new hires of the Department.

- June LaOrange

Facility Renovation

Director Wegner gave the following update on the facility renovation. The facility renovation is now complete. As mentioned in prior meetings, the facility's floorplan now includes, the addition of two (2) isolation cells, three (3) client meeting rooms, a classroom. Interior Office renovations are also complete and case managers have transitioned to their new space. Technology installation for the virtual classrooms and computer lab has been completed by IT and therapeutic staff will trained on the new equipment in the coming weeks. Replacement of office furniture and purchase of additional new furnishings is on hold until the department budget is stabilized.

Juvenile Detention Alternative Initiative (JDAI)

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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. Both Cass and Pulaski Counties report that they are working on their conditions of confinement.

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: 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: Director Hartoin provided the following update for Cass County:

2023 3rd QTR OVERVIEW:

Court & Pretrial Services saw a record breaking 3rd Quarter, surpassing the total clients served in 2022 by 17%. The agency also has seen a 22% increase in assessments, completing over 285 IRAS-PATs at the end of the third quarter and maintaining an 89% Release Rate. This coupled with a 20% increase in new supervised intakes, illustrates a sustained surge in growth that is projected to continue. The department currently has an 95% Appearance Rate, 87% Safety Rate and 60% Voluntary Program Completion Rate.

Cass County Pretrial Services and its Director, Ms. Hartoin were also profiled in a national article by CEPP seen here <https://advancingpretrial.org/story/small-county-big-results/>

Pulaski County: Pulaski County Pretrial Coordinator Carmin Ruff reported that they have received full Certification from IOCS and average 25-30 active clients on pretrial supervision.

Info/Action

CY2024 Grants Awards

Hartoin

Director Hartoin advised that CY2024 IDOC Award Announcements have been made. All current funding amounts remained the same as CY2023, with no increase as seen below. It is noted that no new funding was awarded across the State.

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	
Pretrial Services- Cass County	\$77,590.00
Pretrial Services- Pulaski County	\$81,373.00
Prosecutor's Diversion	
Jail Treatment	\$0.00
Total Advisory Board Award	\$973,950.00

2023 Work Release Residential Audit

Director Wegner advised that the agency underwent its first residential (work release) audit since COVID-19 and renovations and preliminary results, show a passing score with no negative findings.

CPCC Advisory Board Makeup/Officer Elections

The Board was reminded 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.

Additional Funding/Courts Services & JRAC

Director Hartoin, Cass County JRAC Chair, provided the below update, and briefly advised that Cass County JRAC has been working on the following:

Court Services was awarded the CY24 IOCS JPAR SIM Grant and was successfully able to increase funding from \$45,000 to \$155,000. Funding is designated for CPCC's therapeutic division, with additional funding awarded to expand programming offered to include evening and Saturday classes, in addition to competency evaluations for the Courts and EBP curriculum. Director Hartoin further advised she just signed an MOU with 4C Health increasing peer hours by 50% at both community corrections and pretrial services.

CPCJ continues to partner with Court Services and submitted its first Edward Byrne Memorial Justice Assistance Grant (JAG) Grant Application. Award Notification expected in December. Application was in the amount of \$160,000 to fund two Correctional Skills Specialists.

Other Business

No other business was offered.

Board Comments

No other comments were offered

Adjourn

There being no further business Mike Stajduhar made a motion to adjourn; Will Scott second. The Meeting was adjourned at approximately 3:50 pm.

Respectfully submitted

/s/ Hillary Hartoin

Hillary Hartoin
Director, Cass County Court Services