



# Advisory Board Meeting Minutes

-Originally Scheduled: February 16, 2021 -  
Postponed to February 23, 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 Jim Muehlhausen, Judge Mary Welker, Will Scott, Nicole Hiatt-Drang, Noah Schafer, Kelly Stephenson, Michael Stajduhar, Chris Allen, Sheriff Ed Schroder, Terry Haney, and Carmin Ruff. Also attending was David Wegner, Director of the Cass/Pulaski Community Corrections and Hillary Hartoin, Coordinator of Cass County Pretrial Services.

\* Indicates utilized the teleconferencing network.

Judge Muehlhausen presided over the meeting which was held on Tuesday, February 23, 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 November 17, 2020.

Minutes were adopted via e-mail vote on December 15, 2020.

### **Financial and Statistical Reports**

Director Wegner presented the Financial Reports for the quarter ending December 31, 2020. The Director advised the Board of the following account balances:

As of December 31, 2020, the department holds cash balances in the following accounts:

363 IDOC Grant	\$2,549.61
312 Home Detention	\$354,023.17
370 Project Income	\$28,293.49
371 Project Income	\$318,223.99
397 CTP	\$345,423.75
CPCC WR General Fund (Bank)	N/A

Director Wegner advised that the quarter resulted in a project income account balance of \$1,045,964.40.

*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 \$37,439.58 and a yearly project income increase of \$20,254.30.

Director Wegner reminded the Board that on January 14, 2021, an e-mail vote was enacted to balance the IDOC grant budget. He explained in closing out FY2020 the agency ended the year with a grant carryover of \$2,549.49. Our Salary (\$3,594.78) and Fringe (\$3,029.41) accounts were found to be in arrears while our Services account had \$9,173.68 of unused funds. To correct this error, it was motioned by the Board to approve transferring \$6,624.19 from our Services account to our Salary and Fringe accounts. Vote was taken and passed.

Director Wegner reported that the client population remains unchanged from past quarters. The Director advised that COVID-19 responses continue 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. Director Wegner commented that Work Release is being utilized for clients that have no appropriate housing. While clients are not yet allowed to obtain employment, they are participating on the work crew in the mornings and treatment programming in the afternoon.

Discussion took place and concluded without issue.

## **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.

## **CPCC Work Release Concerns/COVID-19 Report**

The Director reminded the Board that in effort 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 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 by connecting to the probation classroom. Matter remains under consideration with a targeted completion date later this summer.
- This past year, four (4) CPCC staff were found to have tested positive for COVID-19. In response, staff were quarantined for the required period of time. Employees who were believed to be in close contact or at high risk with said employee were tested for the virus and appropriately isolated or monitored. During this period no residential client exhibited symptoms or tested positive for the virus.

- The body scanner is in the process of being purchased, with expected delivery in March or April. Once in place, residents will be allowed to seek employment. Director Wegner further reported that until which time isolation cells are built the female dorm will continued to be utilized as a space to separate new and/or ill clients. The Director advised that it was his hope to have isolation cells completed by sometime this summer.

Discussion took place and concluded without issue.

### **CPCC Department 2021-2023 Strategic Plan Progress Report**

The Director presented the 2021-2023 Strategic Plan. He advised the proposal was developed with staff and stakeholder input and recommended the Plan for Board approval.

Discussion took place. Noah Shafer made the motion to approve the Plan as presented. Carmin Ruff second. Vote taken and unanimously approved.

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

Due to the shortness of time, 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 the shortness of time, 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, for the year ending 2020, the majority of staff completed their forty (40) hour training curriculum. In response to COVID-19, employees who failed to acquire said hours were given additional time to accomplish this task.

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
  - In June, the department resumed normal client community contact practices. Contacts resumed at 80% to 90% compliance.
- Client Program Fee Compliance Report
  - Overall, 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 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.

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 did not meet this past quarter.

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.

- Derrick Beckler– FT Correctional Officer

### New Hires

The following have been recent new hires of the Department.

- Matthew Shelton – FT Correctional Officer
- Justin Shelton – FT Correctional Officer
- Derrick Shelton – PT Correctional Officer
- Brantlen Collins – PT Correctional Officer

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 has concluded the process of replacing the facility intercom system at a cost of \$10,000.00.
- 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 the quarter's/year statistical report. No issues or concerns.

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 her quarterly/annual report. Annual Report included Agency Information, Staffing and Strategic Plan, Cost Savings Analysis, Performance Metrics, Services, and Collaboration. Also presented was the February 2021 Cass County Jail Analysis. The current population of jail is averaging 198 inmates, with the majority being probation violations and inmates serving an executed sentence. The Pretrial population remains below 15%. No major issues to discuss.

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

Discussion took place and concluded without issue.

### **2021 Performance Metrics**

Director Wegner and Hillary Hartoin presented the 2021 Community Corrections and Cass Pretrial Performance Metrics for approval.

Discussion took place. Carmin Ruff made the motion to approve the Plans as presented. Noah Shafer second. Vote taken and unanimously approved.

### **CPCC Advisory Board      Makeup/Officer Elections**

Director Wegner advised that the Board Officers are up for election and require action.

Discussion took place. Judge Welker made the motion to keep the current slate, i.e., Judge Muehlhausen as President and Judge Kocher as Vice President. Secretary duties to be handled by Director Wegner. Noah Shafer second. Vote taken and unanimously approved.

The Director 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.

Discussion took place and concluded without issue.

### **IDOC Grants**

Director Wegner advised the Board that the 2020 Indiana Department of Corrections Grant ended the year with a carryover of \$2,549.61. Upon conclusion of the fiscal audit balance of funds will be returned to the IDOC.

Discussion took place and concluded without issue.

### **CPCC Recent Projects**

Director Wegner made the following report on recent projects:

- **CPCC Website**

The Director reminded the Board that the website is online. He advised the site has added a section for law enforcement and court access. This section is password protected and provides the agencies with the current community corrections and pretrial clients rosters and supplementary data.

## **CPCC 2020 Annual Report**

Director Wegner reviewed with the Board the agency's 2020 Annual Report. The Report contained the following information:

- Agency Information
- Notable Accomplishments
- COVID-19 Response
- Agency Statistical Summary Information
- Quality Assurance Measures
- Treatment Programs
- User Fees
- Financial Summary
- Collaboration

Discussion took place and concluded without issue.

## **Approval of 2021 CPCC:**

***Terms and Conditions of Community Service, Home Detention, IJS, Work Release, Treatment Contract and Sex Offender Terms,***

### ***User Fee Schedule***

Director Wegner presented the aforementioned 2021 program terms and conditions and user fee schedule. The Director recommended that the programs terms and condition remained unchanged from last year, but asked that the user fee rate enact one (1) change. Due to the reduction in cost of GPS monitoring, the Director recommended that clients on Work Release with GPS monitoring pay an additional 2.00 per day rather than the current \$4.00 per day.

Director Wegner reminded the Board that it is the goal of the agency to have a user fee rate system that annually meets the expenditures of the agency. He explained that the recent cost reduction in GPS monitoring justifies this request. Home Detention standard daily rate remain at \$16.00 per day. Work Release standard daily rate at \$20.00 per day, and CTP standard daily rate at \$7.00 per day to remain unchanged.

Discussion took place. Noah Shafer made the motion to approve the agencies terms and condition and user fee rate as presented. Will Scott second. Vote taken and unanimously approved.

**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, MAY 18, 2021 AT 3:30 P.M. THE MEETING WILL BE HELD IN THE BICENTENNIAL ROOM IN THE CASS COUNTY GOVERNEMNT BUILDING, 200 COURT PARK, LOGANSPOET, INDIANA.