cass pulaski
COMMUNITY CORRECTIONS

Advisory Board Meeting Minutes
October 21, 2026

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 Mary Welker, Director Dave Wegner, Director Hillary Hartoin, Ed Schroder, John O'Connor/CCSD, Sheryl Pherson, Will Scott, Kelly Stephenson, Becky Clark/4C Health, Allison Campbell/Cass County Court Services, Jimmy Hildebrand/Cass County Attorney and Roger Spencer.

Dave Wegner presided over the meeting, which was held on Wednesday, October 21, 2026, at 3:00 pm. A hybrid meeting format was used with in-person attendance in the Commissioners Hearing Room of the Cass County Government Building and virtual participation via Lifesize. A quorum was met.

Minutes: The Board reviewed the Advisory Board Minutes dated August 19, 2026. Discussion took place. Will Scott made a motion to approve the minutes as presented; Sheryl Pherson second. Vote taken and unanimously approved

Executive Director Report
Director Wegner presented the Board with an update on the agency's budget and financial standing. The financial report for the quarter ending June 30, 2026 is attached. As of June 30, 2026, the department holds cash balances in the following accounts:

363 IDOC Grant	$100,234.85
312 Home Detention	$339,603.12
370 Project Income	$28,803.77
371 Project Income	$365,835.27
397 CTP	$272,309.42
CPCC WR General Fund (Bank)	N/A

This quarter resulted in a project income decrease of $8,230.93 for an account balance of $1,006,551.58
Note: Said amount does not include IDOC Grant Funds or the Work Release General Fund.

Quality Assurance Report
Court Services Director Hillary Hartoin continues to oversee the agency's Quality Assurance and Continuous Quality Improvement efforts. Case management reviews continue to reflect compliance levels below the agency target of 65–70%. However, overall agency outcome and performance measures remain within acceptable limits, although recent data reflect increases in violation and public safety concerns. Analysis of the current client population and staff caseloads indicates that caseload ratios have decreased as the supervised population has declined. Current caseloads remain within acceptable limits and are lower than those of comparable counties, indicating that established case management standards remain attainable.

Implementation of the Justice System Partners (JSP) Journeys AI Notetaker and Coaching Certification Program began in June 2026 as part of the department's CQI strategy. The initiative is intended to:

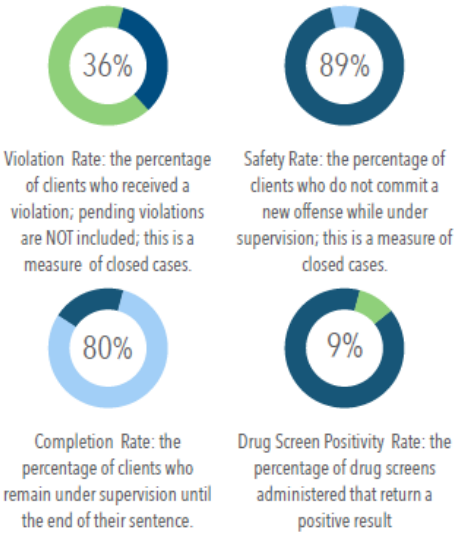
- Strengthen evidence-based supervision practices
- Improve consistency and quality in case management

- Enhance staff coaching and quality assurance
- Reduce administrative workload
- Support improved client outcomes

Effective August 1, 2026, the department established an expectation that at least 90% of client interactions be entered into the Journeys AI Notetaker. This provides supervisory staff with greater ability to evaluate documentation quality, fidelity to evidence-based practices, and opportunities for individualized coaching. Current review indicates that the agency remains below the 90% utilization target.

Program Violations & Supervision Outcomes
Quality assurance monitoring continues to include review of program violations and supervision outcomes. The October report identified 12 clients returned to the Cass or Pulaski County Jail for alleged program violations. Since completion of the monthly report, three additional violations have occurred within the past week.

September Outcome Measures



PREA Update
It was reported by Director Wegner that this past quarter the Department investigated zero (0) PREA incidents.

CPCC Personnel Report
Director Wegner presented the Board with an update on the agency's staffing and personnel.

Resignations/Dismissals

This past quarter the following personnel resigned or have been dismissed from the Department.
- Jesse Medina – Part Time Correctional Officer
- CJ Krausse – Work Crew Coordinator/Correctional Officer

New Hires

The following have been recent new hires of the Department.
- Karl Hilgeman – Part Time Correctional Officer

As mentioned in past communications, the agency is struggling to maintain appropriate staffing levels. While the work release program's hybrid model requires 15 to 16 full-time officers to operate effectively, it currently relies on six full-time officers (with one position approved but unfilled) and 13 part-time officers. Furthermore, summer

work crew obligations have increased our operational demands, and finding applicants to fill these open positions remains a significant challenge.

CY2027 Grants Awards
The CY2027 Indiana Department of Correction (IDOC) Community Corrections grant award announcements have been released. Cass County Community Corrections received a $118,582 reduction in funding within the Work Release grant allocation. No funding reductions were made to the Home Detention grant. Director Hartoin provided an update on legislative and lobbying efforts to restore funding, the transition of oversight to CJI, and the anticipated impacts.

Entity	Award
Community Corrections	$ 671,956
Community Supervision	$ 407,485
Residential/Work Release	$ 264,471
Drug Court	$
Mental Health Court	$
Veterans Court	$
Reentry Court	$
Alcohol & Drug Program	$
Probation	$
Pretrial Services	$
Prosecutor's Diversion	$
Jail Treatment	$
Total Advisory Board Award	$ 671,956

Fee Collection Rate CY 2026 Quarter 3
Director Hartoin prepared the CY2026 Quarter 3 fee collection rate as outlined below.

Program / Fee Type	Amount Billed	Amount Collected	Collection Rate
In-Home Detention	$162,987.00	$113,170.31	**69%**
Work Release	$38,904.00	$30,404.79	**78%**
Drug Screens	$11,228.50	$5,041.55	**45%**
TOTAL	**$213,119.50**	**$148,616.65**	**64%**

Fee Schedule Review & Income Withholding Order
Discussion was held regarding the implementation of a voluntary payroll deduction process to improve program fee collections. The process developed by Judge Swaim, Sheryl Pherson, and Director Hartoin was approved for immediate implementation. Sheryl Pherson and Director Hartoin will prepare the following documents:

1. **Voluntary Payroll Deduction Authorization Form** – A one-page form authorizing employers to deduct program fees directly from participants' paychecks.
2. **Client Information Sheet** – A plain-language handout explaining the process, addressing common concerns, and encouraging participant participation.
3. **Staff Script** – A step-by-step guide for introducing the process and addressing participant questions or objections.

Facility Contraband/Trafficking Concerns
Discussion was held regarding recent incidents in which the Drug Task Force discovered contraband concealed in exterior vents and other areas surrounding the facility, raising concerns about potential trafficking into the facility. Items discovered included vapes, cigarettes, cold medications, and other unauthorized items.
Director Wegner proposed installing lockers for participants to securely store cigarettes, cell phones, and personal belongings as an additional security measure. The proposal was not approved at this time and was tabled for possible future consideration.

I2027 Budget and Forecast

Discussion was held regarding the department's financial position, including operational revenues and expenses, the $140,000 reduction in IDOC grant funding for CY26 and CY27, and projected budget shortfalls. Potential strategies to achieve a balanced budget were reviewed. Updates were provided on the August Legislative Interim Study Committee meeting and ongoing efforts to restore state funding. While no funding commitments have been finalized, positive legislative momentum was noted. Next steps toward financial sustainability were discussed.

Board Comments: None

Adjourn: There being no other business, Hillary Hartoin made a motion to adjourn the meeting; Roger Spencer second. Vote taken and unanimously approved. Meeting adjourned at 4:30 pm

Upcoming Meetings/Events

Board meetings are traditionally scheduled for the Wednesday of the third week of the second month of each quarter**.** However, this schedule is subject to change to accommodate holidays and grant review timelines. For example, the May meeting may be adjusted to align with the annual IDOC grant deadline, and the November meeting is moved to October to accommodate the Thanksgiving holiday.

Additionally, special meetings may be scheduled as needed to address time-sensitive items.

October 21, 2026	**3:00 p.m.**	**CPCC Advisory Board Meeting**	**Cass County Government Building 200 Court Park Bicentennial Room**
February 17, 2026	**3:00 p.m.**	**CPCC Advisory Board Meeting**	**Cass County Government Building 200 Court Park Bicentennial Room**
May 19, 2025	**3:00 p.m.**	**CPCC Advisory Board Meeting**	**Cass County Government Building 200 Court Park Bicentennial Room**
August 18, 2026	**3:00 p.m.**	**CPCC Advisory Board Meeting**	**Cass County Government Building 200 Court Park Bicentennial Room**
October 20, 2026	**3:00 p.m.**	**CPCC Advisory Board Meeting**	**Cass County Government Building 200 Court Park Bicentennial Room**

Respectfully submitted,

/s/ Hillary L. Hartoin
Hillary Hartoin
Court Services Director
Secretary, Cass/Pulaski Community Correction Advisory Board