



Advisory Board Meeting Minutes

-August 15, 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, Ruth Baker, Carmin Ruff, Sheriff Ed Schroder, Kelly Stephenson, Judge Mary Welker, Judge Lisa Swaim, Judge Jim Muehlhausen, Jen Schafer, Tom Lupke, Nicole Hiatt-Drang, Dr. Carrie Cadwell, Will Scott, Tracy Williamson, Dave Wegner and Hillary Hartoin.

Judge Jim Muehlhausen, Board President, presided over the meeting which was held on Tuesday, August 15, 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 May 16, 2023. Discussion took place. Judge Jim Muehlhausen made a motion to approve the minutes as presented; Mike Stajduhar second. Vote taken and unanimously approved.

Executive Director Report

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

363 IDOC Grant	(\$5,779.22)
312 Home Detention	\$571,073.29
370 Project Income	\$13,616.27
371 Project Income	\$299,135.24
397 CTP	\$222,982.63
CPCW WR General Fund (Bank)	N/A

The Board was further advised that this quarter resulted in a project income account balance of \$1,106,807.43. The department ended the quarter with a project income decrease of \$59,447.13.

Cost Savings Analysis

Directors Wegner & Hartoin presented their new Cost Savings Analysis and Community Impact Reports that illustrate the cost savings and different ways our programs benefit the county and community. It is one of the objectives of our Local JRAC to provide the County Council with information regarding the fiscal needs and services provided by our entire criminal justice system before the upcoming budget sessions.

CPCC Department 2021-2023 Strategic Plan Progress Report

The Board was reminded that the 2021-2023 Strategic Plan is available on our [website](#) for their 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.

Cass County Jail Programming

Director Hartoin reviewed the August 2023 Cass County Jail Analysis and report that there are currently 20 inmates in either the Wednesday Individual Counseling, WRAP or MORE Programs. 8 inmates are participating in the ACCI eCourse Program and we saw 5 women complete the WRAP Program in the past week. The jail currently has a 14% Program Participation Rate.

Staff Training Report

This past quarter staff have continued to work on their forty (40) hour training curriculum. Director Wegner related that in efforts to conserve costs, that the Department terminated their Relias Contract and has transited to using the free training platform provided by the National Institute of Corrections.

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 resume once renovations are complete. 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. The Director continues to work with case managers and monitor caseloads to improve measurements, while Court Services works the IDOC and IOCS in creating reports to help more easily identify areas needing improvement and improve policy.

Client Satisfaction/Exit Surveys were also collected this quarter. The questionnaire is offered as a quarterly snapshot consisting of 18 questions aimed at providing the agency feedback on agency practices. Results continue to remain to be mostly positive. Clients rated their supervision in the "agree" to "strongly agree" category.

January -June 2023 CQI Metrics Agency Average Summary; Goal 5% Increase.

	Jan	Feb	Mar	Apr	May	YTD Average	% Change from CY22
Case Plan Completion:	83%	95%	90%	75%	81%	85.25%	+9.2%
IRAS Completion:	99%	98%	98%	83%	79%	91.4%	-1.7%
Office Contact Compliance:	87%	85%	90%	72%	73%	81.4%	-3%
Field Contacts Compliance:	45%	52%	64%	50%	58%	53.8%	+497%

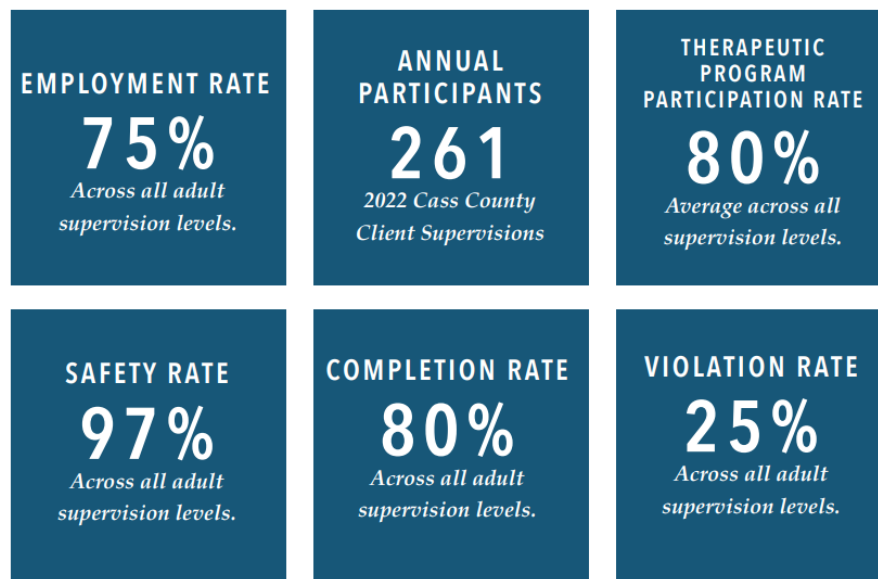
GPS Review Compliance:	77%	80%	82%	43%	37%	63.8%	+165%
Drug Screen Compliance:	89%	77%	98%	52%	67%	76.6%	-10%

From January until May 2023 the Agency's the average amount of time Eligibilities/Recommendations are filled within 48% hours of sentencing hearings was 52%.

Review of the Agency's Sanctions, Incentives and Interventions Report shows that the current Interventions Ratio is 6.49%, approximately a 1% increase from CY22; goal is 5% increase.

From January-June of 2023 the agency saw an 84% Program Completion Rate. 10% of clients did not complete programming due to revocation/return to incarceration due to a violation, with the remaining percentage of clients had their programming transferred to another post-conviction supervision/program cancelled. It is noted that Program Completion Rate is a measure of closed therapeutic programming conditions.

The Program Engagement Rate for January-June of 2023 is 76% and is a measure of active and closed programming conditions. Meaning, this is percentage of clients in the period, who have completed and/or were assigned therapeutic programming and have at least one verified attendance (engagement).



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.

- – None

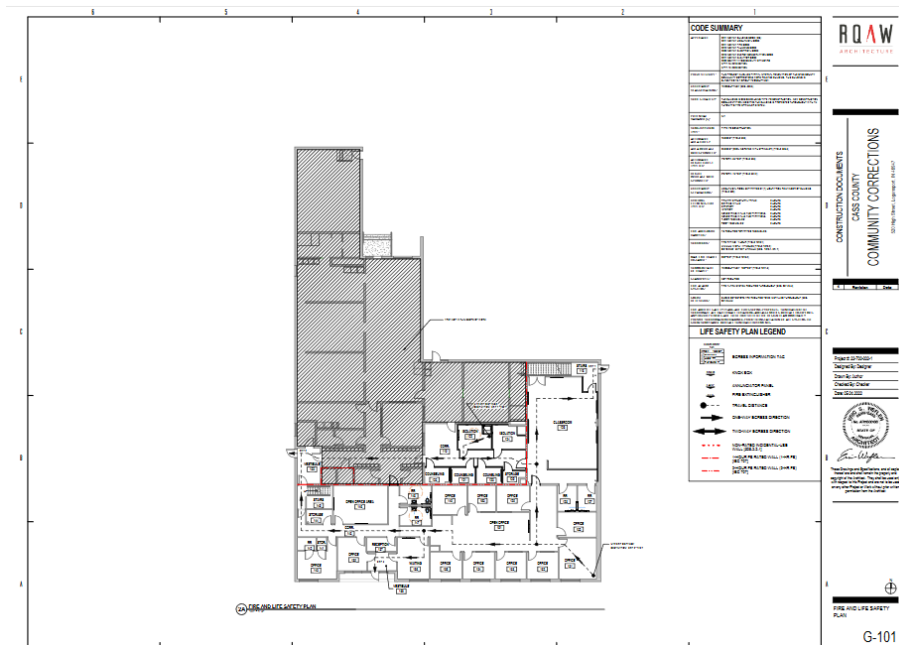
New Hires

The following have been recent new hires of the Department.

- – None

Facility Renovation

Director Wegner gave the following update on the facility renovation.



- Renovation is currently underway. As mentioned in prior meetings, the facility's floorplan is being renovated to include the addition of two (2) isolation cells, three (3) client meeting rooms, a classroom, and updated interior office spaces. Completion is scheduled for August 25, 2023.

Juvenile Detention Alternative Initiative (JDAI)

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: No issues to Report
Pulaski County: No issues to Report.

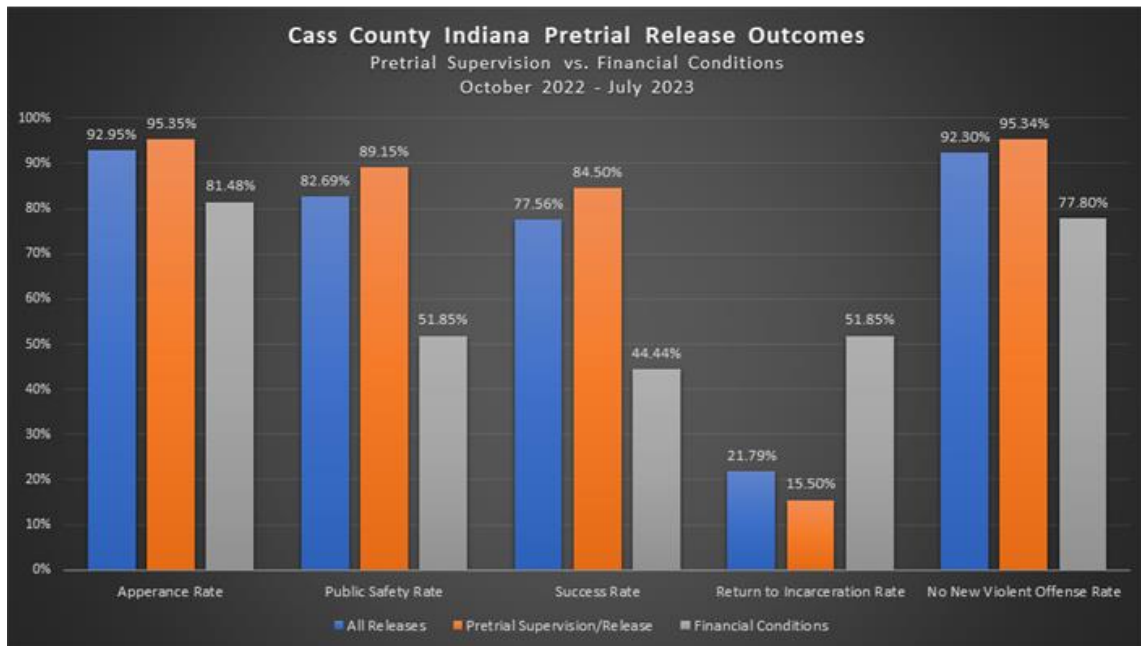
Pre-Trial Release Programs

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. Director Hartoin provided the following update for Cass County:

2023 2nd QTR OVERVIEW: CCCPS saw another busy quarter, serving 85% of the 2022 total population served;194 clients. The agency also has seen a 22% increase in assessments, completing over 172 assessments at the end of the second quarter, approximately 3 times the amount of Community Corrections. This coupled with a 38% increase in new supervised intakes, illustrates a sustained surge in growth that is projected to continue with a mid-year cost savings estimate of \$634,400. Performance Metrics remain above standards as seen below.

Cass County Pretrial Services is also excited to announce that they have hired a second full-time case manager who started on July 27th.



Pulaski County: Pulaski County Pretrial Coordinator Carmin Ruff reported that the Pulaski County Jail has seen an increase in violent crime related arrests and that their final certification meeting is scheduled for this fall. To provide population and metric data at the next meeting.

CY2024 Grants Awards

Director Hartoin advised that the CY2024 IDOC Award Announcements have been made. All current funding amounts remained the same as CY2023, with no increase as seen below.

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

CY2022 IDOC Fiscal Audit

Director Hartoin advised that both Community Corrections and Cass County Pretrial Services received notification that they passed their CY2022 Fiscal Audit with no issues.

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.

Hair Follicle Testing

Ms. Hartoin informed the Board that she has secured our contract with Cordant for Hair Follicle Testing for all local Community Supervision Agencies. Said contract covers a 9 Panel Hair Follicle Test (Amph/Methamphetamine, Benzodiazepines, Cocaine, Fentanyl, Methadone, Opiates, Oxycodone/Oxymorphone, Phencyclidine (PCP), THC) at a cost of \$71.50 per test.

Court Services and JRAC

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

The Cass County Local JRAC continues to meet on a regular basis, with the last meeting held on July 26th. The Cass County JRAC has been appointed by the Cass County Commissioners to discuss, review and make recommendations regarding proposals for the Opioid Settlement Funding.

Court Services is currently expecting an award announcement on the CY24 JPAR SIM Grant. Funding requesting not only include mental health evaluations for the Cass County Courts, but over \$100,000 in funding to pay for the therapeutic side of Community Corrections.

Programming & Work Release Audits

Director Wegner advised that on May 24th our agency completed a programing audit facilitated by the Indiana Department of Corrections and the University of Cincinnati, the CPC and CPC-CSA . The purpose of the audit is to provide a baseline on where our agency is at in the implementation and practice of evidence-based practices and data entry and collection. Results are still pending. The Department's Work Release Audit has been postponed until after renovations are complete.

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; Judge Muehlhausen second. The Meeting was adjourned at approximately 4:20 pm.

Upcoming Meetings/Events

**Tuesday, November 28,
2023**

3:30 p.m.

CPCC Advisory Board Meeting

**Cass County Government Building
200 Court Park
Bicentennial Room**

Respectfully submitted

/s/ Hillary Hartoin

Hillary Hartoin
Director, Cass County Court Services