



Advisory Board Meeting Minutes

-August 18, 2020-

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 Stephen Kitts, Judge Lisa Swaim, Judge Crystal Kocher, Sheriff Ed Schroder, Will Scott, Dr. Carrie Caudwell, Bethany Schoenrad, Noah Schafer, Mayor Chris Martin, Terry Haney, and Mike Standajuar. 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, August 18, 2020 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 June 30, 2020.

Discussion took place. Sheriff Schroder made a motion to accept the minutes as presented. Judge Lisa Swaim second. Vote was taken and unanimously approved.

Financial and Statistical Reports

Director Wegner presented the Financial Reports for the quarter ending June 30, 2020. The Director advised the Board of the following account balances:

As of June 30, 2020, the department holds cash balances in the following accounts:

363 IDOC Grant	\$126,092.63
312 Home Detention	\$305,416.35
370 Project Income	\$14,502.49
371 Project Income	\$365,129.22
397 CTP	\$332,414.13
CPCC WR General Fund (Bank)	N/A

Director Wegner advised that the quarter resulted in a project income account balance of \$1,017,462.10.

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 decrease of \$41,650.78.

In regards to the agency's statistical report, Director Wegner reported that since the beginning of the year the Department's statistical report identifies client populations has decreased 20%. The Director further reminded the Board that in response to COVID-19 the Work Release program has been modified to a maximum population of twenty (20) male clients. Work Release is being utilized for clients that have no appropriate housing. He went on to report that while clients are yet allowed to obtain employment, they are participating on the work crew in the mornings and treatment programming in the afternoon.

Finally, Director Wegner advised that while it was projected that the Home Detention population would absorb some of the work release population the number of clients on said program has maintained only around ninety (90) clients.

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.

*Treatment Programming: Committee did not meet this quarter.

*Policy Review: Committee did not meet this quarter. The Department concluded review of the Department and Work Release polices 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 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 for discussion include the following:

- **Cass County Jail Expansion**

The Director advised that the one hundred and fifty (150) bed expansion of the Cass County Jail is progressing. Construction began earlier this year.

A review of the Jail list identifies that daily populations are currently averaging one hundred ninety-two (192) inmates per day.

Community Corrections has been reviewing the Cass County Jail population. Pre-Trial Services Coordinator, Hillary Hartoin has conducted a population study. Said study shows that there are approximately 20 inmates who are serving a sentence for Level 6 Felony or Misdemeanor conviction. For comparisons sake, Community Corrections supervises around 39 Cass County clients serving a Level 6 or Misdemeanor conviction.

Additionally, Ms. Hartoin reported that the rise in population can be attributed to an increase filing of probation and community corrections violations. Ms. Hartoin advised that since last quarter the Cass County Jail population increased 28%. The current jail analysis shows that 29% are pre-adjudication, 32% probation/community corrections violations, 19% serving a sentence, 13% FTA warrants, and 7% bond revocations.

The Jail's renovation of eighteen (18) beds is completed and being utilized.

- The Pulaski County Jail advised that they currently have no issues with population control.
- The Pulaski County Jail has a pending grant application with Indiana Criminal Justice Institute for a therapeutic treatment program. Status is still ongoing.
- The Pulaski County Jail is currently in the process of utilizing CARE Act funds for the purchase of a body scanner.

Discussion took place and concluded without issue.

Staff Training Report

Director Wegner reported that staff are currently working on their forty (40) hour training curriculum. Specialized training was conducted in self-defense tactics and policies and practices in GPS Monitoring.

Discussion took place and concluded without issue.

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. No regional training was conducted this past quarter.

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 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 response to COVID-19 the department modified its goals in client contacts and supervision. Face-to Face meetings were suspended from April to June with contacts being modified to telephonic and virtual.
- 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 follow-up and exit assessments are appropriately conducted.
- The department's quality assurance committee did not meet this past quarter.

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.

- Kayla Slusser – FT Correctional Officer
- Dave Houser – FT Correctional Officer

New Hires

The following have been recent new hires of the Department.

- Aaron Zimmerman – PT Correctional Officer

Other

Case Manager McKenna Kline was placed on maternity leave June 8th with an expected return date of August 31st.

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. We have upgraded our camera system and installed a new server at a cost of \$14,000.00. Additional cameras were purchased and installed in the men's dorm and bathroom. The dorm camera is centered in the middle of the room with a 360-degree view of the room. The bathroom camera is PREA compliant as areas where clients are expected privacy i.e. showers, toilets, and urinals are either out of view of the camera or are blacked out.
- In response to ongoing issues with trafficking and concerns of COVID-19 the agency the Department has initiate a request with the Cass County Commissioners to utilize the CARES Act for purchase of a body scanner. If granted the body scanner would be purchased at a cost of \$150,000.00 and reimbursed by the grant.
- 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 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 report. Said report included the quarter's client population, cost savings, and performance metrics. No major issues to discuss.

Pulaski County: Judge Kocher presented the quarterly report to the Board. No major issues to discuss.

Discussion took place and concluded without issue.

2020 Performance Metrics

Director Wegner presented the Mid-year Review of the 2020 Performance Metrics. The Director identified that the agency is on target to obtain presented goals.

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.

Discussion took place and concluded without issue.

IDOC Grants

Indiana Department of Corrections Grants have been submitted to the State. Applications presented include Cass/Pulaski Community Corrections, Cass County Pretrial, and Pulaski County Pretrial (request for continued funding), along with the Pulaski Veterans Court and Cass County Jail Treatment Program (request for new funding).

CPCC Recent Projects

Director Wegner made the following report on recent projects:

CPCC Website

Community Corrections is partnering with Pretrial Services to build a dedicated website for both entities. The website will be interactive, allowing attorneys to submit applications for clients, client access to required program forms and community resources, links virtual peer support and recovery groups, instructions on how to pay fees and restitution, and the dissemination of agency information the public. It is believed this site will be completed by the end of September.

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, NOVEMBER 17, 2020 AT 3:30 P.M. THE MEETING WILL BE HELD IN THE BICENTENNIAL ROOM IN THE CASS COUNTY GOVERNMENT BUILDING, 200 COURT PARK, LOGANSPOUT, INDIANA.