



Advisory Board Meeting Minutes

-November 15, 2022-

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, Sheriff Ed Schroder, Dr. Carrie Cadwell, Nicole Hiatt-Drang, Carmin Ruff, Kelly Stephenson, Jen Schafer, Dave Wegner and Hillary Hartoin.

Dave Wegner, Director, presided over the meeting which was held on Tuesday, August 15, 2022 at 3:30 pm. A hybrid meeting format was used with in person attendance in the Cass County Commissioner’s Hearing 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 August 16, 2022. Discussion took place. Judge Mary Welker made a motion to approve the minutes as presented; Dr. Carrie Cadwell second. Vote taken and unanimously approved.

Executive Director Report

Directed Wegner presented the financial report for the quarter ending September 30, 2022 and advised the Board that as of September 30, 2022, the department holds cash balances in the following accounts:

363 IDOC Grant	\$50,451.77
312 Home Detention	\$636,220.15
370 Project Income	\$12,869.30
371 Project Income	\$332,816.32
397 CTP	\$210,588.28
CPCC WR General Fund (Bank)	N/A

The Board was further advised that quarter resulted in a project income account balance of \$1,192,494.05 and a project income decrease of \$46,406.18

Committees

Director Wegner 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

Director Wegner reminded the Board in efforts 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 twenty-five (25) residents. Items discussed include the following:

- Recognizing that the facility lacks the proper infrastructure to adequately isolate ill or aggressive clients, plans are being developed to modify the floorplan to renovate the facility classroom to include two (2) isolation cells and other useable space by connecting to the probation classroom. Project Managers have produced a floor plan and are now working on interior design of the project. While the roof of the facility is in the process of being replaced, renovation of the interior is scheduled to begin this January with an estimated completion date of late spring/early summer.
- This past quarter no resident test positive for the virus.
- This past quarter our agency had two (2) employee who tested positive for COVID-19 Said employees were quarantined for an excess of five (5) days. Said exposures were believed to have occurred outside the facility. Staff and clients maintained proper social distancing, wearing of PPE/masks, and cleaning practices.

CPCC Department 2021-2023 Strategic Plan Progress Report

The Board was reminded that 2021-2023 Strategic Plan is available on our [website](#) for review. Measurements on Metrics are reviewed annually at the end of the fiscal year.

Cass County Jail Programming & Population Analysis

Court Services Director Hillary Hartoin provided the following update on the current programming available in the Cass County Jail and gave a brief update regarding the most current Cass County Jail Analysis.

In collaboration with Four County 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. It is the goal of the Cass County Sheriff to open a dedicated therapy pod in the coming months.

The Cass County Jail Expansion is now complete. With expansion, any population above 307 inmates is considered overcapacity per state incarceration standards. Currently, with expansion, the jail is operating at 76% capacity, with an average daily population of 208-234 inmates. The facility saw a 10% population increase this month. Court Services Director, Hillary Hartoin, continues to monitor the jail population and conducts a monthly jail analysis for stakeholder review. See attached report.

Staff Training Report

Director Wegner of September 30, 2022, staff has completed 329 total training hours. The agency conducted zero (0) Learning Team Trainings this quarter. Two Staff Members attended IDOC Training regarding Effective Use of Evidence Based Practices and Carey Bits & Guides in Valparaiso, IN. In addition, 4C Doctoral Intern Sergio Maldonado Aguiniga conducted a Staff Focus Group Study to make recommendations to improve workplace culture among staff and identified the following areas of opportunity for growth: Training, Communication, Accountability and Consistency, and Managing Conflict. Staff were assigned to subcommittees to make recommendations to the Director on areas for potential improvement and growth.

Quality Assurance Report

Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

Continuous Quality Improvement Committee

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

The Department's Quality Assurance Committee now meets monthly in conjunction with Pretrial and Court Services, who also holds monthly SRS Trainings. This quarter, the department's internal performance metric and audit system shows the following results in regards to contact standard compliance. Case management review, while improved, still is reporting metrics below the agency target of 85%-90% compliance with standards. Time studies show that current contact and therapeutic standards are attainable and within reasonable expectations. Case Managers are being counseled by the Director in time and case management skills to improve compliance and reduce the impact on client's success, in addition to being trained to more effectively use interventions. Staff are being encouraged to understand stakeholders' expectations to the quality of supervision provided by the agency and the impact failing to meet contact standards has on the community and public safety.



On August 10, 2022 the agency held a mock IDOC Audit to identify issues that need improvement or where policy needs updated before the actual audit that is scheduled for Spring of 2023. Proposed policy changes will be submitted to Board for approval in January of 2023.

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.

Lastly, the agency continues to calculate monthly performance metrics and currently has a 95% Safety Rate, 20% Violation Rate, 82% Completion Rate and 5% Drug Screen Positivity Rate. Monthly reports and metrics can be found on our website.

PREA Update

Director Wegner advised that this past quarter the Department has received one PREA complaint. Resident was charged with a program violation and transferred to the Cass County Jail pending adjudication. The facility PREA committee met this past quarter and is currently reviewing our current policy and procedure.

CPCP 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.

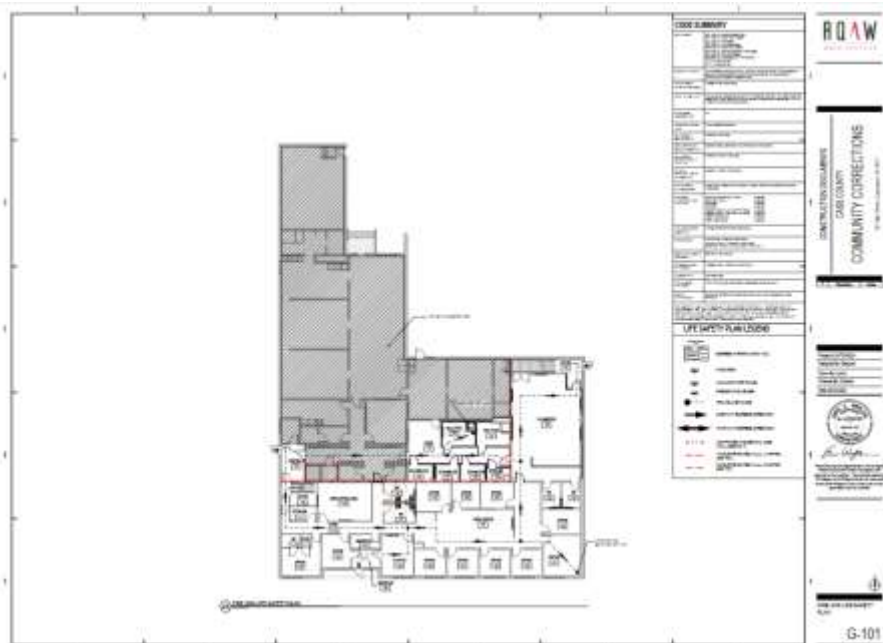
- Javonie Cervantes – Part Time Correctional Officer
- Linda Sweet – Part Time Correctional Officer

New Hires

The following have been recent new hires of the Department.

- Kim Watkins – Full Time Correctional Officer
- Carley Hersick – Part Time Correctional Officer
-

Facility Renovation



Director Wenger reminded the Board that the facility is currently undergoing renovation for additional office space and isolation cells to allow for reopening of the Women's Dorm. While the roof of the facility is in the process of being replaced, renovation of the interior is scheduled to begin this January with an estimated completion date of late spring/early summer.

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. Director Hartoin, advised the Cass County Juvenile Probation has expanded in-house programming offered and now offers MRT and the program catalog available via ACCI Corrections. Pulaski County JDAI Coordinator Jen Schafer provided a brief overview of their new truancy program and latest updates.

Pretrial Release Programs

Community Corrections continues to partner with Pulaski Probation and Cass County Court Services, who receive 1006 funding for the implementation of pretrial services programs.

Cass County:

Director Hartoin reminded the Board that the Cass County Pretrial Policy and Stakeholder Team Meetings are combined with the CPCC Advisory Board Meetings and provided the following updates:

1. The third quarter showed continued growth for the agency, with the agency enrolling it's 425th client since launching in 2018, and surpassing the total population served in 2021. To date, we have served over 200 clients in CY22 and have a 20% increase in new clients, while maintaining metrics within standards, ensuring public safety.

2. CCCPS saw a 21% increase in voluntary pretrial programing participation in the past month with the addition of ACCI's CBT eCourses, previously mentioned, and 15 clients are also participating in individual counseling with our Pretrial Practicum Therapy Intern provided by 4C Health. 55% of all active pretrial clients are participating in some form of voluntary mental health or CBT therapy and programming.
3. CCCPS is also serving as a Pilot County for the New IOCS Pretrial Performance Measures and is currently reporting a 98% Appearance Rate, 89% Safety Rate, 81% Success Rate and 19% Violation Rate.

Pulaski County:

Pulaski County Pretrial Release Coordinator Carmin Ruff reported that they are working on finding therapeutic opportunities and resources in their area to support their clients' success and reduce violations. She related that their steering committee counties to meet on a regular basis.

New Therapeutic Programming: ACCI Corrections and Carey Guides TODs

Director Hartoin advised the Board of the below described new programming obtained for not only Community Corrections, but all community supervision agencies in Cass County.

This past quarter, with the assistance of Court Services, the agency was able to expand the therapeutic offerings available to clients. Using funds received via the IOCS JPAR SIM Grant, the agency was able to obtain enhanced use of CareyBits electronic tools, Tools on Devices, that will assist case managers in providing more evidence-based therapeutic interventions during their appointments with the goal of decreasing violations. "Tools on Devices (TOD) is an interactive system that allows staff to assign fillable versions of the Carey Guide tools, BITS, and Driver Workbook to their clients. Clients receive email and/or text message notifications of the tools assignments and complete and submit them from their smartphones, tablets, or personal computers."

In preparation for our new virtual classroom, using funds awarded by the IOCS JPAR SIM Grant, the agency, along with Juvenile Probation and Court & Pretrial Services began using the ACCI Corrections eCourses CBT LifeSkills Curriculum & LifeSkills Learning Platform. ACCI is a validated, EBP & CBT program that includes over 15 interactive courses, averages 10-15 hours long, including Substance Abuse, DUI, Domestic Violence and Cognitive Awareness. "Lifeskills Link is a system of collaboration and accountability. It provides intelligent insights into each students experience which informs targeted intervention and cognitive-behavioral skill development. The curriculum is built on our evidence-based model of cognitive behavior therapy together with our unique self-directed learning approach which has proven to help students and clients overcome self-defeating thoughts and behaviors." Chief Juvenile Probation Officer Will Scott and Court Services Director Hillary Hartoin are overseeing this project under our Local JRAC Council and also provided a training to our agency case managers in October.

CY2023 County Budgets & Grants

Director Wegner advised that the county budgets for CY2023 have been submitted to the Council and approved. There are no major changes over last year with the exception of the 5% county salary increase for those not on the probation officer pay scale and the increase in allowed hourly wage for part-time employees.

As a reminder, Community Corrections, Cass County Court & Pretrial Services, Pulaski County Probation Pretrial Services received the below award announcements from IDOC for CY2023 totaling \$973,950.00.

1. Cass/Pulaski Community Corrections – Community Supervision: \$395,472.00
2. Cass/Pulaski Community Corrections – Work Release: \$419,515.00
3. Cass County Pretrial Services: \$77,590.00
4. Pulaski County Probation Pretrial Services: \$81,373.00
5. Cass County Jail Treatment Program: Not funded at this time.

CPCC Advisory Board Makeup/Officer Elections

Director Wegner reminded the Board 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. I have attached an updated member list for Board Review.

Court Services and JRAC

Hillary Hartoin, Cass County JRAC Chair, advised that the Cass County Local JRAC continues to meet on a regular basis and is currently focusing on making recommendations for Cass County's Opioid Settlement Funding expected this Fall and implementing new initiatives targeted towards mental health in response to IOCS Mental Health Summit on October 21st.

Court Services was awarded \$139,787.47 in funding via the SIM/Justice Partners Addictions Grant, Court Reform Security Grant and Court Reform Technology Grant for expenditure in CY2022, in addition to \$77,590 from the IDOC for CY2023 . Below is a summary of said grants and the progress made in regards to their related projects.

SIM/Justice Partners Addictions Grant: \$60,000 was awarded in CY22 to fund competency and mental health evaluations, curriculum, training and the virtual therapy computer lab for Community Corrections.

With said funding we paid for:

- 12 Competency Evaluations
- CBT eCourse Platform and 818 Prepaid Courses
- Equipment for CPCC Computer Lab
- Pretrial Therapy Curriculum
- Juvenile MRT Training and Curriculum

\$10,075.41 was left to carryover into CY2023

CY23 SIM/JPAR Grant: Cass County was allowed to carryover \$10,075.41 from CY22 and was awarded an addition \$45,000 in funding that has been allocated by our local JRAC to competency evaluations, expansion of ACCI Corrections eCourse Project, and other areas focusing on mental health and substance abuse disorders.

CY22 Court Reform Security Grant: In February, the Indiana Office of Court Services awarded Cass County \$37,225 in funding for court house security improvements. With said funding we paid for:

- 20 new court house video surveillance cameras
- New County Duress System with over 135 emergency duress buttons, that includes for the first-time system monitoring at off-site locations, such as Juvenile and Adult Probation, Community Corrections, and the Health Department. Said system also includes a mass alert system, duress button for every county employee and automated communication with dispatch and law enforcement.

Court Technology Grant: In May, the Indiana Office of Court Services awarded Cass County an additional \$42,562.47 in funding for five Interactive SmartScreen Kiosks to be placed on each floor of the Court House . Each 43" SmartScreen will be placed close to each elevator for the public to use. The Kiosks have been installed and are now operations.

CY22 IDOC Pretrial Grant: On July 22, 2022, Cass County Pretrial Services was awarded a 30% increase in funding, for a total award of \$77,590. Said increase will continue to fund the Director's base salary and the \$15,000 Pretrial Public Defender Contract.

CY23 Court Reform Grant: Court Services is working with our Local JRAC, Judiciary and IT Department to draft and submit our application for the CY23 Court Reform Grants.

Russel vs. State & SEA 9 Review

As a reminder to the Board, Directors Hartoin and Wegner provided a brief summary of the progress/changes regarding SEA 9 and Russel vs. State.

Russel vs. State

As a reminder, Community Corrections entered into an MOU with the Cass County Sheriff to allow for the release of jail commitments to Community Corrections under I.C. 11-12-5-2 that states that the Sheriff may “establish a program whereby persons who have been committed to the county jail upon conviction of a crime or adjudication of contempt may be temporarily released from custody to work, attend an academic or vocational training institution or program, or obtain medical, psychiatric, or psychological treatment, including treatment for drug addiction or alcoholism.” Said MOUs was approved for by email vote on August 19, 2022. This MOU allows for normal sentencing procedures to continue for jail commitments until legislation fixes the issues brought to light with Russell v State and also eliminates the need for sentences that include Home Detention as a term of probation. As a reminder, Russell vs. State does not affect DOC commitments and any Level 6 Felony filed after July 1, 2022 can be sentenced as DOC commitment, qualifying as a direct commitment to Community Corrections. If you need further information, an example plea agreement or other assistance regarding Russel vs. State please contact Hillary Hartoin, Court Services Director.

SEA 9

Director Wegner will provide the Board with a brief update on the changes in policy and progress and/or challenges in regards to SEA 9 that went into effect on July 1, 2022. To review, the primary changes in the new policy pertain to compliance with the established timelines to respond to electronic monitoring violations, victim notifications and welfare checks, in addition to enhanced supervision and records management policies. As a reminder, SEA 9 applies to both Community Corrections and Pretrial Services. IOCS & the State Justice Reinvestment Advisory Council is currently working on reporting requirements and instructions for agencies and contractors required to report under the new provision.

Other Business

No other business was offered.

Board Comments

No comments were offered.

Adjourn

There being no further business Judge Mary Welker made a motion to adjourn; Judge Lisa Swaim second. The Meeting was adjourned at approximately 4:15 pm.

Upcoming Meetings/Events

Tuesday, February 21, 2023	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, May 16, 2023	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, August 15, 2023	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room

Tuesday, November 21, 2023 3:30 p.m. CPCC Advisory Board Meeting

Cass County Government Building
200 Court Park
Bicentennial Room

Respectfully submitted

/s/ Dave Wegner

David Wegner
Director, Cass/Pulaski Community Correction