



**Cass/Pulaski Community Corrections**  
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## **Cass/Pulaski Community Corrections Advisory Board Minutes August 20, 2019**

**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 Rick Maughmer, Judge Stephen Kitts, Terry Haney, Sheryl Pherson, Dr. Carrie Caudwell\*, Will Scott, Sheriff Ed Schroder, Kelly Stephenson, and Mike Standajuar. Also attending was David Wegner, Director of the Cass/Pulaski Community Corrections, Hillary Hartoin, and Eric Regan.

\* Indicates utilized the teleconferencing network.

Judge Rick Maughmer presided over the meeting which was held on Tuesday, August 20, 2019 at 3:30 p.m. The meeting took place in the Bicentennial Room at the Cass County Government Building, 200 Court Park, Logansport, Indiana. A quorum was met.

### **SCHEDULED TOPICS**

#### **Minutes**

The Board reviewed the Advisory Board Minutes dated May 21, 2019.

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

## Financial and Statistical Reports

Director Wegner presented the Financial Reports for the quarter ending June 30, 2019. The Director advised the Board of the following account balances:

363 IDOC Grant	\$12,433.10
312 Home Detention	\$269,406.99
370 Project Income	\$7,002.49
371 Project Income	\$379,228.42
397 CTP	\$307,809.68
CPCW WR General Fund (Bank)	N/A

Director Wegner advised that the quarter resulted in a project income account balance of \$963,447.58

*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 increase of \$6,395.79.

The Director advised that the Department received authorization from the IDOC to carryover \$12,058.65 of unused monies from the FY19 Grant Funds into the FY19 Grant Extension Funds. Said monies will be utilized to cover employee insurance.

Director Wegner provided the Board with a report on the agency's fiscal trends. The Director reviewed this report with the Board. Said report detailed a five (5) year trend in revenue and expenses, allocations via series, and cost analysis/comparisons.

The Departments statistical report identifies client populations are at normal levels. The department's Home Detention population has maintained an average population of ninety-five (95) clients while the Work Release population remains at near capacity at a population of forty-seven (47) clients with a waiting list.

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. The Department is preparing quality assurance reports for the 2017-2018 fiscal year. Once data is obtained the committee will review for measurement.

\*Policy Review: Committee did not meet this quarter. The Department concluded review of the Department and Work Release policies 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 Probation/Prosecutor Pre-Trial/Court Programs**

Due to length of time the Board did not review of 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 twenty-five (125) bed expansion of the Cass County Jail is progressing. Construction is projected to begin this fall.

A review of the Jail list identifies that daily populations are exceeding two hundred (200) inmates.

Community Corrections has been reviewing the Cass County Jail population. Pre-Trial Service Coordinator Hillary Hartoin has conducted a population study. Said study shows that there are approximately 45 inmates who are serving a level 6 or misdemeanor conviction. For comparisons sake, community corrections also supervise around 60 clients serving a level 6 or misdemeanor conviction.

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

The therapist provided via Area Five - Agency on Aging and Community Services, has left the position. To date the position has yet to be filled.

- The Pulaski County Jail advised that they currently have no issues with population control. Open Discussion on Additional Issues or Concerns. None reported.

Discussion took place and concluded without issue.

### **Staff Training Report**

No issues of concern to report.

### **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 monthly reports were conducted in the following categories:

- Client exit surveys  
Client exit surveys remain mostly positive. The department is meeting its goals in client contacts and supervision. Clients rated their supervision in the "agree" to "strongly agree" category.
- Home Detention Visit Alert Log Failure Rate  
Home Detention Visits for the quarter averaged in the 85% to 95% compliance range.
- 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 initial, follow-up, and exit assessments are appropriately conducted.

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 no PREA complaints or investigations were conducted this quarter.
- The facility PREA committee met this past quarter and are currently reviewing our current policy and procedure, and performance measures. No issues of concern to report.

Discussion took place and concluded without issue.

### **CPCC Personnel Report**

Director Wegner reported this past quarters past resignations and new hires.

#### *Resignations/Dismissals*

This past quarter the following personnel resigned or have been dismissed from the Department.

- Chrsitine Larimore – Full Time Correctional Officer
- Ashley Fauble – Part Time Correctional Officer
- Braxton Young – Part Time Correctional Officer
- Robbie Carlson – Part Time Correctional Officer

## New Hires

The following have been recent new hires of the Department.

- Robbie Carlson– Part Time Correctional Officer

Director Wegner advised that the Therapist position contracted through the Four County Counseling Center has been filled. Jeffery Doran began said position in July.

The Director reported that the full-time correctional officer with special administrative duties, resigned her position this past May. He explained that as a full-time correctional officer this person spent the majority of her time on bookkeeping and payroll. Upon reviewing this position, it was the decision of the Agency that Work Release Coordinator Tammy Goldsberry would absorb the responsibilities of bookkeeper and Case Manager Denise Ross would absorb the responsibilities of employee payroll. The Director commented by consolidating these roles we are able to use this open position for a full time first or third shift Correctional Officer. This maneuver will now allow the agency two (2) full time correctional officers on two (2) of the three (3) shifts.

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. To become PREA compliant the department will be adding surveillance cameras identified blind spots in the facility. Additionally, cameras will be added in the office area, parking lot, and the barn/greenhouse. This project will cost around \$5,000.00.
- Due to ongoing issues with the inmate telephone service the department is in the process of changing vendors. Changeover should be completed by the end of the month. In addition to better service it is expected the agency will receive a yearly financial savings of \$10,000.00.
- Due to issues of security, facility storage has been moved from the ambulance bay to the old upstairs computer room.
- Space is limited in the facility. As mentioned in prior meetings the department needs additional office space. The department is also in need of expanding staff and has no offices/space in which to house these positions.

## **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. 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 juveniles on electronic monitoring as an alternative to detention.

The Director made the following Report:

Cass County: No issues to Report.

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 the quarter's client population and completion rate. No major issues to discuss.

Pulaski County: It was presented to the Board the quarter's client population and completion rate. No major issues to discuss.

Discussion took place and concluded without issue.

### **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.

The Director recommended Eric Regan be approved to take the place the position previously held by William Scales. Discussion took place and the Board unanimously approved Mr. Regan to the Board.

### **IDOC 208-2019 Grant Application**

Director Wegner advised that he 2019-2020 IDOC Grant application was submitted on schedule. He presented that shortly thereafter the IDOC has made the decision to change the grant period from July/June to January/December. With this change the IDOC advised that the FY20 application will not be finalized until later this summer. Director Wegner advised that FY19 has been extended from July to December and that the IDOC Grant for FY20 will run from January 2020 to December 2020.

Discussion took place and concluded without issue.

### **FY2018 IDOC Fiscal Audit**

Director Wegner reported that on June 26<sup>th</sup> the IDOC conducted our 2018 Fiscal Audit. Said audit concluded with no findings.

Discussion took place and concluded without issue.

## **CPCC 2020 Budget Request**

Director Wegner advised that the county budgets for 2020 were submitted in July. No issues to report.

Discussion took place and concluded without issue.

## **CPCC 2019 Staffing Plan**

Director Wegner produced the agency 2019 Staffing Plan. The Director reviewed the Plan with the Board.

Discussion took place. Judge Muehlhausen made a motion to accept the Plan as presented. Mike Standajuar second. Vote was taken and unanimously approved.

## **CPCC FY19 Annual Report**

Director Wegner reported that he was finalizing the CPCC FY19 Annual Report. The Director advised that once the report was completed he would submit it to the Board for vote via e-mail.

On September 27<sup>th</sup> the CPCC FY19 Annual Report was dispersed and via e-mail approved by the Advisory Board. As required, said report was submitted to the IDOC.

Discussion took place and concluded without issue.

## **Level 6 Funding**

Director Wegner advised the Board that on June 12<sup>th</sup> the IDOC sent distributed their “County Reimbursement Policy for Felony 6 and Other Diversions”. The Board reviewed this notice and held discussion. It is the consensus that that where in past practices convicted level 6 felonies incarcerated in the local jails were reimbursed to the county, the new practice will provide counties a lump sum of funding calculated from all level 6 convictions. The Board was uncertain how or if this would impact community corrections but advised this amended practice should be monitored.

## **Other Business:**

### **Board Comments:**

No comments were offered.

### **Adjournment**

There being no further business Judge the meeting was adjourned at 5:00 p.m.

Respectfully submitted

*David Wegner* (electronic signature)

David Wegner  
Director, Cass/Pulaski Community Correction

NEXT SCHEDULED MEETING: TUESDAY, NOVEMBER 19, 2019 AT 3:30 P.M. THE MEETING WILL BE HELD IN THE BICENTENNIAL ROOM IN THE CASS COUNTY GOVERNMENT BUILDING, 200 COURT PARK, LOGANSPORT, INDIANA.