



Advisory Board Meeting Agenda

-August 20, 2024-

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, Sheriff Ed Schroder, Nicole Hiatt-Drang, Will Scott, Michelle Stowers, Chris Allen, Kelly Stephenson, Mike Stajduhar, Dave Wegner and Hillary Hartoin.

Judge Lisa Swaim, Board President, presided over the meeting which was held on Tuesday, August 20, 2024 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 20, 2024. Discussion took place. Kelly Stephenson made a motion to approve the minutes as presented; Will Scott second. Vote taken and unanimously approved.

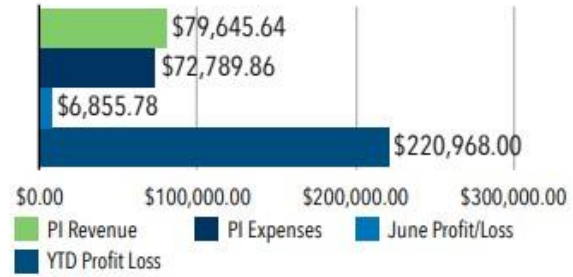
Executive Director Report

Director Wegner presented the financial report for the quarter ending June 2024 is attached. As of June 30, 2024, the department holds cash balances in the following accounts:

363 IDOC Grant	(\$86.42)
312 Home Detention	\$396,850.14
370 Project Income	\$21,915.84
371 Project Income	\$292,657.19
397 CTP	\$232,740.40
CPCC WR General Fund (Bank)	N/A

This quarter resulted in a project income loss of \$34,917.79 for an account balance of \$944,163.57

Note: Said amount does not include IDOC Grant Funds or the Work Release General Fund.



CPC Department 2024-2026 Strategic Plans

The Board was reminded that the 2024-2026 Strategic Plans are being finalized and will be posted on our [website](#) for your review. Measurements on metrics are reviewed annually at the end of the fiscal year.

Cass County Jail Programming

Director Hartoin gave the following update on the programming in the Cass County Jail:

In collaboration with 4C Health 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. Court Services deployed the ACCI Corrections eCourse Program in the Cass County Jail in 2023. Two local church groups are now facilitating faith-based recovery courses and we now allow in-person facilitators. There are currently 30 inmates in either the Wednesday Individual Counseling, WRAP or MORE Programs. 8 inmates are participating in the ACCI eCourse Program and 5 clients participating in the HSE Program. The jail currently has a 24% Program Participation Rate. This year so far we have had 10 eCourses completed via the ACCI Program.

Staff Training Report

This past quarter staff have continued to work on their forty (40) hour training curriculum. In February, staff attended the Coaching Model for Change Collaborative Training with Brian Lovins of Justice System Partners. Said training was sponsored by our Local JRAC and included all local community supervision staff. Ms. Hartoin using JPAR SIM Grant funding, signed a contract in July that provides for continued professional development with JSP and Dr. Lovins to further support implementation of the Coaching Model. This training includes not only Community Corrections, but also Probation and Pretrial Services. Training will include three in-person trainings, ongoing technical assistance and online professional development. In addition, Court Services has funded an 8-hour Motivational Interviewing Certification via ACJI that staff will be working on this fall.

TOPICS INCLUDE:

Adopting a Coaching Mindset

- Coach or Referee: How Do We Help People
- Change Creating a Coaching Connection
- Coaching Toward Success

Creating Plans for Success

- Evaluating Talent, Potential, and Barriers
- Building a Success Plan
- Learning from Practice

Managing Important Moments

- Managing Accountability and Discipline
- Celebrating Progress and Milestones
- Recruiting Community Coaches and Cheerleaders
- Preparing for the Next League



Motivational Interviewing (MI) Training Course

\$225.00

ACIJ's Motivational Interviewing course is an 8-hour, self-directed online training designed specifically for helpers, such as case managers, officers, coaches, practitioners, and other support people, especially those who work in corrections.

This course provides the tools, skills, and competencies to help people grow, change, and reach their transformative goals. Appropriate for both beginners and advanced practitioners looking to better help others through the behavior change process, the course format is based on skill development, practical application, and strategy.

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Category: Virtual Training

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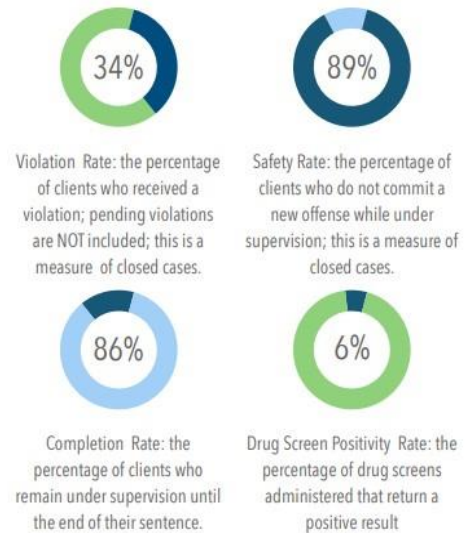
Quality Assurance Report

Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

Continuous Quality Improvement Committee

The Department's Quality Assurance Committee now meets quarterly in conjunction with Pretrial and Court Services, who also holds monthly SRS Trainings that will resume after the first of the year. Case management review still is reporting metrics below the agency target of 80%-90% compliance with standards, while the agency outcome performance measures below are still within acceptable limits, as seen below, although the violation and public safety rates have increased. Analysis of client population and caseloads, show that caseload ratios are down due to population decrease and within acceptable limits and that current standards are attainable. Staff accountability with case management and data entry shows a need for improvement.



PREA Update

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

CPCC Personnel Report

Director Wegner gave the following personnel report:

Resignations/Dismissals

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

- Case Manager Peggy Ruff retired this month. Due to no new grant funding being awarded, said position will not be filled.

New Hires

The following have been recent new hires of the Department. ○ None

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: Will Scott, Chief Juvenile Officer, gave a brief statistical report with performance measures.

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. Below are a few brief program updates that were reported by Director Hartion:

Review of mid-year 2024 data shows a 27% increase in the population served, severing 268 clients, 90% of the total population served in 2023. We have seen a 25% increase in supervised intakes, 17% increase in evaluations and 31% increase in our average daily population. Estimated mid-year cost savings is \$888,720. Analysis shows a 15% increase in employment from intake to completion. Pretrial Services has secured 50 inpatient substance misuse/mental health treatment beds, with 26 completions, an 87% Completion Rate and 13 individuals currently participating in in-patient treatment. Lastly, we continue to see over 67% of our clients participate in voluntary services that support success that are designed to last past the point of supervision and prevent recidivism .

Ms. Hartoin, Director of Court Services, was appointed by Chief Justice Rush to serve on the Indiana Judicial Conference Pretrial Release Committee, in addition to chairing the Pretrial Coordinator and Pretrial Data Subcommittees.

In July, Cass County underwent a site visit by BJA Fellow Kris Bryant and received positive remarks, highlighting our intentional mindset and support services integration, in addition to our advanced work with data.

We are excited to share that Cass County will be highlighted at the National Association of Pretrial Services Agencies (NAPSA) Conference in New Orleans, where Ms. Hartoin is presenting several sessions, including the Plenary Session.

Pulaski County: Pulaski County reported that they hired a new coordinator who will begin next week.

Proposed Updates to Community Corrections Contact Standards

Directed Wegner presented revised contact standards for discussion and board approval. The following standards, with edits by board members, were approved. Motion to approve agreed upon standards made by Lisa Swaim, second, Mike Stajduhar.

Current Monthly Standards (Revised in 2023):

CASP Supervision Goal						
Reporting Frequency (monthly)		Office Visit		GPS Review	Field Visit	Urine Screen
Low		1		5 HD / 8 WR	4	1
Medium		2		5 HD / 8 WR	6	1
High		3		5 HD / 8 WR	6	2
IRAS Scale	Male	Low 0-14	Moderate 25-23		High 24-33	Very High 34 +
	Female	Low 0-14	Low/Moderate 15-21		Moderate 22-28	High 29 +

Note: Since Work Release clients activity in the community is limited, all clients are to receive a minimum of a total of 8 Field and/or GPS contacts per month.

Board Approved Changes:

	Low Risk	Moderate Risk	High Risk
Office Visits	1	2	2
Drug Screens	1	1	2
Home/ Field Checks	2	3	4
Check In's	2	3	4
GPS Reviews	5	5	5

Director Wegner reported the below benefits that his staff see with this modification, some being:

- Case managers can manage a higher caseload.
- Case managers will be more available to spend time “Coaching with Clients”.
- Drug screens can be completed during home/office/field checks by correctional staff.
- This would also allow for case managers to go see their clients in the home as well and provide an opportunity for training staff on home visits and walkthroughs.

CY2023 Fiscal Audits

Director Hartoin reported that Community Corrections, Cass County Pretrial Services and Pulaski County Pretrial services all underwent a fiscal audit for CY2023. Both Community Corrections and Pretrial Services reported that they passed their audits with no negative findings; no report provided by Pulaski County.

CY2025 Grants Awards

Director Hartoin reported that CY2025 IDOC Award Announcements have been made. All current funding amounts remained the same as CY2024, with no increase as seen below. It is noted that no new funding was awarded across the State.

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	
Pulaski Pretrial Services	\$81,373.00
Cass Pretrial Services	\$77,590.00
Prosecutor's Diversion	
Jail Treatment	
Total Advisory Board Award	\$973,950.00

2025 Budget & Cost Savings Reports

Director Wegner led discussion regarding the department's fiscal status and budget needs in light of the upcoming budget season. Forecasts show the agency ending the year in a \$150k -\$200k deficit again in 2024. It is one of the objectives of our Local JRAC and Community Corrections Advisory Board to provide the County Council with information regarding the fiscal needs and services provided by our entire criminal justice system. Discussion regarding the prepared Cost Savings Reports for both Community Corrections and Pretrial Services to take place, in addition to report on outcome of Cass County Budget Hearings.

Additional Funding/Courts Services & JRAC

Court Services Director, Hillary Hartoin, submitted the CY25 IOCS JPAR SIM Grant in May and is seeking to increase funding and services covered under the grant umbrella. Funding is designated for CPCC's Therapeutic Division, as well as therapeutic services for Pretrial Services and Juvenile Probation. Additional funding has been historically awarded for competency evaluations for the Courts and EBP curriculum. Court Services is expecting an award announcement regarding this grant by the early September.

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; Chris Allen second. The Meeting was adjourned at approximately 4:45 pm

November 19, 2024

3:30 p.m.

CPCC Advisory Board Meeting

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

Respectfully submitted

/s/Hillary Hartoin

David Wegner
Director, Cass County Court Services