



# Advisory Board Meeting Agenda

-February 22, 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.

Info **Videoconferencing** Wegner

Just a reminder, due to constraints of COVID-19, we are continuing to utilize video conferencing for meetings via Lifesize. To call into the meeting, please use the extension, 13327617 or click directly on this link <https://call.lifesize.com/otherways/13327617> to join the meeting and enter the passcode 1234. If you have questions or assistance please call Hillary, at 574-516-7064, and she will walk you through the process.

Click here to download the Lifesize App on your desktop, laptop, tablet, or phone.  
<https://call.lifesizecloud.com/downloads>

If you have problems connecting into the meeting please call my cell phone: 1-574-355-6328. I'll try to conference you in on that line.

	<b>Call to order</b>	<i>Muehlhausen</i>
	<b>Roll Call</b>	<i>Wegner</i>
Action	<b>Consent Agenda</b> <b>Meeting Minutes – November 16, 2021</b>	<i>Wegner</i>
Action	<b>Executive Director Report</b> 2021 4th Quarter Financial Report 2021 4th Quarter Statistical Report	<i>Wegner</i>

The financial report for the quarter ending December 31, 2021 is attached. As of December 31, 2021, the department holds cash balances in the following accounts:

363 IDOC Grant	\$0
312 Home Detention	\$544,213.28
370 Project Income	\$12,320.60
371 Project Income	\$321,165.33
397 CTP	\$223,251.30
CPCC WR General Fund (Bank)	N/A

This quarter resulted in a project income account balance of \$1,100,950.50.

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

The department ended the quarter with a project income increase of \$101,054.60

- In response to COVID-19 the Work Release program has been modified to a maximum population of twenty (20) male clients.

**Committee Reports**

Wegner

Pulaski County:  
Other Reports:

Info/Action

**Committees**

Wegner

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.

Info/Action

**CPCC Work Release Concerns/COVID-19 Report**

Wegner

As mentioned, 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 (20) residents. Items for discussion include the following:

- Recognizing that the facility lacks the proper infrastructure to adequately isolate ill or aggressive client's, 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. Matter is still in the planning stages. Commitment to renovation has yet to take place.
- This past quarter we had eight (8) Work Release Residents test positive for COVID-19. Those who tested positive were either isolated or temporarily transferred to home detention electronic monitoring. New intakes were temporarily suspended along with resident participation in outside meetings and programming. At the direction of the Health Department, residents who tested negative were allowed to return to work. As a result of these issues and the current spike in community positive cases due to the Delta/Omicron variants, we returned to limiting the Work Release Population to 20 residents at a time. Staff and clients maintained proper social distancing, wearing of PPE/masks, and cleaning practices.
- This past quarter our agency had six (6) employees 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.

Info/Action

**CPCC Department 2021-2023 Strategic Plan Progress Report**

Wegner

The 2021-2023 Strategic Plan is attached for your review within the annual report. 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 including in our Annual Report.

Info

**CPCC Probation Collaboration Plan  
Jail/Probation/Prosecutor Pre-Trial/Court Programs**

Wegner

The Board will review the Collaboration Plan and progress made to date. Additionally, as presented in the Plan the Board will discuss issues relating to Probation, Prosecutor Pre-Trial Diversion, Local Jail and Court Programs.

Items for discussion include the following:

- Community Corrections/Probation Evidenced Based Practices.
  - Discuss cognitive behavioral treatment/substance abuse programming and scheduling.
- Cass and Pulaski County Jails and Treatment Protocols.
  - Discuss cognitive behavioral treatment/substance abuse programming and scheduling.
  - Community Corrections and Court Services is continuing to work with Four County Counseling Center regarding the facilitation of specified assessments and treatment opportunities for inmates.
- **Cass County Jail Programming**

In collaboration with Cass County Sheriff's Department and Court Services, Community Corrections continues to support Four County's Jail Therapy Program. Using risk level and needs identified in the Pretrial Screening Stage, Court Services is assisting in selecting candidates for the new Jail Therapy Program targeted towards inmates with substance disorders who have ERDs of 90 days or less. Curriculum includes W.R.A.P., Wellness Action Recovery Plan, aimed at assisting transition back into the community. In January, we started our second W.R.AP Group, in addition to adding the M.O.R.E., My On Going Recovery Group, for those who completed the first W.R.A.P. Group. The Bilingual Substance Abuse/Alcohol Group is scheduled to start in February.

- **Cass County Jail Expansion**

The one hundred and fifty (150) bed expansion of the Cass County Jail is progressing. Construction began in 2020 and is scheduled for completion in the fall of 2022.

A review of the Jail list identifies that daily populations is stabilizing. The facility currently is averaging two hundred and fifteen (215) inmates per day. Do to overcrowding and issues with COVID-19, in January 11 inmates were being housed in outside facilities. It is noted that this increase is due to constraints caused by ongoing construction.

Court Services Director, Hillary Hartoin continues to monitor the jail population and conducts a monthly jail analysis for stakeholder review. See attached report.

- The Pulaski County Jail advised that they currently have no issues with population control.
- Open Discussion on Additional Issues or Concerns.

Info

**Staff Training Report**

Wegner

In 2021, staff completed a total of 995 CEUs, with 88% of staff in compliance with training requirements. The agency also brought back Learning Teams, with ten hours of training conducted via learning teams with correctional officers. After assessing staff needs and gaps in available training, it was determined that said training would focus on effective communication, motivational interviewing, and report writing.

Info

**Quality Assurance Report**

Wegner

Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

Continuous Quality Improvement Committee

The department's quality assurance committee now meets monthly in conjunction with Pretrial and Court Services. Monthly reports were conducted in the following categories:

- Client Satisfaction Surveys are due to be collected next quarter. The questionnaire is offered as a quarterly snapshot consisting of 18 questions aimed at providing the agency feedback on agency practices. A summary of 2021 results can be found in our annual report.
- Employee Satisfaction Surveys are due to be collected at the end of this quarter. The questionnaire is offered as a biyearly snapshot consisting of 20 questions aimed at providing the agency feedback on agency practices.
- Client Exit Surveys  
Client exit surveys remain to be mostly positive. Clients rated their supervision in the "agree" to "strongly agree" category. More detailed scoring results can be found in our annual report.
- Home Detention Visit Alert Log Failure Rate  
A review of contact frequency reports identify that the agency was struggling to meet field visit contact standards. In response, a new system was created and GPS Reviews to verify that clients GPS coordinates correspond with their schedules and granted passes were added to normal operations.
- Client Program Fee Compliance Report  
Overall, clients continue a positive trend in remaining compliant 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. Agency has identified that data entry in the client data base (SRS) remains inconsistent. In response staff continues staff training, meeting at least once a month for an hour training/practice review.

Info/Action

**PREA Update**

Wegner

The following is an update on the department's PREA practices:

- This past quarter the Department has received no PREA complaints.
- The facility PREA committee met this past quarter and are currently reviewing our current policy and procedure.

Info/Action

**CPCC Personnel Report**

Wegner

Resignations/Dismissals

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

- Caleb Risher – PT Correctional Officer
- Harry Brew – PT Correctional Officer

New Hires

The following have been recent new hires of the Department.

- Desire Fowler - PT Correctional Officer
- Brian Reyes – PT Correctional Officer

Other

Nothing to Report.

Info/action                      **Department and Facility Improvements**                      Wegner

The following items are scheduled for discussion:

- Space is limited in the facility. As mentioned in prior meetings, the Department needs additional office space and facility isolation cells.

Info/Action                      **Juvenile Detention Alternative Initiative (JDAI)**                      Wegner

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.

Info/Action                      **Pre-Trial Release Programs**                      Hartoin

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:

1. As will be mentioned below, we are asking your approval for the CY2021 Annual Report for submission to both the IDOC and IOCS.
2. We received our IOCS Pretrial Grant and have contracted with the Public Defender Board to hire Attorney Amber Garrison to provide enhanced representation for pretrial clients who do not receive expedited release at initial hearings.
3. Our IOCS Certification Site Review is scheduled for April 11, 2022. Staff from the IOCS will be visiting us that day to observe and conduct interviews before granting our formal certification. Client and personnel file audits and policy review will be conducted in advance remotely. More details will be forth coming.

Pulaski County: No issues to report.

Info/Action                      **CY2021 Annual Reports**                      Wegner & Hartoin

Please find attached the Annual Reports for Community Corrections, Cass County Court & Pretrial Services and Pulaski County Pretrial as required by the IDOC. Directors to briefly present the highlights of their respective reports to Board and request approval for submission to the IDOC and IOCS, if applicable.

Info/Action                      **CY2021 Performance Metrics**                      Wegner & Hartoin

Please find attached the completed CY2021 Performance Metrics Documents for Community Corrections and Cass County Court and Pretrial Services. Each agency is excited to announce that they meet all five (5) of their CY2022 goals.

Info/Action                      **2022 Performance Metrics**                                              *Wegner & Hartoin*

This year, IOCS is asking each grant funded agency to choose one (1) goal that they believe will make the most impact on their organization over the next year. This is a notable change over previous years. Please find attached the 2022 Performance Metrics for Community Corrections, Cass Court & Pretrial Services and Pulaski County Pretrial Services for Board review and approval.

Info/Action                      **CPCC Advisory Board      Makeup/Officer Elections**                                              *Wegner*

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. I have attached an updated member list for Board Review.

Info/Action                      **2022 User Fee Schedule, Program Rules and Member List**                                              *Wegner*

Please find attached the 2022 User Fee Schedule, Member List and Program Rules. Each year the Board has to review and approve said documents for the use in the new year.

Info/Action                      **2022 IDOC Grants**                                                                                              *Wegner*

The FY22 IDOC grant applications were awarded, with an additional \$70,000 in funding to hire an additional case manager. Breakdown of CY2022 awarded grant funding is as follows:

- Community Corrections                      \$814,987.00
- Cass Pre-Trial                                      \$59,716
- Pulaski Pre-Trial                                 \$70,612
- Cass Jail Treatment                             \$0

Info/Action                      **Court Services and JRAC**                                                                                              *Hartoin*

Cass County Local JRAC has been meeting twice a month and is close to completing the Annual Report Template and has moved on to defining system wide goals and performance metrics. We also prepared and submitted an application for the FSSA/DMHA - Community Coordination Grant to subcontract two (2) additional peer recovery specialists to provide expanded services for our local criminal justice system. Our next meeting is scheduled for February 23, 2022.

Pulaski County JRAC has yet to meet.

Court Services continues to seek additional grant opportunities for the entire criminal justice system and is still awaiting an award determination on the previously submitted Court Reform Grant. As a reminder to the Courts, we were awarded \$40,000 for Mental Health/Competency Evaluations. Please forward bills to the Director to process payment.

### **Other Business**

If anyone wishes to bring up a topic that is not on the agenda please feel free to do so.

**Board Comments**

**Adjourn**

**Upcoming Meetings/Events**

Tuesday, May 17, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, August 16, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, November 15, 2022	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