



Cass/Pulaski Community Corrections
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Cass/Pulaski Community Corrections Advisory Board Minutes February 25, 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, Terry Haney, Ryan Browning, Eric Regan, Sheriff Ed Schroder, Will Scott, Noah Schafer, Sheryl Pherson, and Mike Standajuar. Also attending was David Wegner, Director of the Cass/Pulaski Community Corrections, Hillary Hartoin, Judge Perrone.

* Indicates utilized the teleconferencing network.

Judge Muehlhausen presided over the meeting which was held on Tuesday, February 25, 2020 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 February 25, 2020.

Discussion took place. Ryan Browning made a motion to accept the minutes as presented. Mike Standajuar second. Vote was taken and unanimously approved.

Financial and Statistical Reports

Director Wegner presented the Financial Reports for the quarter ending December 31, 2019. The Director advised the Board of the following account balances:

The financial report for the quarter ending December 31, 2019 is attached. As of December 31, 2019, the department holds cash balances in the following accounts:

363 IDOC Grant	(\$9,188.78)
312 Home Detention	\$234,303.14
370 Project Income	\$7,002.49
371 Project Income	\$425,117.07
397 CTP	\$352,833.24
CPCC WR General Fund (Bank)	N/A

Director Wegner advised that the quarter resulted in a project income account balance of \$1,026,755.90
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 \$51,080.70.

The Departments statistical report identifies client populations are at normal levels. The department's Home Detention population has decreased to an average population of eighty (80) 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.

Director Wegner reminded the Board that on February 16, 2020 an e-mail vote took place approving \$9,188.78 being transferred from the CTP Project Income Account to the IDOC Grant Account. The Director explained that the transfer took place because he miscalculated on the 2020 IDOC Grant Extension Period. Said transfer took place to balance out the grant year.

Director Wegner made the request to approve \$2,500.00 from the 2020 IDOC Grant Personnel Account to Overtime. The Director advised that funds are available for this transfer and that he had a couple of employees that required their comp. time to be paid out.

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

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.

IDOC and CPCC Reports

Director Wegner forward for review IDOC Statistical Reports (Jail Overcrowding Task Force Report, Incarceration Trends, IDOC Population Trends) and our 2019 Greenhouse Report.

Discussion took place and concluded without issue.

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 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 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 just below 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 28 inmates who are serving a level 6 or misdemeanor conviction. For comparisons sake, community corrections also supervise around 46 clients serving a level 6 or misdemeanor conviction.

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

- 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

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 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 compliant 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 this past quarter no PREA complaints were received and no investigations were conducted.
- 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.

- None

New Hires

The following have been recent new hires of the Department.

- Tyler Elsea – Part Time Correctional Office
- Haley Johnson - Part Time Correctional Office

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. It was identified that to upgrade our camera system a new server would need to be purchased. Said serve was obtained at a cost of \$14,000.00. Cameras will be added in the office area, parking lot, and the barn/greenhouse which will increase the cost of this project to around \$20,000.00. Project is scheduled to be completed by the end of March.
- The agency recently partnered with the Cass County Sheriff's Department on resident food service. The sheriff's Department are now proving our resident lunch meals at a cost of \$1.50 per meal. This partnership should provide a significant savings to the department. Additionally, agencies are looking to partner in the training of correctional officers. Community Corrections will support this partnership by purchasing training equipment and, if applicable, by paying the cost of instructors.
- Due to ongoing issues relating to staff accountability, the agency will be incorporating a timeclock system. The system is expected to be in place by March 31st and will cost around \$2,000.00.
- Due to continued issues with our GPS monitoring equipment the agency has been sampling equipment and accepting bids from vendors. It is expected that by March 31, 2020 we will transition to another vendor.
- Inmate trafficking has been an ongoing issue. The agency would like to explore the purchasing of a body scanner by the end of the year.
- 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.
- 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.

- The agency recently changed the vendor inmate telephone service from Secures to Stellar. In addition to better service it is expected the agency will receive a yearly financial savings of \$10,000.00.
- 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.

Cass County: Will Scott provided the Board with a 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 and completion rate. No major issues to discuss.

Pulaski County: No report provided.

Discussion took place. Noah Schafer made the motion to approve the JDAI and Pre-trial reports. Judge Swaim second. Discussion took place and unanimously approved.

2020 Performance Metrics

Director Wegner and Hillary Hartoin presented the proposed 2020 Metrics for the Community Corrections and Probation Pre-Trial programs. Discussion took place. Ryan Browning made the motion to approve the metrics as presented. Mike Standijuar second. Vote taken and unanimously approved.

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.

It was asked by several members to forward the current listing of Board Members. Director Wegner acknowledged the request and advised he would do so in the coming weeks.

Discussion took place and concluded without issue.

IDOC 2020 Grant Application

Director Wegner advised that the FY20 IDOC Grant Applications for the community corrections and pre-trial programs have been approved with an award of in additional funding 5% in base funding. Applications for new programs of jail treatment programs and the Pulaski County Veterans Court were not accepted.

Discussion took place and concluded without issue.

Approval of 2020 CPCC:

Terms and Conditions of Community Service, Home Detention, IJS, Work Release, Treatment Contract and Sex Offender Terms,

User Fee Schedule

Director Wegner presented to the Board the agency's program terms/conditions and user fee schedule. The Director recommended no changes in the program terms and asked that the program user fee rates remain unchanged i.e. Home Detention standard daily rate at \$16.00 per day, Work Release standard daily rate at \$20.00 per day, and CTP standard daily rate at \$7.00 per day.

Discussion took place. Board unanimously approved schedule as presented.

CPCC New Logo

Director Wegner presented to the Board the agency's new logo and Visual Statement. He reviewed the design and how this logo will be utilized in our operation.

Discussion took place and concluded without issue.

CPCC Staff Evaluations

Director Wegner advised that staff evaluations and revised job descriptions are currently taking place. He stated that evaluations should be concluded no later than March 31, 2020.

Discussion took place and concluded without issue.

Discussion took place and concluded without issue.

Other Business:

Board Comments:

No comments were offered.

Adjournment:

There being no further business 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, MAY 19, 2020 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.