



# Advisory Board Meeting Agenda February 18, 2026

**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 **In-Person & Videoconferencing** Wegner

Board Members have the option of attending in person in the Bicentennial Room of the Cass County Government Building or by utilizing video conferencing to attend via Lifesize. To call into the meeting, please use the extension, 13476964 or click directly on this link <https://call.lifesize.com/otherways/13476964> 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 – October 21, 2025</b>	<i>Wegner</i>
Action	<b>Executive Director Report</b> 2025 4th Quarter Financial Report 2025 4th Quarter Statistical Report	<i>Wegner</i>

The financial report for the quarter ending December 2027 is attached. As of December 31, 2026, the department holds cash balances in the following accounts:

363 IDOC Grant	\$0.00
312 Home Detention	\$376,422.08
370 Project Income	\$45,615.84
371 Project Income	\$344,735.76
397 CTP	\$255,544.39
CPCC WR General Fund (Bank)	N/A

This quarter resulted in a project income increase of \$42,490.55 for an account balance of \$1,022,318.07

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

Info

### **Coach Referee Model for Change Certification**

*Hartoin*

At the direction and encouragement of Judge Lisa Swaim, Advisory Board Chair, Cass County Community Corrections is seeking local Cass County funding to initiate Justice System Partners' Coaching Certification Program and implement its AI-supported case management platform.

This initiative builds upon a successful JRAC-funded pilot that embedded AI tools directly into officer workflows to reduce administrative burden, strengthen fidelity to evidence-based practices, and improve behavioral change outcomes. The technology automates documentation, ensures each interaction is aligned with individualized case plans, and delivers real-time coaching feedback related to motivational interviewing, trauma-informed care, and effective communication.

Documented benefits include significant reductions in documentation time, enhanced staff coaching and supervision skills, improved consistency in service delivery, and stronger client outcomes. Since implementation, participating programs have exceeded state benchmarks by an average of 6%, increased successful completions by 30%, and reduced documentation time by approximately 22 minutes per client interaction.

The proposal would enroll eleven case managers in the AI platform and the validated coaching certification program. Judges and supervisors will gain enhanced oversight through continuous quality assurance and practice-level performance data, while county commissioners will receive transparent, outcome-based performance metrics tied directly to funded services. To ensure accountability, department directors will execute reimbursement agreements requiring repayment of funds if training requirements are not completed.

Overall, this proposal represents a strategic, data-driven expansion that strengthens public safety, supports recovery and sustainable behavioral change, and maximizes the impact of opioid settlement funding through measurable and accountable outcomes.

It is further highlighted that Cass County Pretrial Services has served as a pilot site for Justice System Partners for the past nine months. During this pilot period, Pretrial Services experienced a 20% increase in successful outcomes and a 15% decrease in unsuccessful terminations, demonstrating the effectiveness of the AI-supported coaching and case management model in real-world application.

These results reinforce the value of expanding this initiative across Community Corrections, as the model has proven its ability to improve consistency, strengthen evidence-based supervision practices, and support sustained behavioral change while reducing administrative burden.

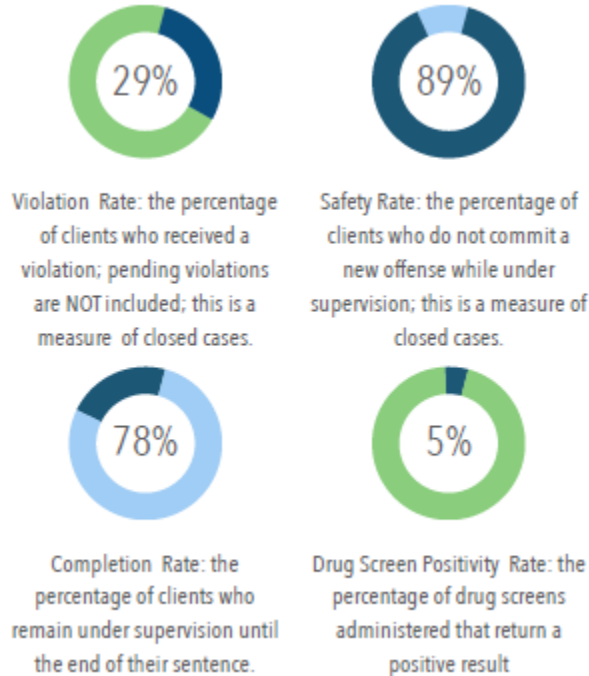
Info

### **Quality Assurance Report**

*Hartoin*

The Court Services Director, Hillary Hartoin, continues to oversee the agency's quality assurance department. Case management review is reporting metrics below the agency target of 65%-70% 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 as caseloads are lower than comparable counties.

## 2025 Performance Measures:



## 2026 Client Feedback Survey Results:

Please find the attached results of the 2025 Client Feedback/Exit Survey. It is important to note that these findings represent a 20% response rate of the total population served. While this provides a valuable snapshot of client sentiment, we should continue to encourage participation to ensure an even broader perspective. Below is a summary analysis of the key themes and feedback received.

### Overview

This report summarizes the feedback from 99 clients who completed the Cass/Pulaski Community Corrections (CPCC) Exit Survey in 2025. The participants were primarily male (73.7%), with 75.8% participating in Home Detention and 24.2% in Work Release programs.

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### Key Metrics & Sentiment

The overall sentiment regarding the program is overwhelmingly positive, with high levels of stability and perceived support.

- Support Rating: 97.98% of clients rated the support they received as "Excellent" or "Good".
- Respect and Support: 95.92% of clients agreed or strongly agreed that they felt respected and supported by staff.
- Life Stability: 93.94% of participants feel more stable or in control of their life since starting the program.
- Professionalism: Clients noted the culture of the office, with one stating, "I think everyone i encountered was very professional and respectful. Thanks!".

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### Common Themes

#### 1. High Case Manager Engagement

Clients frequently highlighted the quality of their relationships with Case Managers as a primary factor in their success.

- Personalized Attention: 98.9% of clients felt their Case Manager took the time to understand their unique situations.
- Belief in Success: 98.9% believed their Case Manager genuinely believed in their ability to succeed.

- Meaningful Interaction: 95.9% reported that meetings were used in a helpful way, and 93.9% had "real conversations" about goals and challenges rather than just rules.
- Specific Praise: Multiple staff members were named for their impact:
  - Mel: "She always talked and didn't rush."
  - McKenna: "McKenna and her relatable attitude, always down to earth and willing to work with me".
  - Tammy: Specifically cited as a primary helper.

## 2. Accountability and Structure

The program's balance between strict rules and supportive guidance was a recurring theme in open-ended feedback.

- Clients noted that being "held firmly accountable" while being "fairly treated" was beneficial.
- Restrictions were credited with helping clients realize what is important and establishing daily routines.

## 3. Resource Accessibility

Support services played a vital role in client stability.

- 75.5% of clients were offered resources for housing, employment, mental health, or substance use.
- Services Received: Common resources utilized included 4 County mental health services, NA/support groups, employment search assistance (using tablets for applications), and addiction recovery classes.

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## Areas for Improvement

- Financial Accessibility: Only 43.43% of clients "Strongly Agree" that fees are reasonable. One client explicitly suggested, "Make it cheaper".
- Programming Diversity: There is a desire for more varied classes. One respondent suggested, "Offer more programs beside n/a and celebrate recovery". Another noted that programs should be "more diverse that way a non drug user can correlate and understand the classes".
- Communication Speed: Some clients feel administrative responses could be faster, specifically: "Request sheets being answered within a few days".
- Consistency and Tone: While most staff were praised, some clients requested that "same rules apply across the board" and noted that "Some of the COs attitudes" could be improved.
- Facility Amenities (Work Release): A specific request was made to "Let people out to smoke every few hours".

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## Staff Recognition

Several staff members were specifically praised for their professionalism and impact:

- Mel: Described as caring, kind, and never rushing conversations.
- McKenna: Commended for a relatable, "down to earth" attitude and willingness to work with clients.
- Tammy and Dan: Highlighted for their specific support and guidance.
- General Staff: Clients expressed deep appreciation for the "professional and respectful" treatment received from both Case Managers and Officers

## January 2026 Program Key Data Highlights:

### Program & Population Highlights

- Community Corrections served **176 total clients** in December, totaling **4,958 days supervised**
- **Work Release population increased to 40 residents, a 122% increase from December, operating at 77% capacity**
- **122 clients** served on Home Detention/Electronic Monitoring
- **27 clients successfully completed** their programs
- **Approximately 15 clients** participated in Work Crew projects
- **19 courtesy transfers** and **19 CTP clients** supported

**Risk, Safety & Accountability**

- Client risk levels: **49% Moderate, 30% Low, 21% High to Very High**
- **89% Safety Rate** – clients did not commit a new offense while under supervision
- **78% Completion Rate** – clients successfully completed supervision
- **29% Violation Rate** – (does not include pending violations)
- **Overall decrease** in key performance measures

**Drug Screening & Compliance**

- **201 drug screens administered**, with only **5% positive**
- Most common positives: **THC, cocaine, and alcohol**
- Overall compliance remains strong and consistent

**Offense Profile**

- **38%** drug/alcohol related offenses
- **18%** crimes against persons
- **14%** traffic-related
- Remaining cases include property, weapons, public health, and other categories

Info/Action

**PREA Update**

Wegner

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

- This past quarter the Department investigated zero (0) PREA incidents.

Info/Action

**CPCP Personnel Report**

Wegner

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.

- None

Info/Action

**CY2026 Grants Awards**

Hartoin

The CY2026 IDOC Award Announcements have been made. Community Correction received an approximate \$25,000 reduction, while both Pretrial Agencies were cut in entirely.

<b>Cass-Pulaski Regional</b>	<b>\$ 973,950.00</b>	<b>\$ 982,041.98</b>	<b>\$ 790,537.00</b>
Community Corrections	\$ 814,987.00	\$ 814,987.00	\$ 790,537.00
Community Supervision	\$ 420,088.00	\$ 420,088.00	\$ 407,485.00
Residential	\$ 394,899.00	\$ 394,899.00	\$ 383,052.00
Cass County Pretrial Services	\$ 77,590.00	\$ 92,590.00	\$ -
Pulaski County Pretrial Services	\$ 81,373.00	\$ 74,464.98	\$ -

Info/Action

**CY2027 IDOC Grant Applications**

Hartoin

The CY2027 IDOC Grant Applications are now open and available online through EUNA. The IDOC has \$52.9M available to award in grant funding for CY2027. All grant applications and supporting documents must be submitted via EUNA no later than **April 1, 2026. If qualified agencies in the Cass/Pulaski Region are submitted applications they must be approved by the CCAB and prioritized, even if funding was terminated in a prior year.** Court Services Director and Cass County Grant Administrator has begun the grant application and writing process. Again, the IDOC has \$52.9M available to award for CY2027, compared to \$65.5M awarded for CY2026. This reduction means they are facing some very difficult decisions again this year and additional funding cuts are expected.

Info/Action

**CY2025 Annual Reports**

Hartoin

Court Services Director Hillary Hartoin has initiated and began preparing the 2025 Annual Report for your review, with an expected completion date of March 31, 2026.

Info/Action

**Approval of New Drug Screen Fee Schedule**

Hartoin

We have received notice from CRL Laboratories that, effective March 1, 2026, the price for urine and oral fluid lab-based drug testing services will increase by 3%. Seeking approval of an updated client fee schedule that reflects said changes.

Info/Action

**2026 Board Appointments and Member List**

Hartoin

Please find attached the 2026 Board Appointment and Member list for Board Approval.

Info/Action

**2026 Terms and Conditions & Documents Review**

Hartoin

Every calendar year, Board Approval is required for client documents and terms and conditions. Current versions of all documents are available on our website for review.

**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**

<b>February 18, 2026</b>	<b>3:00 p.m.</b>	<b>CPCC Advisory Board Meeting</b>	<b>Cass County Government Building 200 Court Park Bicentennial Room</b>
<b>March 25, 2026</b>	<b>3:00 p.m.</b>	<b>CPCC Advisory Board Meeting</b>	<b>Cass County Government Building 200 Court Park Bicentennial Room</b>

<b>May 20, 2026</b>	<b>3:00 p.m.</b>	<b>CPCC Advisory Board Meeting</b>	<b>Cass County Government Building 200 Court Park Bicentennial Room</b>
<b>August 19, 2026</b>	<b>3:00 p.m.</b>	<b>CPCC Advisory Board Meeting</b>	<b>Cass County Government Building 200 Court Park Bicentennial Room</b>
<b>October 21, 2026</b>	<b>3:30 p.m.</b>	<b>CPCC Advisory Board Meeting</b>	<b>Cass County Government Building 200 Court Park Bicentennial Room</b>

Respectfully submitted,

*/s/ Hillary L. Hartoin*

Hillary Hartoin  
Court Services Director  
Secretary, Cass/Pulaski Community Correction Advisory Board