



# Advisory Board Meeting Minutes

-August 17, 2021-

**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 Mary Welker, Judge Stephen Kitts, Judge James Muehlhausen, Will Scott, Sheriff Ed Schroder, Terry Haney, Noah Schafer, Nicole Hiatt-Drang, Eric Regan, Kelly Stephenson, Mike Stajduhar and Carmin Ruff. Also in attendance was David Wegner, Director of the Cass/Pulaski Community Corrections and Hillary Hartoin, Director of Cass County Court & Pretrial Services.

Judge Muehlhausen presided over the meeting which was held on Tuesday, August 17, 2021 at 3:30 p.m. Due to COVID-19, the meeting took place virtually via the Lifesize application. A quorum was met.

## **SCHEDULED TOPICS**

### **Minutes**

The Board reviewed the Advisory Board Minutes dated June 22, 2021. Discussion took place. Noah Schafer made a motion to approve minutes as presented; Mike Stajduhar second. Vote taken and unanimously approved.

### **Financial and Statistical Reports**

Director Wegner presented the Financial Reports for the quarter ending June 30, 2021 and also advised the CY2022 County Budgets have been submitted and that hearings are now taking place. The Director advised the Board of the following account balances as of June 30, 2021:

363 IDOC Grant	\$48,078.03
312 Home Detention	\$411,884.50
370 Project Income	\$15,645.26
371 Project Income	\$311,958.90
397 CTP	\$239,638.08
CPCC WR General Fund (Bank)	N/A

Director Wegner advised that the quarter resulted in a project income account balance of \$979,126.74. Director Wegner further advised the quarter ended with a project income decrease of \$129,463.34. It should be noted that this past quarter the agency had the capital purchase of the body scanner for \$125,000.00.

Director Wegner reported that the client population remains unchanged from past quarters. The Director advised that on May 3, 2021, Work Release was opened for male participants. However, in response to COVID-19, the agency is continuing to keep the Work Release program at a reduced population. The Director reported that population has been modified to a maximum population of twenty (20) male clients. Female clients are continued to be placed on GPS-Home Detention or transferred to other community based residential facilities. Clients are able to maintain employment, but are not awarded community passes or allowed to participate in outside peer recovery meetings, unless they have received their COVID-19 Vaccine to limit exposure. 80% percent of work release residents have been voluntarily vaccinated and no residents or staff have tested positive since reopening.

The Director reported the following client statistical report:

**CPC** **Total Clients Served for Quarter**

<u>Cass County</u>		<u>Pulaski County</u>	
Juvenile Home Detention	3	Juvenile Home Detention	4
Adult Home Detention	94	Adult Home Detention	7
Work Release	22	Work Release	5

**Committees**

The Director advised that 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.

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

As mentioned, The Director advised 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-five (25) residents. Items discussed were as follows:

- 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 two (2) isolation cells and other useable space and connecting to the probation classroom. Matter is still in the planning stages. The Commissioners have committed to renovating the facility to allow for expansion and the addition of two isolation cells, to support the reopening of the Women’s Dorm. The Adult Probation Department will move into the Health Department’s current office, once they have finished transitioning to their new Smith Street Location, providing CPC with space to expand and renovate the current infrastructure to support full reopening. It was mentioned that the Cass County Commissioners approved said renovations at the August 16, 2021 Commissioner’s Meeting.

- This past quarter the agency had zero (0) employees and work release residents who tested positive for COVID-19. However, three (3) employees and four (4) clients contracted COVID like symptoms. In response, all were quarantined and tested for the COVID virus and Delta variant. All tests were returned as negative. Residents and staff were quarantined until health returned to normal.

Discussion took place and concluded without issue.

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

While the 2021-2023 Strategic Plan Progress Report was dispensed to the Board, due to time constraints the report was not reviewed.

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

Due to time constraints, the Board did not review the CPCC/Probation Collaboration Plan and progress made to date.

### **Cass County Jail Expansion**

Director Hartoin advised that the one hundred and fifty (150) bed expansion of the Cass County Jail is progressing and that completion is now expected in late summer or fall of 2022. Director Hartoin further reviewed the Cass County Jail Analysis, highlighting that the jail population is currently at 221 inmates, with 14 inmates being housed in outside facilities. It was noted that the largest sector of the population are those serving an executed sentence, with 48 inmates serving a sentence on a Level 6 Felony Conviction. Community Corrections continues to target this sector of the population for participation in the program when appropriate.

### **Staff Training Report**

Director Wegner reported that this past quarter staff have continued to work on their forty (40) hour training curriculum. Training completed since this writing included Defensive Tactics as facilitated by the Cass County Sheriff's Department.

### **Quality Assurance Report**

#### *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 (quality assurance) committee now meets monthly in conjunction with Pretrial and Court Services. Items reviewed were the following:

- 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.
- Employee Satisfaction Surveys are due to be collected next 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.
- Field Visits and Contact Standards
  - As a result of staffing issues and shortages, mentioned below, the agency is struggling to maintain contact standards, which are currently averaging 70% compliance with program policy.
- 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.

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 reviewing our current policies and procedures.

Discussion took place and concluded without issue.

### **CPCC Personnel Report**

Director Wegner advised the board that the agency is currently understaffed with an opening for one full-time correctional officer and five part-time correctional officers. Positions remain open and are posted on Indeed and the county website, but little to no applications have been received. In response to this shortage in staff, compensations have been made by moving employee’s shifts to ensure proper coverage. With this being said, there still remains periods where shifts are minimally covered, which results in inadequate coverage in our work release, home detention, and work crew activities.

The Director reported this past quarter’s 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.

- Kourtney Corn – PT Correctional Officer
- Devon Krause – PT Correctional Officer

Discussion took place and concluded without issue.

### **Department and Facility Improvements**

Director Wegner reported the following update on improvements for the work release center:

- This past quarter the facility HVAC systems were replaced. The systems associated with the Work Release facility now have been upgraded to improve airflow and filtration in the facility.

### **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. 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 Probation Officer, provided the Board with a brief report. This year the department reported -28% Admissions, -28% Length of Stay and 1 Detention. No other issues or concerns reported.

Pulaski County: No report given.

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.

Cass County: Hillary Hartoin presented to the Board her quarterly report. Said report included the quarter's client population, cost savings, and performance metrics. This past quarter the agency enrolled its 250<sup>th</sup> client and the department has seen a 44% growth in clients served in the past month. Director

Hartoin also updated the board on the agency's upcoming IOCS Pretrial Certification Meeting scheduled for September 8, 2021. No other major issues to discuss.

Pulaski County: Carmen Ruff updated the board on the steps she is taking toward initiating the certification process.

Discussion took place and concluded without issue.

## **2021 Performance Metrics**

While the Performance Metrics Report was dispensed to the Board, due to time constraints the report was not reviewed.

## **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.

## **IDOC Grants**

Director Wegner reported that they CY2022 Grant Applications were submitted last quarter and that award announcements are expected on or about September 9, 2021.

## **CPCC Recent Projects**

Director Wegner provided a brief update on progress made on a variety of projects aimed to increase communication with clients and stakeholder. Updates highlighted included additions made to our interactive website, such as our virtual classroom and community job postings board.

## **Greenhouse**

Director Wegner advised that the community flower project is still underway and that flowers will remain in the community until the first part of October.

## **Court Services and JRAC**

Director Hartoin advised that this past quarter Court Services utilized the ICJI COVID Relief Grant to buy 27 laptops for multiple offices throughout our local criminal justice system. Remaining funds are being utilized to purchase sound panels and equipment for the virtual therapy room in the Cass County Jail. The department also applied for the Justice Partners Addictions Response Grant. \$60,000 is being sought to fund Mental Health Evaluations, Curriculum for Pretrial Services, Training and a Virtual Therapy Computer Lab for Community Corrections.

Director Hartoin advised that she will continue to update the board on JRAC reporting requirements and technical assistance once it is made available. The Sequential Intercept Model was briefly reviewed and it was suggested that each criminal justice agency gather population data and statistics in preparation

for the next suggested meeting in October. It was highlighted that the goal of the local JRAC Council is to better identify the needs of local criminal justice system.

**Other Business:**

No other business offered.

**Board Comments:**

No comments were offered.

**Adjournment:**

There being no further business the meeting was adjourned at 4:15 p.m.

Respectfully submitted

*/s/ Dave Wegner*

David Wegner  
Director, Cass/Pulaski Community Correction

NEXT SCHEDULED MEETING: TUESDAY, NOVEMBER 17, 2021 AT 3:30 P.M. THE MEETING WILL BE HELD VIRTUALLY.