



# Advisory Board Meeting Minutes

-March 22, 2023-

**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:** Mike Stajduhar, Will Scott, Michele Stowers, Carmin Ruff, Sheriff Ed Schroder, Judge Lisa Swaim, Judge Stephen Kitts, Chris Allen, Dave Wegner and Hillary Hartoin.

Dave Wegner, Director, presided over the meeting which was held on Wednesday, March 22, 2023 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 February 21, 2023. Discussion took place. Mike Stajduhar made a motion to approve the minutes as presented; Judge Stephen Kitts second. Vote taken and unanimously approved.

### **Approval of 2023 User Fee Schedule and Terms & Conditions**

Director Wegner presented the 2023 User Fee Schedule and 2023 Terms and Conditions of Community Service, Home Detention, IJS, Work Release, Treatment Contract and Sex Offender Terms. Mike Stajduhar made a motion to approve the User Fee Schedule and Terms & Conditions as presented; Chris Allen second. Vote taken and unanimously approved.

### **Approval of 2023 Collaboration Plan**

Director Hartoin presented the 2023 Cass/Pulaski Collaboration Plan. Mike Stajduhar made a motion to approve the plan as presented; Will Scott second. Vote taken and unanimously approved

### **Request to Utilize Project Income**

Director Wegner advised the Board of the need to spend Project Income Funds to purchase new furnishings, technology and furniture for the facility. Said purchase would include not only new office furniture for case managers, but also new furnishings and technology components for the facility classroom, staff meeting area, computer lab and individual conference rooms. Mike Stajduhar made a motion to approve the use of up to \$125,00 in PI. Will Scott second. Vote taken and unanimously approved

### **Selection of New Community Supervision Drug Screen Lab**

Discussion took place regarding selection of a new Drug Screen Lab/Vendor for all our community supervision agencies as our current lab, Witham is closing. Review of CRL and Cordant has taken place and it is most likely,

that all agencies will agree to go with CRL due to accessibility and cost. Discussion and transfer of services to take place in coming weeks. Court and Prosecutors advised that care has been taken to ensure all testing panels remain the same.

**CY2023 Grant Applications**

Cass/Pulaski Community Corrections, Cass County Court & Pretrial Services, the Proposed Cass County Jail Treatment Program, and Pulaski County Pretrial Services Grant Applications were presented to the Board for approval and prioritization. Discussion took place and the Board prioritized the grants as follows:

1. Cass/Pulaski Community Corrections – Community Supervision
2. Cass/Pulaski Community Corrections – Work Release
  - It is highlighted that while the total requested grant amounts for the Work Release & Community Supervision Grants have remained the same, that the Community Supervision total amount requested is now higher, due salaries and fringe moved to being paid off the grant.
3. Cass County Court & Pretrial Services
  - Increase in amount requested to keep Director’s salary in line with Probation Officer Pay Scale.
  - Funding also requested of both IOCS/IDOC for an additional case manager.
4. Pulaski County Probation Pretrial Services
  - Increase in amount requested to keep Coordinator’s salary in line with Probation Officer Pay Scale.
5. Cass County Jail Treatment Program

Judge Lisa Swaim made a motion to approve the applications as written and above noted prioritization; Mike Stajduhar second. Vote taken and unanimously approved. Agencies reminded that submission is due April 28, 2023 and Director Hartoin to prepare Board Prioritization Letter to accompany grant submissions.

**Adjourn**

There being no further business Mike Stajduhar made a motion to adjourn; Ed Schroder second. The Meeting was adjourned at approximately 4:20 pm.

**Upcoming Meetings/Events**

Tuesday, May 16, 2023	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, August 15, 2023	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, November 21, 2023	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