



Cass/Pulaski Community Corrections  
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## Cass/Pulaski Community Corrections Advisory Board Minutes November 19, 2019

**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 Chrystal Kocher\*, Terry Haney, Mercedes Brugh, Ryan Browning\* Eric Regan, Bethany Schondrodt, Sheriff Ed Schroder, Kelly Stephenson, Chris Allen, and Mike Standajuar. Also attending was David Wegner, Director of the Cass/Pulaski Community Corrections, Hillary Hartoin, Amana Cosgrave, and Dani Garrison .

\* Indicates utilized the teleconferencing network.

Judge Muehlhausen presided over the meeting which was held on Tuesday, November 19, 2019 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 August 20, 2019.

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

#### Financial and Statistical Reports

Director Wegner presented the Financial Reports for the quarter ending September 30, 2019. The Director advised the Board of the following account balances:

363 IDOC Grant	\$99,110.70
312 Home Detention	\$232,890.70
370 Project Income	\$7,002.49
371 Project Income	\$410,797.66
397 CTP	\$324,984.44
CPCC WR General Fund (Bank)	N/A

Director Wegner advised that the quarter resulted in a project income account balance of \$975,675.29  
*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 \$12,227.71.

The Departments statistical report identifies client populations are at normal levels. The department's Home Detention population has maintained an average population of eighty-two (82) 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.

### 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.

#### **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 is projected to begin in the coming months.

A review of the Jail list identifies that daily populations are exceeding 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 35 inmates who are serving a level 6 or misdemeanor conviction. For comparisons sake, community corrections also supervise around 60 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**

Will Scott and Mystine Collins facilitated a training to staff on Implicit Bias.

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 complaint 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 no PREA complaints or investigations were conducted this quarter.
- 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.

- Braxton Vanarsdale – Part Time Correctional Officer
- Josie Burgess – Part Time Correctional Officer
- Tricia Cox – Part Time Correctional Officer

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. 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 also is 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: No issues to Report.

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: It was presented to the Board the quarter's client population and completion rate. No major issues to discuss.

Discussion took place and concluded without issue.

## **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.

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.

## **CPCC FY19 Annual Report**

Director Wegner advised that on September 27<sup>th</sup> the Board, via e-mail, received and approved our IDOC FY19 Annual Report. Since this was the first meeting since said approval the Director went over this report with the Board.

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, FEBRUARY 18, 2019 AT 3:30 P.M. THE MEETING WILL BE HELD IN THE BICENTENNIAL ROOM IN THE CASS COUNTY GOVERNMENT BUILDING, 200 COURT PARK, LOGANSPOUT, INDIANA.**