



Advisory Board Meeting Minutes

-May 16, 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, Michele Stowers, Carmin Ruff, Sheriff Ed Schroder, Kelly Stephenson, Judge Mary Welker, Nicole Hiatt-Drang, Dr. Carrie Cadwell, Chris Allen, Dave Wegner and Hillary Hartoin.

Dave Wegner, Director, presided over the meeting which was held on Tuesday, May 16, 2023 at 3:30 pm. A hybrid meeting format was used with in person attendance in the Commissioner's Hearing 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 March 22, 2023. Discussion took place. Mike Stajduhar made a motion to approve the minutes as presented; Kelly Stephenson second. Vote taken and unanimously approved.

Executive Director Report

Director Wegner presented the financial report for the quarter ending March 2023 and reported that as of March 31, 2023, the department holds cash balances in the following accounts:

363 IDOC Grant	\$14,811.75
312 Home Detention	\$591,469.61
370 Project Income	\$9,018.02
371 Project Income	\$331,140.25
397 CTP	\$234,616.68
CPCW WR General Fund (Bank)	N/A

The Board was further advised quarter resulted in a project income account balance of \$1,166,254.56 The department ended the quarter with a project income decrease of \$29,494.70

Committees

The Director Wegner 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.

CPCC Department 2021-2023 Strategic Plan Progress Report

The Board was reminded that 2021-2023 Strategic Plan is available on our website for review and that measurements on metrics are reviewed annually at the end of the fiscal year. The Board was advised that work on the 2024-2026 Strategic Plan will begin this summer

Cass County Jail Programming

Director Hartoin reported that there are currently 10 men in either the Wednesday Individual Counseling, WRAP or MORE Programs and 4 women in the Friday WRAP Program. Six inmates are participating in the ACCI eCourse Program and we have also had 8 Certificates/Course Completions ranging from Domestic Violence, Substance Abuse, Personal Responsibility, Cognitive Awareness and more.

Staff Training Report

Director Wegner reported that 4C Doctoral Intern Sergio Maldonado Aguiniga continues our Staff Focus Group Study. Data is currently being gathered which, upon analysis, will result in recommendations to improve workplace culture among staff and identified the following areas of opportunity for growth: *Training, Communication, Accountability and Consistency, and Managing Conflict.*

Quality Assurance Report

Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

Continuous Quality Improvement Committee

Director Hartoin, provided the following update from the agency's Quality Assurance Committee:

The Department's Quality Assurance Committee now meets monthly in conjunction with Pretrial and Court Services, who also holds monthly SRS Trainings that resume once renovations are complete. Case management review still is reporting metrics below the agency target of 85%-90% compliance with standards, while the agency outcome performance measures below are still within acceptable limits, as seen below. The Director continues to work with case managers and monitor caseloads to improve measurements, while Court Services works the IDOC and IOCS in creating reports to help more easily identify areas needing improvement and improve policy. There were not enough Client Satisfaction/Exit Surveys collected this quarter to analyze. Case Managers have been instructed to have clients exiting the program to complete the survey along with the Exit IRAS.



Violation Rate: the percentage of clients who received a violation; pending violations are NOT included; this is a measure of closed cases.



Safety Rate: the percentage of clients who do not commit a new offense while under supervision; this is a measure of closed cases.



Completion Rate: the percentage of clients who remain under supervision until the end of their sentence.



Drug Screen Positivity Rate: the percentage of drug screens administered that return a positive result

PREA Update

Director Wegner advised that this past quarter the Department has received zero (0) PREA complaints. The facility PREA committee met this past quarter and is currently reviewing our current policy and procedure.

CPCC Personnel Report

Director Wegner 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.

- Harmoni Stone – Part Time Correctional Officer
- Jared Regan – Part Time Correctional Officer

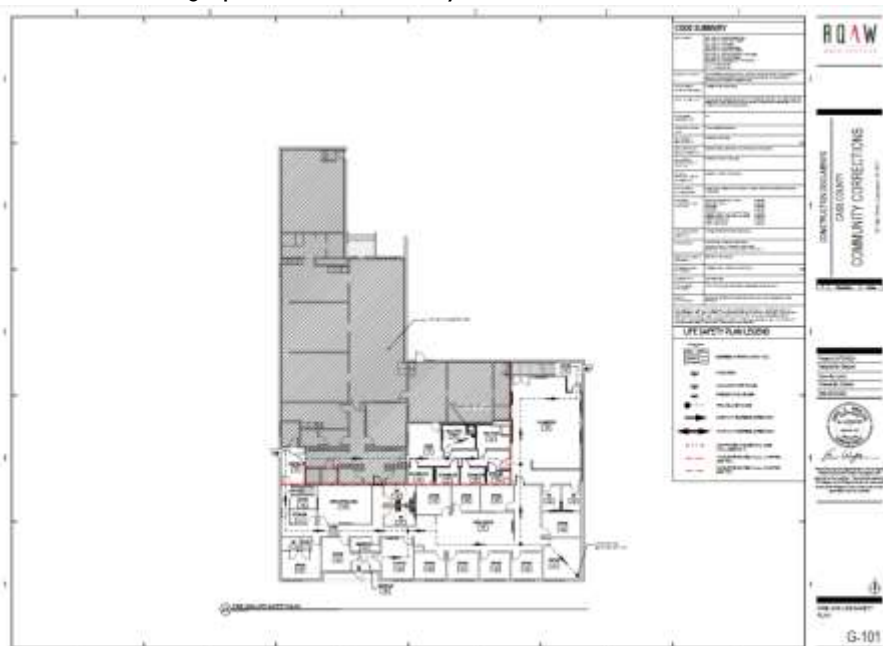
New Hires

The following have been recent new hires of the Department.

- Paula Pear – Part Time Correctional Officer
- Patricia Helm – Part Time Correctional Officer

Facility Renovation

Director Wegner gave the following update on the facility renovation.



- Renovation is currently underway. As mentioned in prior meetings, the facility's floorplan is being renovated to include the addition of two (2) isolation cells, three (3) client meeting rooms, a classroom, and updated interior office spaces. Completion is scheduled for July 1, 2023. Below you'll find several pictures featuring the progress made.



Hallway



Isolation Cell



Classroom

Juvenile Detention Alternative Initiative (JDAI)

Director Hartoin, for Chief Will Scott, reported that Officer Helen Gray retired in the past month and that said position has been moved to Pretrial Services and will not be filled in the Juvenile Probation Department and the existing Coordinator of Juvenile Probation has transitioned to the Director of Aim Park. Chief Juvenile Probation Officer Will Scott will assume her duties. Pulaski County JDAI did not provide a report.

Pre-Trial Release Programs

This past grant period Pulaski Probation and Cass County Court Services received 1006 funding for the implementation of a pre-trial release/supervision program. The following is a report on progress:

Director Hartoin reminded the Board that the Cass County Pretrial Policy and Stakeholder Team Meetings are combined with the CPCC Advisory Board Meetings and provided the following updates:

Cass County: Cass County Pretrial Policy and Stakeholder Team Members, please remember that our meetings are combined with the CPCC Advisory Board Meetings for your convenience. Below are a few brief program updates:

2023 1st Quarter Overview : CCCPS had a record breaking first quarter of 2023, enrolling their 500th client since launching in 2018 and serving over 61% of the 2022 total population served. The agency also has seen a 58% increase in assessments, completing 84 in Q1, approximately 3 times the amount of Community Corrections. This coupled with a 60% increase in supervised intakes, shows a sustained surge in growth. The agency ended the quarter with 41 clients successfully completing the program and over 30 clients completing voluntary ACCI CBT Programming Courses.

Cass County Pretrial Services is also excited to announce that we are expanding! The Cass County Commissioners and Council have established and funded a new full-time case manager position for the department. We are currently in the hiring process.

Pulaski County: Pretrial Coordinator Carmin Ruff reported that received their Provisional Certification.

CY2024 Grants Applications

Director Hartoin advised the Board that the CY2024 IDOC Grant Applications have been submitted for Cass/Pulaski Community Corrections, Cass County Court & Pretrial Services, Cass County Jail Treatment Program and Pulaski County Pretrial Services. It is noted that the Cass County Council and Commissioners locally funded Cass County Pretrial Services' request for a new case manager and that said request was removed from CCCPS' grant application with funding requested only to sustain current operations. Award letters are expected by July 26th.

CY2022 IDOC Fiscal Audit

Both Community Corrections and Cass County Pretrial Services have completed and submitted their CY22 IDOC Fiscal Audit for review. Results are expected in the coming months.

New Drug Screen Laboratory: CRL

Director Wegner advised the Board that Witham Laboratory, our previous vendor for drug screens, closed on April 28th. Community Correction, Probation and Pretrial Services collaborated and chose CRL Confirm Biosciences as the new vendor/laboratory. All drug screen panels, urine and oral, were designed to mirror panels previously used by Witham. All agencies will monitor their experiences with the new vendor in the coming months before deciding if switching to another vendor would better suit our needs. Court Services is working with Cordant to establish a new contract for hair follicle testing.

First SEA 9 Reports Submitted

Both Community Corrections and Cass County Pretrial Services have completed both of their SEA 9 Electronic Monitoring Reports for review by the Cass County Local JRAC. While Pretrial Services uses SRS, our case management system for reporting, due to the volume of alerts received, Community Corrections is working with Attenti and Court Services to export data for reporting. Said reports have uncovered the need for policy updates to ensure passes are entered in Attenti, our EMS system, to reduce the number of false location alerts.

CPCC Advisory Board Makeup/Officer Elections

The Board was reminded that 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.

Court Services and JRAC

Director Hartoin, Cass County JRAC Chair, provided the below update, and briefly advised that Cass County JRAC:

The Cass County Local JRAC continues to meet on a regular basis, with the last meeting held on March 22nd. The Cass County JRAC has been appointed by the Cass County Commissioners to discuss, review and make recommendations regarding proposals for the Opioid Settlement Funding. The Council will begin reviewing proposals this July.

Court Services is currently overseeing the CY23 JPAR Sim Grant and reports that there is approximately \$7,000 in funding remaining for mental health evaluations. Funds are being expended more quickly due to the increase in travel expenses charged by the examining physicians.

Court Services also renewed the ACCI Corrections Contract for another two years for all community supervision agencies and the Cass County Jail.

Laundry Contract

Director Wegner related to the Board that the agency contracts laundry services for clients in our work release program. Our current contract calls for the vendor to provide the washers and dryers with clients paying the vendor for use of the equipment. We are exploring the option of closing out this contract and purchasing our own commercial washers and dryers. To offset the cost, we are looking at charging clients an extra \$2 per day, thereby, bringing the work release program user fee rate to \$22.00 per day. Clients will be allowed to wash two (2) loads of clothes per week and we'll provide the laundry detergent. Asking for discussion and approval to implement this change to the fee schedule. Mike Stajduhar made a motion to increase the Work Release User Fee to \$22 per day effective immediately; Chris Allen second. Vote taken and unanimously approved.

Programming Audit

Director Wegner advised the Board that on May 24th the agency will be undergoing a programming audit facilitated by the Indiana Department of Corrections and the University of Cincinnati, the CPC and CPC-CSA . The purpose of the audit is to provide a baseline on where our agency is at in the implementation and practice of

evidence-based practices and data entry and collection. Follow-up audits are to take place every three (3) years for measurement, with results expected within two to three months.

2023 Beautification Project

It's that time of year! Flowers are being placed in the community this week. We have over 8,000 plants being placed in the community with over 180 hanging baskets and 180 barrels.



Other Business

No other business was offered.

Board Comments

No other comments were offered.

Adjourn

There being no further business Mike Stajduhar made a motion to adjourn; Kelly Stephenson second. The Meeting was adjourned at approximately 4:30 pm.

Upcoming Meetings/Events

Tuesday, February 21, 2023	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
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/ Hillary Hartoin

Hillary Hartoin
Director, Cass County Court Services