



Advisory Board Meeting Agenda -March 25, 2025-

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.

	Call to order	<i>Muehlhausen</i>
	Roll Call	<i>Wegner</i>
Action	Consent Agenda Meeting Minutes – November 18 2024	<i>Wegner</i>
Action	Executive Director Report 2024 4 th Quarter Financial Report 2024 4 th Quarter Statistical Report	<i>Wegner</i>

The financial report for the quarter ending December 2024 is attached. As of December 31, 2024, the department holds cash balances in the following accounts:

363 IDOC Grant	\$2,977.54
312 Home Detention	\$320,132.29
370 Project Income	\$21,915.84
371 Project Income	\$329,057.20
397 CTP	\$231,177.68
CPCC WR General Fund (Bank)	N/A

This quarter resulted in a project income loss of \$41,880.56 for an account balance of \$902,283.01

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

Info/Action **CPCC Department 2025-2026 Strategic Plans** Hartoin

The 2025-2027 Strategic Plans for Cass/Pulaski Community Correction and Cass County Court Services are finalized for your review. Discussion and vote to approve proposed Strategic Plans to take place.

Info **2025-2026 Strategic Collaboration Plan** Hartoin

The 2025-2026 Collaboration Plan is finalized for your review. Discussion and vote to approve proposed Strategic Plans to take place.

Info **Jail/Probation/ Pretrial/Court Programs** Wegner

The Board will discuss issues relating to Probation, Prosecutor Pre-Trial Diversion, Local Jail and Court Programs.

Items for discussion include the following:

- **Cass County Jail Programming**

In 2021, the Cass County Sheriff's Department, in collaboration with 4C Health and Court Services, launched the Jail Therapy Program to assist inmates with substance abuse disorders. The program's curriculum includes WRAP (Wellness Action Recovery Plan) and MORE (My On Going Recovery), which are relapse prevention programs aimed at facilitating inmates' transition back into the community. Both group and individual counseling sessions are offered for women and men. In 2023, the Court Services department deployed the ACCI Corrections eCourse Program at the Cass County Jail. Currently, 20 inmates are participating in the WRAP, or MORE programs, while 9 inmates are enrolled in the ACCI eCourse Program and 3 clients are in the HSE (High School Equivalency) Program. This jail has a 39% Program Participation Rate.

Open Discussion on additional issues or concerns.

Info **Staff Training Report** Wegner

This past quarter staff have begun to work on their forty (40) hour training curriculum. In February, staff attended the Coaching Model for Change Collaborative Training Part 3 with Brian Lovins of Justice System Partners. This training included the we had the unique opportunity to participate in the CRMC Simulation. To help staff understand how a coaching-oriented organization operates, Justice System Partners has developed a Coach Referee Simulation. This simulation takes staff through the various phases of correctional interventions, allowing them to experience the difference between a "referee" approach and a "coaching" approach. At each phase, staff had the chance to debrief and contextualize their learnings. Upon completing the simulation, staff were encouraged to develop their own personal practice models, incorporating the Coaching Model for facilitating change throughout the process. Said training was sponsored by our Local JRAC and included all local community supervision staff.

Ms. Hartoin using JPAR SIM Grant funding, signed a contract in last July that provided for continued professional development with JSP and Dr. Lovins to further support implementation of the Coaching Model. This TA Contract allows for staff to earning their Coaching Certifications from JSP via the Journey.DO Software. This quarter, all staff completed their online coaching curriculum through Justice System Partners, earning their certificates. Review of 2024 training requirements, show that only 50% staff completed their required trainings, but that 83% of case management staff completed their required training hours.

Info

Staff Duties/Staffing Plan

Wegner

Due to staffing issues, this Work Release Coordinator position is now shared by four (4) case managers who share the duties of this role in addition to their caseload. The Case Managers/ Work Release Coordinators are responsible for the daily operations of the Work Release Facility. Responsibilities include training and scheduling of staff, monitoring of clients, and ensuring the facility is operating at acceptable standards. As mentioned, the coordinators also work with the director to maintain the agency's bookkeeping, accounting, and financial management practices. Additionally, to cross-train staff and increase availability to the courts, all case managers are trained to assist the intake coordinator in preparing client evaluations and eligibility determinations.

Info

Quality Assurance Report

Wegner & Hartoin

Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

Continuous Quality Improvement Committee

The Department's Quality Assurance Committee now meets quarterly in conjunction with Pretrial and Court Services, who also holds monthly SRS Trainings that will resume after the first of the year. Case management review still is reporting metrics below the agency target of 70%-75% 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. For example, average caseload size is 27 compared to previous average of 40, Staff accountability with case management and data entry shows a grave need for improvement.

The Court Services Director, who oversees data collection and quality assurance for Community Corrections, has noticed concerning trends, including inaccurate data entry, backdating of data, and a need for improved reliability. These issues were then communicated to the Director.

Info/Action

2025 Fee Schedule Update

Wegner & Hartoin

Due to laboratory changes and increases in supply kit costs, the fee schedule has been updated to reflect new charges for saliva and hair follicle drug tests and updates to the Work Release Laundry Fee. Discussion and vote to approve proposed updated fee schedule to take place.

Info/Action

Updated Logo

Wegner & Hartoin

Court Services Director, Hillary Hartoin, graciously redesigned our agency's logo to a more modern and refreshed design, pictured below.



Info/Action

PREA Update

Wegner

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

- This past quarter the Department investigated zero (1) PREA incident. The investigation found the allegation was unfounded.

Info/Action

CPCC 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

Juvenile Detention Alternative Initiative (JDAI)

Wegner

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: No issues to Report
Pulaski County: No issues to Report.

Info/Action

Pre-Trial Release Programs

Hartoin

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:

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

In 2024, CCCPS achieved another record-breaking year. The agency served 363 clients, a 21% increase from 2023 and 59% increase from 2022. This was accompanied by a 5% rise in evaluations and a 19% surge in new intakes. CCCPS also diverted \$1,721,120 in incarceration expenses, an 8% increase, equivalent to 118 years of jail bed stays. Lastly, the agency brought in \$1,122,577.00 in new grant funding in 2024.

In partnership with Psychotherapy Associates of Kokomo (PAK), we expanded our therapeutic programming to 4 days per week due to an 18% increase in clients participating in services.

Cass County Pretrial Services' Integrated Therapeutic Model was highlighted at the 2025 NAMI Conference in their keynote address.

Cass County Pretrial Services' is schedule for recertification on May 20, 2025. Ms. Hartoin will be reaching out to local stakeholders regarding next steps.

Pulaski County: No report submitted.

Entity	Award
Community Corrections	\$814,987.00
Community Supervision	\$420,088.00
Residential/Work Release	\$394,899.00
Drug Court	
Mental Health Court	
Veterans Court	
Reentry Court	
Domestic Violence Court	
Alcohol & Drug Program	
Pulaski Pretrial Services	\$81,373.00
Cass Pretrial Services	\$77,590.00
Prosecutor's Diversion	
Jail Treatment	
Total Advisory Board Award	\$973,950.00

Info/Action

CY2025 Grants Awards

Hartoin

The CY2025 IDOC Award Announcements have been made. All current funding amounts remained the same as CY2024, with no increase as seen below. It is noted that no new funding was awarded across the State.

Info/Action

2024 Annual Reports

Wegner & Hartoin

Cass/Pulaski Community Corrections, Cass County Court & Pretrial Services and Pulaski County Pretrial Services are each to present their annual report to Board for discussion and review. Board will vote on approval of said reports.

Info/Action

2026 IDOC/IOCS Grants

Wegner & Hartoin

Cass/Pulaski Community Corrections, Cass County Court & Pretrial Services, and Pulaski County Pretrial Services have all prepared CY2025 IDOC Grant Applications for Board Approval and Prioritization. Each agency will present their application for discussion and questions. Submission is due April 11, 2024.

Info/Action

Participation Expectations

Hartoin

Court Services Director, Hillary Hartoin, to remind grantees of the reporting requirements, attendance and other obligations to the Advisory Board as a term of received grants.

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

March 25, 2025	3:00 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
May 20, 2025	3:00 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
August 19, 2025	3:00 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
November 16, 2025	3:00 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

/s/ Dave Wegner

David Wegner
Director, Cass/Pulaski Community Correction