



Advisory Board Meeting Minutes

-May 19, 2020-

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 Lisa Swaim, Judge Crystal Kocher*, Eric Regan, Sheriff Ed Schroder, Will Scott, Stacy Cox, Dr. Carrie Caudwell, Bethany Schoenrad, and Mike Standajuar. Also attending was David Wegner, Director of the Cass/Pulaski Community Corrections and Hillary Hartoin, Coordinator of Cass County Pretrial Services.

* Indicates utilized the teleconferencing network.

Judge Muehlhausen presided over the meeting which was held on Tuesday, May 19, 2020 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 February 25, 2020.

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

Financial and Statistical Reports

Director Wegner presented the Financial Reports for the quarter ending March 31, 2020. The Director advised the Board of the following account balances:

As of March 31, 2019, the department holds cash balances in the following accounts:

363 IDOC Grant	\$160,822.76
312 Home Detention	\$268,137.41
370 Project Income	\$14,502.49
371 Project Income	\$434,588.18
397 CTP	\$341,884.89
CPCC WR General Fund (Bank)	N/A

Director Wegner advised that the quarter resulted in a project income account balance of \$1,059,112.90.

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 \$32,357.00.

The Department's statistical report identifies client populations have decreased overall. In response to the Corona Virus, Work Release decreased its population to ten (10) clients, moving most client to GPS Home Detention. The GPS Home Detention population is currently just over one hundred (100) clients. The Director mentioned that since court proceedings are delayed, population has been trending lower.

Discussion took place and concluded without issue.

CPCC Work Release Concerns/COVID-19 Report

Director Wegner reported that in efforts to prevent the spread of the COVID-19 Virus, the agency transferred a majority of the residents from the Work Release Program to GPS Home Detention. The Director advised that at the time of this meeting nine (9) residents were housed in the facility. Director Wegner presented to the Board that our facility lacks the proper infrastructure to adequately isolate ill or aggressive clients, as the basic floorplan of the facility consists of a forty (40) bed male dorm, twelve (12) bed female dorm, a classroom and a kitchen.

Director Wegner asked for discussion on how best to address this issue going forward. Discussion centered on the primary need to protect residents from infection. The Director made a recommendation that the population of the facility be reduced to 50% of capacity. That the female residents be removed from the facility and that the female dorm be used to isolate ill residents. Additionally, the Director commented that he is in the process of determining a cost of renovating the classroom into three (3) isolation cells and connecting the space with the classroom on the other side of the wall. Director Wegner reported that until the pandemic subsided he envisioned the facility being utilized for treatment and work crew only.

It was the consensus of the Board to follow the Directors recommendation.

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.

CPCPC Department 2018-2020 Strategic Plan

No issues of concern to report.

CPCPC Probation Collaboration Plan Jail/Probation/Prosecutor Pre-Trial/Court Programs

Due to the shortness of time, the Board did not review the CPCPC/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 began earlier this year.

A review of the Jail list identifies that daily populations are currently averaging one hundred fifty (150) inmates per day.

Community Corrections has been reviewing the Cass County Jail population. Pretrial Services Coordinator, Hillary Hartoin has conducted a population study. Said study shows that there are approximately 20 inmates who are serving a sentence for Level 6 Felony or Misdemeanor conviction. For comparisons sake, Community Corrections also supervises around 39 Cass County clients serving a Level 6 or Misdemeanor conviction.

The Jail's renovation of eighteen (18) beds is completed and being utilized.

- The Pulaski County Jail advised that they currently have no issues with population control.
- The Pulaski County Jail has a pending grant application with Indiana Criminal Justice Institute for a therapeutic treatment program. Status is still ongoing.

Discussion took place and concluded without issue.

Staff Training Report

Director Wegner reported that staff are currently working on their forty (40) hour training curriculum.

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 quarterly 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.
- The Director reported that work is also being done to convert client and component exits surveys to digital format with the goal to increase the reliability of submitted surveys.

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 currently reviewing our current policy and procedure, and performance measures. No issues of concern to report.

Discussion took place and concluded without issue.

CPCCC Personnel Report

Director Wegner reported this past quarter's resignations and new hires.

Resignations/Dismissals

This past quarter the following personnel tendered their resignation or have been dismissed from the Department.

- None Aiden Lewis – Part Time Correctional Office
- Tyler Lewis - Part Time Correctional Office

New Hires

The following have been recent new hires of the Department.

- None

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. The Director explained the upgraded camera system and installation of a new server at a cost of \$14,000.00. Cameras are ordered and are to be added in the office area, parking lot, and the barn/greenhouse. Project is scheduled to be completed by the end of June.
- Due to ongoing issues relating to staff accountability, the agency incorporated a timeclock system. The system began operation May 1st.
- In March, the Department changed GPS vendors from Sentinel to Attenti. This transfer has resulted in improved monitoring capability, equipment reliability, and cost savings.
- Inmate trafficking has been an ongoing issue. The agency would like to explore the purchasing of a body scanner by the end of the year. Grant opportunities are also continuing to be investigated.
- Space is limited in the facility. As mentioned in prior meetings, the Department is in need of additional office space. The Department is in need of expanding staff and has no offices/space in which to house these positions. Additionally, the work release facility is in need of isolation cells.

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: Will Scott provided the Board with the quarter's statistical report. No issues or concerns.

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, cost savings, and performance metrics. No major issues to discuss.

Pulaski County: Judge Kocher presented the quarterly report to the Board. No major issues to discuss.

Discussion took place and concluded without issue.

2020 Performance Metrics

No new information to report.

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.

CPCC Recent Projects

Director Wegner made the following report on recent projects:

Texting Program

Director Wegner reminded the Board that Community Corrections has partnered with Cass County Pretrial Services to launch our mass text message system and advised that the project is progressing well. The Director explained that informational and motivational texts are being sent out daily to both Community Corrections and Pretrial Release Clients. Additionally, the agency has digitized our program and component exit surveys using Survey Monkey and are distributing said surveys using the text

message system. This has resulted in an increase in the amount of data collected, as well as expanded the ways that data can be future analyzed.

Director Wegner commented that we are now entering the phase of including the Advisory Board into this system.

Treatment Curriculum

Director Wegner reported that in response to the Four County Counseling Center incorporating the “A New Direction” curriculum into their Intensive Outpatient Program (IOP), the agency has made the decision to add to our catalog of cognitive and treatment programming the “My Ongoing Recovery Experience” and “Interpersonal Skills” curriculum. The Director advised that while the agency will continue to utilize the “A New Directions” course for clients who are not enrolled into the Four County IOP program that we are adding “My Ongoing Recovery Experience” and “Interpersonal Skills” curriculum as an aftercare and/or independent program.

Teleservices

Director Wegner advised that COVID-19 has halted the traditional face to face communication in our treatment programming. In response, the agency upgraded our iPads to include the ZOOM and other teleservice applications. Using these applications, clients have been able to meet with their therapeutic counselors, attend virtual NA/AA meetings and participate in substance abuse related forums. The Director explained that utilizing virtual therapy providers and peer support groups has also had the added benefit of broadening the type and specialty of services that are available to clients, including grief and family counseling and women’s groups. The abovementioned additions to our treatment programming also include interactive applications that supplement the curriculum.

E-Filing

Director Wegner reported that Community Corrections, along with Pretrial Services, started e-filing court filings this March and report that the transition is going smoothly.

CPC Website

Director Wegner reported that are partnering with Pretrial Services to build a dedicated website for both entities. The website will be interactive, allowing attorneys to submit applications for clients, client access to required program forms and community resources, links virtual peer support and recovery groups, instructions on how to pay fees and restitution, and the dissemination of agency information the public. It is believed this site will be completed by the end of June.

Transferring Work Release Audit Format from Paper to Digital Format

Director Wegner reported that we are near the completion of transferring our IACCAC Residential Facility Audit format from paper to digital format. The Director reminded the Board that this audit consists of over two hundred and fifty (250) standards that relate to the safety and management of the facility. He explained that to simplify the auditing process we created electronic files for each standard. Each standard will have attached the associated agency policy. Standards and polices are color coded and hyperlinked to correlate with the subject matter and supporting documents will be scanned into the file thereby providing verification we are in compliance with said policy. Said Audit is also being formatted in such a way that it could be completed remotely.

Director Wegner commented that it is our belief that converting this audit process to a digital format will result in an easier and fluent process not only for ourselves, but the auditors as well.

Other Business:

No other business offered.

Board Comments:

No comments were offered.

Adjournment:

There being no further business the meeting was adjourned at 5:00 p.m.

Respectfully submitted

/s/ Dave Wegner

David Wegner
Director, Cass/Pulaski Community Correction

NEXT SCHEDULED MEETING: TUESDAY, AUGUST 18, 2020 AT 3:30 P.M. THE MEETING WILL BE HELD IN THE BICENTENNIAL ROOM IN THE CASS COUNTY GOVERNEMNT BUILDING, 200 COURT PARK, LOGANSPOORT, INDIANA.