



Advisory Board Meeting Minutes

-February 20, 2024-

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, Carmin Ruff, Sheriff Ed Schroder, Jen Schafer, Nicole Hiatt-Drang, Will Scott, Chris Allen, Judge Lisa Swaim, Judge Jim Muehlhausen, Judge Crystal Kocher, Kian White, Sherry Pherson, Kelly Stephenson, Dave Wegner and Hillary Hartoin.

Dave Wegner Director, presided over the meeting which was held on Tuesday, February 20 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 November 28, 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

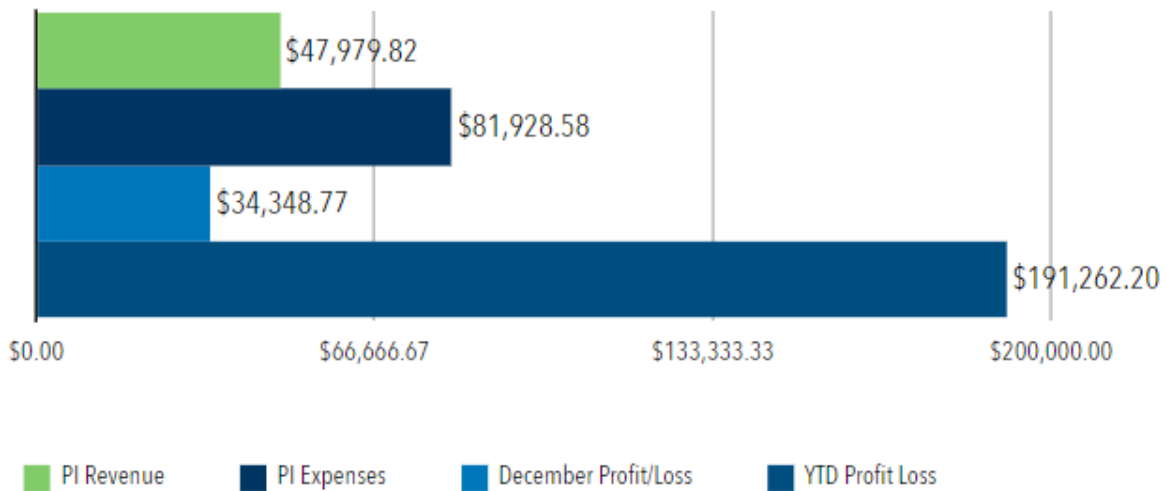
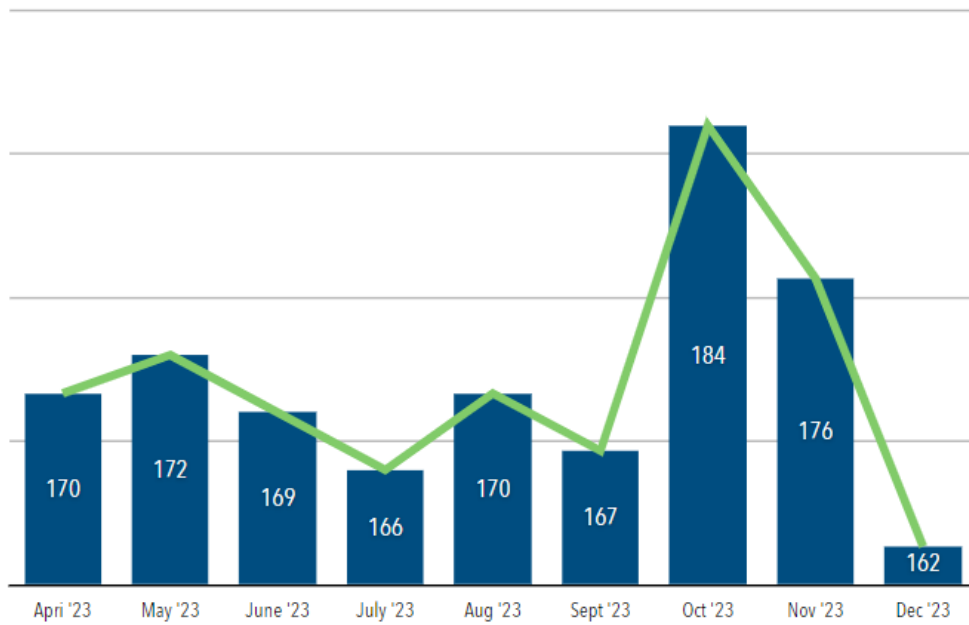
Director Wegner presented financial report for the quarter ending December 2023. As of December 31, 2023, the department holds cash balances in the following accounts:

363 IDOC Grant	\$ 4,337.88
312 Home Detention	\$476,129.45
370 Project Income	\$20,582.27
371 Project Income	\$292,899.99
397 CTP	\$214,875.32
CPCW WR General Fund (Bank)	N/A

It was further reported that the quarter resulted in a project income account balance of \$1,004,487.03
Note: Said amount does not include IDOC Grant Funds or the Work Release General Fund.

The department ended the quarter with a project income decrease of \$20,875.04.

Monthly Clients Served 9 Month Trend



The Board was reminded that the 2023-2025 Strategic Plans are being finalized and will be posted on our [website](#) for your review. Measurements on metrics are reviewed annually at the end of the fiscal year. An update on the progress made on the goals set out in our Strategic Plan is included in our Annual Report which will be available in March.

2023 IDOC Performance Measures

The Board reviewed the completed CY2023 Performance Metrics Documents for Community Corrections and Cass County Court and Pretrial Services. Directors briefly recapped their progress towards achieving their goal.

Cass County Jail Programming

Director Hartoin gave the following update on the programming in the Cass County Jail:

In collaboration with 4C Health and Court Services, the Cass County Sheriff's Department launched the Jail Therapy Program in 2021, targeted towards inmates with substance abuse disorders. Curriculum includes WRAP, Wellness Action Recovery Plan, and MORE, My On Going Recovery, relapse prevention programs aimed at assisting transition back into the community with groups for both women and men and individual counseling. Court Services deployed the ACCI Corrections eCourse Program in the Cass County Jail in 2023. Two local church groups are now facilitating faith-based recovery courses and we now allow in-person facilitators. There are currently 28 inmates in either the Wednesday Individual Counseling, WRAP or MORE Programs. 3 inmates are participating in the ACCI eCourse Program and 6 clients participating in the HSE Program. The jail currently has a 25% Program Participation Rate. In 2023, we had 51 inmates complete the WRAP/MORE programs and 30 inmates complete online courses on the tablets

Staff Training Report

This past quarter staff have continued to work on their forty (40) hour training curriculum. Both the Community Corrections and Court Services Director attended and presented at the Fall IACCAC Training Institute. In addition, Court Services Director, Hillary Hartoin, conducted two learning teams with community corrections staff on Cognitive Skill Building and SEA 9 Data Entry. Court Services is also transitioning staff to the NIC eLearning Platform to save on costs that were incurred with the Relias Platform.

Quality Assurance Report

Restorative Justice Conferences

No Restorative Justice Conferences were held this past quarter.

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

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 85%-90% compliance with standards, while the agency outcome performance measures below are still within acceptable limits, as seen below, although the violation rate has increased. Analysis of client population and caseloads, show that caseload ratios are down and

within acceptable limits and that current standards are attainable. Staff accountability with case management and data entry shows a need for improvement.

2023 Year in Contact Standards Report

	Year End Average	Percent Change
Case Plan Completion	90%	15%
IRAS Completion	95.70%	2.90%
Office Contacts Compliance	86.45%	2.91%
Field Contacts Compliance	62.56%	595%
GPS Reviews Compliance	65.65%	173%
Drug Screens Compliance	82.38%	-4.39%

2023 Program Completion and Engagement Report

In 2023, the agency saw an 83% Program Completion Rate. 11% of clients did not complete programming due to revocation/return to incarceration due to a violation, with the remaining percentage of clients had their programming transferred to another post-conviction supervision/program cancelled. It is noted that Program Completion Rate is a measure of closed therapeutic programming conditions.

The Program Engagement Rate for 2023 is 78%, 16% decrease and is a measure of active and closed programming conditions. Meaning, this is the percentage of clients in the period, who have completed and/or were assigned therapeutic programming and have at least one verified attendance (engagement).

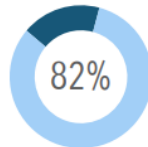
2023 Performance Measures Report



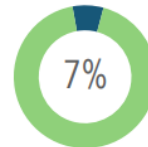
Violation Rate: the percentage of clients who received a violation; pending violations are NOT included; this is a measure of closed cases.



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.

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.

- June LaOrange

Juvenile Detention Alternative Initiative

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.

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:

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: Director Hartoin provided the following update for Cass County:

2023 4th QTR OVERVIEW:

Court & Pretrial Services CCCPS reports another record-breaking year in 2023. Early review shows the agency served 299 clients, a 31% increase from 2022. This was coupled with a 14% increase in evaluations and 27% increase in new intakes. We diverted \$1,598,960 in incarceration expenses, 107 years in jail bed stays. A further analysis will be highlighted in our annual report.

The Department now as a Data & Research PhD Intern from IU Bloomington, who started in January and will be validating program outcomes.

Pulaski County: No report submitted.

CY2024 Grants Awards

The CY2024 IDOC Award Announcements have been made. All current funding amounts remained the same as CY2023, with no increase as seen below. It is noted that no new funding was awarded across the State.

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	
Pretrial Services- Cass County	\$77,590.00
Pretrial Services- Pulaski County	\$81,373.00
Prosecutor's Diversion	
Jail Treatment	\$0.00
Total Advisory Board Award	\$973,950.00

CY2025 Grant Applications

Board advised that CY2025 IDOC Grant Applications opened on February 2, 2024 and are due on April 12, 2024. It is asked that the Board hold an additional meeting in March to review said applications before submission.

CPCC Advisory Board Makeup/Officer Elections

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.

Additional Funding/Courts Services & JRAC

Miss Hartoin advised that Court Services was awarded the CY24 IOCS JPAR SIM Grant and was successfully able to increase funding from \$45,000 to \$155,000. Funding is designated for CPCC's therapeutic division, with additional funding awarded to expand programming offered to include evening and Saturday classes, in addition to competency evaluations for the Courts and EBP curriculum. Court Services has been working with new provider to expand programming offered at CPCC to include both a Men's & Women's DBT Group and a Men's Trauma Group.

Court Services secured the 2024 Court Reform Grant that includes \$40,000 from the IOCS for a complete audio visual display system for one of the Courts.

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 4:00pm.

Upcoming Meetings/Events

February 20, 2024	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
May 14, 2024	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
August 20, 2024	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
November 19, 2024	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