



Advisory Board Meeting Minutes

-November 17, 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 Stephen Kitts, Judge Lisa Swaim, Judge Mary Welker, Will Scott, Nicole Hiatt-Drang, Noah Schafer, Mayor Chris Martin, and Amanda Cosgrave. 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.

Director Wegner presided over the meeting which was held on Tuesday, November 17, 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 August 18, 2020.

Discussion took place and concluded without issue.

Financial and Statistical Reports

Director Wegner presented the Financial Reports for the quarter ending September 30, 2020. The Director advised the Board of the following account balances:

As of September 30, 2020, the department holds cash balances in the following accounts:

363 IDOC Grant	\$126,092.63
312 Home Detention	\$305,416.35
370 Project Income	\$14,502.49
371 Project Income	\$365,129.22
397 CTP	\$332,414.13
CPCC WR General Fund (Bank)	N/A

Director Wegner advised that the quarter resulted in a project income account balance of \$1,008,524.80.

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

The department ended the quarter with a project income decrease of \$8,937.30.

In regards to the agency's statistical report, Director Wegner reported that since the beginning of the year the Department's report identifies client populations has decreased 20%. The Director clarified this figure by reminding the Board that in response to COVID-19 the Work Release program has been modified from a maximum population of fifty-two (52) male and female clients to just twenty (20) male clients. Work Release is being utilized for clients that have no appropriate housing. The Director went on to report that while clients are yet allowed to obtain employment, they are participating on the work crew in the mornings and treatment programming in the afternoon.

Finally, Director Wegner advised that while it was projected that the Home Detention population would absorb some of the work release population the number of clients on said program has maintained between one hundred (100) and ninety (90) clients.

Discussion took place and concluded without issue.

Committees

The Director 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 Work Release Concerns/COVID-19 Report

The Director reminded the Board that in efforts to prevent the spread of the COVID-19 Virus, the agency transferred a majority of the residents in the work release program to GPS Home Detention. Currently the facility is housing thirteen (13) residents. Items discussed were as follows:

- Recognizing that the facility lacks the proper infrastructure to adequately isolate ill or aggressive client's, plans are being developed to modify the floorplan to renovate the facility classroom to two (2) isolation cells and other useable space and connecting to the probation classroom. Matter is still in the planning stages. Commitment to renovation has yet to take place.
- Last month a correctional officer was found to have tested positive for COVID-19. In response, said officer was quarantined for required period of care. Employees who were believed to be in close contact or at high risk with said employee were tested for the virus and residential clients were quarantined for an excess of fourteen (14) days. During this period no employee nor residential client exhibited symptoms nor tested positive for the virus.
- As mentioned in prior meetings, it was determined that the agency is in need of a body scanner. A request has been made to the Cass County Commissioners to allocate CARES Act funds for the purchase of a body scanner. The Commissioners are currently considering our request. If by chance CARES Act funds are not allocated this year, then the agency will utilize funds from user fees to pay for the device. Purchase to take place no later than the end of January 2021.

Discussion took place and concluded without issue.

CPCC Department 2020-2022 Strategic Plan Progress Report

The Director reported that CPCC Staff are currently progressing in the formation of the 2020-2022 Strategic Plan. He advised that once staff have made their recommendations the Plan will be submitted to the Board for final discussion, analysis, and approval.

Discussion took place and concluded without issue.

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

Due to the shortness of time, the Board did not review the CPCC/Probation Collaboration Plan and progress made to date.

Items discussed during this session included 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 with an estimated completion date being extended to the Spring of 2022.

A review of the Jail list identifies that daily populations has risen to an average of two hundred and twenty-five (225) inmates per day.

Community Corrections has been reviewing the Cass County Jail population. Pre-Trial Services Coordinator, Hillary Hartoin has conducted a population study. Said study shows that there are approximately 37 inmates who are serving a sentence for Level 6 Felony or Misdemeanor conviction. For comparisons sake, Community Corrections supervises around 36 Cass County clients serving a Level 6 felony and five (5) clients serving misdemeanor convictions.

Additionally, Ms. Hartoin reported that the rise in population can be attributed to an increase filing of probation and community corrections violations. The current jail analysis shows that 15% are pre-adjudication, 33% probation/community corrections violations, 23% serving a sentence, 11% FTA warrants, and 18% bond revocations.

- 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.
- The Pulaski County Jail recently utilized CARE Act funds for the purchase of a body scanner.

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 Survey
 - Client exit surveys remain to be mostly positive. Clients rated their supervision in the "agree" to "strongly agree" category.
- Client Satisfaction Survey
 - The questioner offers eighteen (18) questions aimed at providing the agency feedback on agency practices. Most questions were responded as strongly agree and agree. This questioner is offered quarterly as a snapshot.
- Employee Satisfaction Survey
 - The questioner is offered as a biyearly snapshot offering twenty (20) questions aimed at providing the agency feedback on agency practices. Employees mostly rated their satisfaction in the "agree" to "strongly agree" category.
- Client Exit Surveys
 - Client exit surveys remain to be mostly positive. Clients rated their supervision in the "agree" to "strongly agree" category.
- Home Detention Visit Alert Log Failure Rate
 - In June the department resumed normal client community contact practices. Contacts resumed at 80% to 90% compliance.

- Client Program Fee Compliance Report
 - Overall, 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 follow-up and exit assessments are appropriately conducted. Agency has identified that data entry in the client data base (SRS) is inconsistent. In response staff the staff training calendar meet once a month for an hour training/practice review.
- The department's quality assurance committee met this past quarter and reviewed applicable policy and procedures.
- The Director advised that work is continuing in the conversion of client and component exits surveys to an electronic format with the goal to increase the reliability and amount of data collected, as well as to expand how data can be analyzed in the future.

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 did not meet this past quarter.

Discussion took place and concluded without issue.

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.

- Dave Houser – FT Correctional Officer
- Miguel Blanco – PT Correctional Officer
- Justin Shelton – PT Correctional Officer
- Tricia Cox – PT Correctional Officer

New Hires

The following have been recent new hires of the Department.

- Miguel Blanco – FT Correctional Officer
- Justin Shelton – FT Correctional Officer
- Payge Englert – PT Correctional Officer
- June LaOrange – PT 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 has concluded the process of expanding its surveillance video capacity. We have upgraded our camera system and installed a new server at a cost of \$14,000.00. Additional cameras were purchased and installed in the men's dorm and bathroom. The dorm camera is centered in the middle of the room with a 360-degree view of the room. The bathroom camera is PREA compliant as areas where clients are expected privacy i.e. showers, toilets, and urinals are either out of view of the camera or are blacked out.
- In response to ongoing issues with trafficking and concerns of COVID-19 the agency the Department has initiated a request with the Cass County Commissioners to utilize the CARES Act for purchase of a body scanner. If granted, the body scanner would be purchased at a cost of \$150,000.00 and reimbursed by the grant.
- IT advised the facility intercom system requires an upgrade. The system is scheduled to be replaced by the end of the year at an estimated cost of \$10,000.00.
- Space is limited in the facility. As mentioned in prior meetings, the Department needs additional office space and facility 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. 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: Amanda Cosgray presented the quarterly report to the Board. No major issues to discuss. Ms. Cosgray announced that she has taken another job and will be resigning from this position in the coming weeks.

Discussion took place and concluded without issue.

2020 Performance Metrics

Director Wegner presented the Mid-year Review of the 2020 Performance Metrics. The Director identified that the agency is on target to obtain presented goals.

CPCB 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 Grants

Director Wegner presented to the Board that the 2021 Indiana Department of Corrections Grants were awarded at current funding for the period of January to June. After the State concludes the budget for 2021-2022 legislation session, the IDOC will announce agency funding for the last part of the year. Programs receiving funding include Cass/Pulaski Community Corrections, Cass County Pretrial, and Pulaski County Pretrial.

CPCB Recent Projects

Director Wegner made the following report on recent projects:

- **CPCB Website**

The Director announced that the website is now online. Hillary Hartoin pulled up the site and reviewed the site with the Board. The website is 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.

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, FEBRUARY 16, 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.