



# Advisory Board Meeting Minutes

-November 16, 2021-

**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 James Muehlhausen, Sheriff Ed Schroder, Terry Haney, Noah Schafer, Nicole Hiatt-Drang, Kelly Stephenson, Mike Stajduhar, Carmin Ruff, Chris Allen, Judge Crystal Kocher and Dr. Carrie Cadwell. Also in attendance Hillary Hartoin, Director of Cass County Court & Pretrial Services.

Judge Muehlhausen presided over the meeting which was held on Tuesday, November 16, 2021 at 3:30 p.m. Due to COVID-19, the meeting took place virtually via the Lifesize application. A quorum was met. It is noted that due to Director Dave Wegner attending the IACCAC Conference, Director Hillary Hartoin of Court Services, chaired the meeting.

## SCHEDULED TOPICS

### Minutes

The Board reviewed the Advisory Board Minutes dated August 17, 2021 and September 14, 2021. Discussion took place. Noah Schafer made a motion to approve the minutes as presented; Sheriff Ed Schroder second. Vote taken and unanimously approved.

### Financial and Statistical Reports

Director Hartoin presented the financial reports for the quarter ending September 30, 2021 and advised the Board of the below accounts balances:

363 IDOC Grant	\$61,918.15
312 Home Detention	\$429,215.82
370 Project Income	\$13,369.03
371 Project Income	\$313,132.43
397 CTP	\$244,178.64
CPCW WR General Fund (Bank)	N/A

Director Hartoin advised the quarter resulted in a project income account balance of \$999,895.92. (*Said amount does not include IDOC Grant Funds or the Work Release General Fund.*), ending the quarter with a project income decrease of \$118,694.16.

She also advised that both Community Corrections and Cass County Court & Pretrial Services also underwent an IDOC fiscal audit for CY2020. The results of both audits are still pending. Pulaski County Pretrial Services is currently preparing their audit for submission.

Director Hartoin advised that client population remains unchanged from the previous quarter and has stabilized. In response to COVID-19 the Work Release program has been modified to a maximum population of twenty (20) male clients. The following statistical report was shared with the board.

**CPCC Total Clients Served for Quarter**

<u>Cass County</u>		<u>Pulaski County</u>	
Juvenile Home Detention	9	Juvenile Home Detention	4
Adult Home Detention	140	Adult Home Detention	7
Transfer In Home Detention	4	Transfer In Home Detention	0
Transfer Out Home Detention	12	Transfer Out Home Detention	3
Work Release	34	Work Release	6

**CPCC Daily Population – September 30, 2021**

<u>Cass County</u>		<u>Pulaski County</u>	
Juvenile Home Detention	3	Juvenile Home Detention	4
Adult Home Detention	93	Adult Home Detention	10
Work Release	11	Work Release	3

**Committees**

Director Hartoin related 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**

As mentioned, Director Hartoin advised in continued 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 twenty (20) 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 include two (2) isolation cells and other useable space by connecting to the probation classroom. Matter is still in the planning stages. Commitment to renovation has yet to take place.
- This past quarter we had six (6) Work Release Residents test positive for COVID-19. Those who tested positive were either isolated or temporarily transferred to home detention electronic monitoring. New intakes were temporarily suspended along with resident participation in outside meetings and programming. At the direction of the Health Department, residents who tested negative were allowed to return to work. As a result of these issues and the current spike in community positive cases due to the Delta variant, we returned to limiting the Work Release Population to 20 residents at a time. Staff and clients maintained proper social distancing, wearing of PPE/masks, and cleaning practices.
- This past quarter our agency had three (3) employees who tested positive for COVID-19 Said employees were quarantined for an excess of ten (10) to fourteen (14) days. Said exposures were believed to have occurred outside the facility. Staff and clients maintained proper social distancing, wearing of PPE/masks, and cleaning practices.

Discussion took place and concluded without issues.

## **CPCC Department 2021-2023 Strategic Plan Progress Report**

The 2021-2023 Strategic Plan was presented to the Board and Director Hartoin advised the agency is progressing toward meeting our goals.

### **CY2022 County Budgets**

The Board was advised that the County CY2022 budgets were approved and are in alignment with previous years' budgets with the exception of Correctional Officer Salaries. Director Hartoin advised that Correctional Officer Salaries have been increased to be on the same scale used for the Cass County Jail Correctional Officers, with base salaries now starting at \$36,000. Increased grant funding and existing PI funds are being used to cover said increase.

### **CPCC Probation Collaboration Plan**

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

### **Cass County Jail Programming**

Director Hartoin advised the board of the programming that is now being offered in the Cass County Jail. In collaboration with Four County, the County Sheriff's Department and Court Services, Community Corrections continues to support the Jail Therapy Program, targeted towards inmates with substance disorders who have ERDs of 90 days or less. Curriculum includes W.R.A.P., Wellness Action Recovery Plan, and M.O.R.E, My On Going Recovery, programs aimed at assisting transition back into the community. There are currently 7 participants in the WRAP Group and the bilingual and women's group will be launched in the new year.

### **Cass County Jail Expansion**

Sheriff Ed Schroder advised that the one hundred and fifty (150) bed expansion of the Cass County Jail is progressing. Construction began in 2020 and is scheduled for completion in the fall of 2022. Court Services' review of the jail population (Analysis attached) identifies that daily populations is stabilizing. The facility currently is averaging two hundred and eighteen (218) inmates per day. Sheriff Schroder explained that currently 29 inmates are being housed in outside facilities, due to construction constraints that required the female pod to be temporally closed. It is expected that construction on connector to the new edition will be completed in 90 days, reducing this number.

### **Staff Training Report**

Director Hartoin reported that staff are close to completing their forty (40) hours of training curriculum. The Board was also advised that the agency has brought back staff learning teams in efforts to improve communication, operations and quality of services. Topics include motivational interviewing and report writing.

### **Quality Assurance Report**

#### Restorative Justice Conferences

The Board was advised that no Restorative Justice Conferences were held this past quarter.

#### Continuous Quality Improvement Committee

The department's quality assurance committee now meets monthly in conjunction with Pretrial and Court Services. Items reviewed and presented to the board included the following:

- Client Satisfaction Surveys are were collected via text this past quarter. Below is a sampling of some of the anonymous client feedback received:
  - *"I became a father and have become very stable in my home life since being on in home detention. It has benefited me and my family a lot. I am grateful for this opportunity."*
  - *"Its funny how when your not living a illegal life .. how easy the program is. For a year I was on home detention and it never bothered me one bit. My case manager was helpful, compassionate and really understanding through my entire detention. Thank you for helping me and even just listening when i needed you! I wont see you thru your side again but i will always check in to let u know I'm living my best life!"*
  - *"I want to thank everyone that is at CPCC for everything this program has helped me get my life back together I have a job that pays me good and my family back together and that is the most important part that I have my family thank you for giving me this opportunity and helping me succeed."*
  - *"This has been a meaningful and memorable experience that has changed me."*
- Employee Satisfaction Surveys are due to be collected at the end of this quarter. The questionnaire is offered as a biyearly snapshot consisting of 20 questions aimed at providing the agency feedback on agency practices.
- 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
  - A review of contact frequency reports identify that most clients are receiving community contacts as required.
- 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) remains inconsistent. In response staff continues staff training, meeting at least once a month for an hour training/practice review.

Discussion took place and concluded without issue.

### **PREA Update**

The Board was advised that no PREA complaints were received this past quarter and that the PREA committee met and are reviewing current policy and procedures.

### **CPCC Personnel Report**

Director Hartoin reported this past quarter's resignations and new hires. The Board was advised that the agency was awarded additional IDOC Grant Funding for a new case manager. The interview process will begin in January. Said additional case manager will allow caseloads to be lowered back to best practice standards.

#### Resignations/Dismissals

This past quarter the following personnel resigned or have been dismissed from the Department.

- Kourtney Corn – PT Correctional Officer
- Caleb Risher – PT Correctional Officer
- Randy Rozzi - FT Case Manager (retired)

### New Hires

The following have been recent new hires of the Department.

- Kourtney Corn - PT Correctional Officer
- Caleb Risher – PT Correctional Officer
- Alex Jackson – FT Correctional Officer
- Quinten Hawkey – FT Case Manager

### Other

Discussion took place and concluded without issue.

## **Department and Facility Improvements**

The following facility improvements were discussed and reviewed:

- In April, the facility received and installed the Tek 80 Body Scanner.
- County upgraded the facility HVAC system.
- 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)**

Community Corrections continues to partner 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. Due to attending the IACCAC Conference, Chief Juvenile Probation Officer, Will Scott, was not present to provide a report in person, but related prior to the meeting that there are no major issues or concerns to report that this time.

## **Pre-Trial Release Programs**

Community Corrections continues to partner with Pulaski Probation and Cass County Court Services, who received 1006 funding for the implementation of a pre-trial release/supervision program.

Cass County: Hillary Hartoin, briefly summarized her quarterly report and advised the Board that the agency has received Certification from the Indiana Office of Court Services and continues to see a growth in its client population. Director Hartoin further advised that the department is awaiting an award notification regarding a pending IOCS grant application that would fund a Pretrial Public Defender and Kiosk Reporting System.

Pulaski County: Carmin Ruff provided a brief update on the client population and progress made towards obtaining certification.

## **2020/2021 Performance Metrics**

While Performance Metric Reports were not dispensed to the Board, Director Hartoin advised that with the above-mentioned reinstatement of staff learning teams, the agency is on track to meet all performance metrics.

## **CPCC Advisory Board Makeup/Officer Elections**

Director Hartoin 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.

### **2022 IDOC Grants**

The Board was advised that CY22 IDOC grant applications were awarded, with an additional \$70,000 in funding to hire an additional case manager. The below breakdown of CY2022 awarded grant funding was presented:

- Community Corrections \$814,987.00
- Cass Pre-Trial \$59,716
- Pulaski Pre-Trial \$70,612
- Cass Jail Treatment \$0

### **CPCC Recent Projects**

Director Hartoin provided a brief update, summarized below, on the projects that both Community Corrections and Court Services are currently working on.

- Updates to Website: We relaunched the blog and community bulletin board on our website, promoting and highlighting recent community recovery events and are expanding the client's resources pages.
- To increase response time to client pass requests and efficiency, we are investigating an electronic ticket system and are also taking steps to digitize our forms and intake process in efforts to move towards a paperless system.
- Dependent on funding and in partnership with Court & Pretrial Services, we hope to purchase a kiosk check-in and monitoring system that will allow us to add a day reporting component to our program.

### **Pretrial GPS Monitoring User Fee Schedule**

Due to Pretrial Program Directors being responsible for their own case management and GPS unit hook-ups and maintenance, it was presented to the Board that the user fee for Pretrial GPS Monitoring be reduced from \$7.00 per day to \$3.00 per day. Mike Stajduhar made a motion to approve the change in fee schedule; Noah Schafer second. Vote taken and unanimously approved.

### **Court Services and JRAC**

Director Hartoin, Cass County JRAC Chair, advised that Cass County held its first local JRAC Meeting independent of the CPCC Advisory Board in October, electing office holders and approving bylaws. A brief summary of the November 1, 2021 IOCS JRAC Webinar was presented. Cass County JRAC will continue to meet monthly. Pulaski County JRAC is still in the planning stages.

An update on the current projects Court Services is working on was also provided, including the Justice Partners Addictions Reponses Grant, that includes funding for Mental Health Evaluations and the Community Corrections Virtual Computer Lab. Other projects reviewed include Juvenile Expungement Policy (IC 31-39-8-3.5) and continued collaboration with Four County regarding mental health services in the Cass County Jail.

### **Other Business**

No other business was offered.

### **Board Comments**

No Comments were offered.

## Adjourn

There being no further business Noah Schafer made a motion to adjourn; Sheriff Schroder second. The Meeting was adjourned at approximately 4:00 pm.

### Upcoming Meetings/Events

Tuesday, February 15, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, May 17, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, August 16, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room
Tuesday, November 15, 2022	3:30 p.m.	CPCC Advisory Board Meeting	Cass County Government Building 200 Court Park Bicentennial Room

Respectfully submitted

*/s/ Hillary Hartoin*

Hillary Hartoin, Cass County Court Services Director,  
on behalf of David Wegner, Director, Cass/Pulaski Community Corrections