

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: January 17, 2014

Location: 951 29th Avenue SW, Cedar Rapids, Iowa

Board members present: Joe Oswald, Ken Popenhagen, Jennifer Germaine, Steve Ovel, Lu Barron (via phone), Dwayne Daniels, John Stratton, Shelby Humbles Jr., Rod Sullivan, Allan Thoms (via phone), Terry Hertle, Jan Kazimour, Dwayne Daniels

Staff members present: Greg Wright, Bruce Vander Sanden, Angela Brubaker, Malinda Lamb, Patrick Maras, Greg Fitzpatrick, Julie Schultz, Mark Achey, Justin Wheatley, Suzi Fabian, Mark Smith, Drew Konicek, Gary Fordice, Lisa Larkey, Sharee Lind, Brenda Larkey, Arlene Anderson, Anji Atalig, Michelle Reese, Joey Matousek, Jean Sheldon, Bob Anderson, Lori Traeger, Peter Abbott, Jim Berger, Cathy McGinnis, Gabe Schaapveld, Randy Day, Mike Skaggs, Jacqueline Driver, Laura Strait, Jeff Swyter, Lynn Opp, Shelly Morelock, Dora Dixon, Lainie Smith, Paige Klementson

Guests: Leland Freie, Marc Baty, Jerry Bartruff, Sue Engle, RaeAnn Barnhart, Elizabeth Cevik, Erin Jordan, Amy Rawhouser, Malory Dreasler, Stephen Malley, Jason Hackett

INTRODUCTIONS

Board members introduced themselves.

REVIEW OF MINUTES

John Stratton moved to approve minutes of the Board of Directors meeting held on December 10th, 2013 as presented. Rod Sullivan second. Motion carried.

FISCAL REPORT

Greg Wright reviewed the financial information in the Board packet on page 3.

Rod Sullivan requested a percentage be added in column "H" for total revenues & expenditures.

Steve Ovel moved to approve the fiscal budget report for November FY14 as presented by Mr. Wright. John Stratton seconded. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

Staff changes:

- Damon Robinson (CTC) for Drug Treatment Court in Johnson County was promoted to Residential supervisor at the Lary Nelson Center.
- Randy Cole (Executive Officer) to Residential Supervisor at Hope House.

BOARD OF DIRECTORS MEETING

January 17, 2014 – page 2

- Kelly Schultz (Executive Officer) to Probation Parole supervisor in the Pretrial/PSI/SOP and low risk supervision programs
- Trish Hudson has accepted a position in the SOP/PSI/pretrial and low risk unit in Cedar Rapids. She previously worked in the Belle Plaine office.
- Gina Gregoire (Residential Officer from Hope House) was promoted to Probation/Parole officer in Jones County.
- Michele Azevedo to Personal Specialist

Bruce noted that we are in the process of requesting permission to backfill the CTC, PO and RO positions.

Awards:

Linda Sorenson received the Joe Kegan's Award for victim services in probation and parole at the American Probation and Parole Nations conference earlier this week. KCRG did a nice story on it last night.

DATE OF THE BOARD MEETING

Bruce Vander Sanden discussed changing the date of the Board meeting. This would allow for more current financial reporting.

Jan Kazimour made a motion to move the Sixth Judicial Department of Corrections Board meeting to the first Friday of the month beginning in February. Dwayne Daniels second. Motion carried.

ADVISORY COMMITTEE REPORTS

Southern – No meeting since the last report.

Northern – No meeting since the last report.

Client Services – Malinda Lamb made note of the minutes from this meeting. Updates on the ANCHOR Center were discussed and Marcel Kielkucki talked about the new GED testing through HiSET and how will impact our clients. Next meeting is in April.

Law Enforcement – No meeting since the last report.

Victim – Meeting TBD

Cultural Competency – No meeting since the last report.

Rural – Meeting TBD

NEW BUSINESS

FY 12 Annual Auditor's Compliance/Financial Report –

Bruce Vander Sanden noted that Greg Wright was not employed at the Sixth Judicial District during the period that this review covered. Greg Wright went over the Sixth Judicial District annual report. Steve Ovel and Allan Thoms commended Greg Wright for the detailed report and information.

Shelby Humbles moved to approve the 2012 Annual Auditor's Compliance/Financial Report as presented. John Stratton seconded. Motion carried.

BOARD OF DIRECTORS MEETING

January 17, 2014 – page 3

OLD BUSINESS

State Audit –

Bruce Vander Sanden went over his schedule for the last week and a half. He noted that he has received a lot of support for the Sixth Judicial District to work through this.

Recommendations:

Oversight – Bruce Vander Sanden reported the following information:

- Greg Wright began his duties in October 2012 and Bruce Vander Sanden became District Director in May 2013. Since this time there is a new financial reporting system for the Board and a quarterly report for management team.
- Greg Wright reported to the board that monthly both revenue & expenditure actuals and projections (when avail.) are sent to DOC central Office, quarterly YTD financial summaries are sent into both DOC Central and the Legislative Services Agency. Bruce Vander Sanden noted that Greg Wright reviews financials at least every other week with the admin team.

Job Duties – 6th DCS-CCIA partnership restructuring discussions are taking place. A plan will be developed.

Vacation/Sick leave – This was discussed at the January DOC Board meeting and is being reviewed and there is discussion on next steps with other district directors.

Compensatory time – this practice has been stopped.

Health and dental insurance – CCIA is not receiving this as of June 2013 and CCIA was paying their premiums.

FEMA Grant – This involves the 2008 floods and the temporary jail at the 6JD. More information is needed about this from DOC Central office.

District grants – There wasn't a lot of information in this section. Bruce Vander Sanden emailed the auditor to get clarification. She sent some information on the DCS grant that was noted. We are looking into this information.

CCIA grants – 6th DCS-CCIA partnership restructuring discussions are taking place. A plan will be developed.

Office space rental – 6th DCS-CCIA partnership restructuring discussions are taking place. A plan will be developed.

Capital expenses – In 2013 the 6JD DCS sold 19 vehicles and 2 are currently for sale. Bruce Vander Sanden stated we are working on a vehicle plan. Ken Popenhagen asked how many we still have and the answer is 28. We operate out of 15 different offices and need to assess the cost/benefit to having vehicles at one person offices.

BOARD OF DIRECTORS MEETING

January 17, 2014 – page 4

Travel claims – There was one \$200 expense that should have been charged to CCIA rather than the 6th DCS.

One out of state travel was not approved by the 6JD Board – this was an oversight, and not normal procedure.

Cell phones – As of March of 2013 that practice was ended. It was originally set up on one plan because it created a greater discount. It was never intended for the 6JD to pay for these. And noted that there was not enough information to say if the 6JD did, or did not, pay for these.

CCIA tax returns – Bruce Vander Sanden will meet with the CCIA Board to understand this finding.

When Bruce Vander Sanden and Greg Wright made their visit to Des Moines to do the exit interview on this report, it is noted that these are recommendations. They said the 6JD does not have to respond to this, but Director Baldwin told the auditor that we will respond to it.

Steve Ovel is the president of CCIA Board and said a few words. He stated that he met with the state auditor, Mary Mosimen, and the people that oversaw this report. He brought her up to speed on the steps taken to address some of these issues. He said it was clear that the CCIA and the 6JD needed to separate completely. CCIA is working with Allan Thoms and Bruce Vander Sanden to look at what steps are needed to move forward on separating these two entities. CCIA will be meeting soon to look at the tasks needed to move forward.

John Stratton stated the report indicated that there were inappropriate financial appropriations – sick leave and liabilities that we are against state policy. He asked if there has there been anything stated by DOC to respond to this. Bruce Vander Sanden said there are two other districts that were noted in the report and there will be discussions going on in Des Moines for further clarification. Bruce Vander Sanden said the vacation policy was approved by the 6JD Board 26 years ago and occurred under District Director before Gary Hinzman. It was asked if the 6JD Board has control to set those or does the state. That will need to be clarified.

Allan Thoms added: Bruce is right on that we have to look forward at this time, the documents are presented and we need to make sure that the corrections that are required happen. He noted that Steve Ovel was well received by the auditor and we are working together to resolve these issues. He said looking behind, this foundation started in 1991, and if there were mistakes made, it has been a long time and it's good that we are looking ahead and a good thing to get things resolved.

Ray Garringer noted the number of times the report stated the board failed. He asked how, as a board, we are going to make sure we don't fail. Allan Thoms said maybe the auditor will have some input on if the Board needs to be more involved. Allan Thoms stated this is a citizen Board and they spend two hours a month looking at this information, and that we need to make sure that the information that the Board is getting is the same information that DOC is receiving and that there are checks and balances in place. He said he doesn't think the Board members need to be auditors. He noted that it states in the report that the board didn't have any knowledge. These are things the Board is looking to correct and need to

BOARD OF DIRECTORS MEETING

January 17, 2014 – page 5

work with the auditor to do this. Bruce Vander Sanden said he has had numerous conversations with Brad Hier and John Baldwin and they appreciate the reports that Greg Wright puts together and they have confidence in him. He noted that Greg Wright used to work for the auditor's office.

John Stratton said as a Board we need to look at policy and how it changes and how it effects the district overall. The Board has to have trust that the information they receive is accurate. Dwayne Daniels noted that we need to look at policy and procedure more closely. Steve Ovel said the report recommended policy and procedure review/changes.

Julie Schultz asked if staff will be able to ask questions and it was noted that we could arrange this at the next Board meeting.

Randy Day feels that the Board needs to hear from the 6JD staff.

John Stratton said he wants to make sure people recognize that this doesn't take away from all the many achievements that the 6JD has made.

Ray Garringer said auditor reports point out only bad things, not good things.

Candace Acord noted they took vacation to attend this meeting.

Julie Schultz said she feels it would be beneficial for staff to be able to talk to the Board at the next meeting.

It was noted to add to the February agenda staff comments and questions. Details will be worked out prior to that meeting.

Bruce Vander Sanden noted the district dialogue times and place.

Cedar Rapids: Tuesday, January 21, 2014, 9:00-10:00 am in the Linn Room of the Faches Center
Wednesday, January 22, 2014, 3:00-4:00 pm in the Linn Room of the Faches Center

Coralville: Tuesday, January 21, 2014, 1:30-2:30 pm in the upstairs classroom of the Stratton Center

Toledo: Wednesday, January 22, 2014, 9:30 -10:30 am at the Toledo office

CONTRACT REVIEW

1. Amendment to the University of IA Hospital and Clinics, the Carver College of Medicine, University of Iowa Physician's and the University of Iowa College of Dentistry contract, effective from 7/1/13 – 6/30/14. All the services provided are covered by the SAMPHA (sp) grant. – Malinda Lamb

Steve Ovel moved to approve the amendment to the contract listed above as presented. Rod Sullivan seconded. Motion carried. It is noted that Jennifer Germaine, Dwayne Daniels and Shelby Humbles voted against this.

OUT OF STATE TRAVEL

Ratification of Linda Sorenson's travel to Houston, TX January 12 – 15, 2014 to receive a national award at APPA.

Rod Sullivan moved to ratify the travel noted above as presented, John Stratton second. Motion carried.

John Stratton moved to adjourn, Shelby seconded. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors is set for Friday, February 7th, 2014 at 1:00 pm at the Correctional Services Complex, 951 29th Avenue SW, Cedar Rapids, Iowa. The presentation will be the determined.

Submitted by Angela Brubaker, Board Secretary

Approved by _____