

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: February 21, 2014

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

Board members present: Allan Thoms, Joe Oswald, Ken Popenhagen, Jennifer Germaine, Ben Rogers, John Stratton, Rod Sullivan, Terry Hertle, Jessica Peckover, Fred Mims, Shelby Humbles Jr.

Staff members present: Greg Wright, Bruce Vander Sanden, Angela Brubaker, Malinda Lamb, Greg Fitzpatrick, Julie Schultz, Linda Sorenson

Guests: Jerry Bartruff, Jeff Swyter, Candace Acord, Pete Abbott, Joey Matousek, Randy Haugland, Stacey Gates, Lainie Smith, Bob Anderson, Gary Fordice, Lisa Larkey, Margie Washburn, Jim Berger, Vickie Kindl, Cindy Martin, Kristi Reynolds, Melanie Steffens, Cynthia Dennis, Jane Hawley, Erin Jordan, Michelle Reese, Angi Atalig, Jodi Ealy, Scott Upton, Greg Francisco, Brenda Larkey, Dave Boote, Mark Achey, Jean Sheldon, Jerri Allen, Jay Heying, Doug Their, Kathy Carfrae, Christina Stafford, Jill Cavanagh, Mark Smith, Justin Wheatley, Suzi Fabian, Arlene Anderson, Gina Gregoire, Kim McIrvin, Heidi Soethout, Laura Strait, Randy Day, Lori Traeger, Dawn Larson, Cathy McGinnis

INTRODUCTIONS

Board members present introduced themselves.

REVIEW OF MINUTES

Rod Sullivan moved to approve minutes of the Board of Directors meeting held on January 17th, 2014 as presented. Jennifer Germaine second. Motion carried.

John Stratton moved to approve the minutes of the Board of Directors, Executive Committee conference call held on February 4th, 2014 as presented. Ken Popenhagen second. Motion carried.

PRESENTATION

Linda Sorenson spoke about receiving the Joe Kegan's Award for Victim Services at the American Probation and Parole conference in Houston and how informational the conference was. She said she learned some new things to assist her with victim advocacy. She talked about doing victim services in our community and stated that Crime Victim's Week is April 6, 2014 and the opening ceremony will be held here at the Sixth Judicial District (6JD) in the memorial garden, she extended an invitation to everyone. Allan Thoms asked what the Board can do to assist Linda Sorenson and victim services. She stated that she would like to be able to get into the schools to share her story and educate kids on her experience with her daughter.

FISCAL REPORT

Greg Wright reviewed the financial information. He talked about some upgrades to the kitchen at the ANCHOR Center and this will go out to bid on February 28th, 2014. This will be ready to present to the Board on March 21st, 2014. Allan Thoms noted that there will probably need to be a phone call to approve this.

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Fred Mims asked about the funding for remodeling and staffing the ANCHOR Center. He asked if we will have funding for the ANCHOR Center to be properly staffed. Bruce Vander Sanden said a plan is being developed and we will not open without safe staffing levels. Bruce also noted that we will not be able to open at full capacity based on the level of funding we have received.

Ben Rogers moved to approve the fiscal budget report for FY14 as presented by Mr. Wright. Fred Mims seconded. Motion carried.

Greg Wright would like to have a Board sub-committee that would look at the financials in more detail. This was noted and will be added to the March Board agenda. Jennifer Germaine said she is willing to be on this committee.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

Personnel changes:

- Cora Dixon, Probation/Parole Officer (PPO) in Coralville was promoted to the position of Community Treatment Coordinator (CTC) for our Johnson County Drug Court program.
- Emily Eich has accepted the position of Probation Parole Officer I in the Toledo Unit. Emily has worked as a Correctional Counselor at the Iowa Correctional Institution for Women in Mitchellville where she has been employed since 2003.

District Dialogues: He held four meetings (two in Linn County, one in Johnson County and one in Tama County) the week of 1/20/14 that were all focused on the report released by the auditor's office. He shared with staff much of the same information that was shared at the board meeting on January 17th and answered many questions as well as listening to comments.

Staff retreat-January 28, 2014: He had his sixth retreat and has two more to go. Good dialogue with staff.

DOC board meeting on February 7, 2014: He attended the DOC Board meeting and was available in case the board had any questions of him. Director Baldwin affirmed his commitment to work with the Sixth Judicial District to address the recommendations in the audit report.

Many inquiries for clarification: He continues to ask clarifying questions of the auditor's office and the DOC central office as he continues to work through the recommendations.

Met with AFSME President Danny Homan on 1/31: Signed an agreement to expedite the transfer process for Residential Officers (ROs) to the ANCHOR when a start date is determined.

Director Baldwin visited on 2/12/14: He answered many questions and fielded many comments.

ADVISORY COMMITTEE REPORTS

Southern – No meeting since the last report.

Northern – No meeting since the last report.

Client Services – No meeting since the last report.

Law Enforcement – Greg Fitzpatrick talked about how Candice Bennett, Bernie Bordignon and Christy Hamblin presented on Racial and Ethnic Disparity and the training they attended. They are looking at bringing some of this information locally to use in our community.

Victim – Meeting TBD

Cultural Competency – Bruce Vander Sanden reported that this committee is going to “follow the data.” They are looking at the data that can be collected in our district and deciding what will be helpful. They are focusing on the Sixth Judicial District’s hiring and promotion practices presently. An Explorer Post was discussed and is an opportunity to reach young individuals and educate them on what we do in the Sixth Judicial District.

Rural – Meeting TBD

OUT OF STATE TRAVEL

None at this time.

STAFF DISCUSSION

Allan Thoms commented on the hand out (see attachment) that was available to everyone as follows:

#1 He discussed the staff survey and how it was addressed. The survey was discussed with district director applicants and there was a Board discussion about the survey and how to proceed. There was discussion with Julie Schultz and District Dialogues were held. He feels this is a labor/management issue and there is a process in place. He noted that the Board did take this seriously.

#2 He talked about how he feels Community Corrections Improvement Association (CCIA) has assisted the 6JD with services and that there are reasonable explanations. There are many changes that are being made and as these happen, they will try to let everyone know.

#3 He noted the costs outlined were time and salaries. He talked about the positive things CCIA has helped the 6JD and community with.

#4 Self-explanatory.

#5 He said the crux of the audit report is an accounting issue and was not caused by CCIA. He noted that the 6JD has wonderful programs and the Board believes in what the 6JD staff does. He said that none of this information was hidden and there are numerous avenues that it is documented; in Board minutes, texts, at legislative nights, etc. He said they made a sincere effort to rectify this as a Board and management. He noted that they were not getting good financial figures. The Board wants to correct this and feels there is a much better financial reporting tool in place.

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#6 Bruce Vander Sanden went over the steps that have been done and what's being worked on regarding: Financial reporting, Compensatory Time, Health and Dental insurance benefits, Cell phones, Capital assets, District grants, Travel claims and the CCIA/6JD DCS relationship.

STAFF QUESTIONS AND COMMENTS

Candace Acord asked Allan Thoms about being on both the 6JD and the CCIA Boards. Allan Thoms said he was on the CCIA Board first and doesn't differentiate between the CCIA and 6JD and his pride is with the 6JD. Candace Acord talked about the sick leave and vacation for management. Bruce Vander Sanden offered to make this an agenda item at the next 6JD Board meeting so that accurate and complete information can be provided.

Fred Mims moved to make the vacation policy and sick leave an agenda item for the March 2014 Board meeting. Jennifer Germaine second. Motion carried.

Julie Schultz asked about contract staff giving input on the sick leave and vacation policy.

Margie Washburn asked about the pop fund. Bruce Vander Sanden noted that CCIA leases vending machine space and collect the proceeds from the vending. Bruce noted that he is in the process of changing this arrangement. Margie Washburn discussed the OWI program in residential, ASAC treatment being discontinued and OWI clients being charged more for rent. Bruce Vander Sanden said they will address these concerns and requested that Marge forward the figures she collected in regards to statewide rent rates.

Doug Thier asked if the Board approved the extra sick leave for management. Bruce Vander Sanden is unsure of how this process was created but will be reviewing it.

Jim Berger asked if John Hannaford is the person that is solely responsible for most of the audit report results. Allan Thoms said the Department of Corrections didn't believe the deficit when it was reported to them and there is plenty of blame to go around.

It was noted that many of the current Board members were not on the Board three years ago, but they are serious about listening, hearing the concerns and addressing them.

Peter Abbot addressed information about the OWI program, MECCA programming and residential rent. Pete also voiced concerns about sick leave accrual of management staff. He thanked everyone for being on the 6JD Board. Allan Thoms said he needs to have all the information in order to make an informed decision on the sick leave. Fred Mims said he wants to be diligent and look at all the information and ask penetrating questions and make sure there are no legal ramifications.

Michelle Reese talked about the youth program, Gary Hinzman's stance on management team, management team numbers over the years, the ethics statement, Gary Hinzman's accountability, and misappropriation of funds. Fred Mims said he feels that Bruce Vander Sanden is working hard on staff communication and listening to staff concerns.

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Randy Day asked about the pop fund, laundry money, and CCIA payroll records, proper cleaning in residential facilities, the Cindy Engler lawsuit, car loans, and read part of an email from Gary Hinzman from many years ago. Allan Thoms said he doesn't know about the CCIA payroll records, that is something that the CCIA Board president will need to address. Randy Day commented on the policy about not being able to talk to Board members. Rod Sullivan said he feels the board needs to review this policy.

Stacey Gates talked about cleaning and not receiving calendars and appointment books and the importance of these. She talked about the Batterers Education Program (BEP), being on the reserve officer program, and the healing process. Allan Thoms said it will take time to fix both sides. She asked if Gary Hinzman is still the executive director for CCIA and Fred Mims said he thinks they are in the process of getting a permanent director for CCIA.

Lori Traeger talked about the BEP program and financials and the CCIA payroll records and financials.

Lainie Smith commented on federal rent. Dave Boote also talked about federal rent. Lainie Smith asked about the sprinkler system.

Julie Schultz thanked the Board for listening.

Ken Popenhagen moved to adjourn. Terry Hertle second. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors is set for Friday, March 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 _____