

**SIXTH JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES**

**BOARD OF DIRECTORS MEETING**

Date: April 4, 2014

Location: 951 29<sup>th</sup> Avenue SW, Cedar Rapids, Iowa

Board members present: Allan Thoms (via phone), Dan Anderson, Joe Oswald, Jennifer Germaine, Lu Barron, Terry Hertle, Jessica Peckover, Fred Mims, Harry Daugherty, Jan Kazimour, John Stratton

Staff members present: Greg Wright, Bruce Vander Sanden, Angela Brubaker, Malinda Lamb, Greg Fitzpatrick, Julie Schultz, Dale Slaymaker, Mark Achey

Guests: Jerry Bartruff, Erin Jordan, Randy Day, Lynn Opp, Sam Black, Vickie Kindl, Bob Anderson, Lisa Larkey, Melanie Steffens, Laura Strait, Jerri Allen, Michelle Reese, Candace Acord, Joey Matousek, Brenda Larkey, Sharee Lind, Doug Thier

**REVIEW OF MINUTES**

Allan Thoms moved to approve minutes of the Board of Directors meeting held on February 21<sup>st</sup>, 2014 as presented. Dan Anderson second. Motion carried.

**PRESENTATION**

Dale Slaymaker presented a PowerPoint on the 2<sup>nd</sup> 6JD Leadership Academy.

**DIRECTORS REPORT –**

**Bruce Vander Sanden reported:**

**Staff updates:**

Alicia Caes moved up from a part-time to a full-time position as a Residential officer at Hope house in Coralville.

Tiffany Miller went from a half-time position at LANC to a 35 hour a week position at the Hinzman Center.

Drew Martel was hired as a temporary part-time Community Program monitor to assist with the OWI program and tele-psych program that is being developed.

**Leadership program-** The following staff: Gina Gregoire, Clarence Borck, Michelle Reese, Valaree Stodola, Johnette Person, Brant Beauregard, and Jill Bushaw (USPO in the Northern District) graduated on March 26<sup>th</sup>, 2014.

**Staff retreats-**Bruce Vander Sanden has had two retreats since the last board meeting. They were held on February 28<sup>th</sup> and March 28<sup>th</sup>. He has one left then plans to provide a comprehensive overview of the entire process.

**Iowa Corrections Association conference-**This conference will be held at the Hotel Kirkwood April 16-18<sup>th</sup>. Sixth Judicial District DCS is the host organization and Laura Strait and Kelly Schultz are the co-chairs. They have worked very hard at bring a great conference into our area and have received tremendous support from 6<sup>th</sup> DCS staff. Staff presenters include: Randy Cole, Victory Peterson, Michelle Reese, Malinda Lamb and Rob Metzger. An added value of having the conference locally is that we have close to 40 staff being able to participate.

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### **State Auditor-**

Bruce Vander Sanden received a phone call on 3/4/14 stating that the auditors were going to return to the district as a follow up/address concerns identified since the release of the report dated January 10, 2014.

Bruce Vander Sanden sent an email to the board and staff notifying them of this new development. He told staff that as an organization, we will fully cooperate with the auditors and encouraged staff to also fully cooperate with the auditors.

### **Mediations-**

We have five mediation sessions scheduled in the month of May for all staff. The goals are:

- Provide an opportunity that encourages all department voices to be heard.
- Create a list of what we want to see happen before we can move forward as an agency.
- Create a list of what we value as an agency.

### **ANCHOR-**

We are attempting to move forward with the opening of the residential part of the ANCHOR Center. Bruce Vander Sanden and a few other staff members met with Danny Homan, AFSCME, at the end of January to agree on the bidding process for residential officer transfer. Recently, informational meetings with staff were held to review how to transfer and answer questions about the positions. We currently have hiring justifications pending at central office. Jerry Bartruff said DOC received the hiring justifications for the ANCHOR Center on Wednesday, April 2<sup>nd</sup>, 2014, He feels strongly that these will be approved by DOC along with 2.5 additional staff added to this facility. He said they feel confident that we will see clients in the ANCHOR Center in the near future.

### **Some other noteworthy topics:**

**Vending-**is in the process of being switched over to the 6th DCS.

**Residential rent-** Discussions were underway at the last board meeting and we are still getting input from residential staff as we try and decide the most effective and efficient way to address treatment needs for our OWI residential clients.

**Management Sick leave-** After a review of board meeting minutes, department policies, and requesting information from former staff, Bruce Vander Sanden sent a memo to all non-contract staff on February 27, 2014 notifying that there would be a change in practice and that all staff would accrue sick leave in compliance with policy #017-09.

**Vacation-**will be addressed under new business

## **FISCAL REPORT**

Greg Wright reviewed several financial documents:

- January 2014 Financial Budget
- Revised 2014 District Budget
- 2014 Revenue Budget Detail
- February 2014 Financial Budget

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Greg Wright noted that the Sixth Judicial District Board Financial Committee, which consists of a couple of Board members, Jennifer Germaine and Rod Sullivan, met with him along with the District Director and Vickie Kindl, accounting technician, to review the financials in greater detail. Jennifer Germaine talked about the information that was presented to her and Rod Sullivan, and feels confident that the financial information that is being presented to the board is accurate. Greg Wright reviewed all listed documents above and responded to related questions from the board.

John Stratton moved to accept and place on file the January FY14 fiscal report. Jan Kazimour second. Motion carried.

Greg Wright went through the revised 2014 budget line by line. He talked about the Cedar Rapids roof project and announced that ProBuild was awarded this project through DAS.

John Stratton moved to accept and place on file the revised District budget for FY14. Fred Mims second. Motion carried.

Greg Wright then reviewed the District revenue tracking worksheet for February FY14.

Greg Wright went over the February financials. Fred Mims commended Greg Wright on the reports and how easy it is to read the information.

Jan Kazimour moved to accept and place on file the February FY14 financials. Jennifer Germaine second. Motion carried.

### **ADVISORY COMMITTEE REPORTS**

Southern – No meeting since the last report.

Northern – Greg Fitzpatrick said they held elections, discussed neighborhood activities in the neighborhood offices, and there are a couple of projects they are looking at: HiSET (high school completion program) and working with parent/dad programs. Allan Thoms asked about the bus stop at the Marion satellite office and if there is anything we can do to move this along. Harry Daugherty said he could call the city manager and mayor and put some pressure on the importance of this. Allan Thoms will work on assisting with getting this done. Harry Daugherty said it might be good to talk to the bus coordinator also.

Client Services – No meeting since the last report.

Law Enforcement – No meeting since last report.

Victim – Meeting TBD

Cultural Competency – No meeting since last report.

Rural – Meeting TBD

### **OLD BUSINESS – N/A**

### **NEW BUSINESS –**

Bruce Vander Sanden said vacation is being looked at and it is a very complicated issue. He listed all the categories (eight of them) to consider. He said he has talked to three Board members and to Julie Schultz about creating a work group to look into this and gather information. He stated that Julie Schultz talked to Danny Homan with AFSCME and since this may impact all staff Danny Homan could not allow AFSCME representative on the work team. Bruce Vander Sanden wants to be diligent and careful to look at all the pieces and bring accurate information to the Board and the DCS staff. Fred Mims said it's important to be thorough and bring good information to the table for review and he appreciates the staff working on this.

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### **POLICY REVIEW –**

S014-14 Control of Hazardous Energy – Lockout/Tagout – Greg Wright

Terry Hertle moved to approve the policy listed above. John Stratton second. Motion carried.

### **CONTRACT REVIEW –**

ANCHOR Kitchen renovation ratification from executive committee call on March 21, 2014 was reviewed.

John Stratton moved to approve the ANCHOR Center remodel decision made by the executive committee on March 21<sup>st</sup>, 2014. Fred Mims second. Motion carried.

CCIA lease agreement ratification from conference call on March 21<sup>st</sup>, 2014 – Bruce Vander Sanden said there was an executive conference call and this lease was approved pending DOC approval. He said we have to get a fair market value done. He said he didn't have this information in time for this meeting and we will suspend this action until the next meeting.

CCIA and the 6JD contract for peer support services through a SAMHSA grant. Malinda Lamb noted that this contract is dated from 4/4/14 – 6/30/14. This is a federal grant fund. She noted that there was a lapse due to this being on a calendar schedule, instead of a fiscal year schedule, and SAMHSA has been notified about this lapse and this will be time framed in the fiscal year going forward to prevent this from happening again. She discussed the benefits of this program.

Allan Thoms moved to approve the contracts listed above. Jan Kazimour second. Motion carried.

### **OUT OF STATE TRAVEL**

Malinda Lamb went over the out of state travel:

Anaheim, California – May 28<sup>-31</sup>, 2014, Malinda Lamb, Robert Metzger and Cora Dixon, for NADCP 20<sup>th</sup> Annual Training Conference. All costs are covered under the SAMSHA grant and this is a required training.

John Stratton moved to approve out of state training/travel as presented. Dan Anderson second. Motion carried.

### **OTHER**

Malinda Lamb reported that Michelle Reese and Randy Cole presented sex offender information to the Iowa School Board's Nurses Association and they did a great job. The information presented was on educating young kids on what it takes to be on the sex offender registry and how to prevent it. Michelle Reese said this meeting was attended statewide and stated she is willing to talk to any group about this subject.

### **PUBLIC COMMENTS**

Randy Day – Talked about the scheduled mediation meetings and said “we need to rethink this.” He stated that DOC has a policy on this, but the 6JD does not. He quoted the policy and said we should not be having mediation meetings if there is an ongoing investigation and that we should wait until the investigation is complete. He also stated that it shouldn't be mandatory. He commented on getting the CCIA Board minutes and noted that he has tried to get these and has run into road blocks. He said he would like help getting these minutes. He talked about the cleanliness in the residential facilities and how it is important and should be addressed. He said we should revisit the 6JD as “state employees.” He talked about how “contractors” have to provide their own benefits and this could be costly if we have to start doing this. He also mentioned the sick leave and vacation accrual. He brought up the vacation and asked why we aren't addressing it promptly and asked if there have been mistakes made on how much vacation people accrue.

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Candace Acord – Talked about the vacation policy and how it still remains that management team receives 40 extra hours. She feels that the accrual and the extra 40 hours should be separate issues and feels the Board can still address eliminating the extra 40 hours. She talked about the plans for building a basketball court at ANCHOR Center and how we already have one at the other residential facilities and why are we spending money on this when we have over 20 unfilled positions.

Julie Schultz – She said the 6JD involvement with CCIA is less than it used to be and would like to see this continue. She has some issues with the fact that the 6JD is still intertwined with CCIA. She said CCIA should rent someplace else. She said we should use the Wenzel center for our groups and have our staff use this space instead of CCIA.

Michelle Reese – Read a statement. She reiterated that the leadership academy was very positive and helped her move in the direction she wanted to move. She said she resolved issues that made her the best she can be. What she can do, is the job she was hired to do facilitate change. She said she has to have faith in change in administration and staff and offenders. Not everyone is going to get the outcome that they want. She said she will continue to challenge things that need to be challenged, but is happy with how the leadership academy helped her move forward.

### **NEXT MEETING**

The next meeting of the Board of Directors is set for Friday, May 2<sup>nd</sup>, 2014 at 1:00 pm at the Correctional Services Complex, 951 29<sup>th</sup> Avenue SW, Cedar Rapids, Iowa. The presentation will be the determined.

Submitted by Angela Brubaker, Board Secretary

Approved by \_\_\_\_\_