

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: June 13, 2014

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

Board members present: Allan Thoms, Jennifer Germaine, Lu Barron, John Stratton, Shelby Humbles Jr., Harry Daugherty, Jan Kazimour, Monica Challenger, Rod Sullivan, Dan Anderson via phone

Staff members present: Bruce Vander Sanden, Angela Brubaker, Malinda Lamb, Greg Fitzpatrick, Julie Schultz, Cathy McGinnis, Rob Metzger, Mark Achey, Laura Strait

Guests: Suzy Hedden DTC, Baylea Hinrichs intern, Jerry Bartruff DOC

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION

Cathy McGinnis and Suzy Hedden gave a presentation on Drug Treatment Court.

FY15 COMPENSATION FOR NON-CONTRACT EMPLOYEES

Bruce Vander Sanden discussed the following information. Employees who are on the payroll in the pay period that includes July 1, 2014, will have their total bi-weekly pay increased by one percent (1%) of their base salary on two separate occasions in FY 2015, on June 20, 2014, and December 18, 2014. For employees who are currently receiving the 1% pay increases, these increases will not be in addition to the current 1% pay increase; rather, the 1% pay increases from FY 2014 will be removed and the 1% pay increases will be recalculated based on the employee's base salary as of the pay period that includes July 1, 2014. The 1% pay increases will be paid in the following manner:

- Effective June 20, 2014, through December 18, 2014, an employee's total bi-weekly pay will be increased by 1% of their base salary as of the June 20, 2014, pay period.
- Effective December 19, 2014, an employee's total bi-weekly pay will be increased by an *additional* 1% of the employee's base salary as of the June 20, 2014, pay period. In total, an employee's percent increase in pay on a bi-weekly basis for December 19, 2014, through June 18, 2015, is equal to two percent (2%) of the employee's base salary as of the June 20, 2014, pay period.
- At the end of FY 2015, both the 1% pay effective June 20, 2014, and the 1% pay effective December 19, 2014, will cease.

In addition to these 1% pay increases, the agency's budget may allow for non-contract within-grade merit increases. These increases are discretionary, based on performance, and can be given anytime on or after the employee's within-grade (step) pay increase eligibility date. These within-grade increases will affect base pay. Bruce Vander Sanden recommended that the Board approve this to be in line with the other districts.

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Shelby Humbles made a motion to approve the FY15 compensation plan for non-contract employees. Rod Sullivan seconded. Motion carried.

CONTRACTS –

The following contracts were reviewed:

1. Contract between CCIA and the 6JD for peer support services through a SAMHSA grant effective 7/1/14 – 6/30/15 – Malinda L.
2. Contract between Mid-Eastern Iowa Community Mental Health Center and the 6JD for psychiatric evaluations and medication monitoring for individuals in the Drug Treatment Court through a SAMHSA grant effective 7/1/14 – 6/30/15, not to exceed \$4500. – Malinda L.
3. Contract between Abbe Center and the 6JD for services for Drug Treatment Court through a SAMHSA grant effective 7/1/14 – 6/30/15, not to exceed \$4500. – Malinda L.
4. Contract between BI Incorporated and 6JD for services related to the electronic monitoring program/TAD through a SAMHSA grant effective 7/1/14 – 6/30/15. – Malinda L.

Jan Kazimour moved to approve the above contracts. Jennifer Germaine seconded. Motion carried.

5. Contract between Redeemer Church and 6JD for rental space effective from 7/1/14 – 6/30/15, at \$200/month, not to exceed \$2400/year. – Greg F.
6. Contract between Wellington Heights Neighborhood Association and the 6JD for rental space effective 7/1/14 – 6/30/15, at \$400/month, not to exceed \$4800/year. – Greg F.
7. Lease between James D. Hlas and Sheila E. Hlas and the 6JD for office space in Belle Plaine, effective 7/1/14 – 7/1/15, \$500/month, not to exceed \$6000. – Greg F.
8. Contract between ASAC and the 6JD for ASAC to rent office space from the 6JD in Belle Plaine effective 7/1/14 – 6/30/15, \$100/month, not to exceed \$1200. – Greg F. *this contract is approved pending the receipt of approval for subletting.

Lu Barron moved to approve the above listed contracts. Noting that the ASAC contract is approved pending receipt of a letter from the landlord to sublet. Rod Sullivan second. Motion carried.

9. Contract between D & K Improvements and the 6JD for snow removal at the Toledo effective 7/1/14 – 6/30/15, \$50/hour. – Greg F.

Allan Thoms asked about hiring clients to do the snow removal. Greg Fitzpatrick said we can check on it, but we have to take into consideration the liability of getting the clients there in a timely fashion.

Rod Sullivan moved to approve the contract between D & K Improvements and the Sixth Judicial District for snow removal. Jan K. seconded. Motion carried.

10. Ratify the approval of purchasing furnaces and air conditioning units from Ilten's. – Greg W. There was a question as to how the Sixth Judicial District is going to pay for these. Bruce Vander Sanden explained that due to vacancies that have not been filled as well as an increase in some revenues.

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Shelby Humbles made a motion to ratify the decision to choose Ilten's for the purchase of furnaces and air conditioners. Rod Sullivan second. Motion carried.

FISCAL REPORT

Bruce Vander Sanden gave a brief explanation of the fiscal report in the packet.

Harry Daugherty moved to approve the fiscal budget report for April FY14 as presented by Mr. Vander Sanden. Jennifer Germaine seconded. Motion carried.

Jennifer Germaine commented on the thorough explanation she received on the fiscal information from Greg Wright. Rod Sullivan said that the presentation from Greg W. was helpful.

REVIEW OF MINUTES

Harry Daugherty. moved to approve minutes of the Board of Directors meeting held on May 16, 2014 as presented. Jan Kazimour seconded. Motion carried.

POS

The Purchase of Service (POS) agreement is a yearly agreement between the Iowa Department of Corrections and the Sixth Judicial District Department of Corrections. Some new items in this agreement this year are:

- PREA and
- Some sex offenders are put on probation for a lifetime, but judges can now review this and remove this at the request of the offender. DCS is required to do a risk assessment and evaluations to forward to the court.

Questions and comments:

4.1.4. Allan Thoms asked if we have a scorecard and Jerry Bartruff said we don't.

4.1.5. Allan Thoms asked about this being only state of Iowa offenders, Jerry Bartruff said this has been in this contract forever, but he's only seen a few waivers.

4.2.1.4. Allan Thoms said this is difficult to do. Jerry Bartruff said there are significant issues with PREA. He said a 1/3 of our residential facilities will be audited next year. They are training auditors right and left. This is rolling out now since standards have been implemented. Allan Thoms asked what if we don't comply, but noted we will do our best to comply.

4.3.6. Allan Thoms asked about EBP. Jerry Bartruff said Iowa has a strategic plan, Bruce Vander Sanden said we do in cooperation with other districts and DOC. He said we get reports to measure recidivism rates, etc.

8.1. Allan Thoms asked if we comply and Bruce replied yes.

Section 12 Allan Thoms read this section, he said this brings up the question of the Wenzel center and not sure how this will be handled. He said the Wenzel Center was built using some CDBG funds and do we have the right to sublet the Wenzel Center to a private individual. Jerry Bartruff said he will get more information on this.

Rod Sullivan moved to approve the POS agreement between the IDOC and the 6JD. Shelby Humbles seconded. Motion carried.

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MT VACATION CAPS

Bruce Vander Sanden talked about the motion from the last Board meeting regarding removing 40 hours of vacation time accrued by management team. He discussed how this affects the vacation caps. The option that he is presenting to the Board, after talking to management team, is since the cap was created by a board approved policy, they should be able to keep the caps. This would be similar to the sick leave conversion caps that are kept even when a person no longer converts sick leave. Allan Thoms noted this was a policy in affect for 26 years.

Lu Barron moved to approve management team maintaining the vacation caps they are at presently. Harry Daugherty seconded. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

Personnel changes:

- Kyle Miroux promoted to a .63 FTE Residential Officer at Hinzman Center
- Courtney Eggers new hire to a .38 FTE Residential Officer at the Hinzman Center

Construction projects-

- Wenzel Center and Faches Center roofs
- LANC soffits, siding, fascia and gutters.
- Cooler expansion at LANC/GRHC kitchen
- Carpet replacement at Stratton Center after sewer back up

Finished Director retreats with staff.

Highlights include:

- Nine retreats in nine months between August 2013 and April 2014
 - 132 total staff attended while 12 eligible staff declined the opportunity

SWOT results:

- *Strengths*-good compensation package, diversity, dedication and experience
- *Weakness*-communication-all levels and direction, lack of resources
- *Opportunities*- create changes, personal responsibility and transparency
- *Threats*-rumor mill, media and public perception
- There was a healthy combination of a “wait and see attitude” versus “we have the ability to shape the department and create our future”.

Town hall meetings facilitated by Steve Sovern

Julie Schultz and Bruce Vander Sanden met with Steve Sovern to de-brief on June 11, 2014. Most direct messages were:

- We need to move on
- There is a concern about the double standard of accountability
- Action is a key word and concept
- There is much we need to be proud of
- Part of doing good work is remembering what good work looks like
- Effective communication is essential in helping pull us all together
- The fact that communications have improved under new leadership should not be overlooked

ANCHOR update:

- Sent a staff email
- Letter to legislators
- Still on hold pending central office approval

Auditors-Special review field work by auditors the week of June 2, 2014. This is an agenda item for later in the meeting

PREA audit of Hope House the week of July 7, 2014. We will be the first residential facility audited in the state.

Budget meeting in Des Moines on June 4, 2014—1%, 0, 1%, 2% and 4% scenarios

Julie Schultz commented on the facilitations – She said there were huge grumblings in the beginning, good and bad. A majority of staff participated and she feels “we got good results and it gives us goals to work on.” She would like to send out an email from herself and Bruce Vander Sanden regarding the results and work on putting together a work group to work on this. She feels this was a positive thing to do for staff.

She also talked about how staff pulled together to raise money for Ryan Cizmadia’s baby boy, who has been ill, and it was a great response.

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ADVISORY COMMITTEE REPORTS

Southern – Rod Sullivan gave some of the highlights from the last Southern Advisory meeting:

- There is some crisis with affordable housing in Johnson County.
- North Liberty is providing lunch to 18 year old and younger. There are many volunteers, including restaurants, donating food. The police are involved to give a positive appearance.
- Allan Thoms said he would like to be updated on the housing tour and information. He has talked to the city manager about housing and assisting our clients with this. Rod Sullivan said there are some cases where people were forced back into crime due to not having housing.
- Allan Thom's asked about Jerri Allen's comment on the female jail population exploding and they're not sure why.

Northern – Bruce Vander Sanden said this committee had presentations on HiSET and the Young Parents Network (YPN) Program. Greg Fitzpatrick talked about HiSET and how the presenter for the YPN talked about getting dads more involved with their kids.

Client Services – No meeting since the last report.

Law Enforcement – No meeting since the last report.

Victim – Meeting TBD

Cultural Competency – No meeting since last report.

Rural – Meeting TBD

OLD BUSINESS – N/A

NEW BUSINESS – N/A

COMMUNICATION TO THE AUDITOR'S OFFICE

Allan Thoms said he and Bruce Vander Sanden have talked about sending a communication to the auditor's office to seek clarity in regards to the 6th DCS and status as a state agency and to ask them to give consideration to have an opportunity to respond to any new findings when the audit review is done before releasing it to the public. Allan Thoms said he is looking for a consensus, or general acceptance, to present a letter to the executive committee for approval. The 6JD Board approved.

Allan Thoms asked Rod Sullivan to chair the director's evaluation committee. Shelby Humbles and John Stratton are on this committee. On, or before, the first of September we should have the results to present.

POLICY REVIEW – N/A

OUT OF STATE TRAVEL – N/A

OTHER – None at this time.

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PUBLIC COMMENT

Julie Schultz feels things are going pretty good and encourages the district to fill residential officer positions. Julie Schultz commented about having staff input on the director's evaluation. She feels Bruce Vander Sanden has worked hard this last year.

Shelby Humbles made motion to adjourn at 2:45 p.m.. Rod Sullivan seconded. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors is set for Friday, July 11th, 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 _____