

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: August 8, 2014

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

Board members present: Allan Thoms, John Stratton, Jan Kazimour, Rod Sullivan, Joe Oswald, Dan Anderson, Jessica Peckover, Ken Popenhagen, Fred Mims, Dwayne Daniels

Staff members present: Bruce Vander Sanden, Angela Brubaker, Julie Schultz, Rob Metzger, Judy Breja, Mark Achey, Vickie Kindl, Michelle Reese, Candace Acord

Guests: Mechelle Dhondt, Coordinator of Disability Services, East Central Region

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION

Judy Breja gave a presentation on Jail Diversion.

Allan Thoms mentioned possibly having the Drug Court staff attend a future meeting to finish their presentation from the June 13th Board meeting.

REVIEW OF MINUTES

Allan Thoms commented on following up with Jerry Bartruff about the question on the POS agreement regarding the Wenzel Center from the June 13th meeting.

John Stratton moved to approve minutes of the Board of Directors meeting held on June 13th, 2014 as presented. Ken Popenhagen second. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

District Dialogues were held in June. Some highlights were:

- **The successes of the 6th DCS**
 - A fiscal year 2010 recidivism study completed by DOC shows that the 6th DCS had the 2nd lowest return to an Iowa prison rate for probationers committing a new crime (9.7%) within a three year period. When technical violations were included the 6th DCS had the lowest return to prison rate of all CBCs (20.3%). 6th DCS parole figures were also impressive with a return to an Iowa prison rate for committing a new crime at 10.2%, the lowest in the State.

- **Current population trends**

- The populations we serve are trending downward slightly. State overall numbers are pretty constant.

- **Fiscal Year 2015 Budget**

- Includes positions for ANCHOR residential. Approval to fill these positions is still pending with DOC Central office.
- Overall budget - \$18,144,480
- Personnel - \$16,075,700 (88.5%)
- State appropriation - \$14,833,623 (82%)

- **PREA audit-** was completed at Hope House the week of July 7th. Hope house staff, as well as Cynthia Dennis and Malinda Lamb put a lot of work and effort into this. The auditor was very impressed, had many positive comments about the facility and we passed the audit.
- **Personnel update:** Alyssa Klein was hired as a part-time RO at the Hinzman Center

- **US Attorney Kevin Techau-**Assistant Director Greg Fitzpatrick and I met with him. He is interested in collaboration much like we experienced when Chuck Larson was the US attorney. Eric Holder has placed a heavy emphasis on re-entry.

FISCAL REPORT

The May 2014 financials were reviewed first with the board. Then the June 2014 financials were reviewed. Mr. Wright stated that he was very confident the 6JD will end fiscal year 2014 in the black.

Fiscal year 2014 year-end projections were submitted July 25, 2014 to the DOC Central Office. Mr. Wright reviewed this document with the board.

Greg Wright updated the board in general what District infrastructure needs were addressed in fiscal year 2014.

Projected reversion is \$240,000 approximately and possibly \$40,000 more. He talked about reversion funds and how they can be used in the next year. Mr. Wright included Iowa Code Section 8.62 in the board's handout.

Greg Wright said he will update the Board in October with final numbers for the 2014 fiscal year.

Greg Wright presented the drug forfeiture financials for fiscal year 2014.

Greg Wright proposed changes to the FY15 budget. He updated the SAMHSA HRU Grant and the Jail Diversion Grant line items.

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John Stratton moved to approve the fiscal budget report for March FY14 including the Drug Forfeiture fund document and financials and amendments to the FY15 budget as presented by Mr. Wright. Dwayne Daniels seconded. Motion carried.

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 – These minutes will be reviewed at the September meeting.

Victim – Meeting TBD

Cultural Competency – No meeting since last report.

Rural – Meeting TBD

OLD BUSINESS – N/A

NEW BUSINESS –

Joe Oswald moved to go into closed session per Iowa Code Chapter 21.5, 1.i. Jan Kazimour seconded. Motion approved. Roll call vote was taken, as follows – Ayes: Dwayne Daniels, Fred Mims, John Stratton, Jessica Peckover, Dan Anderson, Jan Kazimour, Joe Oswald, Rod Sullivan, Ken Popenhagen, Allan Thoms. Nays: None. Greg Wright, Bruce Vander Sanden and Angela Brubaker were also present.

Joe Oswald moved to end the closed session at 2:12 p.m. Rod Sullivan second. Motion carried. Roll call vote was taken, as follows - Ayes: Dwayne Daniels, Fred Mims, John Stratton, Jessica Peckover, Dan Anderson, Jan Kazimour, Joe Oswald, Rod Sullivan, Ken Popenhagen, Allan Thoms. Nays: None.

Joe Oswald moved to correct a rounding error which resulted in writing a check for \$153.43. Rod Sullivan seconded. Motion approved.

CONTRACTS – N/A

POLICY REVIEW –

- a) F019-14 Conflict of Interest and Related Party

Ken Popenhagen moved to approve policy F019-14 Conflict of Interest and Related Party. Dwayne Daniels seconded. Motion carried.

- b) F020-14 Credit Card Usage, it was recommended to change “VISA” to “bank credit card.”

Rod Sullivan moved to approve policy F020-14 Credit Card Usage with the noted changes. Jan Kazimour seconded. Motion carried.

- c) 016-14 Vacation

John Stratton moved to approve policy 016-14 Vacation. Dwayne Daniels seconded. Motion carried.

OUT OF STATE TRAVEL

N/A

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OTHER

Rod Sullivan mentioned that he thought the closed session was for Bruce Vander Sanden's annual review so we will review this next month.

PUBLIC COMMENT

Candace Acord shared the details of a project she is working on; this project is to have Iowa Code include a labor representative to be placed on each CBC Board to increase communication, share financial issues and safety issues. John Stratton asked how this person will be selected. She said she thinks they will be voted on by their peers and have a term limit. Possibly put this on the next agenda for discussion.

Julie Schultz said she feels things are going pretty good. There will a Next Steps meeting soon.

Shelby made a motion to adjourn at 2:45. Rod Sullivan seconded. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors is set for Friday, September 5th, 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 _____