

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: September 5, 2014

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

Board members present: Allan Thoms, Jan Kazimour, Rod Sullivan, Joe Oswald, Dan Anderson, Jessica Peckover, Ken Popenhagen, Shelby Humbles, Lu Barron, Harry Daugherty, Terry Hertle, Jennifer Germaine, Fred Mims, Dwayne Daniels

Staff members present: Bruce Vander Sanden, Angela Brubaker, Malinda Lamb, Greg Fitzpatrick, Julie Schultz, Vickie Kindl, Michelle Reese, Pete Abbott

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION

Michelle Reese did a presentation on the sex offender education being done in the schools.

REVIEW OF MINUTES

Shelby Humbles Jr. moved to approve minutes of the Board of Directors meeting held on August 8th, 2014 as presented. Ken Popenhagen. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

- On 8/13/14 the 6JD received permission to open the ANCHOR Center from DOC Central office. They are working on expediting the transfer process for residential officer positions. Melanie Steffens is the residential supervisor for this facility.
- 6JD leadership academy – this will be the third academy. Todd Roberts is facilitating this and there are eight participants. Each participant does a project that would benefit the district.
- The summer picnic was a potluck and gave out longevity certificates to 33 staff.
- An email to the auditor was sent asking the status of the special review. They were unable to give an update on the timeline.
- FY16 and FY17 budget – DOC Central asked the eight district directors to get together and decide what was important to assist the districts. They looked at statewide data and caseload sizes were reviewed. They came up with a formula and presented their ideas along with the prisons and institutions. It was determined that the 6JD has about a 10% need. Bruce Vander Sanden stated the fifth district has a 35% need. He recommended in FY16 that any positions that were justified for the 6th DCS to be allocated for the 5JD due to their higher need. There are 58 positions being requested; 28 in FY16 and 30 in FY17. In FY17 the 6JD wasn't given any positions although based on workload formulas there should be 3 PPOs requested. Director Baldwin has been asked why the 6JD has been allotted no new positions for either year.

BOARD OF DIRECTORS MEETING

September 5th, 2014 – page 2

- We are working on having legislative night in mid-October. The main focus will be ANCHOR Center and we usually try not to have more than three topics. We will have Michelle Reese talk about code modifications for sex offenders. And third topic will be the recidivism study that highlights the good work the 6JD has done. The location of this meeting will be at the ANCHOR Center and we will give a tour.
- Allen Thoms brought up having the 6JD Board send the DOC Board a letter for an explanation for the FY17 budget proposal. The approval of the budget is a week from today. He noted that we will focus on the statistics. Fred Mims asked if all the districts got what they wanted/needed. Bruce Vander Sanden explained that all the districts received the percentage of the 58 positions except the 6JD. The 6JD Board agrees that a letter is appropriate. It was noted that we need to make a case and ask for an explanation as to why this is.

Shelby Humbles made a motion to have the Sixth Judicial District Board Executive Committee draw up a letter to send to the DOC Board of Directors. Terry Hertle seconded. Motion carried.

Rod Sullivan said that it might be good to do some public relations at legislative night, as well as do some follow up from the special audit report.

FISCAL REPORT

Greg Wright talked about the reversion and how much will revert back. He also gave a review of the July Financials. He noted that he just finished the GAAP package and plans to review this with the budget committee at a later date.

Rod Sullivan moved to approve the fiscal budget report for July FY15 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 – Harry Daugherty talked about how Cedar Rapids Police Chief Wayne Jerman has a concern with the length of sentence for certain offenders and the screening process. Search warrant authority was discussed. Harry said the bus route stop by the Marion Police Department is a budget item and he's not sure where it's at. He's assuming it will have to wait until the next fiscal year. Greg Fitzpatrick talked about the HRU car issues.

Victim – Meeting TBD

Cultural Competency – No meeting since last report.

Rural – Meeting TBD

OLD BUSINESS – N/A

BOARD OF DIRECTORS MEETING
September 5th, 2014 – page 3

CONTRACTS –

CHoOSE Contract – Allan Thoms asked Malinda Lamb to communicate to CCIA to expand this program to all six counties.

Lu Barron made a motion to approve the CHoOSE contract as presented. Jan Kazimour seconded. Motion carried. One abstention – Fred Mims.

The following contract was approved by Executive Committee since the last meeting on 8/8/14:

AmeriCorps Contract

Ken Popenhagaen made a motion to approve the AmeriCorps contract as presented. Dwayne Daniels seconded. Motion carried.

POLICY REVIEW – n/a

OUT OF STATE TRAVEL

- Randy Cole 10/6-10/14, Deadwood, SD – South Dakota Fall Polygraph Conference - \$150 for lodging and work time.
- Melanie Steffens & Cynthia Dennis 10/14-16/14, Oshkosh, WI – WEMA Conference – All expenses reimbursed, just asking for work time
Ratify:
- Heidi Schroeder 9/6-13/14, Seattle, WA - Nat'l Polygraph Academy 49th Annual Seminar - \$350 for registration and work time.

Fred Mims made a motion to approve all the out of state travel presented. Shelby Humbles seconded. Motion Carried.

NEW BUSINESS –

Terry Hertle moved to go into closed session at 2:55 p.m. per Iowa Code Chapter 21.5, I.i. Jan Kazimour seconded. Motion approved.

Roll call: Ayes: Dwayne Daniels, Fred Mims, Jessica Peckover, Dan Anderson, Jan Kazimour, Joe Oswald, Rod Sullivan, Ken Popenhagen, Allan Thoms, Terry Hertle, Jennifer Germaine, Shelby Humbles Jr., Lu Barron, Harry Daugherty Nays – n/a
Angela Brubaker was also in attendance.

Joe Oswald moved to go out of closed session at 3:11p.m. Terry Hertle seconded, motion carried.

Roll call: Ayes: Dwayne Daniels, Fred Mims, Jessica Peckover, Dan Anderson, Jan Kazimour, Joe Oswald, Rod Sullivan, Ken Popenhagen, Allan Thoms, Terry Hertle, Jennifer Germaine, Shelby Humbles Jr., Lu Barron, Harry Daugherty Nays – n/a

Fred Mims moved to resume open session. Lu Barron seconded. Motion Carried.

Joe Oswald moved to accept the evaluation presented by the evaluating committee for the District Director, Bruce Vander Sanden and have it be communicated to the District Director, Bruce Vander Sanden. Dwayne Daniels seconded. Motion approved.

OTHER – N/A

BOARD OF DIRECTORS MEETING
September 5th, 2014 – page 4

PUBLIC COMMENT – N/A

Fred Mims made motion to adjourn at 3:15 p.m. Dwayne Daniels seconded. Motion Carried

NEXT MEETING

The next meeting of the Board of Directors will be determined 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 _____