

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: October 20, 2014

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

Board members present: Allan Thoms, Jan Kazimour, Rod Sullivan, Jessica Peckover, Terry Hertle, Fred Mims, John Stratton, Joe Oswald, Dwayne Daniels, Shelby Humbles Jr.

Staff members present: Bruce Vander Sanden, Angela Brubaker, Malinda Lamb, Greg Fitzpatrick, Julie Schultz, Vickie Kindl, Greg Wright, Shannon Ryan

Guests: Jerry Bartruff, Leland Freie

INTRODUCTIONS

Everyone present introduced themselves.

REVIEW OF MINUTES

John Stratton moved to approve minutes of the Board of Directors meeting held on September 5th, 2014 as presented. Rod Sullivan seconded. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

1. **ANCHOR**-the 6JD is approximately half way through offering internal transfers to current residential officers. We also know that we will be hiring new staff so we are going to be advertising and posting positions soon. There will be informational sessions for interested parties on Monday, November 3rd at 6 pm and Wednesday November 5th at 0900.
2. **DOC Accreditation**-will occur on December 3, 2014. Last one that was completed by IDOC Central office was 11/19/2002
3. **Jeff Thompson from the AG's office**-met with the 8 CBC directors on Thursday, October 9th at Bruce Vander Sanden's request. He shared a lot of information and some of his keys points were:
 - The 8 District DCSs are not state agencies but governmental subdivisions.
 - There are some exceptions to this....one of which is that non-exempt employees are state employees for the purpose of the contract.
 - DAS can provide governmental subdivisions with services such as health care, IPERS, deferred comp, etc.
 - Exempt employees are employees of the judicial districts.
 - Exempt (non-contract employees) do not have to follow DAS guidelines.
 - Jeff Thompson has shared this information with the auditor.

4. Bruce Vander Sanden spoke with Mary Mosiman, Auditor for the State of Iowa. She acknowledged that the AG's had shared their opinion with her. Present timeline is that the audit will be in final review mid to late November. She will call Bruce Vander Sanden at that time to update. The release process will include an exit conference prior to the official release. Allan Thoms said he thinks the amount of requests from the auditor has been remarkable and he feels that everyone at the 6JD did a great job complying and cooperating in a timely manner. It was noted that Greg Wright and his staff did a great job gathering information and cooperating.

FISCAL REPORT

Greg Wright presented the revised July financials for approval. In addition Mr. Wright presented the August financials for comment and approval. Mr. Wright presented a revised fiscal year 2015 budget for the board for comment and approval. Mr. Wright highlighted the changes between the adopted budget and the proposed revised 2015 budget.

Allan Thoms asked about the 6JD Board Budget review committee membership since Jennifer Germaine has left. We will work on getting another member on this committee. Dwayne Daniels said he might be interested.

Shelby Humbles Jr. moved to approve the FY15 Revised July Financials and the FY15 August Financials and the revised 2015 budget as presented by Mr. Wright. Jan Kazimour seconded. Motion carried.

ADVISORY COMMITTEE REPORTS

- Southern – John Stratton said the Southern Advisory committee met and a few things worth noting are:
 - Joey Matousek, A 6JD employee at the Johnson County office, was the recipient of the 2014 Pat Meyer award.
 - There was a tour of affordable housing in Coralville and 45 people attended. It went well and was well received.
 - One of the big affordable housing complexes, Dolphin Point, was sold and they are not sure what is going to happen with this.
 - Valerie Kemp was located in the Broadway office; and due to renovations, she is now in the Kirkwood office temporarily.
 - The North Liberty summer lunch program went very well and they are planning to do it again next year with the support of local businesses.
 - Poverty level for a family of two at about \$14,000 - \$15,000 annual income.
- Northern – No meeting since the last report.
- Client Services – No meeting since the last report.
- Law Enforcement – No meeting since last report.
- Victim – Meeting TBD
- Cultural Competency – Will report on this at the next Board meeting.
- Rural – Meeting TBD

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OLD BUSINESS –

Legislative Night review –

- The informational packet was handed out and Bruce Vander Sanden went over the information in it. (See attached)
- It was asked to gather demographics of clients on supervision and to pull data points to look at.
- Rod Sullivan brought up some of the Probation Officers comments about being stretched too thin and collecting rent and other fees isn't always easy.
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NEW BUSINESS –

Breakfast of Thanksgiving will be held on November 18th, 2014 at the First Lutheran Church and Board members are invited to attend.

POLICY REVIEW – The following policies were reviewed:

- 917-14 Sex Offender Registry Modification Evaluation
- 066-14 Administrative Investigations

Julie Schultz noted that Danny Homan needs to review policies that involve District employees before they are approved. These policies were tabled until Danny Homan can review them.

Joe Oswald made a motion to table the policies listed above, pending Danny Homan's review of them. Shelby Humbles Jr. seconded. Motion carried.

Bruce Vander Sanden noted that he will create a process with Julie Schultz and Danny Homan to review policies in the future.

CONTRACTS – The following contracts were reviewed:

- Goodwill of the Heartland
- Johnson County Attorney's office Drug Treatment Court

John Stratton moved to approve both contracts listed above. Dwayne Daniels seconded. Motion carried.

OUT OF STATE TRAVEL – n/a

PUBLIC COMMENT

Julie Schultz said AFSCME is starting negotiations for the next contract and the process begins in January and they have met twice. She stated that Janet Fitz is in charge of the management side and noted it should go much smoother than in the past.

OTHER

Bruce Vander Sanden stated there will be three retirements in December: Randy Cole, Vickie Traynham, and Linda Sorenson.

Dwayne Daniels asked about the succession planning and if we have looked at this. Bruce Vander Sanden said the 6JD works on this all the time with training, orientation, internal leadership academy, etc.

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NEXT MEETING

The next meeting of the Board of Directors will be December 5th, 2014 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 _____