

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: December 5, 2014

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

Board members present: Allan Thoms, Jan Kazimour, Jessica Peckover, Terry Hertle, Fred Mims, Shelby Humbles, Harry Daugherty, Dan Anderson

Staff members present: Bruce Vander Sanden, Angela Brubaker, Malinda Lamb, Greg Fitzpatrick, Julie Schultz, Vickie Kindl, Greg Wright, Melanie Steffens, Sam Black, Rob Metzger, Randy Cole, Mark Achey

Guests: Jerry Bartruff, Leland Freie

INTRODUCTIONS

Everyone present introduced themselves.

Allan Thoms noted that Jerry Bartruff, with DOC Central, was here last Wednesday for the accreditation and thanked him for coming.

Allan Thoms stated that Randy Cole is retiring at the end of this year and the retirement open house is on December 19th, 2014.

PRESENTATION

Randy Cole did a presentation on the Hope house Goodwill project.

REVIEW OF MINUTES

Shelby Humbles Jr. moved to approve minutes of the Board of Directors meeting held on October 20th, 2014 as presented. Terry Hertle seconded. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

- Legislative night – There was good attendance and good presentations/conversations. Allan Thoms added that eight legislators attended, as well as one candidate, who won his seat. He said the presentations were very good and well received and he was pleased with the whole process. Jan Kazimour stated there was a lot of positive dialogue.
- DOC Accreditation – DOC Central was here last Wednesday for the 6JD accreditation. They reviewed policies and procedures, took tours of facilities and neighborhood offices, looked at financials, and other areas. Bruce Vander Sanden said the opening remarks were “We don’t have any concerns with the 6th, and the 6th DCS has always had a leadership role in the state.” The fiscal officer, Jim Wittenmyer, said he didn’t need to meet with Greg Wright very long because he “talks to him all the time and it’s all good.” Jerry Bartruff said he felt it was a good meeting and feels this is a positive way to open communication and work together.

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He noted that he has worked with the 6JD since the beginning of his career. He said he has no concerns with the fiscal or the POS and just wants to focus on working together. Allan Thoms said, with cooperation with central office, he'd like the opportunity for 6JD Board members to meet annually with other district Board members and possibly meet at one of the facilities and tour it.

- Joey Matousek received the Pat Meyer Vision Award for her outstanding commitment to ending domestic violence and her dedication to victims of domestic abuse.
- State Auditor – Mary Mosiman called Bruce Vander Sanden a few weeks ago and said the special review will not be released until sometime after the first of the year.
- ANCHOR Center – working on getting this staffed. Had two informational meetings for staff and the communities, these were well attended.
- Blood drive on Halloween that had great attendance.
- The Breakfast of Thanksgiving was held on 11/18/14 and was voluntary and had good attendance. This event is where the management team cooks breakfast for the line staff.
- Drug Treatment Court had a graduation on 11/24/14 for Linn County and there were seven graduates and positive media coverage. Art Staed also attended.
- Finished up the annual report and handed out copies to Board members.
- Retirement open house will be held on 12/19/14 for Linda Sorenson, Vickie Traynham, and Randy Cole. Board members are welcome to attend.

Jerry Bartruff said that they looked at releases from three years prior and for the first time in November, the recidivism rate was under 30% due to improved outcomes for special/unique populations. The women's recidivism rate was 22%. And he was most proud of the fact that the recidivism rate of African-Americans, compared to other races, was the same as other races for the first time ever. He noted that this is a good sign and hopes to see this continue. Allan Thoms said we need a public relations person for the positive stories like these.

FISCAL REPORT

Greg Wright reviewed the District's financials for September, October and the first quarter ending report for the Drug forfeiture program. He noted that we are tracking well within budget. Mr. Wright noted that we are experiencing a huge increase in health insurance costs for calendar year 2015. The average increase of 21% results in an additional cost to the District for six months of \$127,570. This could be problematic next year if these increases are not fully funded. Due to these health insurance cost increases, DOC Central has directed all prisons to cease all non-essential spending and only refill positions deemed critical that become vacant for the remainder of fiscal year 2015. Mr. Wright stated that we could have been in a similar position if ANCHOR had been opened July 2014. Mr. Wright also elaborated on T&T funds and how these were planned to be spent. Mr. Wright stated he will bring a list of these projects to a future Board meeting.

Allan Thoms noted that at the accreditation meeting it was brought up that the state won't pay for any building upkeep.

Fred Mims moved to approve the September financials, October financials and Drug Forfeiture report as presented by Mr. Wright. Terry Hertle seconded. Motion carried.

ADVISORY COMMITTEE REPORTS

Southern – No meeting since the last report.

Northern – No meeting since the last report.

Client Services – Jessica Peckover said ANCHOR Center updates were given. She talked about the new Horizons program that works with African-Americans and the Cedar Rapids Police Department (CRPD). There have been nine referrals so far, per Shelby Humbles. This program went into effect in October 2014. Drug courts are very full and there will be a graduation in Johnson County in January 2015. This Board is invited. She stated the ASAC executive director is retiring and Barb Gay is taking over this position. The educational instructor at Lundby Center is very beneficial and this is open to everyone. He has a therapy dog and she has been helpful in opening dialogue with some clients.

Law Enforcement – No meeting since last report.

Victim – Meeting TBD

Cultural Competency – Bruce Vander Sanden talked about the recidivism rates and ongoing talks about membership on this committee. He stated there was discussion about partnering with the CRPD Explorer Post. The impact of the nuisance abatement on clients was discussed. Housing is an issue and Allan Thoms hopes this committee does work on this.

Rural – Meeting TBD

OLD BUSINESS – N/A

NEW BUSINESS –

- Accreditation – covered already.

POLICY REVIEW – The following policies were reviewed and approved.

- a. 917-14 Sex Offender Reg. Mod. Eval.
 - i. 917A-14 Sex Offender Reg Mod. Eval. App.
 - ii. 917B-14 Sex Offender Reg Mod. Eval. App. Denial
- b. 066-14 Admin Investigation – Malinda L. (this policy will take effect on 1/1/15)
- c. 154-14 Iowa Corrections Offender Network (ICON)
- d. 2330-14 Required Records (ANCHOR Residential)
- e. 2333-14 Intake
- f. 2334-14 Personal Property (ANCHOR Residential)
- g. 2338-14 Transportation (ANCHOR Residential)
- h. 2339-14 Meals (ANCHOR Residential)
- i. 2340-14 Visitation (ANCHOR Residential)
- j. 2342-14 Religious Services (ANCHOR Residential)
- k. 2344-14 Resident Medication Control
- l. 2357-14 Appeals (ANCHOR Residential)
- m. 2369-14 Facility Sanitation (ANCHOR Residential)
- n. 2370-14 Key Tool & Sharp Utensil Control (ANCHOR Res.)
- o. 2331-14 Referral/Screening Placements
- p. 2335-14 Search & Seizure/Contraband (ANCHOR Resi.)
 - i. 2335A-14 Strip Search Log (ANCHOR Resi.)

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- q. 2336-14 Employment
 - i. 2336A-14 Job Seeking Furlough Form
 - ii. 2336B-14 Client Employment Information
 - iii. 2336C-14 Varied Work Schedule
 - iv. 2336D-14 Work Sign Out Sheet
- r. 2348-14 Levels
- s. 2349-14 Furloughs

Fred Mims made a motion to approve the policies listed above. Jan Kaimour seconded. Motion carried. *Noting that policy 066-14 will take effect on 1/1/15.

CONTRACTS – N/A

OUT OF STATE TRAVEL – N/A

PUBLIC COMMENT

Julie Schultz stated that she attends Board meetings in different districts and the last one was at the 5th District, it took 35 minutes and was very brief. She stated that she appreciates the detail of review of our Board.

OTHER – N/A

Adjourned at 2:50 p.m.

NEXT MEETING

The next meeting of the Board of Directors will be February 6th, 2015 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 _____