

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: February 6, 2015

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

Board members present: Jan Kazimour, Jessica Peckover, Shelby Humbles, Dan Anderson, Dwayne Daniels, Ken Popenhagen, Janelle Rettig, Jon Zirkelbach,

Staff members present: Bruce Vander Sanden, Angela Brubaker, Greg Fitzpatrick, Julie Schultz, Vickie Kindl, Greg Wright, Melanie Steffens, Mark Achey

Guests: Sheryl Dahm, Central Office

INTRODUCTIONS

Everyone present introduced themselves.

REVIEW OF MINUTES

Dwayne Daniels moved to approve minutes of the Board of Directors meeting held on December 5, 2014 as presented. Shelby Humbles seconded. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

- There were three retirements in December: Randy Cole, Vickie Traynham and Linda Sorenson. The open house was well attended and their services will be missed. .
- He noted that these employees have been promoted: Brian Mullinnix to Hope House Supervisor, Leah Schneider to PPO III, Melissa Kluth to CPM, Gillian Murray to PPO and Brant Beauregard to PPO. There are a lot of growth and promotional opportunities in the 6th.
- ANCHOR Center –internal transfer process is almost complete. External interviews were conducted simultaneously to expedite the process. Plan to offer many new hires next week.
- He commented several Gazette news articles that have been forwarded to the Board.
- On January 19th Greg Fitzpatrick, Mindy Lamb, and Bruce met with the Gazette editorial Board and educated them on the DOC DCS system and answered questions they had.
- On January 22nd the DOC hosted a legislative breakfast in Des Moines and that gave the opportunity to talk to legislators and give them information on what the 6JD does. Several members of the 6JD management team attended.
- Director Vander Sanden attended the DOC board meeting on January 22, 2015 and gave an update on the 6th DCS. The DOC board had requested periodic updates. It was well received.
- Strategic Plan – the five year strategic plan lays out our vision, mission, PRIDE, and the three priorities:
 - Focus resources toward individuals most likely to reoffend.
 - Invest in program models and interventions that are shown to be evidence based.
 - Focus on staff professional development.

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FISCAL REPORT

Greg Wright reviewed the revised November and December and Drug Forfeiture financials. He noted that we are maintaining and well within budget.

Mr. Wright reviewed the 2013 annual audit report and the associated findings. Discussion resulted. Bruce Vander Sanden addressed the “relationship with CCIA” finding. There are no new findings on Greg Wright’s watch. He introduced Vickie Kindl and praised her for the work she does in the fiscal department. Mr. Wright also praised the fiscal team for the work they have performed contributing to no new audit findings.

Dwayne Daniels moved to approve the November, December and Drug Forfeiture financials, as well as the 2013 Annual Audit Report, as presented by Mr. Wright. Jan Kazimour seconded. Motion carried.

It is noted that Janelle Rettig and Dwayne Daniels will consist of the 6JD Board Financial Subcommittee and will set a date for a meeting soon.

ADVISORY COMMITTEE REPORTS

Southern – Bruce Vander Sanden reported that Phoebe Trappe from Shelter House gave a presentation on FUSE Housing First. It was a good presentation with good information. Janelle Rettig commented on this and how it is addressing “frequent flyers” of homelessness and the costs involved in helping them. Jessica Peckover said that since the wet shelter has opened it has had a huge impact on the costs involved with this population.

Northern – Ken Popenhagen reported that they discussed the changes in the neighborhoods. Greg Fitzpatrick said they are transitioning Rod Courtney into the Moundview office and he is going to fit in well and assist with the Mission of Hope. Ken Popenhagen commented on the importance of the neighborhood associations. Greg Fitzpatrick stated that we have a probation officer stationed in the Marion Police Department and this has been a great collaboration. This committee is looking at possibly working on veterans for the next project.

Client Services – No meeting since last report.

Law Enforcement – These minutes will be reviewed at the next meeting.

Victim – Meeting TBD

Cultural Competency – No meeting since the last report.

Rural – Meeting TBD

OLD BUSINESS – N/A

NEW BUSINESS –

- Elections –

Dwayne Daniels made a motion to keep the current slate with Janelle Rettig replacing Rod Sullivan and Ben Rogers replacing Lu Barron as Vice Chairperson. Shelby Humbles seconded. Motion approved.

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The 2015 Sixth Judicial District Board of Directors Executive Committee consists of these members:

- Allan Thoms, Chair
- Ben Rogers, First Vice Chair
- Ken Popenhagen, Vice Chair
- Janelle Rettig
- Jan Kazimour
- W.F. (Fred) Mims
- John Stratton

POLICY REVIEW –

- a. 2363-15 Notification of Supervisory Staff (ANCHOR Res.)
- b. 2364-15 Emergency Plan (ANCHOR Res.)
- c. 2343-15 Health Services (ANCHOR Res.)
 - i. 2343A-15 Resident Accident Form
 - ii. 2343B-15 Medical Referral to U of I Hospitals
- d. 2346-15 Finances (ANCHOR Res.)
 - i. 2346A-15 Weekly Pass Log
 - ii. 2346B-15 Proposed Budget
- e. 2350-15 Count (ANCHOR Res.)
- f. 2351-15 Escape/Out of Place Assessment (ANCHOR Res.)
- g. 2354-15 Disciplinary Process.
- h. 2357-14 Appeals (ANCHOR Res.)
 - i. 2357A-14 Appeal Form
- i. 2365-15 Contingency Plan (ANCHOR Res.)
- j. 2366-15 Passes (ANCHOR Res.)
 - i. 2366A-15 Form Instructions & Resident Pass
 - ii. 2366B-15 Permanent Pass
- k. 2367-15 Resident Loan Fund (ANCHOR Res.)
 - i. 2367A-15 Loan Request Form
- l. 2352-15 Control by Residents (ANCHOR Res.)
- m. 2353-15 Classification on Violations (ANCHOR Res.)
- n. 100-15 Case Management

Janelle Rettig made a motion to approve all the policies listed above, including a few minor corrections in policy 2350-15 Count, as presented. Dwayne Daniels seconded. Motion carried.

CONTRACTS – N/A

OUT OF STATE TRAVEL –

Bruce Vander Sanden discussed the KCNoVA program and the Midwest Gang Investigators Association Conference. Gabe Schaapveld, Justin Wheatley and Mike Skaggs will be attending the KCNoVA program and Brant Beauregard will be attending the Midwest Gang Investigators Association Conference.

Fred Mims made a motion to approve all out of state travel. Janelle Rettig seconded. Motion carried.

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PUBLIC COMMENT

Julie Schultz stated she has no comment.

OTHER

Janelle Rettig brought up the AmeriCorps Work Group and how Johnson County was asked for matching funds in the past, but they were not asked for matching funds the last couple of years. She is afraid this program will go away. Bruce Vander Sanden stated that the work crew in Johnson County is still in operation and he will get her an update. There were comments on how beneficial this program is.

Bruce Vander Sanden commented about a residential officer at Hope House that has taught many of the residents how to knit and they are now knitting hats and mittens and handing them out to people in need. It was noted that they have handed out over 100 items.

Shelby Humbles made motion to adjourn at 2:50 p.m. Fred Mims seconded. Motion carried.

NEXT MEETING

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