

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: April 17, 2015

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

Board members present: Ken Popenhagen, Janelle Rettig, Joe Oswald, Terry Hertle, Allan Thoms, Ben Rogers, Jan Kazimour, Fred Mims, John Stratton

Staff members present: Bruce Vander Sanden, Angela Brubaker, Greg Fitzpatrick, Michelle Reese, Vickie Kindl, Mike Skaggs, Gabe Schaapveld, Malinda Lamb

Guests: Sheryl Dahm, Central Office

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION

Gabe Schaapveld did a presentation on WARN, NoVA and the Madison Community Against Violence programs. The 6th DCS has been running the WARN program since 2004 and approximately 1661 have attended. High Risk Unit officers Shaapveld, Wheatley and Skaggs had an opportunity to travel to Kansas City, MO and High Risk Unit officers Shaapveld and Wheatley traveled to Madison, WI to visit with officials that operate the program as well as observing them. Our local partnerships are considering modifications to our current format. He went over the information that he handed out.

WARN

WARN stands for "Welcome And Resource Notification." This program began in April 2004. It is a Project Safe Neighborhood initiative. It is specific to parole prison release or work release clients. They target gun crime, reducing recidivism and providing resources to offenders. The partnering agencies are: 6JD DCS, IA Workforce Development, CR Neighborhood Association, Churches United, Cedar Rapids Police Department, Marion Police Department, Linn County Sheriff's Office, US Attorney and ATF.

KC NoVA

KC NoVA stands for Kansas City No Violence Alliance. This program targets homicide and crimes of violence (not specific to probation/parole). Their collaborating agencies are: Jackson County Prosecutor, UA Attorney, City of KC, Kansas City Police Department, Missouri Board of Parole, University of Missouri KC, ATF, FBI, Mother's In Charge, KC Metro, Crime Commission and Health Care Foundation of Greater KC.

Madison Community Against Violence.

This program targets violent and repeat offenders and is specific to probation/parole. Their collaborating agencies are: City of Madison, United Way, Madison Urban Ministry, Department of Public Instruction, Voices Beyond Bars, Madison Police Department, Wisconsin Department of Corrections, Dane County Sheriff's Office, FBI, ATF, DEA, US Marshals, IRS, US Federal Probation, US Attorney, and the Dane County District Attorney.

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The WARN program is working on collaborating with other agencies and may be tweaking their program in the future.

REVIEW OF MINUTES

John Stratton moved to approve minutes of the Board of Directors meeting held on February 6th, 2015 as presented. Janelle Rettig seconded. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

- He has been attending unit meetings to field general questions, comments, etc. He is planning to do district dialogues in June. The budget is probably the biggest concern at this time. Michelle Reese stated she is grateful for the open communication and that there are always certain individuals that will stay in their rut. She said she is spoiled with the open communication at the residential facilities.
- Federal residential inspection was cancelled and they did a paper inspection. They are due to inspect in May 2015.
- PREA audit for the Cedar Rapids residential facilities will be held in May. Sheryl Dahm stated all the prisons have passed thus far. The major issue is about announcing females in wings.
- ANCHOR Center is opening. The 6JD worked closely with AFSCME on transfers of positions. New hires have gone through new employee orientation. They will start accepting residents on April 20th, 2015.
- We were asked to present on the ANCHOR Center at the DOC Board meeting last Friday at Ft. Madison. Rob Metzger and Melanie Steffens did a great job.
- DOC accreditation. The final report is in the Board packet.
- Annual review with the auditors – this went well and there were only three findings – nothing new. These findings have since been corrected. The final report will be shared once it is received.
- Cynthia Dennis, a 6JD residential supervisor, has been asked to go to a specialized PREA auditor field training. She is very good at this and this will be beneficial.
- Crime victims' rights week is next week. Sunday at 1:00 p.m. will be the opening ceremonies in the Linn Room of the Faches Center. Bruce Vander Sanden will be one of the speakers.
- He noted that we are working on getting all policies up to date.
- Appreciate all the hard working staff.

FISCAL REPORT

Vickie Kindl provided a copy of January and February 2015 financial and reviewed the February financials. We are working on scheduling a Board Fiscal subcommittee meeting.

Fred Mims moved to approve the January and February financials as presented by Ms. Kindl. John Stratton seconded. Motion carried.

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ADVISORY COMMITTEE REPORTS

Southern – John Stratton referenced the minutes in the packet. There was an election. Tracey Mulcahey is the chairperson and John Stratton is the vice-chairperson. He noted that Brian Mullinnix is the new Hope House residential supervisor. He commented on the knitting project going on at the Hope House. Allan Thoms pointed out that the probation and parole numbers are down. Janelle Rettig said in Johnson County all the numbers are down due to the programming being offered.

Northern – No meeting since last report.

Client Services – No meeting since last report.

Law Enforcement – Bruce Vander Sanden said they are discussing the NoVA programming in this committee and this group incorporates the police chiefs and sheriffs and they have good discussions and collaborations. Greg Fitzpatrick talked about the Officer's Last Wishes program and this is a packet of information that officers can choose to fill out and it allows them to decide how, if they are killed in the line of duty, they want this handled. Who would notify the family, etc. This is voluntary.

Victim – Meeting TBD

Cultural Competency – Bruce Vander Sanden noted that Dwayne Daniels wanted to be here but couldn't make it last minute. We will share some demographic information on staffing at the next Board meeting. Recent trends have shown an increase in minority staff members. And the one thing that is an anomaly is that 66% of the 6JD staff is females. In other districts they tend to be about 50/50 male vs. female. This group has gathered some great information/data. We were able to get data on client information also. We will share this at a future meeting. He noted that we have been putting a lot of thought into recruiting. Fred Mims mentioned internships. Janelle Rettig said in Johnson County they are doing public safety leadership training. She said they will report back on how this goes. Allan Thoms asked about the nuisance abatement rule. Angela Brubaker noted some of the impacts this is having on our clients and that a speaker from the City who specializes in this will be coming to talk to us about this ordinance and answer questions. We will be inviting committee members, staff and the Board.

Rural – Meeting TBD

OLD BUSINESS – N/A

NEW BUSINESS –

- **6JD CBC Accreditation & Site Review**

Bruce Vander Sanden noted that this is in the packet for your review. He said this will help improve communication and improve services between the 6JD and the DOC. Allan Thoms feels this was beneficial and appreciated this getting done.

- **ANCHOR Center Open House**

Bruce Vander Sanden noted the open house is today from 1:00 – 3:00 p.m. Legislators and media will be in attendance. There will be some residential officers on hand to answer questions and give tours. We will be collaborating with Dan Craig from IMCC on some psychological services. It will be a slow start and we will fill 16 beds at first with male clients. Michelle Reese made a pitch for the specialized services that will be offered at the ANCHOR Center and how beneficial they will be.

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POLICY REVIEW –

- a. 701-15 Pre-Placement Case Assignment Placement Material
- b. 703-15 Order for Parole Special Conditions
- c. 705-15 Violations
- d. 2345-15 ANCHOR Residential – Substance Abuse – approved with minor changes
- e. 2358-15 ANCHOR Residential – Temporary Custody/Notice of Hold Order
- f. 2361-15 Discharge (ANCHOR Resi.)
- g. 2360-15 Parole Recommendations (WR/OWI) (ANCHOR Resi.)
- h. 2347-15 Restitution by Resident (ANCHOR Resi.)
- i. 169-15 Installment Payment Plan (Field Services).

Janelle Rettig made a motion to approve the five (d – h) policies listed above included with corrections noted. Ben Rogers seconded. Motion carried.

John Stratton made a motion to approve a, b, c and i policies listed above. Ben Rogers seconded. Motion carried.

CONTRACTS –

- a. Contract with R. Cole Consulting LLC – Malinda L. – ratification
- b. St. Luke’s Hospital –Service s for ANCHOR Center - Malinda L.

Ken Popenhagen made a motion to approve the contracts listed above. Jan Kazimour seconded. Motion carried.

OUT OF STATE TRAVEL –

Gabe Schaapveld & Justin Wheatley 3/10/15 – Madison, WI – Review “Call In” program – work time and meals. (Ratify)

Bruce Vander Sanden 7/12-17/15 – Los Angeles, CA – APPA & World Congress – requesting registration fee, hotel and airfare; approximately \$1,340. (Ratify)

Cynthia Dennis 8/9-14/15 – Sturtevant, WI – PREA Auditor Field Training Program (FTP) – National PREA Resource Center will reimburse for the costs. Requesting work time.

Rob Metzger, Malinda Lamb, Kristi Reynolds, & Melissa Kluth 7/26-30/15 – Washington, DC - National Assoc. of Drug Court Professionals Conference. The costs will be covered by SAMHSA and BJA. Requesting work time.

Janelle Rettig made a motion to approve the above listed out of state travel. Ben Rogers seconded. Motion carried.

PUBLIC COMMENT

N/A

OTHER

N/A

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Joe Oswald made motion to adjourn at 12:40 p.m. John Stratton seconded. Motion carried.

NEXT MEETING

The date/time of next meeting of the Board of Directors will be determined and held 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 _____