

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: May 22, 2015

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

Board members present: Ken Popenhagen, Janelle Rettig, Joe Oswald, Terry Hertle, Allan Thoms, Dwayne Daniels, John Stratton, Shelby Humbles Jr.

Staff members present: Bruce Vander Sanden, Angela Brubaker, Greg Fitzpatrick, Vickie Kindl, Greg Wright, Gabe Schaapveld, Jane Hawley, Sam Black

Guests: Sheryl Daum, Central Office

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION

Jane Hawley presented on residential employment. Sam Black stated that the Sixth Judicial District has about 237 residential clients and they represent the highest risk and highest need. Employment is important in assisting mainstreaming these clients into society. It was noted that \$12.24/hour is the living wage for a single parent with two children. Jane stated that she is working on getting more apprenticeships, trainings and certificates to assist clients to make a living wage. She does a lot of social media on LinkedIn and talks to business owners and goes to job fairs. She meets with people at Iowa Workforce and they talk to employers about hiring clients and they call Jane with job leads. She feels it's important to meet people face to face and create a positive working relationship. She is proactive in seeing out financial assistance for training and tools. She talked about some of the relationships she has with different companies. Janelle Rettig commented about the Hand Up fund for tools and boots in Johnson County. (This fund mainly tries to assist with transportation.) Shelby said to check with Horizon's since they own NTS and they might be able to assist with transportation. Jane stated that there are more opportunities than she can get to.

REVIEW OF MINUTES

Shelby Humbles Jr. moved to approve minutes of the Board of Directors meeting held on April 17th, 2015 as presented. John Stratton seconded. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

- The ANCHOR Center open house was held after the April 17th Board meeting and there was some delayed media coverage, but it was very positive. There are currently eight residents at the ANCHOR Center and three pending.
- Sunday, April 19th the Crime Victims' Rights week opening ceremony was held at the Sixth Judicial District and was well attended.
- There was the federal residential inspection this week and the initial feedback is positive.

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- The statewide labor/management meeting was held yesterday. Received praise that it was the best statewide meeting in many years. Julie Schultz and Bruce co-facilitated this meeting. Gabe Schaapveld has taken over Julie Schultz's position as Union Chairperson.
- The 6JD fiscal sub-committee meeting for the Board went well.
- It's close to the end of the year and working on the FY16 budget.
- Greg Wright is leaving/retiring. We will be looking to fill his position in the next fiscal year. Allan Thoms thanked Greg Wright for all his hard work and stated that he did a great job and the books are in great shape. John Stratton asked about the special review and it was noted that this is still pending. Allan Thoms noted that the annual audit went well and that there weren't any problems and we have responded to any findings.

FISCAL REPORT

Greg Wright went over the March financials. He stated that we are looking at opportunities to do repairs to some of our facilities. He is highly confident we will end the year in the black. Dwayne Daniels stated there is a check and counter check for each line in the budget for where things are. He has full confidence in this. Allan Thoms asked about Outside Repairs. Greg W. responded that this could be windows and furnaces, doors, etc... Allan Thoms noted that he appreciates having the fiscal sub-committee to review this. The quarterly drug forfeiture information was presented.

Dwayne Daniels moved to approve the March financials and the Drug Forfeiture financials as presented by Mr. Wright. John Stratton seconded. Motion carried.

ADVISORY COMMITTEE REPORTS

Southern – No meeting since last report.

Northern – No meeting since last report.

Client Services – No meeting since last report.

Law Enforcement – No meeting since last report.

Victim – Meeting TBD

Cultural Competency – No meeting since last report.

Rural – Meeting TBD

OLD BUSINESS – N/A

NEW BUSINESS –

1) Non-Contract Compensation

- a) Bruce Vander Sanden said we currently do not have an answer about what the governor is going to do with this. So he will discuss this at a future meeting. Janelle Rettig talked about how non-contract staff were punished by the governor the last time. Greg Wright talked about how he needs to have the budget loaded by June 16th.

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POLICY REVIEW –

1. 031-15 Performance Review

Janelle Rettig made a motion to approve the policy listed above. Dwayne Daniels seconded. Motion carried.

CONTRACTS –

- a. Goodwill of Heartland, 7/1/15 – 6/30/16, provide supported employment services in collaboration with the 6JD DCS Adult Drug Treatment Court Programs in Johnson and Linn Counties, \$5833/monthly (\$70,000/annually)
- b. ASAC, 7/1/15 – 6/30/16, ANCHOR Center Drug Treatment Court, not to exceed \$30,000
- c. ASAC, 7/1/15 – 6/30/16, ANCHOR Center Drug Treatment Court, not to exceed \$55,000
- d. Lease between James D. Hlas and Sheila E. Hlas and the 6JD for office space in Belle Plaine, effective 7/1/15 – 7/1/16, \$500/month, not to exceed \$6000.
- e. Wellington Heights Neighborhood Assoc. Lease, 7/1/15 – 6/30/16, \$400/monthly
- f. Judy Prouty, cleaning services at the Toledo office; \$160/month
- g. Prelude Behavioral Services, 7/1/15 – 6/30/16, ANCHOR Center outpatient Drug Treatment Court services, \$60,000
- h. ASAC, Toledo office space rental, ASAC will pay the 6JD \$100/monthly for office space

Janelle Rettig made a motion to approve the contracts listed above. Shelby Humbles Jr. seconded. Motion carried.

OUT OF STATE TRAVEL – N/A

PUBLIC COMMENT - N/A

OTHER

Our next Board meeting will be held on June 12th, 2015. It was agreed that meetings will now be held on the 2nd Friday of the month at 1:00 p.m.

Ken Popenhagen made motion to adjourn at 2:25 p.m. John Stratton seconded. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors will be in June 12th, 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 _____