

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: June 12, 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., Dan Anderson, Ben Rogers, Jan Kazimour, Harry Daugherty

Staff members present: Bruce Vander Sanden, Angela Brubaker, Greg Fitzpatrick, Vickie Kindl, Gabe Schaapveld, Dale Slaymaker, Jerri Allen

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION

Bruce Vander Sanden noted that the Next Steps work group was formed after the “Town Hall” meeting with Steve Sovern. They reviewed information gathered from the director retreat retreats titled “Looking forward...imagine what we can do”(S.W.O.T. exercise), the Town Hall meetings and the Signs of Progress exercise done at each until meeting.

Dale Slaymaker presented on the Next Step Workgroup findings. The Next Step Workgroup was organized in August 2014 as a joint effort from Julie Schultz (AFSCME Local Chair at the time) and Director Vander Sanden. Detailed within the presentation was a self-discovery of what works and best practices of our District. The Workgroup’s evaluation was broken down into four segments including training, personnel and communication, building and grounds, and Board of Directors and Community relations.

The “PRIDE” of our Department will be highlighted by our suggestions relating to personnel and communication. We recognize that together we are stronger and more efficient than segmented entities. Interdependence through collaboration and open dialogue creates the teamwork necessary to be resourceful professionals. The current administration is being progressive by establishing practices that promote transparency and open communication.

The administration has addressed infrastructure needs within times of financial constraints. Increasing the manpower in the area of building and ground maintenance will ensure the operational knowledge of our facilities is maintained into the future and exponentially increase productivity.

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Community relations need to continue to be promoted and expanded. We are most proficient when collaborating with and utilizing the resources and agencies within the communities we serve. Once again together we are stronger.

Ben Rogers asked about the signs of progress and if it is anecdotal/measureable. Bruce Vander Sanden said we did a signs of progress with management team and the supervisors did the same exercise at their staff meetings. The 6th does have a 5 year strategic plan.

Ben Rogers stated he has had staff members reach out to talk to him and other board members. He asked how we'd like this handled. Communication between the board and staff is addressed in the bylaws of the board of directors. It was agreed that this information will be brought to Allan Thom, the chairperson, or Bruce Vander Sanden. Bruce Vander Sanden noted that staff has several options to communicate with the Board and with management. There is the union/labor management meeting. Bruce Vander Sanden stated staff is welcome to be put on the agenda for the Board meetings. Terry Hertle noted he feels the communication has improved with staff and the Board members and management.

REVIEW OF MINUTES

John Stratton moved to approve minutes of the Board of Directors meeting held on May 22nd, 2015 as presented. Dwayne Daniels seconded. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

- The PREA (Prison Rape Elimination Act) audit was done at the Cedar Rapids residential facilities and they passed.
- Three District Dialogues were held this week, and will have one in Toledo in a couple of weeks. The topics were: mission and vision statements, strategies, district numbers/data and improvements and infrastructure.
- With the fiscal year ending, there have been a lot of budget discussions. Personnel increases for our district in FY16 is \$550,000, if the Governor signs the additional appropriations we will receive \$30,000. So the 6JD will need to look into how to fund the other \$520,000.

FISCAL REPORT

Greg Wright went over the April financials. He talked about some of the infrastructure improvements. He noted that the 6JD will end the fiscal year in the black. The estimated carry forward will be \$250,000 - \$300,000. He stated that he will be retiring at the end of July.

Shelby Humbles moved to approve the April financials as presented by Mr. Wright. Ben Rogers seconded. Motion carried.

ADVISORY COMMITTEE REPORTS

Southern – Will report on this next month.

Northern – No meeting since last report.

Client Services – No meeting since last report.

Law Enforcement – No meeting since last report.

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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 reported he received an email this morning stating all non-contract employees will receive a 2.5% pay increase on 6/19/15. He asked the Board to approve this increase.

John Stratton asked if money comes with this recommendation. Bruce Vander Sanden said no monies have accompanied the increases.

Janelle Rettig asked if there is a compression in the salaries. Bruce Vander Sanden talked about some of the differences between contract and non-contract salaries. He stated we will address the \$520,000 hopefully with rent and the carry forward. Janelle Rettig asked about the compression and if this is something the Board can approve or the DOC needs to approve. At the moment, Bruce Vander Sanden said his focus the next two years is to maintain staffing levels. That is something we can review another time.

Janelle Rettig asked about the Board approving the budget before it is submitted to IDOC. Bruce Vander Sanden stated we will have the executive committee approve this and ratify it at the next Board meeting.

Janelle Rettig made a motion that all non-contract employees receive a 2.5% increase starting June 19th, 2015. Dwayne Daniels seconded. Motion carried.

2) Purchase of Service

- a) Allan Thoms asked about what would happen to the property that the state didn't help acquire. Bruce Vander Sanden thinks it will go to the county. Allan Thoms also had a question about the lease of real estate property question...Bruce Vander Sanden said that he doesn't foresee leasing office space out. Allan Thoms would like to see these changes in Section 11, in case we would like to lease office space out.

John Stratton moved to approve the FY16 Purchase of Service agreement. Jan Kazimour seconded. Motion carried.

POLICY REVIEW – N/A

CONTRACTS –

- a. Iowa Consortium for Substance Abuse Research and Evaluation; evaluators of the SAMHSA Grant. \$5416.25/monthly – Malinda Lamb
- b. Abbe Center for Community Care; psychiatric evaluation & medication monitoring services for Drug Treatment Court. \$4500/annually – Malinda Lamb
- c. Mission of Hope; Office space lease. \$200/monthly. – Greg Fitzpatrick

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- d. Randy Cole Contract; Sex offender services. – Malinda Lamb
- e. St. Luke's Hospital; nursing services. – Malinda Lamb
- f. CCIA, Peer Support Services; 7/1/15 – 12/5/15. – Bruce Vander Sanden
- g. State Public Defender, Drug Treatment Court attorneys; 7/1/15 – 6/31/16, not to exceed \$35,000/annually. – Malinda Lamb

Ben Rogers made a motion to approve the listed contracts above. Dwayne Daniels seconded. Motion carried.

OUT OF STATE TRAVEL – N/A

PUBLIC COMMENT - N/A

OTHER

Allan Thoms brought up the special audit report and asked what dates Bruce Vander Sanden is unavailable, Bruce stated July 7 – 17. Allan Thoms said if the special audit is released, the Board may want to meet to discuss this. We could also do a conference call.

Allan Thoms asked about housing the federal prisoners and can we take in more. Bruce Vander Sanden said the residential rooms are 70 square feet and the statement for work says we have to have 25 sq. ft. for each inmate.

Allan Thoms asked about the Lundby Center and what will happen when CCIA closes. Bruce Vander Sanden said his understanding is all the agencies working at Lundby have criteria and one of the housing top criteria is the tenant having a criminal background. So we will continue to make referrals.

Ben Rogers made motion to adjourn at 2:35 p.m. John Stratton seconded. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors will be August 14th, 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 _____