

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: August 14, 2015

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

Board members present: Ken Popenhagen, Allan Thoms, Dwayne Daniels, Shelby Humbles Jr., Jan Kazimour, Fred Mims, Jessica Peckover, Ben Rogers

Staff members present: Bruce Vander Sanden, Angela Brubaker, Vickie Kindl, Gabe Schaapveld

INTRODUCTIONS

Everyone present introduced themselves.

REVIEW OF MINUTES

Ben Rogers moved to approve minutes of the Board of Directors meeting held on June 12th, 2015 as presented. Shelby Humbles seconded. Motion carried.

DIRECTORS REPORT –

Bruce Vander Sanden reported:

- District Dialogues – Finished these up. Hit these topics in them: Vision, Mission, Values & Beliefs (PRIDE), five year strategic plan and population trends, as well as a slide show of infrastructure and capital purchases.
- The new division manager, Kevin Posekany, starts on Monday.
- The addendum to the special review came out. A review on all eight CBC districts was also released. The directors are working with Jerry Bartruff to respond to the all-district review. Bruce said once the final draft is complete, he will share this with the 6JD Board. At this time it hasn't been presented. He noted that some of the directors didn't know about the all-district review. The 6JD review was on the agenda for the IDOC board meeting last week. Bruce shared information on these points: he thanked the Board for letting him address them. He introduced several staff members that are examples of the exemplary staff we have and the many hats they wear.
 - He addressed the “plugged figure” comment from DOC Central office. The 6JD was transparent with all the deficit information that allegedly triggered the need for the special review and emails between the 6th DCS and DOC Central office display the transparent communication. These emails were shared with the Auditor of the State (AOS) through our attorney.
 - Relationship between CCIA and the 6JD. This relationship has always been transparent. DOC Central office assisted in the creation of CCIA, many DOC Directors and Deputy Directors attended CCIA board meetings and DOC staff has traditionally signed off on the agreements between the 6JD and CCIA.
 - The 6JD has an annual audit conducted by AOS.
 - Accreditation by DOC Central office – per the POS and Iowa Administrative code-this is to be done annually. The 6JD didn't get an accreditation from 2002 – 2014. This is DOC's responsibility.

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- Shared the letter from Scott Brown from the attorney general's (AG) office stating there were no criminal charges and the investigation is closed
- Director Vander Sanden told the DOC board that it has been good working with DOC Director Jerry Bartruff and that communication and cooperation has improved. Allan Thoms thanked everyone on the Board for hanging in there through this process and thanked the staff for all their cooperation and doing a great job during this process and always. Bruce Vander Sanden echoed that this has been a long process, but staff has continued to do a great job, as well as the 6JD Board.
- Fred Mims asked what is stopping this from happening again. He feels that it'd be good to hold people accountable for some of the misinformation, etc.
- Ben Rogers asked if there is legislative strategy to address these issues. Bruce Vander Sanden said this is something we need to consider.

FISCAL REPORT

Vickie Kindl went over Drug Forfeiture and the May and June financials. She also presented the FY16 Budget.

Shelby Humbles moved to approve the Drug Forfeiture, May and June financials as presented by Ms. Kindl. Ben Rogers seconded. Motion carried.

Ken Popenhagen moved to approve the FY16 budget as presented. Ben Rogers seconded. Motion carried.

ADVISORY COMMITTEE REPORTS

Southern – Bruce Vander Sanden reported that Valerie Kemp will be retiring soon. She has done a lot of positive things for the community and highlighted some of these. Hope House has a wait list at this time. Jessica Peckover said the Dream Center, which is taking over the Children of Promise program, does a lot of parenting and couples counseling. AmeriCorps will be ending due to CCIA closing.

Northern – Dwayne Daniels stated we received some good information on the housing nuisance ordinance. The next step will be having a DCS staff member on the housing steering committee.

Allan Thoms asked what we can do to assist with client housing. Bruce Vander Sanden said he feels we had the same housing issues before this ordinance was in place. He stated that this is an issue that agents are working on for the clients on a case by case basis. Angela Brubaker will contact the housing ordinance speakers to get a representative on their committee.

Client Services – No meeting since last report.

Law Enforcement – No meeting since last report.

Victim – Meeting TBD

Cultural Competency – See Northern notes above.

Rural – Meeting TBD

OLD BUSINESS – N/A

NEW BUSINESS –

- 1) Board By-Laws
 - a) Bruce Vander Sanden would like the Board to review the by-laws and make recommendations for changes in a future meeting. Article 7 – would like to have the board members review this. We do work on this whenever there is a judicial appointee opening on the Board. Angela Brubaker will scan and send to members.
- 2) Director Evaluation
 - a) Ben Rogers will put together a three person group for the Director evaluation. Dwayne Daniels is interested. He will have a goal of October for this. Angela Brubaker will send Ben Rogers the past evaluation and templates.
- 3) Ratify Letter to IDOC Board

Dwayne Daniels made a motion to ratify the IDOC letter that was sent on June 26th, 2015. Ken Popenhagen seconded. Motion carried.

POLICY REVIEW –

1. 037-15 Professional Development
Shelby Humbles moved to approve this policy as presented. Jan Kazimour seconded. Motion carried.

2. 067-15 Dress, Appearance & Grooming – inch above the knee dress
Fred Mims made a motion to amend the policy with: “dress length can be one inch above the knee or lower.” Dwayne Daniels seconded. Motion carried

Ken Popenhagen moved to approve this policy with amendments noted. Shelby Humbles seconded. Motion carried.

CONTRACTS – Ratify

- a. Medical Provider Agreement
- b. Monitoring Service Agreement

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

Bruce Vander Sanden noted that the POS states we have DOC approve any contract over \$50,000. The auditors said all contracts should be reviewed by DOC. We have sent copies of all our contracts for DOC to review and we are waiting on a respond.

OUT OF STATE TRAVEL –

Jan Kazimour moved to approve the out of state travel as presented. Ken Popenhagen seconded. Motion carried.

PUBLIC COMMENT - N/A

OTHER – N/A

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NEXT MEETING

The next meeting of the Board of Directors will be September 11th, 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 _____