

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: October 9, 2015

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

Board members present: Joe Oswald, Terry Hertle, Allan Thoms, Ben Rogers, Jan Kazimour, Jessica Peckover, Janelle Rettig, Dwayne Daniels, Fred Mims, Shelby Humbles, Harry Daugherty

Staff members present: Bruce Vander Sanden, Angela Brubaker, Greg Fitzpatrick, Gabe Schaapveld, Kevin Posekany, Malinda Lamb, Stephanie Wallander, Jenny Geiger

Guest: Monica Challenger, Cultural Competency Committee

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION

Bruce Vander Sanden introduced Probation/Parole Officers Stephanie Wallander and Jenny Geiger. They went over the probation intake process and handed out the probation agreement. On average, 15 – 20 clients go through intake and begin on probation weekly in Linn County. They talked about the assessments that are done, DRAOR, IA Risk Revised, and Jesness. Needs and risks are reviewed and decide what level a client will be supervised at and they will be assigned an appropriate agent. Medical needs: some clients do have medical or mental health needs and that is decided in the assessments and is addressed.

REVIEW OF MINUTES

Ben Rogers moved to approve minutes of the Board of Directors meeting held on September 11th, 2015 with the noted change by Allan Thoms. Terry Hertle seconded. Motion carried with one objection from Janelle Rettig.

DIRECTORS REPORT –

- Bruce Vander Sanden informed the 6JD Board about Shawn Simmons' passing. He will be greatly missed. Shawn Simmons was a probation/parole officer III in the sex offender unit.
- Since the last Board meeting, the all department picnic with longevity awards and a potluck was held. There were 59 longevity awards; eleven staff received 25 year awards, eight staff received 30 year awards and two staff received 35 year awards.
- 6JD staff is working on updating all the policies in the policy manual.
- Bruce Vander Sanden stated that he and Allan Thoms had a meeting with Erin Jordan, with The Gazette, to ask what could have been done differently to get our message out to the media correctly. Allan Thoms stated that he thought it was a good meeting. By the end of the meeting, Erin Jordan wanted to know more about the operations at the 6JD and said she would like to do more positive stories on what is being done.

It was questioned to whether the 6JD DCS has a media coordinator or point of contact. The 6JD DCS does not. There are no resources for such a position.

FISCAL REPORT

Kevin Posekany went over the August financials. He talked about the SAMHSA grant and Drug Discretionary grant carry overs/amendment.

Janelle Rettig moved to amend the budget with the updated SAMHSA and Drug Discretionary grant amounts as presented by Mr. Posekany. Ben Rogers seconded. Motion carried.

ADVISORY COMMITTEE REPORTS

Southern – No meeting since last report.

Northern – Bruce Vander Sanden stated that this committee had a positive discussion about the direction they would like to take in the future. He said this committee is looking into having their own industry for employment for clients. This is something they will be researching and identifying if this is feasible. Janelle Rettig feels that unions and apprenticeships would be helpful to the clients and getting work experience.

Client Services – Jessica Peckover stated updates on the ANCHOR Center were discussed. There are a lot of changes in the Drug Court program and there will be some challenges. They discussed increasing the number of clients at the ANCHOR Center, at this time, due to funding; they have as many clients as they can safely supervise. It was noted that there are only men in this facility currently. Allan Thoms commented that we should have updates to present at legislative night. Jessica Peckover said it would be good to have defined outcomes about ANCHOR Center.

Law Enforcement – Will report on this at the next meeting.

Victim – Meeting TBD

Cultural Competency – No meeting since last report.

Rural – Meeting TBD

ANCHOR CENTER

Malinda Lamb said there are 14 clients housed there and programming is going well. Allan Thoms noted that he'd like to add ANCHOR Center to the legislative invitation and have information on expanding on this facility available for legislators.

OLD BUSINESS –

1. Board By-Laws

Janelle Rettig feels these need some more work.

- Article 1E – Janelle talked about alternative/renewable energy. Need to know if it's IA Code. If it's not, let's get rid of this.
- Article 2D – gender balance.
- Article III Meetings – Do we need to have the two week notice?
- We need to decide if we want to limit the dollar amount and timeline for the executive committee.

NEW BUSINESS – N/A

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POLICY REVIEW –

1. 500-15 ISP Placement – Greg F.
 - a. 500A-15 Eligibility Checklist
2. 501-15 ISP Intake – Greg F.
 - a. 501A-15 ISP Agreement
3. 502-15 ISP Supervision Standards – Greg F.
4. 503-15 Phase Movement/Performance Criteria – Greg F.
 - a. 503A-15 Phase Requirements Overview
5. 504-15 Incentives and Sanctions – Greg F.
6. 506-15 Surveillance Safety Procedures – Greg F.
7. 507-15 Surveillance Equipment – Greg F.
8. 508-15 Transfer Criteria Process – Greg F.

Shelby Humbles made a motion to approve the above listed policies as presented by Greg Fitzpatrick. Ben Rogers seconded. Motion Carried.

CONTRACTS – N/A

OUT OF STATE TRAVEL – Ratify

Janelle Rettig moved to ratify the out of state travel as presented. Jan Kazimour seconded. Motion carried.

PUBLIC COMMENT –

Gabe Schaapveld noted that things are good and his communications with the District Director and Board Chair have gone well. He stated that he was asked to get three or four staff members willing to assist with updating the 6JD work rules and in the process he has had more people volunteer.

OTHER

Legislative night will be held on October 27th, 2015.

Terry Hertle made motion to adjourn at 3:10 p.m. Janelle Rettig seconded. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors will be on October 27th, 2015 at 4:00 p.m. with Legislative night being held following at 6:00 p.m. 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 _____