

**SIXTH JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES**

**BOARD OF DIRECTORS MEETING**

Date: May 6, 2016

Location: 951 29<sup>th</sup> Avenue SW, Cedar Rapids, Iowa

Board members present: Joe Oswald, Terry Hertle, Dwayne Daniels, Ryan Schnackel, Allan Thoms, Shelby Humbles Jr., Ken Popenhagen, Fred Mims, Jan Kazimour

Staff members present: Bruce Vander Sanden, Angela Brubaker, Gabe Schaapveld, Kevin Posekany, Malinda Lamb, Rob Metzger

Guest: Leland Freie – Northern Advisory.

**INTRODUCTIONS**

Everyone present introduced themselves.

**PRESENTATION – Drug Treatment Court (DTC)**

Rob Metzger went over a hand out with information on Drug Treatment Courts (DTC). He said there are Family Treatment Courts, Veteran Courts, etc... These courts help clients get more specialized treatment for whatever their specific needs are. He stated that helping someone with addiction starts with changing everything in their life, not just having them stop using. This program is 10 to 18 months long. It is very structured and they meet weekly; progressively this decreases. They try to find options to help clients change their behavior and not just jail them. There are about 30 clients in the program at any given time in Johnson and Linn Counties. This program assists with finding jobs and the clients do engage in service learning projects.

Allan Thoms asked how funding impacts this program. Rob Metzger said if they divert funds and the judge is reassigned to another program, this would end this program. Funding is important and at this time is okay, but not sure if this will continue to be maintained. The number of females and males ebbs and flows. Bruce Vander Sanden said he is a staunch advocate for this program and it can't be watered down and still be effective. This is truly a prison diversion program that is successful. Rob Metzger noted that this is an expensive program, but cheaper than incarceration. Bruce Vander Sanden noted that 2 ½ of the 4 ½ staff we have working this program are grant funded. Rob Metzger noted at some point having a centralized DTC office in Iowa would be beneficial. Allan Thoms brought up jobs that clients are not allowed to have; barber, mortician, etc. He said maybe there is something the 6JD Board can do to assist with changing the job limitations. Rob Metzger said this would be beneficial; broadening the job options is good. Bruce Vander Sanden and Malinda Lamb did note they have gotten waivers for a few clients to be cosmetologists. Bruce Vander Sanden brought up the employer roundtable meeting and talked about Sam Black attending this meeting. This meeting consisted of various employers and they discussed the pros, cons and misconceptions of hiring clients. The Board asked to have Sam Black and Jane Hawley bring some of the information from this roundtable meeting to a future meeting.

## **REVIEW OF MINUTES**

Jan Kazimour moved to approve minutes of the Board of Directors meeting held on April 15<sup>th</sup>, 2016. Dwayne Daniels seconded. Motion carried.

## **DIRECTORS REPORT – Bruce Vander Sanden reported:**

- There was Evidenced Based Practices (EBP) training for all 6JD staff recently. For most staff this was a refresher course. The 6JD had 160 staff attend this training.
- DOC leadership retreat. Three district directors and three wardens met at the Oakdale facility. This meeting focused on building relationships and teamwork between CBCs and prisons. He said it was beneficial to communicate and look at some of the situations from a different perspective. The facilitator was Gary Christensen with Corrections Partners Inc. He came in the day before and met with Bruce Vander Sanden and talked about what the 6JD does.
- The auditors came for two weeks for the annual audit. There were two findings, which are not finalized yet; their recommendations are made by the highest standards. This is sometimes hard to accomplish with limited budgets and staff.
  - Segregation of duties was the first finding.
  - Vacation caps, how much can be accrued per year was the second finding.
  - He said there is some discussion about the carry forward funds, and haven't heard any follow up.
- FY17 – when the governor put together his budget package, he added \$5.7 million into corrections. After going through the process, the actual package for corrections will include a \$3.4 million increase. We projected the 6JDs shortfall to be \$800,000 next year. The 6JDs projected carry forward is \$462,000. He said with supervision fees, rent, etc. we will be able to cover the shortfall for FY17 and maintain the staffing level we currently have.
- Next month, we will try to get the packet out sooner for review due to having more policies and contracts.
- He showed before and after photos of the residential bathrooms that are being worked on.
- Allan Thoms discussed the possibility of having Representative Rizer attend a District Board Meeting, instead of Legislative Night We could invite a different legislator to speak at each of the legislative nights. Bruce Vander Sanden feels this would be a good relationship to develop. Maybe have Representative Rizer attend a board meeting.

## **FISCAL REPORT**

Kevin Posekany went over the March financials.

Shelby Humbles moved to approve the March financials as presented by Mr. Posekany. Ken Popenhagen seconded. Motion carried.

## **ADVISORY COMMITTEE REPORTS**

Southern – Ryan Schnackel stated April 12<sup>th</sup> was the last meeting and he covered some of this information at the last meeting. He stated there was a presentation on the INSIDE Out program. He asked if there were there any questions. Allan Thoms asked if this committee needs more support. Ryan Schnackel said he feels they get enough support at this time. He said he will bring this up at the next Southern Advisory committee meeting.

Northern – No meeting since last report.

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Client Services – No meeting since last report.

Law Enforcement – No meeting since last report.

Cultural Competency – Shelby stated this meeting was held on May 5<sup>th</sup>, 2016. He stated that they looked at options for outreach and recruitment efforts. Possibly having an open house/friends and family day. One issue with corrections is that at job fairs, corrections aren't as eye-catching as the other options to look at for careers. He noted they are looking at how to get the word out about corrections as an option for people who want to have a career helping people. This committee is trying to make contact the schools. Angela Brubaker is in the process of arranging going to the schools and getting our foot in the door to be able to spread the word about corrections. Shelby Humbles is going to set up a meeting with First Light churches to talk to them about having someone go to one of their meetings to talk about corrections. Dwayne Daniels said it comes down to marketing and this committee is looking into marketing materials the DOC can provide. APPA has some tools/videos that may be useful. Internally they will also work with Bruce Vander Sanden on reviewing hiring practices and interviewing. This committee is also looking at increasing the number of members on the committee. Bruce Vander Sanden said in a nutshell, they are reviewing the strategic plan, hiring practices, and representation. He feels they need to have a one year plan, a five year plan, etc.

**OLD BUSINESS –**

1. Director Evaluation: Dwayne Daniels said that Ben Rogers was forwarding the form to Angela Brubaker. This form will be approved by the executive committee before proceeding with the evaluation.

Dwayne Daniels moved to have the Director Evaluation form be approved by the executive committee. Shelby seconded. Motion carried.

**CONTRACTS – all contracts were approved.**

1. Prelude Behavioral Services – Malinda L.
2. IA Consortium for Sub. Abuse Research & Eval – Malinda L.
3. James & Sheila Hlas Lease for Toledo office – Greg F.
4. R. Cole Consulting – Malinda L.

Jan Kazimour moved to approve the above listed contracts. Fred Mims seconded. Motion carried.

**POLICY REVIEW –**

1. 021-16 Hiring – Kevin P.
2. 108-16 Communication Devices – Greg F.
3. 110-16 Use of Force – Greg F.
4. 111-16 Search and Seizure – Greg F.
5. 112-16 Arrest of Offenders – Greg F.
6. 113-16 Possession of Firearm by Offender – Greg F.
7. 144-16 Reciprocity with Law Enforcement Agencies – Greg F.

Shelby Humbles moved to table the policies listed above until the June Board meeting. Dwayne Daniels seconded. Motion carried.

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**NEW BUSINESS –**

1. Other: n/a

**OUT OF STATE TRAVEL –**

1. Rob Metzger and Melissa Kluth, 5/31/16 – 6/4/16 to Anaheim, CA for the Drug Treatment Court Conference; costs are covered by the DCDG and they are requesting work time.

Terry Hertle moved to approve the out of state travel listed above. Ken Popenhagen seconded. Motion carried.

**PUBLIC COMMENT –**

Leland Freie made a comment in relation to the Legislation: he stated that if there isn't intensive supervision and services for nonviolent drug offenders, they will be back to where we started. Allan Thoms said this is part of why he wants Representative Rizer to attend a meeting and ask what his expectations are.

**OTHER – n/a**

Fred Mims made motion to adjourn at 2:50 p.m. Dwayne Daniels seconded. Motion carried.

**NEXT MEETING**

The next meeting of the Board of Directors will be on June 3<sup>rd</sup>, 2016 1:00 p.m. at the Correctional Services Complex, 951 29<sup>th</sup> Avenue SW, Cedar Rapids, Iowa. The presentation will be TBD.

Submitted by Angela Brubaker, Board Secretary

Approved by \_\_\_\_\_