

**SIXTH JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES**

**BOARD OF DIRECTORS MEETING**

Date: June 3, 2016

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

Board members present: Allan Thoms Terry Hertle, Shelby Humbles, Jessica Peckover, Ben Rogers, Ken Popenhagen, Barry Bedford, Janelle Rettig, Dwayne Daniels

Staff members present: Bruce Vander Sanden, Greg Fitzpatrick, Malinda Lamb, Kevin Posekany, Micelle Reese, Tracy Weems, Gabe Schaapveld, Jeremy Banks, Dale Wallace, Sue Morgan

**INTRODUCTIONS**

Everyone present introduced themselves.

**AWARDS/RECOGNITION**

- Bruce Vander Sanden introduced Dale Wallace and Jeremy Banks and thanked them on the outstanding work they did in the Nelson bathroom remodels. Allan Thomas stated the side-by-side photos are amazing.
- Bruce Vander Sanden introduced Michelle Reese who received the ICA Outstanding Corrections Officer Award at a ceremony on May 12<sup>th</sup>. Allan Thoms stated the Board appreciates all her efforts and it was a long overdue. Michelle stated she was somewhat surprised by the award and honored to receive it.
- Bruce Vander Sanden introduced Tracy Weems who received the Department of Justice LECC Law Enforcement Cooperation Award on May 19<sup>th</sup>. The award identifies an “individual or group that deserves recognition for their contribution to cooperative law enforcement.” Tracy stated that she appreciated the 6 years she spent on the task force.

**PRESENTATION - Crisis Intervention Team (CIT)**

Jessica showed a video of what the Crisis Intervention Team in San Antonio is doing to assist the mentally ill instead of taking them to jail or to the ER they are brought to a Restoration Center who provides services/referrals to address their needs. She attended a Crisis Intervention Team Training in San Antonio along with other Johnson County law enforcement personnel.

Jessica stated that CIT is a 5 prong approach: law enforcement; community collaboration; vibrant crisis system; training/behavioral health staff; and family/consumer/advocates. Johnson County will hold its first of 3 CIT trainings in March 2017 at St Pat’s Church; there will be 60 slots available at each training for law enforcement, advocates, etc. Jessica stated officers will be training officers; Coralville, Iowa City and North Liberty Police Departments along with other Johnson County personnel attended the training in San Antonio. The goal of the program is to divert people with mental health issues from jail to a Restorative Center.

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Janelle Rettig stated that she attended the training along with 3 other Johnson County Board of Supervisors. She stated that law enforcement is just the tip of the iceberg; they have bus drivers, and anyone who would be first contact trained; they start de-escalation process immediately. They try to get the tension lowered and find services needed instead of jail or ER to get the person immediate help.

IMCC has used these techniques which has reduced officer injuries by 50%.

### REVIEW OF MINUTES

Allan Thoms stated information in the Directors Report in the May 6<sup>th</sup> minutes is inaccurate; see the 7<sup>th</sup> bullet; should say: Allan Thoms discussed the possibility of having Representative Rizer attend a District Board Meeting, instead of Legislative Night. Janelle Rettig noted there are two different spellings of Rizer, the correct spelling is Rizer and not Riser.

Dwayne Daniels made a motion to approve the May 6, 2016 minutes with the minor change noted by Allan Thoms. Shelby Humbles second. Motion carried.

### DIRECTOR'S REPORT – Bruce Vander Sanden reported:

- He did a presentation on May 10 to the League of Women Voters of Linn County. The primary focus was on recidivism. This group is very concerned about restoring voting rights as well as “band the box” initiatives. I believe there will be more requests members of this group to coordinate and do future presentations.
- After his presentation to the League of Women voters, he was approached by Kids First Law Center to assist with set up and takedown for a fundraiser the next day; a work crew of Nelson Center residents were lined up to assist with the project on short notice and several people commented on the fine job they did.
- Greg Fitzpatrick and he spent 8 days in Poland and on Tuesday, June 7<sup>th</sup> will overview trip with DCS staff at a brown bag luncheon. He will talk about this trip more at the next Board meeting.

### FISCAL REPORT

Kevin Posekany went over April financials. He noted they will exceed project revenues and the projected expenditures are on target because there are 3 payrolls in June.

Janelle Rettig asked why revenues are higher than projection. Bruce Vander Sanden stated that there was an increase in collection of Federal and State rent (\$103/day for Feds; \$200,000 more than we projected); State rent collection has increased as our Offender Employment Specialist (Jane Hawley) is helping residents receive gainful employment so they are able to pay their rent. Bruce also noted that we previously per Federal requirements only have 2 residents per room, but due to size of rooms now can house 3 clients per room.

Bruce Vander Sanden also noted that we are getting 5-6 retirements per year; so depending on vacation payout and wages for new staff versus veteran staff may save money in personnel expenditures.

Shelby Humbles made a motion to approve the April financial as presented by Kevin Posekany. Ben Rogers second. Motion carried.

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### ADVISORY COMMITTEE REPORTS\

No reports made as meetings are all upcoming.

### OLD BUSINESS

- Director Evaluation (ratify evaluation) - Dwayne Daniels stated we are asking for approval to move forward with the evaluation form and the Director's evaluation.

Allan Thoms stated the form notes "supervisors" instead of "director". Ben Rogers stated they reformatted a form they current use and will change wording. Dwayne asked if we now can proceed with Bruce's evaluation once form has been updated. It was consensus of Board to move forward with the evaluation. Ben stated that he will set up a time for the evaluation with Bruce.

Ken Popenhagen made a motion to approve the evaluation format with change noted above and to proceed with the Director's evaluation. Shelby Humbles second. Motion carried

- Body Cameras - Bruce Vander Sanden stated he is looking into HRU body cameras. He stated the 8<sup>th</sup> District went to body camera training; and one thing gleaned from training was not to do anything until there is a policy in place. He has spoken to the DOC liaison to ask Iowa Attorney General if there are any legal ramifications, especially with HRU doing home visits.

Janelle Rettig inquired if we have a cost estimate as storage costs may be an issue and if sharing space is feasible. Barry Bedford stated sharing storage may be a problem, storage area must be secured and don't want evidence tampered with or altered. Barry noted that all the main law enforcement agencies in Johnson County have body cameras.

Bruce stated that 4 out of 8 Districts have a High Risk Unit. Janelle suggested working with the other Districts that have HRU to present a funding package to the Legislature.

### NEW BUSINESS

- Non-Contract Cost Of Living Increase – Kevin Posekany stated that in the past the Board has approved raise increases for non-contract employees based on what bargaining unit employees receive. He is asking the Board to approve a cost of living increase for non-contract staff of 2.25% on July 1, 2016 and 1.25% on January 1, 2017 which is what the bargaining unit employees will receive. Janelle Rettig made a motion to approve an increase for non-contract employees to the bargaining units pay plan. Ben Rogers second. Motion carried.
- Felony Restrictions - Janelle Rettig stated that she was glad to see the list of felony restrictions included in the Board packet; she had no idea all these restrictions applied to being barred from employment. Allan Thoms stated he would like to see this discussed at Legislative Night. Janelle stated these are roadblocks for clients and that some Legislators probably have no idea about them. Bruce stated we have Legislative Breakfast in Des Moines once a year where this could be addressed. He also noted the Representative Todd Taylor has talked about "ban the box". Allan would like to know what "moral turpitude" means. Barry will send Allan their interruption of "moral turpitude". Allan noted these are more roadblocks for clients seeking housing and employment.

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### **POLICY REVIEW**

Bruce Vander Sanden noted that policies that have major revisions go to Management Team for approval, and then once approved go to the Union who have 2 weeks to review and suggest changes, then are presented to the Board for final approval.

- 021-16 Hiring – Bruce Vander Sanden stated that this policy is being table for further revision. Janelle Rettig noted that this policy must be using old/outdated language concerning gender preference on page 8; she suggested that we use State language on gender. Dwayne Daniels has numerous changes and will send his suggestions to Bruce. Allan Thoms commented on “Veteran Status” – may want to hire Veterans in certain cases. Bruce noted that the hiring policy also references several other policies. Dwayne would like copies of the other policies referenced provided to the Board.
- 036-16 Department Equipment – Kevin Posekany provided overview of changes made. Janelle Rettig made a motion to approve the policy as presented. Ben Rogers second. Motion carried.
- 108-16 Communication Devices – Greg Fitzpatrick provided overview of changes made. Dwayne Daniels made a motion to approve the policy as presented. Terry Hertle second. Motion carried.
- 110-16 Use of Force – Greg Fitzpatrick provided overview of changes made. Janelle Rettig made a motion to approve the policy as presented. Dwayne Daniel second. Motion carried.
- 111-16 Search and Seizure – Greg Fitzpatrick provided overview of changes made. Janelle Rettig made a motion to approve the policy as presented. Dwayne Daniel second. Motion carried.
- 112-16 Arrest of Offenders – Greg Fitzpatrick provided overview of changes made. Jessica Peckover made a motion to approve the policy as presented. Dwayne Daniel second. Motion carried.
- 113-16 Possession of Firearm by Offender – Greg Fitzpatrick provided overview of changes made. Shelby Humbles made a motion to approve the policy as presented. Ben Rogers second. Motion carried.
- 144-16 Reciprocity With Law Enforcement Agencies – Greg Fitzpatrick provided overview of changes made. Ben Rogers made a motion to approve the policy as presented. Dwayne Daniel second. Motion carried.
- 2009-16 Firearms & Weapons – Greg Fitzpatrick provided overview of changes made. Shelby Humbles made a motion to approve the policy as presented. Terry Hertle second. Motion carried.

### **CONTRACT REVIEW**

A) ASAC Belle Plaine Office Space – Greg F.

B) SWAN Consulting (Judith Edwards) – Greg F.

Ben Rogers made a motion to approve the contracts listed A and B above as presented. Shelby Humbles second. Motion carried.

C) ASAC, DTC programming not to exceed \$7500 – Malinda L.

D) ASAC, DTC programming not to exceed \$55,000 – Malinda L.

E) Goodwill of the Heartland – Malinda L.

F) Peer Support Specialist, Robyn Dickson – Malinda L.

G) 2<sup>nd</sup> Amendment to the Medical Provider – Malinda L.

H) Office of the State Public Defender (DTC) – Malinda L.

I) Abbe Center Comm. Mental Health – Malinda L.

Janelle Rettig made a motion to approve the contracts listed C-I above as presented. Ben Rogers second. Motion carried.

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**ANCHOR CENTER UPDATE**

Malinda Lamb stated that staff at the ANCHOR Center have adapted to the very challenging clients housed there. She noted there will be a PREA (Prison Rape Elimination Act) audit on June 27<sup>th</sup> and 28<sup>th</sup>. The other 3 residential facilities have already been audited. There is a new PREA auditor this year. Staff have made the interview process into a game; made it fun for clients so they aren't panicked by the process.

Allan Thoms said we have previously talked about expanding ANCHOR Center to accommodate females and asked if this is still a possibility. Malinda stated that we would need more funding. Allan asked if we have gathered any statistics regarding impact on clients. Malinda noted that the facility has only been opened a year and in order to look at recidivism we need a longer period of time. Dwayne Daniels asked if there are any short term items we can see, that would note any changes; this would be good information to present to Legislators when asking for additional funding.

**OUT OF STATE TRAVEL/TRAINING** – n/a

**PUBLIC COMMENTS** – none

Ben Rogers made a motion to adjourn at 2:43 p.m. Janelle Rettig second. Motion carried.

**NEXT MEETING**

The next meeting of the Board of Directors will be on July 8, 2016 at 1:00 p.m. at the Correctional Services Complex, 951 29<sup>th</sup> Avenue SW, Cedar Rapids, Iowa. The presentation is TBD.

Submitted by Sue Morgan, Interim Board Secretary

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