

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: July 8, 2016

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

Board members present: Allan Thoms, Shelby Humbles, Jessica Peckover, Ben Rogers, Ken Popenhagen, Jan Kazimour, Dan Anderson, Dale Helling, Barry Bedford

Staff members present: Bruce Vander Sanden, Kevin Posekany, Gabe Schaapveld, Angela Brubaker

Guests: Mike Cervantes, Miranda Lalla with Inside Out

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION – Inside Out – Mike Cervantes, Miranda Lalla

Inside Out opened its doors in January 2015. They provide a supportive environment for reentry for anyone with a criminal history. There is a resource center (problem solving center) where they can work on resumes, housing, interviews, learning how to use computers, etc. They have mentoring and the mentors assist with a re-entry plan, emotional support, etc. depends on what the client needs. There are community meetings where they have skills workshops to write cover letters, build communication skills, and have fun events, such as: music concert, field trips, gardening. The goal is to provide a supportive community to help clients make a change. Inside Out started with AmeriCorps and church support, though they are not a faith based organization. They have also received some trust money to keep this going.

Miranda Lalla talked about her experience. She contacted Inside Out for assistance when she was being discharged from prison. She stated that they helped her get a job, get an apartment and learn how to apply for a job and talk to business owners. She has a tutor that helps her with computer skills, and she meets with her mentor once a week. She said she would love to be a mentor someday and that she loves her job. She's very spiritual now and this has helped her be positive and support other people.

Dale Helling talked about his background and endorsed this program highly. He helps clients connect with available resources. He would like to educate the community on this program and their role in helping clients re-enter into the community. Allan Thoms said he is very impressed. Allan talked about voting rights and the struggle with this. He asked if this would be helpful. Michael said this issue is important to him, but getting clients a job and housing is more important. Allan noted the restrictions on jobs for clients and asked about this. Michael said this is a common theme, clients do ask what restrictions on jobs there are. Jan Kazimour commended Miranda on a job well-done and said she was a wonderful role model. Ben Rogers asked about the limitations on mentoring, and it was stated that about anyone can mentor but they need to be established and ready for this. Miranda feels it's important to give back today. It was asked what benefits inside Out assists with. The answer: medications, job seeking, housing, benefits, etc. Shelby wants to know how the community can assist this organization. Mike said he doesn't want to be greedy and just wants to help connect clients with resources. Dale said a lofty goal is: have employers, landlords, people in the community interact with people re-entering; and getting an understanding and learn more

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about the clients, this would help with acceptance. And he said they could always use financial help. Coralville and Iowa City has ordinances similar to Cedar Rapids on renting and there are some barriers. Johnson County Trust Fund and housing funding provides financial assistance currently.

REVIEW OF MINUTES

Ben Rogers made a motion to approve the June 3rd, 2016 minutes. Shelby Humbles second. Motion carried.

DIRECTOR'S REPORT – Bruce Vander Sanden reported:

- He reported that on June 7th Greg Fitzpatrick, himself and Elena Wolford, assistant Linn County Attorney, did a presentation on their visit to Poland. It was well attended.
- On June 16th the directors meeting and statewide labor/mgmt. meeting was held.
- Invited to the CRPD on mentors MVP program and they are looking at this model and there is interest in this.
- Meeting at Kirkwood with Community College Criminal Justice Advisory Board. Properly preparing students to enter the criminal justice workforce.
- June 22 he had lunch with Virjean Dotson who retired on June 30th.
- June 27-28 was the PREA Audit of the ANCHOR Center and they passed with flying colors. Every center has to be audited every three years, and Hope House is scheduled for their second audit next year.
- June 29 meeting with Gary Christenson, a consultant working with DOC Central office. Bruce is part of this group of three wardens and three directors that are working together to be more uniform statewide.
- June 30 two staff members attended physical testing for the police academy, and will be going to the Iowa Law Enforcement Academy (ILEA).
- Feds did a monitor again at the Cedar Rapids residential and again it was a very impressive review and they did well.
- Finished the FY17 budget.
- Scheduled district dialogues for July 18th, July 20th, July 25th and August 31st.
- Greg Fitzpatrick has been working hard on the WARN program, a re-entry program. The US Attorney has renewed interest in this program and it's getting more attention.

FISCAL REPORT

Kevin Posekany went over the May financials listed in the packet. He noted that we will be above the revenues in June, due to rent coming in higher. The 6JD is holding strong on expenditures. Ben Rogers asked about carry forward/reversion. DOC Central Office directed that the 6JD can carry forward money that is not spent in FY16. Allan Thoms asked if there are any districts in trouble, and the answer is no.

Ken Popenhagen asked Barry Bedford if they still have drug task force. Barry answered yes. Ken asked if they have to share forfeitures. Barry said this is different with each task force. In Johnson County, they receive a set percentage; depends on if it's coming from the state or the feds.

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Ben Rogers made a motion to approve the FY16 May financials as presented by Kevin Posekany. Shelby Humbles second. Motion carried.

Kevin Posekany went over the FY17 budget. Personnel down .97 from FY16 to FY17.

Ben Rogers made a motion to approve the FY 17 Budget as presented by Kevin Posekany. Jan Kazimour second. Motion carried.

ADVISORY COMMITTEE REPORTS

Southern – They are working on narrowing down a project for this committee. A list of prohibited jobs was shared with this committee. They are leaning toward employment. It was noted that the 6JD Board enjoyed the Inside Out program presentation and would like to have them back.

OLD BUSINESS

- Director Evaluation – Allan Thoms, Ben Rogers and Angela Brubaker will meet after the meeting to discuss the evaluation process.
- Purchase of Service – DOC Central Office does not have the POS ready yet and this is an extension for 60 days. Bruce Vander Sanden expects the new POS to be very detailed and different this year.

NEW BUSINESS – n/a

POLICY REVIEW

- 016-16 Vacation – Kevin Posekany provided overview of changes made. Barry Bedford made a motion to approve the policy as presented. Jessica Peckover second. Motion carried.
- 002-16 Work Rules – Bruce Vander Sanden provided overview of changes made. Shelby Humbles made a motion to approve the policy as presented. Jan Kazimour second. Motion carried.
- 068-16 Social Media – Mark Achey provided overview of changes made. Ben Rogers made a motion to approve the policy as presented. Jessica Peckover second. Motion carried.

CONTRACT REVIEW - Ratify

- A) All Seasons Cleaning (CR) – Angela Brubaker.
- B) Mary Lynn Betz (Toledo Cleaning) – Greg Fitzpatrick
- C) Wellington Heights Neighborhood Association, office space lease – Greg Fitzpatrick
- D) St. Luke's Hospital, Federal Physicals – Malinda Lamb
- E) St. Luke's Hospital, Direct Care Services for ANCHOR – Malinda Lamb

Ben Rogers made a motion to ratify the contracts listed above as presented. Barry Bedford second. Motion carried.

OUT OF STATE TRAVEL/TRAINING –

Malinda Lamb: 7/25 – 27/16; Kansas City, MO – 2016 National Symposium of Sex Offender Mgmt. and Accountability – costs are covered. Requesting work time. (Ratify)

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Sam Black & Jill Ries: 6/22/16; East Moline, IL – Attending Toastmasters at the East Moline Correctional Center to observe viability of Toastmasters to offender re-entry work. This is a day trip and asking for work time and meals. (Ratify)

Malinda Lamb: 10/17-21/16; Charleston, SC – IC&RC Annual meeting – Malinda is the President of Iowa Board of Certification (IBC) and all costs will be covered by IBC; she is seeking work time.

Ben Rogers made a motion to ratify and approve the out of state travel listed above as presented. Ken Popenhagen second. Motion carried.

PUBLIC COMMENTS – none

Ken Popenhagen made a motion to adjourn at 2:33 p.m. Jan Kazimour second. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors will be on August 12th, 2016 at 1:00 p.m. at the Faches Center, 951 29th Avenue SW, Cedar Rapids, Iowa. The presentation is TBD.

Submitted by Angela Brubaker, Board Secretary

Approved by _____