

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: August 12, 2016

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

Board members present: Allan Thoms, Terry Hertle, Shelby Humbles, Ken Popenhagen, Joe Oswald, Ryan Schnackel, Dan Anderson, Jan Kazimour, Janelle Rettig, Ben Rogers, Jessica Peckover, Barry Bedford

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

Guest: Michelle Dix, Central Office

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION – District Dialogues – Bruce Vander Sanden

Bruce went over the format of the most recent District Dialogue and the board members took the quiz he used.

REVIEW OF MINUTES

Ken Popenhagen made a motion to approve the July 8th, 2016 minutes. Barry Bedford second. Motion carried.

DIRECTOR’S REPORT – Bruce Vander Sanden reported:

- Three district dialogues are completed and have one left at the Toledo office on August 31, 2016. Bruce holds these at the different locations and at different times to accommodate people attending.
- Annual probation/parole/pretrial week was July 18th and staff was allowed to wear jeans that week and supervisors did something for each of their units.
- Purchase of Service (POS) agreement was emailed to Bruce and he will be meeting with the directors Thursday to review this. There will be a meeting for Directors and Chairs to go over questions and concerns. The POS is more code specific this time.
- Working on a pretrial tool.

ADVISORY COMMITTEE REPORTS

- Southern: Ryan Schnackel went over the Southern Advisory minutes. This committee is trying to decide on a project. Janelle Rettig stated she sent an email to the building trades to ask about attending one of their meetings to discuss jobs with a sustainable income for clients. Shelby Humbles noted that K Pace has helped several people he knows. Janelle Rettig stated that there is a tremendous issue with housing in Johnson County. Ryan said this is something he can bring up at the next meeting.

OLD BUSINESS

- Director Evaluation – Bruce Vander Sanden requested to go into executive session.

Janelle Rettig made a motion to go into closed session at 2:00 p.m. per Iowa Code Chapter 21.5, l.i. Shelby Humbles second. Motion approved.

Roll call: Ayes: Allan Thoms, Ken Popenhagen, Ben Rogers, Janelle Rettig, Jan Kazimour, Ryan Schnackel (left at 2:20 pm), Terry Hertle, Joe Oswald, Barry Bedford, Jessica Peckover, Dan Anderson Shelby Humbles.

Nays – n/a

Angela Brubaker was also in attendance.

Janelle Rettig made a motion to go out of closed session at 2:45 p.m. Ben Rogers second. Motion carried.

Roll call: Ayes: Allan Thoms, Ken Popenhagen, Ben Rogers, Janelle Rettig, Jan Kazimour, Terry Hertle, Joe Oswald, Barry Bedford, Jessica Peckover, Dan Anderson Shelby Humbles.

Nays – n/a

Shelby Humbles made a motion to resume open session. Janelle Rettig second. Motion Carried.

Janelle Rettig made a motion to accept the evaluation presented by Supervisor Rogers for District Director Bruce Vander Sanden as amended with Board comments and have it be communicated to the District Director Bruce Vander Sanden. Jessica Peckover seconded. Motion approved.

ADVISORY COMMITTEE REPORTS

- Northern: Bruce Vander Sanden stated this committee is working on deciding on a project and looking at employment. Northern District of Iowa has a specialist and there have been several workshops here and will continue to try to work with employers to hire clients.

NEW BUSINESS

- Leadership Award – Angela Brubaker reminded the Board that if there are any nominations for the Leadership award, she will present them to the Board to make a final decision about the recipient.

POLICY REVIEW – n/a

CONTRACT REVIEW

A) Mission of Hope Office Space – Greg F./Bruce V.

Shelby Humbles made a motion to approve the contract listed above as presented. Jan Kazimour second. Motion carried.

OUT OF STATE TRAVEL/TRAINING –

Heidi Schroeder; 8/28/16 – 9/2/16 to Baltimore, MD; 2016 National Polygraph Academy Annual Seminar, updates for PCSOT Standards. Heidi is requesting registration, flight, and shuttle be paid for and work time.

BOARD OF DIRECTORS MEETING

August 12th, 2016 – page 3

Jan Kazimour made a motion to approve the above listed out of state travel. Barry Bedford second. Motion carried.

PUBLIC COMMENTS – none

Ken Popenhagen made a motion to adjourn. Shelby Humbles second. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors will be on September 9th, 2016 at 1:00 p.m. at the Correctional Services Complex, 951 29th Avenue SW, Cedar Rapids, Iowa. The presentation is TBD.

Submitted by Angela Brubaker, Board Secretary

Approved by _____