

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: June 30, 2017

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

Board members present: Joe Oswald, Jessica Peckover, Shelby Humbles Jr., Jan Kazimour, Lisa Green-Douglass, Ken Popenhagen, Fred Mims, Keith Rippy, Allan Thoms, Ben Rogers

Staff members present: Bruce Vander Sanden, Angela Brubaker, Greg Fitzpatrick, Kevin Posekany, Malinda Lamb, Gabe Schaapveld, Vickie Kindl, Melanie Steffens, Bobbie Udell

INTRODUCTIONS

Everyone present introduced themselves.

PRESENTATION

Melanie Steffens and Bobbie Udell gave an overview of the ANCHOR Center. There have been 49 people in the program, 17 residing at the ANCHOR Center at the current time. 100% leave with insurance, community support, and so far they've only had one person get a felony arrest since leaving the facility. These clients receive treatment and support services, which helps them stay out of prison. The ANCHOR Center has a 26 person capacity.

It was asked if residents lean on each other after their release. Or is there a way to create a mentoring program for clients that have been released. Peer support programs are evidence based. Most people are there about 10 – 11 months. These clients come from a variety of places: institutions, jail, etc.

REVIEW OF MINUTES

Jessica said she was working on a follow up meeting with DHS, but is struggling to get them to meet.

Joe Oswald made a motion to approve the April 14th, 2017 minutes with minor amendments*. Shelby Humbles Jr. second. Motion carried. *Add Allan to attendance and Lisa Green Douglass has two "s".

DIRECTOR'S REPORT – Bruce Vander Sanden reported:

- Annual review with the auditor – the auditors were at the 6JD for two weeks; three auditors; staff did a great job. Kevin will cover this in the Fiscal Report.
- Sam Black, Greg Fitzpatrick and Bruce Vander Sanden met with the new Police Chiefs in Iowa City and Coralville and reviewed what the 6JD does and partnerships opportunities with their police departments.
- Hope House had their PREA audit recently; these are done at each residential facility every three years. Malinda Lamb oversaw this audit and Brian Mullinnix and his staff were very helpful. Hope House received a successful result.

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- Met with Horizons staff. They want to develop a program to employ ex-offenders to work on urban gardens. Based on timing, they are looking at applying for a grant next year. In the meantime, they have been looking at the 6JD grounds for potential for planting of crops. It was asked if we have thought about planting milkweed and plants for pollinators. We need to look at availability and needs. Horizons will be the recipient of a donated ambulance from Area Ambulance and it will be maintained and serviced through Area Ambulance to be able to deliver the produce. Lisa Green-Douglass noted to talk to Scott Koepke as he was working with IMCC to teach inmates growing and harvesting.
- There was a leadership class graduation recently. 7 graduates.
- Performance reviews were something we hadn't done in a while at the 6JD. These are important and beneficial and the 6JD has been doing these for a little over 2 years now. We recently did survey on the process. 90 employees replied and 89% said it was a positive experience.
- Personnel classification manual – a great deal of time has been spent on developing this the past few months. The manual was developed in cooperation with the Attorney General, DAS, IDOC, and the District Directors.
- DOC Central office – each district is to have an accreditation once every two years. This hadn't been done in a while. These are usually done onsite, but DOC decided to do a remote accreditation this year. The 6JD staff was very helpful to DOC during the process and as they were able to note several admin code changes and procedures that were outdated.
- The Overlooked Workforce workshop was held at the CR library yesterday– there was a panel of probationers and parolees who had jobs and a panel of employers that hire them and why. In the afternoon they had a re-entry simulation. It was positive and a good presentation. Very proud moment when the panel of probationers and parolees were speaking, the passion they had, and one noted a 6JD staff member (Ryan Clemens) for believing in him when no one else ever had.
- Since 1/1/17 there have been seven retirements and seven new hires.
- District Dialogues – this year they will be held on July 25th, 26th, and 27th, 2017.
- There was an interim federal monitoring and there was only one minor deficiency: missed a fire drill and will take directive action to correct this. Overall went very well.

FISCAL REPORT –

Kevin Posekany went over the March, April, and May financials included in the packet. He noted that the 6JD is 92% through year and after today will be 100% through the year. He stated the 6JD surpassed estimates for revenue, especially with federal rent. The 6JD ended the year with a positive balance.

Kevin Posekany went over the FY18 budget handout. We have a realistic balanced budget for the next year. Revenues are conservative and expenses are realistic.

Ken Popenhagen made a motion to approve the FY18 Budget. Ben Rogers second. Motion carried.

Kevin Posekany went over the audit comments and actions to correct these outlined in the packet.

Ben Rogers made a motion to approve the March, April, and May financials. Shelby Humbles second. Motion carried.

ADVISORY COMMITTEE REPORTS –

- Southern: n/a
- Northern: n/a
- Client Services: n/a
- Law Enforcement: n/a
- Cultural Competency: Shelby Humbles reported that this committee met in April and noted the members that attended. They are changing the time that they meet quarterly. They will be meeting at 11:30am in the future. New project is recruiting and interviewing questions. They are also looking into where we should go to recruit potential candidates. Most people don't think of corrections as a career and it could be the most important piece. Working on a methodology to recruit the best people and suggested that we start in the schools. Monica Challenger is looking into stem programs and maybe working with Kirkwood to develop something to attract candidates

OLD BUSINESS – n/a

NEW BUSINESS –

- Personnel Classification Manual
 - A copy was provided prior to the meeting. This is what was created to replace the procedures that are no longer covered by collective bargaining. *Correction on page 9 – years.
- FY18 POS
 - Allan Thoms asked about EBP. Bruce Vander Sanden stated this is the use of practices that are proven to work with the corrections populations (risk assessments and referral of high risk offenders to appropriate programming) . Allan Thoms asked about the date minutes are submitted to DOC and Angela Brubaker noted that she emails the minutes to DOC Central Office each month after they have been approved.
 - On 5.05 ownership of real property – Allan Thoms noted that some of the 6JD buildings are built by state monies and federal monies. The 6JD is considered the owner of all properties. Bruce Vander Sanden said he will follow up on this so we could lease Wenzel if we wanted.
 -

Ben Rogers made a motion to approve the FY18 POS with questions answered. Fred Mims second. Motion carried.

- DAS MOU
 - The 6JD is a government sub-division and we are eligible to coordinate benefits through DAS (health insurance, EAP, flex spending, etc.). We have always done this but there has been no formal agreement in place. The AG's office gave their opinion that DCS "memorialize" it. This MOU is the recommended instrument. In the future, please consider bringing dollar amounts so the board understands the cost. Kevin Posekany will bring in a projection for this next meeting.

Lisa Green Douglass made a motion to approve the DAS MOU with questions answered. Jan Kazimour second. Motion carried.

POLICY REVIEW – Policies were approved.

- a) 006-17A Pay - Posekany
- b) 010-17A Holiday - Posekany
- c) 016-17 Vacation - Posekany
- d) 017-17 Sick Leave - Posekany
- e) 018-17 Other Leaves – Posekany
- f) 019-17 Work Schedules + Forms - Posekany
- g) 020-17 Overtime - Posekany
- h) 021-17 Hiring - Posekany
- i) 022-17 New Employee Probation – Posekany
- j) 028-17 Job Classification & Appeal Process - Posekany
- k) 030-17 Length of Service – Posekany
- l) 035-17 Communications - Posekany
- m) 054-17 Donated Leave for Catastrophic Illness - Posekany
- n) 066-17 Investigation - Lamb
- o) 070-17 Investigating Complaints - Lamb
- p) 071-17 Disciplinary / Non-Disciplinary Actions - Lamb
- q) 072-17 Employee Discipline Review Process - Lamb
- r) 073-17 Lateral Reassignment – Posekany

Lisa Green Douglass made a motion to approve all the policies listed above. Ben Rogers second. Motion carried.

CONTRACT REVIEW – All contracts were approved.

- a. Unity Point (Federal Physicals; \$150/service) – Malinda L.
- b. Unity Point (Direct Care at ANCHOR; \$7253/monthly) – Malinda L.
- c. Prelude Behavioral Service (ANCHOR DTC; (\$60,000/annually) – Malinda L.
- d. Goodwill of the Heartland (Supported Employment Services; \$70,000/annually) – Malinda L.
- e. R. Cole Consulting (SO Services; cost varies) – Malinda L.
- f. Peer Support Specialist (Robyn Dickson); \$12.50/hour, not to exceed \$3000 – Malinda L.
- g. Office of State Public Defender, DTC; not to exceed \$35,000/annually
- h. DK Snow Removal (Toledo snow removal; \$75/hour) – Kevin P.
- i. James & Sheila Hlas (Belle Plaine office rent; \$400/monthly) – Greg F.

Ben Rogers made a motion to approve all the policies listed above. Jessica Peckover second. Motion carried.

OUT OF STATE TRAVEL/TRAINING –

Cynthia Dennis; 8/19-20/17 to St. Louis, MO for PREA Auditor Training. \$582.42 will be the costs + work time.

Ben Rogers made a motion to approve the out of state travel listed above. Joe Oswald second. Motion carried.

PUBLIC COMMENTS – n/a

OTHER: n/a

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Ben Rogers made a motion to adjourn at 3:07pm. Jessica Peckover second. Motion carried.

NEXT MEETING

The next meeting of the Board of Directors will be on August 11th, 2017 at 1:00 p.m. at the Correctional Services Complex, 951 29th Avenue SW, Cedar Rapids, Iowa.

Submitted by Angela Brubaker, Board Secretary

Approved by _____