

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: December 8, 2017

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

Board members present: Allan Thoms, Dan Anderson, Joe McHale, Jessica Peckover, Fred Mims, Jan Kazimour, Keith Rippey, Ken Popenhagen, Lisa Green-Douglass

Staff members present: Bruce Vander Sanden, Greg Fitzpatrick, Kevin Posekany, Patrick Butler, Sue Morgan

INTRODUCTIONS/WELCOME GUESTS

Everyone present introduced themselves.

PRESENTATION

Patrick Butler provided an overview of the “Role of a PO” which included his daily routine, assessments and databases used, and 4 components he supervises: Probation, Parole, Interstate Compact, and Residential offenders.

Bruce explained Seamless Supervision and how research has shown this to be effective. Clients stay with same agent throughout supervision instead of going from agent to agent.

Patrick would like to see our data capture systems be streamlined; ICON and assessments work together.

ELECTIONS

Bruce Vander Sanden reported that this item needs to push back until after as Advisory Committees meet as they need to elect representation to the Board.

REVIEW OF MINUTES

Ken Popenhagen made a motion to approve the November 8, 2017 minutes. Jan Kazimour second. Motion carried.

DIRECTOR’S REPORT – Bruce Vander Sanden reported:

- Legislative Night went very well. Thanks to all of you that participated.
- Breakfast to Thanksgiving went over very well. Presented longevity awards.
- Leadership Counsel has held its 2nd meeting
- Amendment to Budget
- AmeriCorps VISTA Program came to us and would like to supply services for the CRUSH initiative
- Annual Report has been completed and submitted. Hardcopies will be made available at the January meeting.

FISCAL REPORT FY18

Kevin Posekany went over the October fiscal information. Revenue to coming in as expected and we are within a reasonable range for expenses.

Kevin went over the Budget Amendment; Column C was the “adopted budget”, Column D is what we are revising to, Column E is the adjusted amount.

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Kevin reported the "carry over" was due to positions remaining unfilled, a decrease in IT expenses, and lower food costs.

Fred Mims made a motion to approve the October budget and the Budget Amendment as presented. Keith Rippy second. Motion carried.

ADVISORY COMMITTEE REPORTS

- Southern: n/a
- Northern: The committee met on November 21, 2017, and Ken Popenhagen reported that Rod Courtney provided update on CRUSH and heroin addiction. Joe McHale stated he is on an Opioid Committee which the first meeting is next week. Bruce reported that the Northern Advisory Committee willing to take on employment issues.
- Client Services: n/a
- Law Enforcement: n/a
- Cultural Competency (next meeting 12/14/17)

OLD BUSINESS – n/a

NEW BUSINESS

- Other – n/a

POLICY REVIEW – n/a

CONTRACT REVIEW – n/a

OUT OF STATE TRAVEL/TRAINING – n/a

PUBLIC COMMENTS – n/a

OTHER – n/a

Ken Popenhagen made a motion to adjourn. Fred Mims second. Motion carried. Board meeting ended at 2:30 p.m.

NEXT MEETING

The next meeting of the Board of Directors will be on January 12, 2018 at 1:00 p.m. at the Correctional Services Complex, 951 29th Avenue SW, Cedar Rapids, Iowa.

Submitted by Sue Morgan, Interim Board Secretary

Approved by _____