

**SIXTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

BOARD OF DIRECTORS MEETING

Date: August 10th, 2018

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

Board members present: Allan Thoms, Ben Rogers, Ryan Schnackel, Shelby Humbles, Shelly Kramer, Joe McHale, Dan Anderson, Monica Challenger, Fred Mims, Jan Kazimour, Ken Popenhagen, Lisa Green Douglass

Staff members present: Bruce Vander Sanden, Kevin Posekany, Gabe Schaapveld, Todd Roberts, Angela Brecht, Mike Skaggs

Guest: Daniel Craig, IDOC

INTRODUCTIONS/WELCOME GUESTS

Everyone present introduced themselves.

POLICY REVIEW – Mike Skaggs

173-18 Medical & Psychiatric Hold

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

REVIEW OF MINUTES

Fred Mims made a motion to approve the July 20th, 2018 minutes. Ryan Schnackel second. Motion carried.

PRESENTATION: BizLibrary part 2, Todd Roberts

BizLibrary video was played and here is some data since this has been implemented:

- 36 hours of training
- 270 modules have been completed
- 402 times staff has signed in. The 6JD has 65 licenses and 62 users at the moment.
- One person has done 38 modules and was assigned 3.

DIRECTOR'S REPORT – Bruce Vander Sanden reported

- Linn County Board of Supervisors looked at some 6JD empty offices at the Wenzel Center and is considering leasing them. Ben Rogers facilitated this.
- He had his orientation at the McAuley Center since he has taken a position on their Board.
- National Night Out was held at Thomas Park. 6th DCS participated in the evenings activities.

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- District dialogues are starting next week. These are done annually. Upon completion, a summary is sent to staff that cannot attend. This is a formal way to share information with staff.
- Central office is looking at some recidivism data and the 6JD is continuing to do great work.

FISCAL REPORT FY18

Kevin Posekany said he is working on closing the FY18 books and starting on FY19. At next month's Board meeting, he will be able to report on the final numbers for FY18 and July and August of FY19.

ADVISORY COMMITTEE REPORTS

Southern – next meeting 8/14/18

Northern – next meeting 9/18/18

Client Services – next meeting 10/11/18

Law Enforcement – next meeting 9/5/18

Cultural Competency – next meeting 9/13/18

OLD BUSINESS

- Other – n/a

NEW BUSINESS

- Iowa Code 905.4 & Iowa Administrative Code 201-40.4, Duties of the Board
 - Allan asked for a copy to be shared and that for all board members to review.
- 6JD By Laws
 - These need to be reviewed and approved every three years and this is needed this year. Please review and send questions to Angela Brecht. There will be a discussion at the next meeting. Angela Brecht will update the census info.
- Directors Evaluation
 - Keep the same process as last year and Allan Thoms said he would like one judicial appointee, a committee chair and board of supervisor on this committee. He said the Board members that will be on this committee are: Lisa Green-Douglass, Monica Challenger and Fred Mims. Ben Rogers volunteered to be a backup. Joe McHale suggested getting community input also and he will supply this and be number 16 of the evaluations. Sally Kreamer at DOC Central office will also be asked for feedback.
- Other – n/a

CONTRACT REVIEW – n/a

OUT OF STATE TRAVEL/TRAINING –

- Heidi Schroeder, 8/26-31/18, Austin, TX; 53rd Nat'l Polygraph Academy Annual Seminar; cost: \$750. Also requesting work time.
- Heidi Schroeder, 9/23-28/18, Overland, MO; also requesting work time.

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- Todd Roberts, 9/16-18/18, St. Louis, MO; BizLibrary Annual Conference; cost \$524 and work time.
- Todd Roberts, 10/29/18-11/3/18, New Orleans, LA; Motivational Interviewing Trainers annual conference; requesting work time.

Shelby Humbles made a motion to approve the out of state travel listed above. Joe McHale second. Motion carried.

PUBLIC COMMENTS –

Dan Craig introduced himself and gave the Board a summary of his background. A few months ago the 6JD presented to the DOC Board and they were impressed with the 6JD. From the Director and himself, he said we should be proud of the 6JD and the great work they do. He talked about how cooperatively the 6JD works with everyone.

Joe McHale said he is working on a five year plan, the data analysis that is coming out is producing some fantastic information. He is planning to do some progressive things with his department and will be partnering with the 6JD.

OTHER –n/a

Fred Mims made a motion to adjourn Joe McHale seconded. Motion carried. Board meeting ended at 2:00 p.m.

NEXT MEETING

The next meeting of the Board of Directors will be on September 14th, 2018 at 1:00 p.m. at the Correctional Services Complex, 951 29th Avenue SW, Cedar Rapids, Iowa.

Submitted by Angela Brecht, Board Secretary

Approved by _____