

ADVISORY BOARD MEETING MINUTES

County: Shelby

Date: 7/27/2021 **Time:** 4:00PM

Location: The Annex

Members Present:
Josh Martin, Lindsay Devine, Terri Bodine, Jeramiah McAdams, Kathleen Miltz, Rebecca Newman, Leigh Langkabel, Norm Gahimer via Zoom, Brad Landwerlen

Members Absent:
John DePrez, Louie Koch, Judge Apsley, Judge Riggins, Andy Eads, Jennifer Weimer, James Garrett, Woody Wethington, Don Parker, Mark Weidner, Ron Hounshell

Non-Members Present:
NA

Call to Order
The Advisory Board was called to order by: Brad Landwerlen
Time: 4:00PM

Roll Call/ Determination of a Quorum
Quorum (6) present

Meeting Minutes Approval
A motion was made to amend the previous Advisory Board meeting minutes (p3) where it states: "Criminal Justice Board" to "Justice Reinvestment Advisory Council." Rebecca Newman approved.

Quarterly Reports
(This should include data submitted to IDOC for each entity)
Participants: 769 (April 1, 2021 – July 1, 2021)

Participant Statistics
(This should include the number of participants actively on each level of supervision within each entity)
Home Detention: 82
Pre-trial Electronic Monitoring: 5
Forensic Diversion: 0
Pre-trial Adult Day Reporting: 1
Adult Day Reporting: 0
BACtrack: 3
Community Transition Program: 1
Community Service: 55

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Recovery Support: 0
Juvenile: 15

Financials

Balance of IDOC Grant Fund: -\$124.55

(This should include the balance of the account as well as the status of the annual budget)

Balance of Project Income: \$190,751.45

(This should include the balance of the account as well as the status of the annual budget)

Collected Project Income: \$50,063.97

Balance of CTP Fund: \$35,440.88

Balance of Other Funding Sources: NA

Financial Concerns: NA

Performance Measures

(This should include a summary of progress with the 5 goals submitted to IDOC for each entity)

2021 Performance Measures approved electronically by AB on 3/23/2021

Audits

(This should include any audits completed on each entity and the results)

Field Officer, Case Management, and Intake Coordinator audits from May 10th to July 1st

Staff Trainings Completed

Servant Leadership, How to Develop Effective Performance Objectives, Evidence-Based Practices in a Correctional Setting, IRAS re-assessment, IYAS re-assessment, Justice Services Conference, Diversity Equity & Inclusion, Socioeconomic Status, Trauma Training, Self-organization & Overcoming Procrastination, Managing Your Workspace, IACCAC, Managing Tasks & Maximizing Productivity, MRNISO, INSOMM, Carey Guides & BITS

Votes/ Approvals

Approval of the agenda: Terri Bodine approved.

Needs of the Entities

Security camera system; Leigh Langkabel reported that our camera's would be upgraded soon and he would make a call to make sure we are moving forward to get on the same system as probation through Tubesock.

Upcoming Events

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Fall IACCAC, meeting with SCUFFY for possible funds for financial literacy class

Old Business

A. None

New Business

- A. **CSU numbers:** working with CSU to conduct sweeps; in 2021, CC has had 18 arrests and 1 citation from CSU sweeps. Seem to be very effective.
- B. **Jobs Network:** Developed this internally with Administrative Assistant, Ashley. CC is working with companies in Shelby County to provide jobs to participants in need. CC identifies participants that need a job and then reaches out to the company to get the participant started with employment. Been very successful so far.
- C. **Financial Skills Class:** Josh developed this and the Administrative Assistant, Ashley, has taken this over. After the participants intake onto one of CC's programs the participant will get help on budgeting skills. Fees are discussed with the participant and a weekly fee agreement specific to the participant will come into place. This class has helped our user fees. If the participant is not compliant, they can meet with Ashley and she can give them different sanctions such as: Adult Road Crew, homework, etc.
- D. **Employee of the Quarter Program:** Implemented this year. Self-audits, Field audits, and Case Management audits help supervisors pick the Employee of the Quarter. Josh sends out a survey through Survey Monkey and we use the data given to us by peers. Since we started Employee of the Quarter, we have had 2: Brian Toney (Field Officer) and Brittany Browning (Intake Coordinator).
- E. **Increased Building Security:** CC is trying to improve building security by: allowing staff members to qualify and carry in the building, random pat-downs and wandering, privacy tint, more locks on doors, daily building sweeps at the end of the day to make sure building is secure. Waiting on new security camera's (see Needs of the Entities above).

General Discussion and Announcements

Josh gave an update for the Executive Director Report.

- **Project Income budget cuts:** Since 2020, cut PI budget by \$173,000. Also asked for an increase in grant funding from \$420,000 to \$509,000.
- **Asked for increase of grant funds for salaries:** The increase that was asked for in grant funding is a \$90,000 difference overall for CC's budget. Josh does not anticipate that we will get the full funding that CC asked for; however, counties similar in size have been awarded those amounts in the past from IDOC.
- **Sustainability projection:** When Josh took over in June 2020 looking at 25-27 months to sustain. Now, CC is at approximately 5 years 9 months. CC is not replacing our full-time field officer right away. Waiting to hear about our grant from DOC before replacing.
- **Average monthly losses:** In 2019, total, we lost \$172,000 which was \$14,339 monthly. In 2020, that number dropped. Yearly we lost \$81,000 and monthly we lost \$6,700. Now, in 2021, monthly we have lost \$262.00 and projecting to be profitable at the end of July. This would be the first time CC has been profitable since 2018. Quality control has been implemented and has been helping.
- **Program numbers:** see Participant Statistics above.

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- **Future program updates:** Re-developing Forensic Diversion Program. Looking at BACtrack Program. BACtrack has no case management component and Josh believes that those participants could use more help as far as treatment, interventions, and case planning. Josh will talk more about that at our next AB meeting.

Adjournment

A motion to adjourn was made by: Brad Landwerlen
Time: 4:21pm

Next Advisory Board Meeting

Date: October 5, 2021 **Time:** 4:00PM
Location: Shelby County Community Corrections

Other Comments:

Justice Reinvestment Advisory Council JRAC: Terri Bodine reports: The makeup of JRAC is all the same players as the CC board. We could use the meeting as one and the statute says we are able to do that. JRAC is about the whole CJ system: jail, prosecutors, CC, probation; how are we all coordinating services to reduce recidivism and jail crowding. A report will have to be given to entire committee and state at some point. Meeting minutes should encompass what we are doing as a CJ system. Terri will get with Josh and see how this can go moving forward. Combining may lengthen AB meetings. There are still some questions regarding JRAC. Terri will explore and have some answers at the next meeting.

Minutes Approval

Date of Approval: 7/28/2021
Advisory Board Chair or Designee: Brad Landwerlen

Signature:

