

MONROE COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD MINUTES FOR MARCH 25, 2019

MEMBERS	NAME	PRESENT	ABSENT	Designee	YTD PRESENT	YTD ABSENT	YTD Designee
County Sheriff (or designee)	Brad Swain	X			2		
Prosecuting Attorney (or designee)	Erika Oliphant	X			2		
Department of Child Services (DCS) Director (or designee)	Elizabeth Bullock	X			2		
Public Defender (or designee)	Michael Hunt	X			2		
City Mayor Representative	Joe Qualters		X		1	1	
Juvenile Judge	Hon. Stephen Galvin	X			1	1	
Criminal Judge (or designee)	Hon. Darcie Fawcett		X			2	
Criminal Judge (or designee)	Hon. Mary Ellen Diekhoff	X			2		
Juvenile Detention Alternatives Initiative	Troy Hatfield		X		1	1	
Juvenile Correctional Facility	Victoria Thevenow	X			2		
Victim or Advocate (or designee)	David J. Weil	X			2		
Ex-Offender	James Fender		X		1	1	
County Council Member (or designee)	Cheryl Munson		X		1	1	
Probation Officer	Linda Brady	X			2		
Juvenile Probation Officer	Jeff Hartman		X		1	1	
Educational Administrator	Miriam Northcutt Bohmert	X			2		
Private Corrections	Mark DeLong		X		1	1	
Mental Health Administrator	Linda Grove-Paul	X			2		
Lay Member	Jeff Holland	X			2		
Lay Member	Jeff Carson		X			1	
Lay Member	Dr. Andrea Mobley	X			1	1	
Lay Member	Phillip Dart		X		1	1	

Visitors: JDAI Coordinator, Christine McAfee.

1. WELCOME AND INTRODUCTIONS

Welcome by Honorable Mary Ellen Diekhoff.

2. MINUTES

Minutes from the January 28, 2019 meeting were reviewed by members. Viki Thevenow moved for approval of the minutes. Erika Oliphant seconded. **Motion carried.**

3. OLD BUSINESS

No updates.

4. STANDING REPORTS

A. Community Corrections Director

(1) Goals & Objectives Progress

The following charts Monroe County's progress in meeting the metrics required in the Department of Correction's grant application.

MONROE COUNTY FY2019 Performance Metrics & Baseline Data

FY2019 Funding Awarded	Performance Metric/Goal	Indicator/Baseline Data	Data Source & Frequency of Data Collection	Mid-Point Performance Data 3 rd Quarter	Year-End Performance Data Projection
\$47,025 for 1 Mental Health Court Case Manager	10% increase or 10 total new felons referred during FY19 to the Mental Health Court	During FY18 there were 9 total new felons referred	Quest database, Review report quarterly	Received 15 new felons referred to Mental Health Court	Projected to receive 10 new felons to Mental Health Court during FY19
\$74,200 for 1 Reentry Court Case Manager	Increase average caseload to 30 felons for the Reentry Court case manager	28 active felons on Reentry Court case load as of 7-1-18 snapshot	Quest database, Review report quarterly	Average caseload of 27 felons for the case manager	Projected to maintain an average caseload of 30 felons for the case manager
\$609,760 for post-conviction Day Reporting personnel	Increase incentive to sanction ratio Day Reporting supervision to 4 to 1 for FY19.	In FY18 during the fourth quarter, there was an 3.85 to 1 incentive to sanction ratio for closed felony cases referred for post-conviction supervision	Quest database, Review report quarterly	4.7 to 1 incentive to sanction ratio for closed felony cases referred for post-conviction supervision	Projected to have 4 to 1 incentive to sanction ratio for closed felony cases referred for post-conviction supervision
\$378,667 for pretrial day reporting personnel	Increase to 70% of high risk offenders not arrested for new offense during pretrial monitoring since October 1, 2016.	Up to March 31, 2018 there were 69% of high risk offenders not arrested for new offense during pretrial monitoring.	Quest database, Review report quarterly	92% of high risk offenders not arrested for new offense during pretrial monitoring	Projected to increase to 70% of high risk offenders not arrested for new offense during pretrial monitoring
\$35,229 for Electronic Monitoring expenses	Utilize at minimum 8919 unit days usage of GPS electronic monitoring during FY19	8919 unit days usage of GPS electronic monitoring based on \$3.95 per diem cost per unit	Quest database, BI, Inc. Invoices, Review quarterly report	8919+ unit days on GPS electronic monitoring	8919 unit days on GPS electronic monitoring

(2) Personnel

- a. Receptionist Keri Walden replaced Megan Shedlak as the Community Corrections Office Manager. Megan has secured employment out of state.
- b. Legal Secretary/Receptionist is now currently vacant.

(3) Financial Status: The Project Income (Community Corrections User Fees) trust balances at the end of each quarter is as follows:

	1 st Quarter – Sept	2 nd Quarter – Dec	3 rd Quarter – March	4 th Quarter - June
2018 - 2019	\$173,650	\$202,267***	February \$208,444	
2017 - 2018	\$374,837**	\$344,830	\$249,571	***\$195,360
2016 - 2017	\$425,438	\$456,454	\$342,897	\$356,648
2015 - 2016	\$463,431*	\$451,155	\$457,418	\$432,782
2014 - 2015	\$411,441	\$389,545	\$411,201	\$400,014
2013 - 2014	\$350,880	\$389,718	\$405,345	\$392,985
2012 – 2013	\$350,040	\$349,588	\$332,152	\$340,145
2011 - 2012	\$495,949	\$497,779	\$416,049	\$358,804
2010 - 2011	\$487,009	\$479,516	\$433,750	\$438,281

*\$42,911.04 was transferred into Project Income from the Community Transition Program (CTP) fund (FY16) 9-9-2015
\$18,000 was transferred into Project Income from the CTP fund (FY18) Sept. 2017 * Received \$35,000 from County Council for electronic monitoring to cover balance of 2018 and County Council also approved \$80,000 for 2019.
CTP balance as of 2-28-19 = \$19,568

B. Chief Probation Officer’s Report

- (1) Juvenile Detention Alternatives Initiative (JDAI) Conditions of Confinement Site Audit: The Monroe and Owen County JDAI Conditions of Confinement Facility Assessment Teams conducted a site audit of the detention facility utilized by both counties, Southwest Indiana Regional Youth Villages (SWIRYV) in Vincennes February 3-5th. CCAB member Jeff Holland is compiling the Final Report that will include recommended changes as they relate to the established JDAI Facility Assessment Standards.
- (2) New JDAI Committee: The local JDAI is required to form a new committee “Race, Equity, and Inclusion.” We need community members to serve.
- (3) JDAI Grant Fiscal Year 2019-2020 Request: Pending
 - a. Program Coordination **\$10,000** + Programming **\$44,523**. **TOTAL (Max. allowed to request) = \$54,523**
 - b. Coordination Funds (**\$10,000**) – \$3,000 for meals for committee and workgroup meeting; \$6,000 eight (8) QUEST licenses; \$1,000 travel expenses for community stakeholders to attend JDAI events trainings.
 - c. Programming Funds (**\$44,523**) – \$10,000 Electronic Monitoring; \$2,000 mileage reimbursement for Day Reporting off-site activities; \$250 bus tickets; \$300 TASC Examination (\$70 each); \$12,000 MRT training and Quality Assurance reviews; \$4,000 Community Education events (Human Trafficking and Implicit Bias); \$4,590 TABLEAU software and training; \$11,333 Advanced EPICS and Case planning training.

(4) Additional Appropriation Request: In February 2019, the Monroe County Council approved a request for \$50,000 additional appropriation from the Special Purpose Local Income Tax (LIT), aka Juvenile COIT. This request is to help us continue to operate the Juvenile Day Reporting and Day Treatment Programs as alternatives to detention. The funds will be used to supplement Department of Child Services (DCS) reimbursements to Family Solutions when our referral numbers fail to provide adequate reimbursement for the minimum expenses to keep this program operating.

(5) 2018 Probation Annual Report: Posted on the Probation website.

https://www.co.monroe.in.us/egov/apps/document/center.egov?eGov_searchDepartment=92&eGov_searchType=39

5. NEW BUSINESS

A. FY18 Financial Audits

(1) FY18 Community Corrections Financial Audit Report: Director Rhodes advised that the DOC conducted a financial audit on March 3, 2019 for FY18. There was no carryover and no findings. DOC Auditor Todd Sprinkle found that DOC had overpaid Monroe County by 9 cents for two years in a row and said DOC will allow Monroe County to keep the money. The total 18 cents will need to be moved out of the grant balances to Project Income (user fees). A motion was made by Jeff Carson to transfer 18 cents to Project Income in order to zero out the grant balances. Elizabeth Bullock seconded. **Motion Carried.**

(2) JDAI Audit Results: Troy Hatfield will discuss with DOC Auditor Todd Sprinkle about initial audit findings and possible revisions needed for the final report. The amended report will be presented at the next meeting, August 26, 2019.

B. Policies/Procedures for CCAB Approval

Director Rhodes presented the updated two policies for review and approval. A motion was made by Erika Oliphant to approve the policies. Viki Thevenow seconded. **Motion Carried.**

(1) Quality Assurance of Data Policy

(2) Community Service Program Policy

C. Fiscal Year (FY) 2020 DOC Grant Applications

Director Rhodes presented the elements required for submission of the FY20 DOC Grant Application.

(1) Collaboration Plan: Director Rhodes explained that the collaboration plan had been updated with feedback from the stakeholders. A motion was made by Jeff Carson to approve the plan. Erika Oliphant seconded. **Motion Carried.**

(2) **Grant Applications:** Director Rhodes reported that DOC now requires that each problem solving court be application to be under individual, separate grant applications. This means that Monroe County's application for funding will require five grant applications and not just one under the Community Corrections umbrella as in years past. Director Rhodes explained each grant along with proposed budgets. Discussion held. A motion was made by Erika Oliphant to approve the submission of all the grants and in the prioritized order as listed below. Viki Thevenow seconded.
Motion Carried.

- a. Community Corrections Grant
- b. Drug Treatment Court Grant
- c. Mental Health Grant
- d. Reentry Court Grant.
- e. Veterans Court Grant

D. Other New Business

Director Rhodes announced that DOC plans to issue a six-month grant extension covering July 1, 2019 to December 31, 2019. The funded extension will be half of what was allowed for the full fiscal year. More details will be forthcoming from DOC. The DOC's intent is to shift the grant funding to a calendar year instead of State fiscal year starting January 1, 2020.

6. ADJOURNMENT.

NOTICE: NEXT COMMUNITY CORRECTIONS ADVISORY BOARD MEETING:

► **Monday, August 26, 2019 @ 5 PM.**

*Terms for all Commissioners appointments expire 12-31-2022.

*Chairperson & Vice-Chairperson are elected for a two year term. The next election is January 2021

Minutes prepared and respectfully submitted by Advisory Board Secretary, Melissa Wallace.