

# **Hamilton County Community Corrections Advisory Board Meeting Minutes November 3, 2016**

The following members were present: D. Lee Buckingham, George Buskirk, Bill Cech, Roger Drayer, Honorable Paul Felix, Stephenie Gookins, Trusa Grosso, Eric Juarez, Leeann Murray, Ed Offerman, Honorable Dan Pflieger, Steve Schwartz and Honorable Wayne Sturtevant.

A quorum was present. Ralph Watson and Kevin Mulroony were also in attendance

Stephenie Gookins, in the absence of Board President Green, called the meeting to order.

Ms. Gookins called for the approval of the September meeting minutes. Bill Cech made a motion to approve the minutes as presented. Roger Drayer seconded the motion and it passed unanimously.

Mr. Watson presented the 13<sup>th</sup> fiscal report for FY 2015-16. We have a \$56,183.18 surplus remaining in the grant fund and this will need to be returned to the Indiana Department of Correction. The monthly fiscal reports for FY 2016-17 were also presented to the Board. They included the months of July, August and September. Judge Sturtevant made a motion to approve the reports as presented. Eric Juarez seconded the motion and it passed unanimously.

## **Public Comment**

There were no public comments.

## **Director's Report**

A written report was submitted and reviewed by the Executive Director.

## **Old Business**

Mr. Watson provided an update on the progress of the Corrections Complex Master Plan. On October 31<sup>st</sup> a proposed plan to increase capacity at the Hamilton County Jail, and a proposal to change the current use of the existing Juvenile Detention Center, as well as reuse of the former Juvenile Detention Center was presented to the Hamilton County Commissioners with a proposed cost for the entire plan. The County Commissioners supported the proposal as submitted. The proposal was then presented to the Hamilton County Council at a meeting on November the 2<sup>nd</sup> with a request to move forward as proposed. The Council resolved to move forward with the transition plan for the existing Juvenile Detention Facility and the re-use of the former Juvenile Detention Center. They would like additional information presented at the December meeting concerning the proposed size of the additional space at the Hamilton County Jail. The proposal also includes a new dining hall for Community Corrections.

Mr. Watson provided an update on the security video system project. A bid advertisement has been released for a new security video system that would include the buildings within the corrections complex, the old courthouse, the judicial center and the health department. Requests for Proposals from interested bidders will be opened on Friday, November 4<sup>th</sup>. Once the proposals are scored a list of potential vendors will be scheduled to present their proposed solution for consideration at a meeting on November 16<sup>th</sup>. Currently the plan is for the project to be awarded at the December 12<sup>th</sup> Commissioners meeting. Duration of the project is tentatively scheduled not to exceed 180 days.

A report on the status of the Grant Request for Pretrial Services previously approved by the Board was provided by Mr. Watson. The Department of Correction (DOC) reported that 38 counties, representing 69 different entities applied for the \$2 million dollars that the DOC had available to award. There was a total of \$5,685,456.66 requested. Currently the DOC has agreed to award a total of \$551,800.00. It appears that the amount currently

awarded is considered one time and/or short term funding, which would suggest that the funding award will not be incorporated into or made a part of the agency's base funding and is only awarded for FY 16-17. The DOC did report that priority was given to requests made by EBDM counties, but a decision on those particular requests were tabled until November 18<sup>th</sup> in order that additional information could be gathered and clear expectations could be put in place prior to announcing any further awards.

### **New Business**

Mr. Watson presented 4 agency policies for approval. Generally policies are reviewed and approved, if deemed appropriate, by a committee of Board members authorized to do so by the entire Board. The 4 policies were brought to the Board only as a matter of convenience, since the request is being made so near an actual Board meeting. Policies 7D-09, 7D-21, 7D-26 and 7D-31 are ones that have previously been approved, but due to recent revisions to American Correctional Association standards they have been revised in order that they might better comply with the respective standard. Trusa Grosso made a motion to approve the policies as presented. Leeann Murray seconded the motion and it passed unanimously.

A report was provided regarding the status on our pending residential expansion. As Board members may recall, in a prior meeting it was discussed how the agency might best utilize the two new 20 bed units (40 beds total) when they are opened. There has been discussion as to alternatives at our disposal and the advantages and challenges to each. After considering each possible alternative, and reviewing our data and staffing possibilities, the agency leadership team has proposed using the smaller units for individuals with a lower risk to reoffend. It will lessen the likelihood that lower risk individuals have contact with higher risk participants and it will allow for a more efficient use of personnel. The agency can minimize the number necessary for the lower risk units as well as enhance the staffing patterns for the units housing individuals of a higher risk to re-offend. This can be accomplished without the request for additional personnel. Mr. Watson has approved the proposal.

The agency, as part of the collaboration with the University of Cincinnati, has outlined a plan to enhance existing behavior management protocols for participants placed with the agency. Mr. Watson provided a synopsis of the new protocols. The agency will be revising existing rewards/sanctions protocols as well as case plan/progress reports. The revisions are in accordance with the most recent research in the field and will also enhance development and use of treatment plans. In addition, we have revised our sanctions matrix to better mirror changes made to the DOC disciplinary code. In addition we have made changes to our infraction process. Our current rewards matrix will be discontinued and will be replaced by incentives that are part of a *Phase* system. The new phases include Orientation, Treatment and Maintenance. The measures to move from each phase will be more defined and measurable. Incentives will be associated with the phases and no longer be solely associated with behavior and length of time in the program. Participants will be knowledgeable of guidelines and steps necessary to move to the next phase. At the end of a 90 day pilot period we will review and evaluate the system and revise it as deemed necessary. The plan is to implement the new phases and incentives, along with the new sanctions matrix on November 15<sup>th</sup>. The next step will be an implementation of a new case plan process that incorporates the above changes. It is our hope that we can have it in place in the late spring or early summer of 2017. Mr. Watson recognized those individuals that were a significant part of the project. They represented several different areas of expertise within the agency.