

**Hamilton County Community Corrections
Advisory Board Meeting Minutes
January 13, 2022**

The meeting, with approval of the Board of Commissioners, was virtual using Microsoft TEAMS. The following members were present: Judge Gail Bardach, Bob Bragg, Judge Jon Brown, Lee Buckingham, George Buskirk, Roger Drayer, Judge Paul Felix, Mike Fogarty, Stephenie Gookins, Jeff Horner, Kija Ireland, Leeann Murray, Sheriff Dennis Quakenbush, Krista Radican, Steve Schwartz, Barb Scott, and Dan Stevens.

A quorum was present. Executive Director Ralph Watson was also in attendance. Sheriff Quakenbush called the meeting to order.

Ralph Watson welcomed the new Board Officers for 2022. They are Sheriff Dennis Quakenbush as President, Mike Fogarty as Vice-President, and Prosecutor Lee Buckingham as Secretary. Mr. Watson also welcomed Jeff Horner, Chief of Police for Carmel, to the Board. Chief Horner will be assuming the seat previously held by Jim Barlow who was the Carmel Police Chief just prior to his recent retirement. Board member introductions followed.

Sheriff Quakenbush called for the approval of the December meeting minutes. Judge Gail Bardach made a motion to approve the minutes as presented. Bob Bragg seconded the motion and it passed unanimously.

Mr. Watson presented the Fiscal Reports for November and December. It was noted that a negative cash balance in the grant fund still appears in the November report. It was also noted that our Project Income revenue was above projections for the month of November by \$6,865.42. Mr. Watson drew the board's attention to the December report and noted that the agency has reimbursed the Grant Fund from the Project Income Fund closing out the fiscal year with a small balance remaining in the Grant Fund. The Project Income revenue for December was below projections by \$8,169.00. Lee Buckingham made a motion to approve the fiscal reports as submitted and Stephenie Gookins seconded the motion. The motion passed unanimously.

Mr. Watson reported that he will be preparing a 13th fiscal report for 2021 and plans to present it at the February meeting. A 13th report is necessary as the agency has some 2021 expenses that will not be paid until January of 2022. It is hoped that a final 2021 fiscal summary can be presented at the February Board meeting.

Public Comment

There were no public comments.

Director's Report

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

Old Business

There was no old business.

New Business

Mr. Watson provided a brief update as to Board member vacancies, of which there are three. He also noted that several members were eligible for re-appointment by the Hamilton County Board of Commissioner's at their upcoming meeting. Of those eligible for re-appointment two, Krista Radican and Roger Drayer, have announced that they will not seek re-appointment. Krista has been a member of the Board since January of 2018 and Roger was appointed in July of 1987. Each were thanked for their years of devotion and service to the agency.

The agency continues to encounter challenges as the result of the pandemic and the most recent new variant has resulted in over 15 instances in which personnel have had to be isolated and/or quarantined, thereby being away from work for extended periods. In addition, the agency has had many of instances in which participants in the Residential Level of Supervision have tested positive for the virus requiring isolation and resulting in entire living units being quarantined for 14 days. These challenges have required the agency to continue emergency operational revisions, many times with little notice. Over this past 60 days this has included the temporary change of work hours for Living Unit Coordinators and a temporary suspension of many in-house services due to the inability to properly social distance and the need to limit the physical contact between participants from different living units. Mr. Watson will continue to apprise the Board as emergency operational changes occur.

The information packet for Board members contained a request for an additional appropriation from the Project Income Fund. Recently the Hamilton County Council revised the starting compensation for positions with an LTC job classification. As a result, that also impacted the various compensation levels in the entire pay band for the LTC classification. The agency has one individual with the LTC pay classification and their level of compensation will need to be increased, effective January 8th, due to the changes. This will necessitate that the agency budget be adjusted to meet the financial obligations. The additional appropriation would total \$6,464 and this would include compensation, FICA, and retirement. George Buskirk made a motion to accept the proposed additional appropriation and Roger Drayer seconded the motion. It passed unanimously.

Also included in the information packet for the meeting were quarterly discharge reports (10/2021 thru 12/2021) that included participants released from the Electronic Monitoring Level of Supervision and the Residential Level of Supervision during the most recent quarter. Mr. Watson had previously reported that he planned to provide quarterly data concerning discharge types. He briefly reviewed the most recent data and noted that a summary for 2021 would be included in the Annual Report that he plans to present at the March Board meeting.

It was announced that recently the Indiana Justice Reinvestment Advisory Council (JRAC) had completed a statutorily required review of the Indiana Community Corrections Code and had

recently presented a required report to the Commissioner of the Indiana Department of Correction. The report contained several recommendations. Mr. Watson will provide an electronic copy of the report to Board members. He also plans to provide an electronic copy to the Hamilton County JRAC.

There was no further business to be brought before the Board and the meeting was adjourned. The next meeting will be **February 10th at 12 noon** at Hamilton County Community Corrections.