

**Hamilton County Community Corrections
Advisory Board Meeting Minutes
February 4, 2021**

The meeting, with approval of the Board of Commissioners, was virtual using Microsoft TEAMS. The following members were present: Honorable Gail Bardach,, Lee Buckingham, George Buskirk, Steve Dillon, Honorable Paul Felix, Mike Fogarty, Stephenie Gookins, Kia Ireland, Leeann Murray, Sheriff Dennis Quakenbush, Krista Radican, Steve Schwartz, Barbara Scott, R. Daniel Stevens, and Kylene Toney.

A quorum was present. Ralph Watson was in attendance along with Stephanie Ruggles, Director of Pretrial Services.

Board Vice-President Sheriff Dennis Quakenbush chaired the meeting due to the absence of President Jim Barlow. The meeting was called to order.

Sheriff Quakenbush called for the approval of the December meeting minutes. Leeann Murray made a motion to approve the minutes as presented. Stephenie Gookins seconded the motion and it passed unanimously.

Mr. Watson summarized the fiscal reports for November and December of 2020. The November report reflects that the Grant fund has a negative balance, and this will likely continue until we move funds from our Project Income account to reimburse the Grant fund. The December report reflects the above-mentioned movement of funds, Our Project Income (PI) revenue for each month was below projections. In November monthly revenue was \$12,133.69 below projections and in December it was \$17,577.63 below projections. The December report also reflects that we have currently earned \$8200.00 in Community Transition Program funds for 2020. Mr. Watson went on to explain that there is a 13th fiscal report for 2020 as the result of our having encumbered funds. He reviewed the report noting that the only change from the December report was one expenditure from PI. Having completed the 13th report the agency was able to complete the January 2021 report. The first for the new 6-month grant period. Mr. Watson reviewed the document noting that it currently reflected a negative balance in the Grant fund. This is the result of the Indiana Department of Correction (IDOC) not advancing 25% of the grant award as has been done in the past. It was also noted that that in January our PI revenue was \$14,287,65 below projections. Sheriff Quakenbush called for approval of all 4 reports. Steve Schwartz made a motion to approve the fiscal reports as submitted. Judge Paul Felix 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

There was no old business.

New Business

In January, the Board of Commissioners reappointed 5 members of the Board for another term. Those individuals included Stephenie Gookins, Mike Fogarty, Steve Dillon, Dan Stevens, and Bob Bragg.

Mr. Watson presented the 2020 year-end *Performance Measures Report* for Community Corrections. Each goal was reviewed, and Mr. Watson noted that the agency experienced several challenges directly related to the pandemic that unfortunately impacted the agency's ability to achieve several of the 2020 performance measures. Ms. Stephanie Ruggles followed the presentation with a brief synopsis of Pretrial Services accomplishments during 2020 and reviewed the year-end 2020 performance measures.

A 2020 fiscal summary for Community Corrections was the next item on the agenda. Mr. Watson began by noting the PI revenue collected was approximately 16% below projections. There was a deficit of \$241,303.68. He explained that a portion of the deficit could be attributed to reduced collections as the result of the pandemic. He then noted that our expenditures from the PI Fund was approximately 27% (\$520,849.81) less than what was budgeted. A significant portion of the savings was attributed to reduced compensation and benefits costs. Several positions were vacant for a period and later filled at a lower salary level. There was also savings in "Professional Services" as our costs were reduced due to the pandemic. In addition, the receipt of some CARES Act funds helped offset some costs. As for Grant, Mr. Watson explained that the agency expended all funds awarded except for \$24,479.38, which is approximately 1% of our total award. The remaining funds will need to be returned to the IDOC.

During 2020 the agency had additional revenue in the amount of \$8575. It was payment to the County for supervising offenders that were placed in the community as part of the Community Transition Program (CTP). The funds are deposited into a dedicated account and to be used for expenditures related to the offenders they must be moved into the Project Income Fund. Dan Stevens made a motion approving of the movement of CTP revenue and George Buskirk seconded the motion. It was approved unanimously.

Mr. Watson briefly reviewed the revenue and expenditures that the agency projects for the current 6-month grant period. It included the current cash balance in the PI Fund, the projected revenue, and the budgeted expenditures. The projections reflect that we should end the 6-month period with \$2,155,066.15 in the Fund as of June 30th. Judge Felix inquired as to whether the monthly revenue projections were the same as 2020 and Mr. Watson indicated that the monthly projections were the same.

The proposed 2021 performance measures for Community Corrections were presented for approval. Mr. Watson explained that the goals for 2021 were similar to those in 2020, but with

some adjustments. After a review of the baseline data, the mid-point projections, and the year-end projections Judge Felix made a motion that the proposed 2021 Community Corrections performance measures be approved. Stephenie Gookins seconded the motion and it passed unanimously. Stephanie Ruggles presented the proposed performance measures for Pretrial Services. Following review Judge Felix made a motion that they be approved as submitted. Leeann Murray seconded the motion and it passed unanimously.

Mr. Watson noted that the 2021 Grant Agreement had included a number of data collection responsibilities and special conditions that applied specifically to Residential/Work Release facilities. They had not been requested in the past. At this time, the IDOC has provided little guidance as to what specifically is expected in the way of reports, but we are reviewing agency data collection methods to insure we can provide the information requested.

During the legislative update Mr. Watson noted that the proposed budget for IDOC included the same level of funding for Community Corrections Awards as it had in the past. This is viewed as positive, since there were some concerns that the budget may be reduced. There was a brief review of three pieces of proposed legislation that might impact Community Corrections and/or Pretrial Services. They included SB 193, HB 1016, and HB 1068. Barbara Scott also provided a brief summary of HB 1467 that contains a number of Community Mental Health Center matters.

The final item on the agenda for the day was an agency request to dispose of a Fujitsu laptop computer that was obsolete and had been replaced with a new device. Steve Schwartz made a motion to approve the request. It was seconded by Kija Ireland and it passed unanimously.

There was no further business to be brought before the Board and the meeting was adjourned. The next meeting will be **March 4th at 12 noon** at Hamilton County Community Corrections.