

**Hamilton County Community Corrections
Advisory Board Meeting Minutes
February 10, 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, Steve Dillon, Judge Paul Felix, Angela Frazier, Mike Fogarty, Stephenie Gookins, Amanda Hartman, Kija Ireland, Leeann Murray, Monica Newhouse, Sheriff Dennis Quakenbush, Dan Stevens, and Madonna Wagoner.

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

Ralph Watson welcomed several new Board members. They included Monica Newhouse, Angela Frazier, and Madonna Wagoner, all recently appointed by the County Board of Commissioners. In addition, Amanda Hartman, recently hired as the Director of the Department of Child Services for Hamilton County, will be joining the Advisory Board filling a seat that had been vacant following the departure of the previous Director. Each new Board member briefly introduced themselves followed by an introduction of the remainder of the Board.

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

Mr. Watson drew everyone's attention to the fiscal reports that were part of the Board information packet. He reviewed the 13th Fiscal Report for CY 2021. A 13th report was necessary as the agency had 2021 encumbered expenses that were not processed for payment until 2022. It was noted that the agency ended the fiscal year with a \$23,033.46 surplus in the Grant Fund, which will need to be returned to the Indiana Department of Correction (IDOC). It was also noted that the cash balance in the Project Income Fund at the end of 2021 was \$2,199,299.51. The January Fiscal Report was reviewed, and Mr. Watson noted that the agency Project Income revenue was \$2,943.23 below what was projected for the month of January. Judge Paul Felix made a motion to approve the fiscal reports as presented. The motion was seconded by Mike Fogarty and approved unanimously.

Public Comment

There were no public comments.

Director's Report

A written report was included with the Board information provided for the meeting and Mr. Watson briefly reviewed the report.

Old Business

There was no old business.

New Business

Mr. Watson reviewed the fiscal summary for 2021 that had been included in the Board information packet. Of note was that the agency exceeded the Project Income revenue projections for the year by \$14,266.54. In addition, the agency received \$14,025 in Community Transition Program (CTP) revenue for 2021. The CTP revenue is a per diem that the agency receives from IDOC based on the number of individuals that transitions to the community from an IDOC facility by way a local agency Level of Supervision. Mr. Watson also noted that the agency ended 2021 with a budget surplus in the Project Income Fund, but expenses did exceed annual revenue. The review concluded with Mr. Watson noting that in 2021 the agency received grant payments from IDOC totaling \$2,541,242., and that following the closing of the budget year there remained a cash balance of \$23,033.46 that will need to be returned to the IDOC per their established procedure.

A summary of the 2022 budget was provided noting the various revenue sources and the actual percentage of the budget funded by each source. The summary also included a Level of Supervision per diem review and total budgeted expenses noted by budget series.

A Community Correction's agency is required to submit 5 performance measures, approved by the Advisory Board, to the IDOC at the beginning of each year that includes baseline data, and then submit progress updates at mid-year and year-end. The Board information packet included the agency *2021 IDOC Grant Entity Performance Measures* report with the year-end data entered. Mr. Watson reviewed the data and noted that the agency exceeded the stated goal in 4 out of 5 measures. The report was submitted to the IDOC prior to their deadline.

Each year Hamilton County recognizes those employees that have reached a Years-of-Service milestone as a County employee. They recognize those individuals in 5-year intervals. In December of 2021 the County recognized 7 agency employees that had reached a Years-of-Service Milestone. They were as follows:

- Living Unit Coordinator Doug Shook – 5 years of Service
- Field Services Coordinator Jeremy Head – 10 years of Service
- Field Services Coordinator Lauren Mabee -10 Years of service
- Field Services Coordinator Bill McNiff – 10 years of service
- Living Unit Coordinator Team Leader Jayson Higbee – 10 years of service
- Secretary Carolyn Fillingsness – 10 years of service
- Field Services Coordinator Justin Henson – 14 years of service

Sheriff Quakenbush noted that he had recently had a conversation with Mr. Watson at which time it had been suggested that the Board might find it advantageous to activate some committees that could be of some assistance as the agency considers future planning. Recently the Hamilton County Council had suggested the need for county agency succession planning and Mr. Watson thought that the work of a few committees might be helpful. He presented possible

ideas and was asked to refine the responsibilities and possible time commitments and bring his suggestions back at a future meeting.

Mr. Watson asked that “Electronic Monitoring Equipment” item be removed from the agenda.

Mr. Watson provided an update on the status of some Senate Bill 9, proposed legislation that had recently passed the Indiana Senate and had advanced to an Indiana House Committee. The subject of the proposed legislation is electronic monitoring standards. Mr. Watson noted several concerns with the proposed legislation, the most pressing would be eliminating the use of monitoring equipment unless it can track an individual’s precise location in real time. In the fall of 2021, the agency made a significant investment in upgrading existing Radio Frequency (RF) monitoring equipment, which would no longer be permitted if the legislation passes as currently written. The legislation also establishes requirements regarding alert responses, and participant to staff ratios that would be extremely challenging to achieve. The Indiana Association of Community Corrections Act Counties (IACCAC) is working to inform the legislation’s sponsors of the challenges with the bill as currently written.

There was no further business to be brought before the Board and the meeting was adjourned. The next meeting will be at **noon on March 3rd** at Hamilton County Community Corrections.