

**Hamilton County Community Corrections
Advisory Board Meeting Minutes
March 3, 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, Lee Buckingham, Steve Dillon, Judge Paul Felix, Angela Frazier, Amanda Hartman, Chief Jeff Horner, Monica Newhouse, Sheriff Dennis Quakenbush, Steve Schwartz, and Dan Stevens.

A quorum was present. Executive Director Ralph Watson was also in attendance along with Pretrial Services Director Stephenie Ruggles. Sheriff Quakenbush called the meeting to order.

Ralph Watson welcomed new Board member dianna Huddleston, representing Aspire Indiana. Ms. Huddleston assumes the seat previously held by Barbara Scott. Ms. Huddleston introduced herself offering information relating to her professional background, followed by Mr. Watson individually recognizing Board members present for the meeting.

Sheriff Quakenbush called for the approval of the February meeting minutes. Lee Buckingham made a motion to approve the minutes as presented. Steve Dillon seconded the motion and it passed unanimously.

As the last day of the month was just this week Mr. Watson reported that the agency had only just received the monthly expenditure and receivable reports from the County Auditor's Office, therefore agency personnel were unable to complete the February fiscal report in time for the meeting. He did note that the agency recently transferred 102 former participant's past due supervision fee accounts to a collection agency with whom our agency contracts in order that the collection agency can proceed with collection efforts of debt still owed Hamilton County Community Corrections.

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

The first item on the agenda was the presentation of the 2021 Community Corrections Annual Report. A copy of which had been included in the packet of material previously sent to Board members. Mr. Watson explained that each entity receiving a Community Corrections Grant Award must develop an Annual Report and submit it to the Indiana Department of Correction by the designated due date. He noted that the design and contents of each report are left to the discretion of the local agency. The Advisory Board is required to approve the report prior to submission. Mr. Watson noted the work that Director of Administration Kevin Mulroony had contributed to the document and expressed appreciation for his effort. A synopsis of the report followed, with Mr. Watson explaining that the first seven pages contained information regarding the agency Vision, Mission, Organizational Chart, and a brief description of each Level of Supervision provided by the agency. The remainder of the report was more specific as to the number of individuals served during 2021 and data specific to those individuals. Upon conclusion Judge Gail Bardach made a motion to accept the report as submitted. The motion was seconded by Monica Newhouse and passed unanimously.

Stephanie Ruggles, Director of Pretrial Services presented the agency's 2021 Annual Report for approval. The report contained a copy of the agency's organizational chart, identified members of the Pretrial Services Team as well as the Stakeholder Team, and provided a brief history of the agency. The report also provided information regarding agency operations, recent accomplishments and an executive summary followed by data specific to those individuals served in 2021. Judge Gail Bardach made a motion to accept the report as submitted and Angela Frazier seconded the motion. It passed unanimously.

Ms. Ruggles next presented the final 2021 Performance Measures Report for Pretrial Services. She reviewed each of the previously accepted goals and the agency progress toward each during 2021.

Mr. Watson requested that Community Transition Program Revenue earned during 2021 be transferred to the Project Income Fund in order that it can be used toward agency operations. The amount earned was \$14,025. Steve Schwartz made a motion to approve the transfer request and the motion was seconded by Judge Paul Felix. The motion passed unanimously.

Mr. Watson next requested the approval of an additional appropriation to the Project Income budget in the amount of \$15,955. It was discovered during a recent inspection of our Uninterruptable Power Supply (UPS) that batteries and capacitors needed replacement. The replacement of batteries was included in the 2022 budget, but the estimated cost is significantly higher than what had been budgeted. The capacitors were scheduled to be replaced in 2023 but need immediate replacement. Dan Stevens made a motion to approve the additional appropriation as requested and Monica Newhouse seconded the motion. It was approved unanimously.

A request was brought before the Board to dispose of two surplus vehicles that the agency had taken out of regular service over 1 year ago and had been used as spare vehicles since that time. The vehicles include a 2010 Ford Escape and a 2009 Ford Escape. Monica Newhouse made a

motion to approve of disposing of the vehicles by means of a county approved method. Chief Jeff Horner seconded the motion, and it was approved unanimously.

Mr. Watson noted that the Board information packet contained material regarding the *Correctional Program Checklist for Community Supervision Agencies (CPC-CSA)*. The Indiana Department of Correction (IDOC) has plans to implement and validate the use of the evidence-based assessment in order to assist in determining how well community corrections agencies in Indiana adhere to Evidence-Based Practices. On February 22nd the IDOC held a webinar to announce the project and provided some background as to their intent for the project. Mr. Watson will plan to continually inform the Board as more information becomes available.

The final item on the agenda was an update on Senate Bill 9. Mr. Watson had previously provided a copy of the legislation at the February meeting and expressed concerns about the impact of the legislation for our agency and the way we provide electronic monitoring supervision and services. Currently it appears that it will pass, and the changes will be significant. Mr. Watson noted the current language changes Indiana Code in several different areas and asked if there were Board members that would be willing to review the new language and offer their perspectives as to possible changes that might need to occur. Lee Buckingham, Judge Felix, and Judge Bardach all volunteered to assist.

There was no further business to be brought before the Board and the meeting was adjourned. The next meeting will be at **noon on April 7th** at Hamilton County Community Corrections.