Hamilton County Community Corrections  
Advisory Board Meeting Minutes  
April 4, 2019

The following members were present: Honorable Gail Bardach, Jim Barlow, Christi Bebee, Bob Bragg, D. Lee Buckingham, Roger Drayer, Susan Ferguson, Mike Fogarty, Sheriff Dennis Quakenbush, Krista Radican, Barbara Scott, Dan Stevens, Kylene Toney, and Amy Wilson.

A quorum was present. Ralph Watson, Kevin Mulroony, Jennifer Armstrong, and Tom Gehlhausen were also in attendance.

Susan Ferguson called the meeting to order.

Mr. Watson introduced Barbara Scott as our newest Board member. She was recently appointed by the Hamilton County Commissioners. Ms. Scott will be filling the vacancy that occurred with the resignation of Trusa Grosso.

Susan Ferguson called for the approval of the March meeting minutes. Honorable Gail Bardach made a motion to approve the minutes as presented. Sheriff Dennis Quakenbush 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 distributed a handout identifying various pieces of proposed legislation being considered during the current legislative session at the Statehouse. He noted that HB 1080, if passed, would permit the Department of Correction (DOC) to proceed with Rule Promulgation with the intent to once again permit community corrections agencies to deprive earned credit time from participants. He noted that a public hearing concerning the proposed rule is scheduled for April 15th. He also noted that currently HB 1001, the state budget bill, has the community corrections grant appropriation in the Department of Corrections (DOC) budget the same as it was for the current biennium.

**New Business**

Mr. Watson indicated that the DOC has made a decision to transition from a Community Corrections Grant Fiscal Year (FY) that ran July-June to a calendar year (CY). This DOC noted several benefits that would occur with such a transition. The grant funds being awarded on a CY would result in the DOC having significantly more notice of the funding available for awards. Currently they often learn of their approved budget approximately 60 days prior to a grant year beginning, and it challenging to finalize the level of awards to be given prior to that budget approval. The transition will also result in their ability to re-institute grant hearings. On March 15th the DOC released a timeline for the planned transition, as well as future plans for the recently submitted grant applications. The grant application that was originally submitted for FY 2019-20 will now be for CY 2020. They plan for a 6-month budget amendment for the existing grant award, and funding for the 6 months will be pro-rated according to the agency existing award. The DOC will pay 25% of the 6-month allotment in advance with the remainder in equal monthly payments. It will require that each agency submit a request to amend their existing agreement along with a preliminary budget summary by May 1st. Once received the DOC will process a grant amendment requiring Commissioner approval and will need to be returned to the DOC no later than May 31st. Mr. Watson did note that we will likely need to later amend our CY 2020 budget due to the difference in timeline. Mr. Watson requested
approval to use 50% of the project income budgeted for CY 2020 for the 6-month budget summary. Dan Stevens made a motion to approve the requested amount. Roger Drayer seconded the motion and it passed unanimously.

It was noted that in late June the agency will have been in our current building for 10 years. It had been suggested to Mr. Watson that it might be nice to celebrate the anniversary in some way. He asked Board members to contact him if they had suggestions.

Mr. Watson provided updates on several agency projects that are underway. They include the following:

- The agency has recently completed a pilot for urinalysis collection that was in collaboration with Probation Services. He had previously discussed it at a prior Board meeting. Following the completion of the pilot Chief Probation Officer Madonna Wagoner and he met and determined that though the pilot went well it was not going to be a cost-effective option for either agency to pursue at this time.
- The agency is also piloting and enhancement of the county’s current payroll timekeeping software. At this we have been pleased with the proposed enhancements.
- The County is implementing a new Grant Management Software and the agency in one of several that will be using it. Our personnel will undergo training the week of April 8th. This software will enable personnel to upload various grant documents for electronic storage.
- Mr. Watson recently met with Building and Grounds, as well as the construction manager, to discuss the roughly 25 items remaining to be completed as part of the dining hall project. The most significant item being the additional concrete pour for the walks and portico in the rear of the dining hall. It is the hope that the remaining items can be completed by the end of the month, but this is weather dependent.
- Mr. Watson is working with a group of individuals that include Jail Administration, former Judge Steve Nation, and several community members to implement a structured mentoring component for those being housed at the Hamilton County Jail and Hamilton County Community Corrections. It is in the beginning stages with additional meetings scheduled for next week.
- Mr. Watson had a meeting with former Judge Nation to discuss agency resources and needs related to drug and alcohol services. Judge Nation is meeting with a variety of stakeholders to identify a comprehensive review of what is available within the community and what service gaps might be present.
- Mr. Watson met with Building and Grounds to discuss the wall repair and painting of the 2nd floor as well as the expansion of Room 108. The expansion of 108 will better accommodate the larger Board, as well as provide adequate space for visitors whom might attend the meeting.
- Mr. Watson has partnered with County Information System Services (ISS) to identify replacement laptops for our Field Services Coordinators (FSCs). Their current laptops are 5 years old and ISS recommended replacement as we are experiencing multiple issues. The new laptops need to be able to fit within the existing vehicle laptop stands, as well as being durable, as the FSCs take them into the field. An order has been placed and we are awaiting shipment.

Susan Ferguson noted that Dan Stevens, Lee Buckingham and she recently completed Mr. Watson’s review and had nothing but positive comments to report.

Mr. Watson noted that the next meeting scheduled for May 2nd conflicts with a training and asked to move the meeting to May 8th.

There was no further business to be presented and Susan Ferguson adjourned the meeting. The next meeting will be May 8th at noon.