

# **Hamilton County Community Corrections Advisory Board Meeting Minutes April 6, 2023**

The following members were present: Gail Bardach, Jim Barlow, Brad Beaver, Judge Jon Brown, Judge Michael Casati, Kim Christman, Michelle Corrao, Judge Paul Felix, Kija Ireland, Dan Pflaging, Sheriff Dennis Quakenbush, Dan Stevens, and Madonna Wagoner. Victoria Parker was also in attendance as a proxy for Amanda Hartman.

A quorum was present. Executive Director Ralph Watson and Director of Pretrial Services CJ Miller were also in attendance. Madonna Wagoner called the meeting to order.

Madonna Wagoner called for the approval of the March meeting minutes. Kija Ireland made a motion to approve the minutes as presented. Jim Barlow seconded the motion and it passed unanimously.

Following a summary by Mr. Watson, Madonna Wagoner called for approval of the February fiscal reports. Dan Stevens made a motion to approve the reports as presented. Dennis Quakenbush seconded the motion and it passed 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.

Per the Board's request at the March meeting, the agency explored the possibility of relocating female participants in the Residential Level of Supervision to living units with greater capacity in order to address additional bed space needs. After review it was determined that retrofitting the existing restroom fixtures would not be necessary as previously thought. Mr. Watson reported that the agency plans to relocate female participants to the larger units beginning April 22<sup>nd</sup> and hope to finish by April 28<sup>th</sup>. The end result will be that female capacity will increase by a total of 8 and male capacity will be reduced by 8. Hamilton County Building and Grounds Department will be assisting with some minor laundry facility and equipment changes that will be required.

Mr. Watson noted that the High School Equivalency (HSE) classes have been suspended at our facility due to our vendors inability to provide the needed instructors. Mr. Watson noted that agency personnel are currently working to place those in need of the services in surrounding community classes. Sheriff Quakenbush inquired about the possibility of our accessing General Equivalency Diploma (GED) classes offered by Viapath technologies, the new phone and tablet vendor. Mr. Watson noted that we have had some discussions with Viapath, however they currently only offer GED classes. Indiana Department of Education transitioned to the HSE classes for adult learners several years ago. Viapath has reported they will review if the HSE will be an option that they can offer.

## **Old Business**

There was no old business on the agenda.

## **New Business**

Mr. Watson explained that the 2024 Community Corrections Grant applications are due to the Indiana Department of Corrections (IDOC) by April 28, 2023. If the Advisory Board approves today's proposed applications, he plans to present the application to the Board of Commissioners on April 24th. As it was last year, the agency must prepare a separate application for the Electronic Monitoring Level of Supervision and the Residential Level of

Supervision. Also, like last year staff compensation and benefits cannot be divided between the two levels of supervision. For instance, if a position workload is allotted 40% percent of the time in the Electronic Monitoring Level of Supervision and 60% of the time in the Residential Level of Supervision, we will be required to note the entire position cost in the Residential Level of Supervision. The county has not yet released budget directives for 2024, resulting in our agency using the salary and benefit costs for 2023 to complete the 2024 application. If compensation and benefits are increased for 2024, it will require that we update our proposed grant application budget. After discussion with IDOC it was determined that we could do so one of two ways. If the information is available prior to the IDOC requiring resubmission of the application following the awards notification, the IDOC will permit revision of the original budget to include the additional costs. If the information is not available prior to the resubmission deadline the agency will need to seek an additional appropriation in 2024 after the fiscal year has begun. In either case the budget will have to be brought back before the Board for approval

Mr. Watson provided a summary of the required narrative portion of the grant. He then reviewed in detail a document outlining the 2024 proposed budget by fund, as well as the projected cash balance in the Agency's Project Income fund at the end of 2024. Sheriff Quakenbush made a motion to approve the applications as presented. Judge Felix seconded the motion and it passed unanimously.

CJ Miller, Director of Pretrial Services, presented the proposed grant application for Pretrial Services. The request is for compensation costs for agency personnel. Pretrial Services is requesting two additional screening analysts for a total grant request of \$418,000. The amount that was awarded for 2023 was \$159,344. The IDOC has been previously reducing the Pretrial Grant award, so it is unsure if the additional funding will be provided, but it is being requested. Gail Bardach made a motion to approve the Pretrial Services application as presented. Dan Pfleging seconded the motion and it passed unanimously.

As part of the Grant application process a local agency collaboration plan is required to be submitted. Mr. Watson presented a plan that had been reviewed by himself, CJ Miller, and Madonna Wagoner. Gail Bardach made a motion to approve the plan as presented. Dan Stevens seconded the motion and it passed unanimously.

As in the past the grant application requests that the Advisory Board prioritize the funding requested. Mr. Watson presented language the Board had previously used when submitting their applications noting the Board chose not to prioritize the request. The consensus was to proceed with the letter.

There was no further business to be presented and Madonna Wagoner adjourned the meeting. The next meeting will be **May 4th at noon.**