

Hamilton County Community Corrections Advisory Board Meeting Minutes April 7, 2022

The following members were present: Honorable Gail Bardach, Lee Buckingham, Angela Frazier, Stephenie Gookins, Jeff Horner, dianna Huddleston, Kija Ireland, Leeann Murray, Sheriff Dennis Quakenbush, Steve Schwartz, Dan Stevens, and Madonna Wagoner. Alexis Beane served as a proxy for Amanda Hartman.

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

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

Following a summary by Mr. Watson, Sheriff Quakenbush called for approval of the February fiscal reports. Dan Stevens made a motion to approve the reports as presented. Kija Ireland seconded the motion and it passed unanimously. The fiscal report for March was unable to be completed prior to today's meeting and will be presented at the next meeting.

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 on the agenda.

New Business

A copy of the service agreement with Bradford System was included with the Board information provided for the meeting. This is an annual agreement the agency has with them for the servicing of our file system. The amount of the agreement is in the agency's budget for this fiscal year. Lee Buckingham inquired as to if the agency intends to eliminate paper files and go electronic. Mr. Watson stated the agency is trying to reduce the amount of paper use resulting in smaller files. Honorable Gail Bardach made a motion to accept the agreement as presented and it was seconded by Leeann Murray. It passed unanimously.

A copy of the agreement with MedAssure was included with the Board information provided for the meeting. This is a new vendor. The agency has previously used Stericycle for the removal of biohazardous waste. The agency is proposing switching vendors due to cost and length of the contract. MedAssure is less than half the price of Stericycle and the contract is for 3 years, as opposed to the 5 years with the previous vendor. MedAssure is the vendor used by the Health Department and the Health Department provided a positive recommendation. Steve Schwartz made a motion to accept the agreement as presented and it was seconded by Stephenie Gookins. It passed unanimously.

A copy of the service agreement with Eaton for the agency's Uninterruptable Power Systems (UPS) was included with the Board information provided for the meeting. The agency anticipated a price increase when the budget for fiscal year 2022 was prepared, however it increased by \$200 more than anticipated. The additional funds will be

moved from elsewhere and no additional appropriation will be needed. Lee Buckingham made a motion to accept the agreement as presented and it was seconded by Steve Schwartz. It passed unanimously

Mr. Watson provided a copy of the agency's organizational chart. He briefly reviewed the chart as the Board has a number of new members.

On March 11th the Indiana Department of Corrections (IDOC) released their grant timeline and guidelines for 2023. The application is due May 6th. There are separate applications for Residential and Electronic Monitoring (EM) Levels of Supervision resulting in the agency preparing two separate budgets. Each application will require Board approval and will be presented at the next board meeting. Pretrial Services' application will also be presented for approval at the next meeting. A change from previous years is that if an employee's job responsibilities are split between Residential and EM Levels of Supervision the employee can no longer be listed in both budgets, they must be placed in the Level of Supervision in which they spend most of their time. For instance, a Field Services Coordinator might spend 60% of their time in Residential and 40% in EM. In the past we would split their salary and benefits 60/40 in the Residential and EM budgets now we must list the entire cost of the employee in only one budget. Our concern is that this will result in an inaccurate cost per supervision level in each application. A challenge that we will also encounter is that the County Council has yet to release their budget instructions for 2023, and we do not expect it to occur prior to the grant application needing to be submitted. Therefore, our Grant application will not reflect the 2023 cost of compensation and benefits. Mr. Watson has discussed this challenge with IDOC and they have presented two possible options. If we have the information prior to the IDOC requesting that revised budgets be submitted following award announcements we can adjust our Project Income budget at that time. If that is not the case, we would need to request an additional appropriation in 2023. Regardless of the option, the Advisory Board would need to approve of the change prior to our submitting the change request. Mr. Watson plans to present the initial grant applications for approval at the scheduled May 5th Board meeting. He is planning to use the same presentation format that has been used for the past several years. Stephanie Ruggles plans to present the Pretrial Services grant application at the May 5th Board meeting as well.

A copy of an asset disposal request for a broken chair was included in the Board packet. Lee Buckingham made a motion to dispose of the chair as noted and it was seconded by Kija Ireland. It passed unanimously.

Mr. Watson concluded the meeting with legislative updates. On March 22nd he met with Sheriff Quakenbush and Prosecutor Buckingham, Judge Bardach and Judge Felix to review the language in Senate Enrolled Act 9 (SEA 9). It is the consensus of the group that individuals on electronic monitoring will now need to be monitored using Global Positioning System (GPS) technology. Unfortunately, the new electronic monitoring equipment purchased by the agency in 2021 was Radio Frequency (RF) technology and will no longer be an option because of the new legislation. The GPS technology is more expensive to purchase, monitor and maintain than our current RF devices so the agency will experience increased operating costs as well as capital equipment costs. Mr. Watson reported that the current vendor has indicated they are willing to provide a credit toward the purchase of GPS technology for each device that we previously purchased and returned. A cost proposal will be presented at the May meeting and Mr. Watson will be prepared to request an additional appropriation to our current budget. If approved the plan would be to expedite the purchase of new equipment, as it is the opinion of the Judiciary that the legislation went into effect immediately upon acceptance by the Governor's Office.

Mr. Watson also noted House Enrolled Act 1075 tasking the State Justice Reinvestment Advisory Council with reviewing the current composition of the Community Corrections Advisory Board as defined in statute and making recommendations to the legislative council by 11/1/22 regarding how to reduce the membership of a Community Corrections Advisory Board and the recommended membership for a Community Corrections Advisory Board.

There was no further business to be presented Sheriff Quakenbush adjourned the meeting. The next meeting will be **May 5th at noon.**