

Hamilton County Community Corrections Advisory Board Meeting Minutes May 4, 2023

The following members were present Gail Bardach, Jim Barlow, Kim Christman, Steve Dillon, Angela Frazier, dianna Huddleston, Leeann Murray, Monica Newhouse, 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 was also in attendance. Madonna Wagoner called the meeting to order.

Madonna Wagoner called for the approval of the April meeting minutes. Sheriff Quakenbush 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 March fiscal reports. Dan Stevens made a motion to approve the reports as presented. Angela Frazier 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.

Old Business

There was no old business on the agenda.

New Business

Mr. Watson provided a proposed preventative maintenance agreement with Bradford Systems for the agency's Spacesaver file system. It is an annual agreement and similar to the previous annual agreements which we have had since the original installation. The cost was included in the 2023 budget. dianna Huddleston made a motion to approve the agreement as presented. Gail Bardach seconded the motion and it passed unanimously.

At a meeting earlier in the year Board members had inquired as to the agency's success in collecting required fees from former participants with delinquent accounts. At the time Mr. Watson had provided general information and noted that more complete data would be provided at a later meeting. The Board information packet for this month's meeting contained such information. It included an annual summary of delinquent accounts that had been submitted to the contracted collection agency since 2008 along with information regarding the annual amount of delinquent fees collected for each year. In addition, the packet included copies of the agency's fee policy and the operational procedure for delinquent accounts. Mr. Watson provided historical information regarding the agency's decision to send delinquent accounts to a collection's agency and discussed the contents of the collection data. It was noted that the collection agency recently informed us they planned to discontinue serving government accounts, but we have yet to receive any formal notification ending the contract. There was general discussion about possible

alternatives if this were to occur, all of which will need the approval of the County of Board of Commissioners.

The next item on the agenda was an agency staffing update. Mr. Watson noted the specific positions that were currently vacant and provided a progress report regarding the hiring process.

On May 23rd the agency's Electronic Monitoring (EM) Level of Supervision will undergo an assessment conducted by staff from the Indiana Department of Correction (IDOC) Community Correction's Division and representatives from the University of Cincinnati Corrections Institute (UCCI). They will be using the *Correctional Program Checklist – Community Supervision Agency (CPC-CSA)* in order to evaluate the extent to which the agency's EM Level of Supervision adheres to evidence-based practices, including the principles of effective intervention. Previously, the agency had participated in a pilot project with the IDOC and the UCCI during which a very similar assessment was used to evaluate the Residential Level of Supervision. The Board information packet contained a description of the assessment process noting what could be expected and outlining the major domains that will be examined, as well as a checklist of documents to be reviewed. Mr. Watson also provided information that had been gleaned from our agency's past experience during the pilot project as well as and from conversations he had with colleagues whose agencies had recently undergone the assessment.

The final item on the agenda was an update of the recently concluded session of the Indiana legislature. Mr. Watson noted the activities of the Indiana Association of Community Corrections Act Counties (IACCAC) in regard to the various pieces of legislation that were tracked during the session. He also provided a handout that identified three pieces of legislation that had the most impact on our agency along with the salient points of each.

There was no further business to be presented and Madonna Wagoner adjourned the meeting. The next meeting will be **June 1st at noon**.