

Hamilton County Community Corrections Advisory Board Meeting Minutes May 5, 2022

The following members were present: Honorable Gail Bardach, Bob Bragg, Honorable Jon Brown, Lee Buckingham, Michelle Corrao, Angela Frazier, Stephenie Gookins, Jeff Horner, dianna Huddleston, Kija Ireland, Monica Newhouse, Sheriff Dennis Quakenbush, Dan Stevens, and Madonna Wagoner. Alexis Beane served as a proxy for Amanda Hartman.

A quorum was present. Executive Director Ralph Watson and Stephanie Ruggles, Director of Pretrial Services, were also in attendance. Sheriff Quakenbush called the meeting to order.

Sheriff Quakenbush called for the approval of the April meeting minutes. Judge Bardach made a motion to approve the minutes as presented. dianna Huddleston seconded the motion and it passed unanimously.

Following a summary by Mr. Watson, Sheriff Quakenbush called for approval of the March fiscal reports. Dan Stevens made a motion to approve the reports as presented. Stephenie Gookins seconded the motion and it passed unanimously. The fiscal report for April 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

Mr. Watson explained that the Grant applications are due May 6th, 2022. If the Advisory Board approves today's proposed applications, he plans to present the application to the Board of Commissioners on Monday, May 9th. He has been given permission by the Indiana Department of Corrections (IDOC) to submit the applications before receiving Board of Commissioner approval. 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. A difference between the proposed budget for 2023 and that of previous years is that 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. In the past, the cost of the salary and benefits of the same position would have been divided 40/60 between the two different levels of supervision. There is a concern that the new method will result in an inaccurate cost of operation for the levels of supervision. The Agency encountered a challenge with this year's application process due to the county having not yet released budget directives for 2023, requiring the use of the salary and benefit costs for 2022. If compensation and benefits are increased for 2023 it will require either an additional appropriation being requested in 2023, or 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. In either case the budget will have to be brought back in front of the Board for approval. Mr. Watson distributed a timeline for the IDOC grant awards. Currently, the announcement of awards is scheduled for July 22nd.

Mr. Watson provided a brief summary of the required narrative portion of the grant. He then reviewed in detail a document outlining the 2023 proposed budget by fund, as well as the projected cash balance in the Agency's Project Income Fund. Dan Stevens made a motion to approve the application as presented. Lee Buckingham seconded the motion and it passed unanimously.

Stephanie Ruggles, Director of Pretrial Services, presented the proposed grant application for Pretrial Services. The request is for compensation costs for agency personnel and the amount requested is 58% of the total proposed Pretrial Services budget for 2023. Sheriff Quakenbush inquired if the Board had been asked to prioritize funding requests and Mr. Watson affirmed that such a request was included in the application directions. He presented language the Board had previously used in the past when submitting their applications. Lee Buckingham made a motion to approve the letter noting the Board chose not to prioritize the request. Stephenie Gookins seconded the motion and it passed unanimously. Judge Bardach made a motion to approve the Pretrial Services application as presented. Angela Frazier 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 the plan developed by himself, Stephanie Ruggles, and Madonna Wagoner. The plan contains a few revisions to the one approved in 2021. Dan Stevens made a motion to approve the plan as presented. Kija Ireland seconded the motion and it passed unanimously.

As discussed during the April Board meeting, a recent change to the language in the electronic monitoring statute will require that our agency replace existing electronic monitoring equipment with new to Global Positioning System (GPS) equipment. For the agency to comply we will need to replace 120 existing units with new equipment that uses GPS technology, requiring an additional capital cost. Mr. Watson noted that our current vendor has proposed providing us a credit for a trade-in of the existing equipment, thereby significantly reducing our additional cost of the new technology. He presented to the Board a request for an additional appropriation of \$48,000 to the existing Project Income budget. He noted that the agency should have enough funds in the existing budget for the increased monitoring costs brought about by the new technology, as maintenance costs on the existing equipment will no longer be necessary. The GPS technology will be under a one-year warranty from the time of purchase. Lee Buckingham made a motion to approve the additional appropriation. dianna Huddleston seconded the motion and it passed unanimously.

Mr. Watson presented a request to dispose of a vehicle. It needs \$3,000 in repairs and it is no longer in active use. Dan Stevens made a motion to approve disposal. Jeff Horner seconded the motion and it passed unanimously.

There was no further business to be presented and Sheriff Quakenbush adjourned the meeting. The next meeting will be **June 2nd at noon.**