The following members were present: Honorable Gail Bardach, Jim Barlow, Christi Tucker Bebee, Bob Bragg, George Buskirk, Honorable Richard Campbell, Roger Drayer, Honorable Paul Felix, Susan Ferguson, Mike Fogarty, Stephenie Gookins, Kija Ireland, Leeann Murray, 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.

Susan Ferguson called for the approval of the May meeting minutes. Mike Fogarty made a motion to approve the minutes as presented. Jim Barlow seconded the motion and it passed unanimously.

There were no fiscal reports for May as they had not yet been prepared. They will be presented at the July meeting.

Public Comment
There were no public comments.

Director’s Report
A written report was submitted and reviewed by the Executive Director.

Old Business
There was no old business on the agenda.

New Business
On May 16th the Hamilton County Council released budget instructions for CY 2020. A completed budget worksheet must be returned by June 7th. The instructions included two different compensation options for Agency personnel and, using guidelines established by the County Council, the Agency head is to propose which option is most appropriate and include that in the proposed budget for CY 2020. If the proposed compensation levels are approved the County General Fund will absorb increases proposed for the 21 Agency employees compensated from the fund, however it will be necessary to fund any other proposed increases using Project Income. Using the instructions provided by the County Council it is projected that the agency will need approximately $187,000.00 more than previously approved for the proposed budget submitted to the Department of Correction for CY 2020. The projected amount includes increases in compensation as well as increases in personnel benefits.

Mr. Watson also explained that with transition from a July to June fiscal year to a January to December fiscal year, it will be expected that our agency presents our entire proposed budget during hearings held by the County Council on August 6th and 7th. He is anticipating that there may be some confusion as this will be different than our past practice. In prior years the agency has only been expected to present proposed compensation levels. In addition, we will be presenting a proposed budget that is part of a Grant application yet to be approved by the DOC. It has been determined that if the approved Grant Award is different than proposed we will request changes in our Council approved budget at that time.

Mr. Watson also reported that he recently sent a letter to the Hamilton County Commissioners with an update of the Agency’s current population levels and the potential capacity challenges the agency could be expected to encounter.
in the next 18-24 months. It is his hope that the Commissioners will approve seeking a preliminary design for the 3rd floor buildout in order to obtain possible cost estimates. He noted that even if the County was to decide to proceed with a project immediately, it would likely be as much as 3 years before we could occupy the space. Roger Drayer inquired as to whether a proposed 3rd floor might be different from the 2nd floor layout. Mr. Watson explained that the original 2nd floor design was completed around 2006, so he would expect there to be changes. Changes might include smaller specialized living units as opposed to the larger ones that we currently use. Mr. Watson reiterated that we are currently hoping to obtain only a basic concept with projected costs. He briefly explained the public projects process generally used when considering new construction and or renovation of existing facilities.

On May 28th the Hamilton County Commissioners approved the grant extension. The DOC recently began providing additional direction and a summary of their expectations for the 6-month time period. Mr. Watson summarized a preliminary schedule released by the DOC pertaining to the Grant applications for CY 2020. He indicated that it could change as we approach the fall of CY 2019.

Mr. Watson presented 3 education and/or service proposals to be delivered by outside providers from July through December of 2019. The first was from Paul Duke and was a proposal to continue the Financial Skills class that he has delivered for many years. Mr. Watson noted that the cost for the service will remain the same as previous years, and it is for Mr. Duke to deliver 3 sessions containing 5 courses in each session. The cost would be $300 per session. The second proposal was from the Hamilton County Sheriff’s Chaplaincy Inc. They propose continuing with the delivery of a minimum of 40 hours of faith-based services per month at a cost of $1200 per month. They have provided these services for several years. Leeann Murray inquired as to what all was included in their service proposal and Mr. Watson provided a brief summary. He also noted that expectations were detailed in the actual proposal. The third was from Jon Hinds Career Center and was for the continuation of the High School Equivalency (HSE) classes at the rate of $9,618 for the 6-month period. Roger Drayer inquired as to whether the agency was happy with the services and asked how they were evaluated. Mr. Watson noted that Mr. Duke’s services were included as part of the evaluations we receive from the University of Cincinnati. Jon Hinds Career Center provides annual data noting HSE achievements and individual achievements. They use a curriculum that is approved by the Indiana Department of Education. George Buskirk asked if this data was available to the Board and Mr. Watson stated he would distribute it. Gail Bardach inquired as to whether anything was offered past the HSE and Mr. Watson noted that at this time there is nothing provided directly by the agency, but we continue to explore opportunities. Participants are also permitted to continue their education by attending other institutions in the immediate area. The services provided by the Sheriff’s Chaplaincy are reviewed annually with the Chaplaincy Board of Directors, which includes several Advisory Board members.

Honorable Paul Felix made a motion to approve all 3 proposals. Stephenie Gookins seconded the motion. All present voted in favor of the motion with Dan Stevens abstaining.

Our agency was selected by the Emergency Management Agency (EMA), along with several other county agencies, to work with a contracted consultant who would aid the agency in developing a plan for Continuity of Operations (COOP) in the event of an emergency. There are 4 stages to this plan which include Readiness and Preparedness, Activation and Relocation, Continuity of Operations, and finally Reconstitution of Operations. Mr. Watson noted that himself, Director of Administration Kevin Mulroony, Living Unit Coordinator Jeff Cummins, and Facilities Manager Eric Jarret compose the team developing the agency plan. He also noted that EMA is planning a full-scale exercise that will impact the Departments participating in the plan development for some time in August.

There was no further business to be presented and Susan Ferguson adjourned the meeting. The next meeting will be **July 11th at noon**.