

White County Community Corrections

PO BOX 128

103 B South Main Street

Monticello, Indiana 47960

Telephone: (574) 583-4175 / (574) 583-4790

ADVISORY BOARD MEETING NOTES

Thursday, November 9, 2023

MEMBERS PRESENT:

Jason Thompson, Circuit Judge, Chairman

Christopher Phillips, Prosecutors Office, Vice Chair

Bill Brooks, Sheriff

Kiera Lewellen, Lay Person

Karen Ward, Lay Person

Mikayla Greiner, Juvenile Probation Officer

Jeremy Kyburz, Monticello Police Chief, Lay Person

Katie Grayson, Proxy for Judge Thompson

Dave Jordan, Victim County Executive appointment

Brad Wooley, Superior Court Judge

Jessica Walters, Proxy for DCS (Via Zoom)

Donna McIlrath, Education Administrator (Via Zoom)

Jim Annis, County Council Member (Via Zoom)

Brooks Ledger, Defense Attorney (Via Zoom)

ALSO PRESENT:

Bobby Bonner, WCCC Director

Emilee McCoy, WCCC Case Manager / Office Assistant

Jerry Garcia, WCCC Field Senior Surveillance Officer (Via Zoom)

Graham Hornback, WCCC Field Surveillance Officer (Via Zoom)

Brock Suhr, WCCC Field Surveillance Officer (Via Zoom)

The White County Community Corrections Board met on Thursday, November 9, 2023. The Meeting was held at the White County Administrative Building, Basement Conference Room and called to order by Jason Thompson., Chair at 12:03 P.M.

I. APPROVAL OF MINUTES

The September 14, 2023 and October 12, 2023 meeting minutes were reviewed by the board. No additions, corrections or modifications were suggested. A motion to approve the minutes was made by Chris Phillips, Vice-Chair, and seconded by Bill Brooks, Sheriff. The September 14, 2023 and October 12, 2023 minutes were approved as written. **Vote: Motion to approve was carried unanimously**

II. Director Reports:

A. Financials (10/01/23 – 10/31/23)

- **Fund 1122 Expenditures** (Galls, Vehicle maintenance, Verizon, UA testing supplies/test, uniforms, office supplies, fuel, GPS Monitoring, Training, Safety & Security) **\$20,383.37. Receipts** (Programming fines, fees and project income) **\$36,117.00**

- **Biggest Expenditure was for Monitoring Equipment \$5,686.00**

- Gall's / Uniforms and Workwear \$757.63
- Co-Alliance (Vehicle Fuel & Main) \$987.74
- Redwood Toxicology (UA Supplies / Testing) \$1,848.50
- Overtime \$1,946.19
- Travel and Training \$3,207.94
- Office Supplies \$3,420.60
- Phones (Verizon) \$1,345.28
- Gas and Oil \$277.59

- **Fund 1122 Expenditures 01/01/23 – 11/06/23**

- Gall's / Uniforms and Workwear \$9,522.58
- Co-Alliance (Vehicle Fuel & Main) \$8,613.40
- Redwood Toxicology (UA Supplies / Testing) \$8,176.92
- Overtime \$6,747.18
- Travel and Training \$7,478.94
- Office Supplies \$9,253.83
- Phones (Verizon) \$3,497.47
- Vehicle Fuel & Maintenance \$2,789.77

- ❖ Total Expenditures \$132,120.77
- ❖ Unexpended Balance/Percent \$368,780.92.....73.62%

- **Fund 9157 Expenditures (Payroll, Overtime, SAS salaries) \$48,312.79**
Receipts (IDOC Grant Deposit) \$39,869.10
 - **Biggest Expenditure was for Operating Supplies \$13,665.73**
 - Staff Payroll (CM, FSO's and Director) \$28,932
 - SAS / Mental Health Services \$5,292
 - Social Security \$ 2,204.40
 - Operating Supplies \$13,665.73
 - Education Materials \$0
 - Overtime \$423.06

- **Fund 9157 Expenditures 01/01/23 – 11/06/23**

- Staff Payroll (CM, FSO's and Director) \$186,883.79
- SAS/Mental Health Services \$94,462.00
- Social Security \$ 24,747.87
- Operating Supplies \$30,571.80
- Education Materials \$1,952.58
- Overtime \$897.75

- ❖ Total Expenditures \$313,943
- ❖ Unexpended Balance/Percent \$125,031.64.....39.48%

Director Bonner pretend to the Board a document requesting to transfer funds from one account to another. He is wanted to divert funds from his 9157 -10322, 9157-10323 and 9157-11001 accounts to 9157-0206. Sheriff Brooks and Chair Thompson asked if the funds needed to be zeroed out and if we were permitted to move funds in the same budget cycle. Director Bonner answered their question. Chair Thompson opened the floor for a motions to approve the transfer of funds request. Sheriff Brooks made a motion to approve and Chief Kyburz seconded. The motion carried and the transfer of funds was approved.

B. Home Detention (STATS)

- As of 10/13/23, we processed 16 new offenders on electronic monitoring procedures with 4 successful discharges. We have another three scheduled for release later this month. We reached a high of 60 offenders under our supervision on Thursday, 09 Nov 23.

- We continue to test the two-piece GPS monitoring Tracking System (RTC) tool that is used like an apple watch and is not as cumbersome as the ankle monitor. The actual monitor is quite smaller than what we are currently using and could lessen the stigma that is often associated with the ankle monitoring units. So far, we have pleased with the results.

- We had the following removed from the program (s):

- We have not temporarily removed anyone from the program. We have 12 on our roster that we are supervising as a courtesy from other jurisdictions and have an additional 5 pending transfer to Lake, Jasper, Clinton, Tippecanoe and Cass counties.

- Had nine (4) offenders successfully completed their supervision with us since we last met on 10/16, 10/22,10/30 and 11/05

- Current count today is 60 offenders under our direct supervision...54 Adults on EM (Electronic Monitoring) 3 Adult Day reports and 3 Juveniles.

- On Tuesday, 10 Oct and Thursday, 02 Nov we had an electronic vendor come to the office to present their products to us, the Sentinel Company. I was initially impressed with their monitoring unit as it appears to be more sturdier than what we currently use, has a talk/text feature and has an alarm we can send to offenders....I am currently conducted a cost analysis and cost comparison to see if this company will beneficial for us along with a review of their analytics and monitoring services. We are also in communications with the BI Electronic Monitoring Company.

C. Community Transition Program (STATS)

- Currently, we have no offenders on CTP status.

D. Day Reporting (STATS)

Have three (3) under day reporting supervision. All are doing well and are compliant with what is required of them

Judge Wooley asked the question of how many offenders can we accept with our current staffing pattern. Judge Wooley stated that he has close to 1,100 criminal cases and 870 prior cases that are way above the average number of cases with no end in sight. Judge Wooley asked if may be time to look into brining on another field officer. Director Bonner stated that he and team are equipped and prepared to accept up to 25-30 new commitments as the WCCC staff are interchangeable and all can perform multiple functions. Director Bonner stated the WCCC functions as a cohesive unit and he does not foresee any issues with additional offenders placed with Community Corrections at this time.

III. Old Business

▪ **CY 2023 IDOC Entity Performance Measures Compliance**

- We continue to make positive inroads to meeting and exceeding our goals that were crafted using the S.M.A.R.T (Specific, Measurable, Achievable, Relevant, and Time-Sensitive) acronym for success

1. Improving / Enhancing and Advancing our Evidenced Programming

- We added two (2) more offenders to our MRT class bringing us to 7 total, we have one in our Anger Management class which he is doing surprisingly well and 4 in our Helping Men's Recover class. We now have enough females (7) which allows us to start planning to convene a Helping Women Recover class.

2. Improving / Enhancing and making our daily, weekly and monthly offender contacts Are meaningful and productive

- The team continues to have a lot of "Meaningful" contacts with our offenders. We have increased our numbers of contacts from last month to now. This includes contacts in the field, office, job sites etc.... Since we last met on October 12th, through yesterday we executed 1,346 adult contacts and 71 Juvenile contacts for a total of 1,417 for an average of 52.4 per day. I omitted our SAS contacts because they are not populated in our database however, they are facilitating Helping Men's recover classes two days a week and conducting one-on-one sessions and services with the Jail via ZOOM with 3 offenders with one more added yesterday.

3. Building upon and strengthening our working relation and partnerships with Community stakeholders

- SFSO Garcia and CM McCoy were asked to present to students at North White High School on 18 Oct 23 sharing the work we do here and how we affect the community. The feedback from the instructor and the students was extremely positive! The instructor stated that the students stated that SFSO Garcia was the best speaker they have ever had and we have been asked to come back.
- We have had employers in our community ask us to help enforce the working schedules of some offenders ensuring compliance.
- We continue to work alongside the UCO and active in discussions to bring a Recovery Cafe to White County

▪ IDOC CY 2022 Fiscal Audit

a. We will not be having on site IDOC Fiscal Audit. All of our documents were in order thanks to SFSO Garcia. The only question the DOC had for us was to share with them our gift5 card policy and tracking log. However, for CY22 we did have \$132,063.07 in our community corrections operations and \$1,858.50 WCJ Treatment Grant in unspent funds (\$133,921.57) which will be deducted from our awarded monthly payments in CY 2024. This does not impact our contractual award. The unspent grant funds will remain in their CY22 fund until January 1, 2024 when the new 2024 award starts. Because you should be alternating grant funds, the new 2024 award should be operating in the same fund as the 2022 award.

You will be able to use the 2022 unspent grants funds immediately beginning January 1, 2024. The CY22 unspent grant fund amount will be deducted from your CY24 award's monthly payments.

Chair Thompson asked for clarification of the WCJ funds. After discussions, it was revealed that the funds were intended for Correctional Officers working in the jail.

▪ **Policy, SOP, Post Orders, Emergency/Evan Plans and development.**

- a. We continue the process of developing our procedures using the principles and requirements outlined in *Performance –Based Standards for Adult Community Residential Services (Fourth Edition)*
- b. These Standards and Requirements are also assimilated with the *Indiana Association of Community Corrections Act Counties (IACCAC) Residential Advisory Committee Guidelines for Community Corrections Adult Residential Service Providers in Cooperation with the Indiana Department of Correction.*

Chair Thompson asked for the policy review committee to receive the policies in realistic increments in lieu of being inundated with a plethora of policies for review at one time. Director Bonner stated that he intends to provide policies for review in increments of no more than five at a time for review.

Sheriff Brooks asked if there is a template that we could use instead of drafting our policies from the ground up. Director Bonner stated he has received the policies from Hendricks, LaPorte and Cass/Pulaski Counties to pattern his development of policies and procedures. He stated that these agencies are operating an optimum levels with their policies approved by local, state and federal standards.

IV. JRAC Meeting

Quarterly reports.... 3rd quarter JRAC Data was assembled and is ready to be sent out. The data for the necessary report was captured from our SRS applications utilizing the SEA 9 quarterly report data contained in our INCite database to formulate our numbers. The period covers from 7/1/23 – 9/30/23.

Data has been captured ahead of the 10/15 deadline present to the Local JRAC and the State Deadline of 29 November.

V. New Business / Director Overview

1. Residential and Work Release Facility Update

- a. Interior demolition began on Monday, 30 Oct 23. They have made some good progress in just a week and a half. On Monday, it was discovered that asbestos may be present and discovered as they were pulling up tile. The contractor's stated they

will conduct some tests to confirm or disprove the presence of asbestos. If the site is deemed safe, they anticipate on starting on the concrete floor demo/prep, under slab plumbing and the elevator/chair lift shaft next week.

2. Training

- a. The team and I will be attending and participating in the fall IACCAC training institute in Indianapolis 14 Nov – 17 Nov.
- b. FSO Suhr and SFSO Garcia will be going for training to become certified Taser instructors in early December.
- c. CM McCoy and I continue to meet on a weekly basis discussing the status of our Case Plans, IRAS assessments, Risk levels, programming / class needs in line with EBDM (Evidenced Based Decision Making).
- d. We continue to meet on a weekly basis to discuss every offender on our roster reviewing their status
- e. Leadership, White County (9/20/23 – 4/17/24)

3. Incentive to Reward, acknowledge and reinforce positive behaviors and actions

- a. We have ramped up our efforts to reward and acknowledge the positive progress many of offenders have achieved. Some have never missed turning in a paystub, some have successfully completed a program after begrudgingly participating, some have kept their fee payments in good standing, some have never had a positive UA test and some who were testing positive on a regular basis are now testing clean. We are awarding them incentive gift cards which has been exceedingly positive especially during this time of the year.
- b. We continue to give verbal praise to them in the presence of their loved ones, Incentive time out and praise letters

Board Member Ward stated that she and others offer literacy courses within the community if we have offenders that can and may want to take advantage of the opportunity. Ms. Ward stated she is available and would prefer days to the evening hours.

4. Offenders pulling Overtime Shifts

- a. A great many of our offenders have been pulling overtime. We have not discouraged anyone from working OT as it is often necessary for them to earn a little extra for themselves and their families. There has been a noticeable uptick in offenders pulling more OT since Mid-August. However, we do monitor them so they are not working themselves into the dirt.

5. Relief from raising the amount from \$500 to \$700 offenders are assessed

- a. Effective 10 Sept 23 we put this practice into place with great positivity from our offenders! We have received numerous thanks and appreciation as it has provides some financial relief from about 44% of our populations. We have has a slight impact to our collections of Project Income funds but nothing of significance.

Questions / Comments:

1. Chair Thompson asked if anyone had any further questions, issues or concern that needed to be discussed for the good of the order. Chair Thompson stated he received and email but was not able to open it. Director Bonner stated that he photos from the demolition site at the new Work Release and Residential Center. He will resend them out in a viewable format.
2. Chair Thompson asked if anyone would be interested in volunteering to be part of one of the committees within the Advisor Board. The committees are:

Programs Committee

Personnel and Policies Committee

Building and Housing Committee

Financial and Grants Committee

Chair Thompson stated he would be reaching out for volunteers

3. Member Ward indicated that her term on the Advisory Board was coming to an end at the close of the year. Chair Thompson stated that she was appointed by the Board of County Commissioners and she would need to speak with the Commissioners Secretary, Ms. Donya Tirpak about her status.
4. Sheriff Brooks stated that his staff are having some challenges with the process of using ZOOM by SAS staff. Director Bonner stated he would have a sit down with jail personnel, he and Ms. Wandrei to speak and work though the issues.
5. Chair Thompson stated he feels that the Community Corrections office is in a good place now and asked the Board if they felt it necessary to convene a meeting next month. The board concurred and there will not be an Advisory board meeting next month.
6. Lastly, Chair Thompson indicated he will not be seeking the post of Chair of the Community Correction Board at the beginning of 2024. Again, he stated he feels that Community Corrections is in a very good place and he has other obligations that warrant his time.

Chair Thompson asked if there was anything further. Seeing there was none, he asked for a motion to adjourn the meeting. At 1240, Vice Chair Phillips introduced a motion to adjourn with Member Lewellen seconding.

Vote: Motion to approve was carried unanimously

Meeting adjourned at 1240 hours.

