

**Hamilton County Community Corrections
Advisory Board Meeting Minutes
June 4, 2020**

The meeting, with approval of the Board of Commissioners, was virtual using Microsoft TEAMS. The following members were present: Honorable Gail Bardach, Bob Bragg, Lee Buckingham, George Buskirk, Honorable Richard Campbell, Roger Drayer, Honorable Paul Felix, Susan Ferguson, Stephanie Gookins, Kija Ireland, Leeann Murray, Dennis Quakenbush, Krista Radican, Steve Schwartz, Barb Scott, R. Dan Stevens, and Kylene Toney.

A quorum was present. Ralph Watson was also in attendance.

Steve Schwartz called the meeting to order.

Steve Schwartz called for the approval of the March meeting minutes. Sheriff Quakenbush made a motion to approve the minutes as presented. Judge Felix seconded the motion and it passed unanimously.

Mr. Watson provided a brief summary of the March and April fiscal reports which were being submitted for approval. He noted that we had failed to meet revenue projections in the Project Income fund for both months, with April being the most extreme. It is the agency's initial belief that much of it can be attributed to many participants being without employment or working fewer hours as a result of the pandemic. Steve Schwartz called for approval of both fiscal reports. Judge Bardach made a motion to approve the reports as presented. Stephenie Gookins seconded the motion and it passed unanimously.

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

Mr. Watson presented proposed Performance Measures for 2021. He reviewed from the March meeting that the Indiana Department of Correction (IDOC) was requiring each agency receiving grant funding to submit five (5) such measures that will be used to gauge an agency's progress over the 12-month grant period. The measures were due to the IDOC by March 31st and required approval by the Advisory Board. Mr. Watson reported that the measures were submitted on time, but he had permission from IDOC to seek Advisory Board approval after the March 31st

date due to challenges encountered in gathering data from the state's case management software. Mr. Watson briefly reviewed each of the five (5) measures and noted that the selection was based on our work with the University of Cincinnati as well as review of other data sources. Barb Scott made a motion to approve the performance measures as submitted. Roger Drayer seconded the motion and it passed unanimously.

The second item under new business was the recent performance appraisal for the Executive Director, Ralph Watson. Dan Stevens reported that he, along with Steve Schwartz and Lee Buckingham were charged with completing the appraisal. Dan provided a summary of the findings by the group which was a high degree of satisfaction with the work being done by Mr. Watson. He briefly touched on a few specific points and asked if there were any questions, of which there were none. Mr. Watson expressed his appreciation to the Board.

An update of agency operations during the recent pandemic was provided by Mr. Watson. He referred to the written update that had been provided on April 2nd, as well as Agency's COVID 19 Response Plan that was included in the packet. Of note was that the agency was identified as essential and continued to have a larger number of personnel working on-site throughout the most recent closures. Many of the remaining personnel began, after a few weeks, to work remotely and just recently has that been discontinued. The agency has been able to have personnel return to the workplace largely due to the initial design of the work areas within the building. Mr. Watson summarized the collaborative effort by the Courts, Prosecutor's Office, Sheriff's Department and Community Corrections to identify those individuals that could possibly have their supervision level reviewed and updates made as deemed necessary. He also described the levels of services and level of supervision that the agency has been able to provide during the past 10+ weeks.

It was reported that the agency has recently had some personnel changes. Two new individuals recently joined the team with the first being Ms. Stephanie Wilson. Ms. Wilson will be working as a Screening Analyst having filled the vacancy created by Brad Cook's retirement. Mr. Watson provided some information concerning Ms. Wilson's background and noted that she has finished her on-boarding with the agency. Mr. Cory Ping has assumed the position of Facility Manager, which is the result of Eric Jarrett's departure from the agency. Mr. Ping is transitioning to the new position from that of a Living Unit Coordinator (LUC). He had joined the agency as a LUC in 2010. Mr. Ping's move has resulted in a vacant LUC position, which the agency will not immediately fill. This being the result of a reduced population in the Residential Level of Supervision and an effort to temporarily minimize expenses.

On May 12th, the Hamilton County Council released budget instructions for 2021 and announced that the proposed budget was to be submitted by June 5th. Though the agency's only budgeted expense from the County General Fund is for personnel, the expectation is that the agency will present a preliminary budget that we anticipate being necessary and being funded by an IDOC grant and or Project Income. Mr. Watson noted that budget development for the agency began several weeks ago and therefore we were able to provide the information desired by the Council. He submitted the proposed county budget on June 4th.

Earlier in the week the IDOC released the 2021 grant application and directions, along with a memo to stakeholders. The application is due by July 17th. Mr. Watson has yet to completely review the application in its entirety, as well as the accompanying directions, but he is of the belief that budgets will be scrutinized more than which we might be accustomed as a result of the state's reduced revenue and the recent announcement that State agencies decrease their upcoming budget. Also, he is aware that there will be additional agencies seeking grant funds in 2021. The Board will need to approve the Agency's application and collaboration plan along with that of Pretrial Services at the July Board meeting.

As the meeting was reaching its conclusion Judge Bardach inquired as to whether Mr. Watson was aware of a recent ruling in Hamilton County Superior Court V in which it was determined that our agency did not have the authority any longer to deprive credit time from a participant in community corrections. Mr. Watson reported that he became aware of the concerns just days before the hearing and had begun seeking clarification from the IDOC, as he had previously been unaware of any changes in the previous temporary order from the State granting such authority. He then provided the information he had obtained up to that point in time. Considering the ruling by Superior Court V it was determined that the agency needs to further investigate any credit time deprivations by the Agency occurring on or after January 21st and take the appropriate action in those instances. Mr. Watson shared that he has been provided a permanent rule permitting the deprivation of credit time and it will be effective on June 14, 2020. Until that time the agency has discontinued deprivations of credit time.

Mr. Watson proposed that the date of the July Board meeting be rescheduled for one week later due to concerns with attendance during the 4th of July holiday weekend. The tentative new date will be **July 9th at noon** upon a consensus among Board members. With no further business before the Board Steve Schwartz adjourned the meeting.