

**Hamilton County Community Corrections  
Advisory Board Meeting Minutes  
September 3, 2020**

The meeting, with approval of the Board of Commissioners, was virtual using Microsoft TEAMS. The following members were present: Honorable Gail Bardach, Jim Barlow, Bob Bragg, Lee Buckingham, Roger Drayer, Honorable Paul Felix, Susan Ferguson, Stephanie Gookins, Dennis Quakenbush, Krista Radican, Barb Scott, and R. Daniel Stevens.

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

In the absence of Board President Steve Schwartz, Vice-president Jim Barlow called the meeting to order.

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

Mr. Watson briefly summarized the fiscal reports for June and July. In June he noted that we had failed to meet revenue projections in Project Income by \$2,975.18, but it was a significant improvement from May when we were below projections in excess of \$50,000. In July he noted that revenue was \$5,505.12 below what we had projected for the month. Currently Project income revenue is \$178,971.29 below what we had projected for the first 7 months of 2020. Mr. Watson noted that on August 18<sup>th</sup> we sent 75 former participant accounts totaling \$89,432.94 to the collection agency. Jim Barlow called for approval of the June and July fiscal reports. Dan Stevens 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 reported that in July Board member Amy Wilson notified him that she had accepted employment outside of Hamilton County and was also preparing to move outside of the county. After consultation with the Board of Commissioners it was determined that Ms. Wilson would no longer be eligible to remain on the Board and she has resigned as a member of the Advisory

Board. There is currently a search for possible candidates that would meet the specific statutory requirements. The Board of Commissioners is the appointing authority. Mr. Watson also noted that he has been unsuccessful in his attempts to contact the new Hamilton County Director of Child and Family Services in order to discuss their participation on the Board.

The meeting material sent to the Board included a 6 month update as to the Agency's progress toward the 2020 Performance Objectives previously approved by the Board. Mr. Watson briefly reviewed the information and noted that there were several challenges brought about by the pandemic that had a direct impact on our ability to meet mid-point objectives. The information has been forwarded to the Indiana Department of Correction (IDOC), as required, and Mr. Watson made note of the challenges in his report to IDOC.

On July 15<sup>th</sup> the agency was notified by the IDOC Fiscal Auditors that the fiscal audit for the 2018-19 grant period (18 months) would be conducted off-site. Specific financial documents were requested, and the agency sent the documents to IDOC. Stacey Overman, Sandra Estes and Jeannie Uglum did a tremendous job putting many documents in a format that could be e-mailed. Our records reflect that we will need to return \$22,284.18 to the IDOC in unused grant funds. This total is less than 1 % of the \$3,920,946.00 awarded. In the case of an on-site audit we would know if their findings were in agreement with ours during the exit interview. Currently, we are awaiting the finding from IDOC.

Mr. Watson reported that the County Council conducted budget hearings during the 1<sup>st</sup> full week of August. Our agency followed the directions that had been given and there were no additional questions during the hearing. Later it was announced that the County Council had approved a recently completed wage study and we were informed that compensation for employees would increase from what was in the budget. The decision has an impact on the proposed 2021 budget we submitted to the IDOC. When completing the application, we proposed compensation levels based on the original budget instructions. For our agency to meet the new 2021 compensation levels it would require an additional \$102,832.87. The amount would need to be funded using Project Income funds currently unappropriated and will cover the compensation and benefits over and above the initial amount budgeted for the 42 personnel paid by grant funds and Project Income. At this time, Mr. Watson anticipates presenting an additional appropriation request at the February 2021 Board meeting. Unfortunately, the agency has yet to receive information from IDOC concerning our 2021 grant application. There is some concern that the grant awards might be decreased as a result of the current economic situation and Mr. Watson had suggested that the agency explore contingencies in the event of any reduction. Mr. Schwartz has appointed a committee to review all options if such an event occurs. The committee membership is Dan Stevens, Lee Buckingham, Stephanie Gookins, Jim Barlow, and the Honorable Paul Felix

In 2019 IDOC revised their procedural manual for those awarded grant funds. One such change required that fixed assets purchased using grant funds or Project Income, and with an initial cost of \$500 or greater, must be listed on the agency equipment inventory. To dispose of an item on the inventory the agency must have Advisory Board approval. Once approved locally the request is then sent to the IDOC for consideration. Mr. Watson requested permission to dispose of 4 items that are considered obsolete. The supporting documents were included in the Board

packet. Lee Buckingham made a motion to approve the disposal of the fixed assets presented by Mr. Watson. Judge Bardach seconded the motion and it passed unanimously.

There was no further business to be brought before the Board and the meeting was adjourned. The next meeting will be **October 1<sup>st</sup> at 12 noon** at Hamilton County Community Corrections.