

**Sixth Judicial District Department of Correctional Services  
Board of Directors Meeting  
Friday, March 13, 2020, 1:00 p.m.  
Allan Thoms Board Room | 951 29<sup>th</sup> Ave SW, Cedar Rapids**

Keith Rippy, Board Chair, called the meeting to order at 1:00 p.m.

Board Present: Michelle Canfield, Monica Challenger (via phone), Shelby Humbles, Jan Kazimour, Shelly Kramer, Shane Kron, Joe Oswald, Royceann Porter, Keith Rippy

Absent: Dan Anderson, John Gahring, Fred Mims, Rick Primmer, Ben Rogers, Ryan Schnackel  
Susie Weinacht

Staff Present: Bruce Vander Sanden, Director; Laura Strait, Assistant Director; Vickie Kindl, Administrative Officer; Jodie Stoessel, Administrative Assistant; Michelle Reese, PPO III (union rep)

Guests: Myrna Loehrlein, League of Women Voters

#### **PRESENTATION**

Shari Miller, Executive Officer, shared a presentation on “Evaluation and Enhancing 6<sup>th</sup> District Organizational Culture” and the role that stress and fatigue play in those who work in corrections, otherwise known as “corrections fatigue”.

#### **REVIEW OF MINUTES**

Joe Oswald and Shelby Humbles moved and seconded approval of the January 10, 2020 Board of Directors meeting minutes as presented. Motion carried.

#### **DIRECTOR’S REPORT**

- Attended Governor’s Roundtable Second Chance Employment event in Anamosa. Cynthia Dennis, Residential Manager, gave a presentation on the advantages populations served receive. The event was largely attended and well received.
- Selinya Carew, Offender Employment Specialist, presented on a hiring panel hosted by the Economic Alliance.
- Asked to serve on the Justice Advisory Board. Rob Metzger presented to this group on mental health jail diversion program. Lots of interest and enthusiasm to replicate this program in other areas. Received another invitation to present on sex offender programming at a future meeting, particularly as it relates to influencing legislation.
- Currently serving on the Corrections Education subgroup committee of the Governor’s Focus Committee. They will focus on laying the ground work for potential changes. Second Chance Pell grant pilot project has been successful thus far. Focus meetings have started again to review disparity impact.
- NIC Ohio correctional officials visited to interview the Sixth District employees on current practices. Both he and Central Office received high praise and positive feedback from the visiting group.
- Attended the DOC Leadership Institute graduation ceremony held at IMCC. The Sixth District had 3 participants: Cynthia Dennis, Residential Manger; Brian Mullinnix, Residential Supervisor; Laura Strait, Assistant Director.

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- Hosted DOC Board meeting on March 6<sup>th</sup>. Presented Sixth District quick facts and focused on 4 staff members' outstanding accomplishments.
- Attended a state budget appropriations presentation meeting. A salary adjustment of 1.7% will be allocated for next year. Asking to fund nine Community Treatment Coordinators and will pilot having two districts get the bulk of this funding. A proposal must be submitted.
- Since 1/1/2019, 22 employees are in new or different positions--11 internally promoted; 11 new employees. This trend will continue. Need to ensure we have enough resources. Are being proactive with training and mentoring.
- COVID-19 operation adjustments have been made. Management Team has met and will continue to meet and share updates.

### **FISCAL REPORT**

Vickie Kindl, Administrative Officer, provided the FY2020 January report.

Shelby Humbles and Jan Kazimour moved and seconded approval of the FY2020 January report as presented. Motion carried.

### **ADVISORY COMMITTEE REPORTS**

- Southern (2/11/2020) – Shared district updates and results of the Governor's Focus Committee recommendations.
- Northern (1/21/2020) – Discussed lack of stable housing due to criminal record and issues of medication stabilization upon discharge as areas of concern to take to the Governor's Focus Committee.
- Client Services (1/23/2020) – Provided suggestions for staff training. One is coming up with the Cedar Rapids Treatment Center.
- Law Enforcement (3/4/2020) – None
- Cultural Competency (3/12/2020) – March 12<sup>th</sup> meeting was canceled. Next meeting is scheduled for May 14<sup>th</sup>, 2020.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **BOARD ELECTIONS**

Shane Kron and Shelly Kramer moved and seconded to elect the following officers for 2020: Keith Rippy, Board Chair; Joe Oswald, Vice Chair #1; Shane Kron, Vice Chair #2. Executive Committee members include Keith Rippy, Chairperson; Joe Oswald, Vice Chair #1; Shane Kron, Vice Chair #2; Ben Rogers, Royceann Porter, Shelby Humbles, and Monica Challenger as at large members. Motion carried.

### **POLICY REVIEW**

- 901-20 Psychosexual Risk Assessment and Psychosexual Evaluation
- 1900 Philosophy
- 1901-20 Intake + Form

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- 1901A-20 Employment Program Assessment
- 1902-20 Employment Approval

Shane Kron and Shelby Humbles moved and seconded to approve the above listed policies. Motion carried.

**CONTRACT REVIEW**

None

**OUT OF STATE TRAVEL/TRAINING**

- Drew Konicek (Winona, MN)
- Todd Roberts and Gabe Schaapveld (Poland)

Shelby Humbles and Joe Oswald moved and seconded to approve for Drew Konicek's travel retroactively, and to approve for Todd Roberts and Gabe Schaapveld's international travel contingent on travel feasibility. Motion carried.

**PUBLIC COMMENTS**

Myrna Loehrlein, League of Women Voters, will be serving on a panel to discuss restoration of voter eligibility. They are seeking someone with an opposing view to serve on the panel. Contact her with recommendations.

**OTHER**

None

There being no further business coming before the Board, Shelby Humbles and Royceann Porter moved and seconded to adjourn the meeting at 1:57 p.m. Motion carried.

**NEXT BOARD MEETING**

The next Board of Director meeting will take place on **May 8, 2020 @ 1:00 p.m.** at the Correctional Service Complex, 951 29<sup>th</sup> Avenue SW, Cedar Rapids, Iowa.

Respectfully submitted by:

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Jodie Stoessel, Board Secretary

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Date

Approved by Board:

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Keith Rippy, Board Chair