

**Sixth Judicial District Department of Correctional Services
Board of Directors Meeting
Friday, June 12, 2020, 1:00 p.m.
Via Google Meet**

Keith Rippy, Board Chair, called the meeting to order at 1:01 p.m.

Board Present: Michelle Canfield, Shelby Humbles, Jan Kazimour, Shelly Kramer, Fred Mims, Joe Oswald, Royceann Porter, Keith Rippy, Ben Rogers, Susie Weinacht

Absent: Dan Anderson, John Gahring, Rick Primmer, Ryan Schnackel

Staff Present: Bruce Vander Sanden, Director; Laura Strait, Assistant Director; Vickie Kindl, Administrative Officer; Jodie Stoessel, Administrative Assistant; Michelle Reese, PPO III (union rep); Mark Achey, Systems Administrator; Rob Metzger, Treatment Services Manager; Todd Roberts, Residential Supervisor; Gabe Schaapveld, P/P Supervisor

Guests: Susie Kreamer, CBC Administrator – IDOC Central Office; Myrna Loehrlein, League of Women Voters

PRESENTATION

Gabe Schaapveld, P/P Supervisor, shared a rough draft charter for the Strategic Plan work group. He is facilitating this as part of his American Probation and Parole Association (APPA) leadership project.

REVIEW OF MINUTES

Joe Oswald and Fred Mims moved and seconded approval of the March 13, 2020 Board of Directors meeting minutes with the correction to add Joe Oswald as a meeting attendee. Motion carried.

DIRECTOR'S REPORT

Bruce Vander Sanden, Director, presented his report of Sixth DCS activities.

- COVID-19 has been the primary focus the past few months, adapting policies and protocols. IPI has assisted in providing PPE. Staff have been incredible in managing all of the changes.
- FY2021 budget will remain status quo for July and August.
- Federal Bureau of Prison have had concerns with recent protests, resulting in mandating a daily curfew from 6:00 p.m. to 6:00 a.m. for residential clients.
- Governor's Focus group has been put on hold the past few months, but will reconvene the end of June.
- Involved in a Tiny House Community work group partnering with Willis Dady Homeless Services, Kirkwood Community College, and St. Mark's Lutheran Church. This group is researching options to assist with affordable housing options, particularly for returning citizens in Cedar Rapids.

FISCAL REPORT

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

Jan Kazimour and Susie Weinacht moved and seconded approval of the FY2020 April report as presented. Motion carried.

BOARD OF DIRECTORS MEETING MINUTES

June 12, 2020 - Page 2

ADVISORY COMMITTEE REPORTS

- Southern (4/14/20 & 6/9/20 canceled--next meeting 8/11/20)
- Northern (4/21/20 canceled--next meeting 7/21/20)
- Client Services (4/16/20 canceled--next meeting 7/16/20)
- Law Enforcement (3/4/20 & 6/3/20 canceled--next meeting 9/2/20)
- Cultural Competency (5/14/20& 6/11/20 canceled--next meeting 9/10/20)

OLD BUSINESS

None

NEW BUSINESS

CONTRACT APPROVAL PROCESS

Discussed preferred protocol for the Board's involvement in approving contracts.

Shelby Humbles and Ben Rogers moved and seconded for the Board to approve 1) any contracts over \$50,000, 2) any contract that falls beyond the normal scope of operation, or 3) any regular occurring contract that has a change in language. Motion carried.

CONTRACT REVIEW

- a. IDOC Purchase of Service Agreement
- b. ASAC
- c. Resources for Human Development
- d. UIHC Department of Psychiatry
- e. Unity Point Health St. Luke's Hospital
- f. Unity Point/St. Luke's Federal Physicals

Susie Weinacht and Fred Mims moved and seconded for the Board to approve the IDOC Purchase of Service Agreement noted above. Motion carried.

Shelby Humbles and Jan Kazimour moved and seconded for the Board to approve all remaining contracts noted above. Motion carried.

PUBLIC COMMENTS

Susie Weinacht thanked the DOC and Sixth District for all the work they've done and continue to do since the pandemic.

OTHER

None

There being no further business coming before the Board, Shelby Humbles and Jan Kazimour moved and seconded to adjourn the meeting at 1:33 p.m. Motion carried.

BOARD OF DIRECTORS MEETING MINUTES
June 12, 2020 - Page 3

NEXT BOARD MEETING

The next Board of Director meeting will take place on **August 14, 2020 @ 1:00 p.m.** with meeting delivery TBA.

Respectfully submitted by:

Jodie Stoessel, Board Secretary

Date

Approved by Board:

Keith Rippy, Board Chair