

**Sixth Judicial District Department of Correctional Services
Board of Directors Meeting
Friday, October 9, 2020, 1:00 p.m.
Linn Room / Zoom Teleconference due to COVID-19 Pandemic**

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

Board Present: Dan Anderson, Monica Challenger, Shelby Humbles, Jan Kazimour, Shane Kron, Fred Mims, Joe Oswald, Royceann Porter, Keith Rippy, Ben Rogers, Ryan Schnackel, Susie Weinacht

Absent: Michele Canfield, John Gahring, Shelly Kramer, Rick Primmer

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

REVIEW OF MINUTES

Jan Kazimour and Fred Mims moved and seconded approval of the June 12, 2020 Board of Directors meeting minutes. Motion carried.

DIRECTOR'S REPORT

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

- Shared COVID-19 update and current practices. Continue with weekly Management Team meetings.
- Shared update on the August 10th derecho and impact on staff and the district. A campus clean-up day was held on August 18th to restore a sense of normalcy. Overall, outstanding teamwork amidst a challenging situation.
- CARES Act funding is coming but the amount remains unknown at this time.
- Leadership Council is sponsoring a fall event, "DCS Spirit Week!" October 12-16. It will involve outdoor activities and is a staff driven fundraiser for employee recognition.

FINANCIAL REPORT

Vickie Kindl, Administrative Officer, provided the FY2020 Year-End Final Report, FY2021 August Report, and FY2021 Budget.

Fred Mims and Shelby Humbles moved and seconded approval of the FY2020 Year-End Final Report, FY2021 August Report, and FY2021 Budget as presented. Motion carried.

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ADVISORY COMMITTEE REPORTS

- Southern (suspended until further notice)
- Northern (suspended until further notice)
- Client Services (suspended until further notice)
- Law Enforcement (suspended until further notice)
- Cultural Competency (last meeting on 9/10/20) – Reviewed *Governor's FOCUS Committee on Criminal Justice Report* and *IDOC's Racial Disparity Report* and the district's written response. Actively seeking additional members.

BOARD BUSINESS

1. FY2021 budget approval (*see FINANCIAL REPORT*)
2. FY2021 Grant Writer contract – ratification
Fred Mims and Susie Weinacht moved and seconded to ratify the contract. Motion carried.
3. Policy review
 - a. 025-20 Reduction in Force modify
 - b. 029-20 Employee Assistance update
 - c. 074-20 Volunteer Time Off – ratification
 - d. 167-20 Death of Offender update
 - e. 2010-20 HRU Fitness Room + Forms NEW
 - f. 2371-20 ANCHOR Death of Resident NEW
 - g. 2543-20 GRHC/HH/LANC Death of Resident NEWJoe Oswald and Jan Kazimour moved and seconded to approve the above listed policies. Motion carried.
4. Out-of-state travel/training
 - a. Heidi Schroeder (Hillsboro, MO)
Shelby Humbles and Monica Challenger moved and seconded to retroactively approve out-of-state travel/training.
5. Director's Evaluation
Monica Challenger, Fred Mims, and Royceann Porter volunteered to serve on a subcommittee to oversee the process of the director's evaluation.
6. Other
 - a. Legislative Night – The in-person meeting has been canceled due to COVID. A packet will be assembled, including the annual report, and sent to legislatures.
 - b. Set next Board meeting (December 11th or January 8th / 15th)
It was determined that the next meeting will take place on January 15th, 2021 at 1:00 p.m.

PUBLIC COMMENTS

Michelle Reese (union rep) highlighted that the flexibility to telework is appreciated and that the VTO was a huge morale booster. MT meeting minutes are being posted and the transparency and openness is appreciated. Exploration of reduced work hours for staff is being discussed.

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There being no further business coming before the Board, Shelby Humbles and Monica Challenger moved and seconded to adjourn the meeting at 1:39 p.m. Motion carried.

Respectfully submitted by:

Jodie Stoessel, Board Secretary

Approved by Board:

Keith Rippy, Board Chair