

SIXTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
Board of Directors Meeting
Friday, June 11, 2021, 1:00 P.M.
Linn Room | Zoom Teleconference due to COVID-19 Pandemic

Keith Rippy, Board Chair, called the meeting to order at 1:05 p.m.

Board Present: Monica Challenger, Shelby Humbles, Shane Kron, Fred Mims, Joe Oswald, Keith Rippy, Susie Weinacht

Absent: Michele Canfield, Bill Faircloth, John Gahring, Jan Kazimour, Shelly Kramer, Royceann Porter, Rick Primmer, Ben Rogers, Ryan Schnackel

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

Guests: Michelle Dix

STAFF PRESENTATION

Colin Ryan, Community Treatment Coordinator, and Jennifer Geiger, P/P Supervisor, presented on the district's "Treatment Gap Proposal Plan".

REVIEW OF MINUTES

Approval of the March 12, 2021 Board of Directors meeting minutes was tabled to the next meeting due to lack of a quorum. Motion carried.

DIRECTOR'S REPORT

- Acknowledged Anamosa State Prison tragedy and the ripple affect it has had across the state.
- Continues to serve as a mentor for American Probation and Parole Association, with graduation occurring in August. Two Sixth DCS staff, Gabe Schaapveld and Drew Konicek, will be completing the program as well.
- 11 staff completed University of Southern Florida's 7-week DEI training which consisted of two-hour weekly sessions and follow-up quizzes.
- Continue regular COVID calls with management team members (have moved from weekly to biweekly) as the district transitions back to normal operations. Hosted a vaccination clinic that allowed 22 individuals to receive the Johnson and Johnson vaccine.
- Continue to wait for the annual fiscal audit to be completed.
- Engaging in many district directors Zoom meetings.
- Hazard pay of \$500 is being given to all staff (except directors) via Cares Act funding
- Working on many infrastructure improvements (e.g. HVAC, water heater replacements, and parking lot improvements). Still waiting on the storage garage. Will have some repairs that will be deferred until next fiscal year due to demand of contractors. Maintenance and fiscal teams have done an outstanding job in working with insurance.
- PREA audit is being conducted at the Nelson and Hinzman Centers. This is a federal requirement and occurs every three years.
- Have resumed all advisory committee meetings with the exception of Northern.
- 50th Anniversary of the 6th DCS in March of 2023. Plans are underway for a celebration and recognition event.
- Provided information on work of Reform Alliance (see letter to legislators in Board packet).

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FINANCIAL REPORT

Vickie Kindl, Administrative Officer, provided the April Financial Report.

Approval tabled until next meeting due to lack of quorum.

ADVISORY COMMITTEE REPORTS

- Client Services (last meeting on 4/6/2021) – First meeting since the pandemic. Discussed operations during and post COVID and goals for the next year focusing on continued partnership and collaboration to try and avoid duplication of services.
- Culture Competency (last meeting on 3/10/21) – Met on 6/10/21. Shari shared updates on Racial Disparity Report action plan and recruitment efforts, including a new partnership with U of I to hire five part-time temporary workers to help fill RO schedule gaps. Discussed different efforts to help get minority students into paid positions. Have recently implemented BizLibrary diversity training into biweekly management team calls. 11 staff completed USF DEI training program. Jennifer Geiger presented on pre-sentence investigation data broken down by demographics.
- Law Enforcement (last meeting on 6/2/2021) – Shane will continue to be Committee Chair and Board rep. Wayne Jerman presented on GVI program. Would like to present on this program/topic at future Board meeting.
- Northern (suspended until further notice)
- Southern (last meeting on 6/8/2021) – First meeting since pandemic. Discussed how to work together going forward.

BOARD BUSINESS

1. Contract approval for FY2022
 - a. ASAC
 - b. Nelson F. Mellado (Iowa City lease – 2030 Keokuk St) – ratification
 - c. RHD (Resources for Human Development)
 - d. Unity Point Health St. Luke’s Hospital (ANCHOR Center Nursing)
Due to lack of quorum and the time sensitive nature of the approval, Jodie will send an email to the Board for a vote.
2. Out-of-state travel/training
Due to lack of quorum and the time sensitive nature of the approval, Jodie will send an email to the Board for a vote.
3. Policy review – None
4. Other
 - a. Board bylaws state they should be reviewed and approved every 3 years. The last review was October 2018. Will need to review and approve at the October 8th Board meeting.

PUBLIC COMMENTS

None.

The next Board meeting will be held on **August 13, 2021**.

There being no further business coming before the Board, the meeting adjourned at 2:08.

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Respectfully submitted by:

Jodie Stoessel, Board Secretary

Approved by Board:

Keith Rippy, Board Chair