

**Sixth Judicial District Department of Correctional Services**  
**Board of Directors Meeting**  
**Friday, October 21, 2022, 1:00 P.M.**  
**Board Room | Zoom Teleconference**

Board Present: Kelzye Bedwell, Monica Challenger, Shelby Humbles, Shelly Kramer, Fred Mims, Joe Oswald, Royceann Porter, Keith Rippy, Susie Weinacht

Absent: Bill Faircloth, John Gahring, Jan Kazimour, Shane Kron, Rick Primmer, Stacey Walker

Staff Present: Bruce Vander Sanden, Director; Laura Strait, Assistant Director; Drew Konicek, Division Manager; Rob Metzger, Division; Vickie Kindl, Administrative Officer; Jodie Stoessel, Administrative Assistant; Michelle Azevedo, Personnel Specialist

Guests: Myrna Loehrlein

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

## **REVIEW OF MINUTES**

Susie Weinacht and Monica Challenger moved and seconded approval of the June 10, 2022 and August 12, 2022 Board of Directors meeting minutes. Motion carried unanimously.

## **STAFF PRESENTATION**

Cory Snyder, Maintenance Coordinator, shared an update on the recent maintenance and infrastructure updates that have happened and/or are happening within the district. These improvements increase staff safety, efficiency and pride in our workspace.

## **DIRECTOR'S REPORT**

- The annual **District Dialogues** took place in September. Multiple staff presented on a variety of topics including infrastructure updates, our humanizing campaign, residential work groups, interventions, and an update on the performance review process
- Most recent **infrastructure updates** include, but aren't limited to, a new parking lot in Coralville, LED lighting conversion, and fire alarm system updates
- On October 14<sup>th</sup> we **planted nearly 50 trees** at the Cedar Rapids complex to replace those lost during the derecho and/or have been affected by the emerald ash bore. These trees were obtained through a grant.
- Have met twice with the **Justice Advisory Board** to receive updates and to set goals for the next three years. Focus of the work has been on identifying the length of supervision and its impact on successful completion as well as supporting a merit-based system.
- The annual **All Department Picnic** and awards ceremony was held on September 20<sup>th</sup> at the Terry Trueblood Recreation Area. Board Chair Keith Rippy made it out to present the Leadership Awards. It was well and attended and received by staff.
- Have had 3 **retirements** in October and 3 more coming before the end of the year; 3 are members of management
- **New employee onboarding process** has been redesigned. We are focusing on our agents of change philosophy as well as providing an overview of various functions across the department.

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Currently hosting sessions every two months until caught up from the pause due to the pandemic.

- **Legislative Night** will be November 15<sup>th</sup>. The Board is invited to attend.
- Attended the initial **Group Violence Initiative (GVI)** oversight committee meeting. Everyone is getting comfortable with the scope of the project.
- Continue to **attend various meetings** including DOC/DCS meetings, APPA, advisory committees, etc.

### FINANCIAL REPORT

Vickie Kindl, Administrative Officer, provided a fiscal update.

Fred Mims and Susie Weinacht moved and seconded approval of the September Financial Report as presented. Motion carried unanimously.

### ADVISORY COMMITTEE REPORTS

- **Client Services** (next meeting on 11/1/2022) – No updates.
- **Cultural Competency** (last meeting on 9/8/2022) – Discussed hiring and make-up of the staff as well as applicants and the race/ethnicity of those being hired. Will be welcoming Kpoti Accoh as a new committee member at the December 8<sup>th</sup> meeting.
- **Law Enforcement** (last meeting on 9/7/2022) – Shared an update on the Swift, Certain and Fair grant. Discussed system issues, including the court system and pre-sentence investigations as well as recruitment strategies.
- **Northern** (last meeting 10/18/2022) – Shared humanizing campaign project updates to include the human library now officially called “Project Hope”, the Wall of Change, and the client art showcase. The Gazette will be invited to be a formal part of the Project Hope subcommittee.
- **Southern** (last meeting on 9/6/22) – Brian Mullinnix shared construction and maintenance projects occurring at the Hope House and Stratton Center. Recently hired for the Johnson County Community Treatment Coordinator position who will be overseeing the Mental Health Jail Diversion program. This position will work closely for the Johnson County District Court and the Johnson County Jail with the intent of getting clients who have mental illness out of jail and supervised within the community. This has been a longstanding gap in the Johnson County area and feel that this position will be very beneficial for that population of clients. This position will be housed at the 6JD DCS Keokuk Street satellite office.

### BOARD BUSINESS

1. **Contract Review**
  - a. FY2023 U of I Department of Psychiatry (ratify)

Monica Challenger and Fred Mims motioned and seconded to ratify the U of I Department of Psychiatry contract. Motion carried unanimously.

2. **Policy Review**
  - a. 0001-22 Equal Employment Opportunity/Diversity, Equity, and Inclusion Plan (revised)
  - b. 0014-22 Relocation Expenses (revised)
  - c. 0077-22 Employment of Family Members & Consensual Relationships (new)
  - d. 0409-22 Notice of Arrest (revised)

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Shelby Humbles and Susie Weinacht motioned and seconded to approve the revisions to the 0001-22 EEO/DEI Plan, 0014-22 Relocation Expenses, and 0409-22 Notice of Arrest policies as presented. Motion carried unanimously.

Fred Mims and Shelby Humbles motioned and seconded to approve new policy 0077-22 Employment of Family Members & Consensual Relationships as presented. Motion carried unanimously.

3. **Out-of-State Travel**

- a. Malinda Lamb (ratify)

Shelby Humbles and Fred Mims motioned and seconded to ratify the Executive Committee's approval of out-of-state travel request for Malinda Lamb. Motion carried unanimously.

4. **Approval of (4) Part-time Residential Officer Positions**

Bruce Vander Sanden presented the need to revert back to using part-time ROs for staffing in our residential facilities as we struggle to recruit and hire full-time ROs. This request has already been approved by DOC.

Fred Mims and Susie Weinacht moved and seconded to approve the addition of four (4) part-time RO positions to the Table of Organization. Motion carried unanimously.

5. **Recruiting, Hiring, and Staffing Levels**

Bruce Vander Sanden shared numerous recruitment efforts over the last year. Currently the district has nine (9) vacant full-time RO positions (the highest number in the history of the 6th DCS) and are averaging two applicants per posting. During the last five years, base wages for an RO have only increased \$1.47/hour. The current wage is not keeping the district competitive with other criminal justice or private sector jobs. RO wages appear to be the greatest challenge to recruiting and hiring correctional practitioners for the RO positions. Pay grade changes have to be approved at the state level. Discussion ensued.

Monica Challenger and Joe Oswald moved and seconded to have the Director draft a letter with the Board Chair's signature requesting a wage increase for the RO position. Motion carried unanimously.

6. **Director's Evaluation**

Keith Rippy requested Monica Challenger, Fred Mims, Joe Oswald, and Royceann Porter to serve on a subcommittee to oversee the process of the director's evaluation. All agreed. Jodie Stoessel will forward the appropriate paperwork to them to get the process started.

**PUBLIC COMMENTS**

None

**OTHER**

Keith Rippy requested to move the December 9, 2022 Board meeting to January 13, 2023 and continue to meet bi-monthly thereon.

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There being no further business coming before the Board, Fred Mims moved to adjourn the meeting at 2:11 p.m.

The next Board meeting will be held on **January 13, 2023**.

Respectfully submitted by:

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Jodie Stoessel, Board Secretary

Approved by Board:

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Keith Rippy, Board Chair