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| **County:** |  Shelby |
|  |
| **Date:** |  10/3/22 | **Time:** |  4:00pm |
|  |
| **Location:** |  Probation Department |
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| **Members Present:** |
|  Judge Riggins, Lindsay Devine, Andy Eads, Scarlett Tinsley-Price, Brad Rund, Jeramiah McAdams, Terri Bodine, Judge Apsley, Judge Meltzer, Brad Landwerlen, Kathleen Miltz, Sarah Dudley |
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| **Members Absent:** |
|  Josh Martin, John DePrez, Jennifer Weimer, Don Parker, Louie Koch, Mark Weidner, Norm Gahimer, James Garrett, Leigh Langkabel |
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| **Non-Members Present:** |
|  NA |
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| **Call to Order** |
| ***The Advisory Board was called to order by:*** |  Andy Eads |
| ***Time:*** |  4:00pm |
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| **Roll Call/ Determination of a Quorum** |
|  Quorum (6) Present |
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| **Meeting Minutes Approval** |
|  Judge Apsley approved. |
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| **Quarterly Reports** |
| *(This should include data submitted to IDOC for each entity)* |
|  Participants: 207 (July 1,2022 to September 30, 2022) |
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| **Participant Statistics** |
| *(This should include the number of participants actively on each level of supervision within each entity)* |
| Home Detention: 90Pretrial Electronic Monitoring: 8BACtrack: 9Forensic Diversion: 0Pretrial Adult Day Reporting: 0Adult Day Reporting: 2Community Transition Program: 2Community Service: 20Juvenile: 9 |
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| **Financials** |
| ***Balance of IDOC Grant Fund:***  |  $136,871.36 |
| *(This should include the balance of the account as well as the status of the annual budget)* |
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| ***Balance of Project Income:*** |  $171,714.57 |
| *(This should include the balance of the account as well as the status of the annual budget)* |
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| ***Collected Project Income:*** |  $286,874.49 (PI Collected YTD) |
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| ***Balance of CTP Fund:*** |  $54,474.61 |
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| ***Balance of Other Funding Sources:*** |  NA |
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| ***Financial Concerns:*** |  |
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| **Performance Measures** |
| *(This should include a summary of progress with the 5 goals submitted to IDOC for each entity)* |
|  Performance Measures have been submitted; Mid-point Performance Measures have been submitted. |
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| **Audits** |
| *(This should include any audits completed on each entity and the results)* |
|  Audits and Quarterly Chats were conducted on each case manager and intake coordinator for the first quarter of this year. Each case manager had 1 recorded case management meeting, 1 recorded IRAS or IYAS and 1 SRS file audit. The intake coordinator had 1 recorded home detention intake, 1 recorded IRAS and 1 intake SRS file audit. After these results it was determined to make a caseload switchover for each case manager. We took the strengths of each case manager and intake coordinator and made each case manager a “specialty case manager.” The second quarter and third quarter of the year have been focused on strategically placing the right participant group with the correct case manager.* BACtrack, CTP and SOMP will all go to Caitlyn Prather.
* JIP, Recovery Support and ADR will go to April Vician.
* Pre-trial participants will go to Brittany Browning.
* Juvenile and low risk will go to Brittany Fannin.
* Moderate and High risk and any participant that needs mental health addressed will go to Megan Kennedy.
* Moderate and High risk will go to Andrea Turner (split with Megan Kennedy).
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| **Staff Trainings Completed** |
| * Joint Staff Training with Probation Dept.
* Redefining Yourself After Organizational Change
* Forging Ahead with Perseverance and Resilience
* Intentional De-escalation
* Poverty Simulation
* The Importance of Self-care
* DCS Agency Overview Process
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| **Votes/ Approvals** |
| * Approval of the Minutes & Financial Reports: Judge Apsley approved and was seconded and carried by a unanimous vote of the AB members present.
* Approval to hire a 4th Field Officer: Brad Landwerlen approved and was seconded and carried by a unanimous vote of the AB members present.
* Approval to purchase 4 new field radios with CTP funds: Brad Landwerlen approved and was seconded and carried by a unanimous vote of the AB members present.
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| **Needs of the Entities** |
| * 4th Field Officer; currently hiring for a 2nd and 3rd Field Officer.
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| **Upcoming Events** |
| * Switching GPS Companies from Trackgroup to Attenti on 10/11/22
* Mental Health Summit 2022 on 10/21/22
* NAMI Fall Conference on 11/4/22
* Fall IACCAC on 11/15/22
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| **Old Business** |
| **a. CPC-CSA Audit:** Lindsay reported that on July 21, 2022, The Univ of Cincinnati along with IDOC came to SCCC to conduct an audit on team members, management, files, policies & procedures and interviewed random participants.SCCC will receive agency score in the fall and at that time Josh will send that report to all AB members. Some initial feedback they gave: * They liked our quality control process- our audit sheets, quarterly chats, yearly agency goals.
* The overall staff experience- they believe that staff is here for the right reasons and buy into the mission of the agency. They noted strong camaraderie and positive work environment.
* Management team- staff respects management and management are open to feedback and ideas.
* Sanction and incentive matrix- the use of incentives or rewards for prosocial behavior while balancing accountability through compliance.

**b. Monitoring Switch:** Switching GPS companies from Trackgroup to Attenti. This is taking place next week. Many neighboring counties use Attenti.  |
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| **New Business** |
| **a. Approval to hire 4th Field Officer:** SCCC currently has 1 shared field officer with Probation. In the process of hiring a 2nd and 3rd field officer. With having only 1 field officer it puts a strain on that field officer, but also on our contact standards. Historically, we have had 4 full-time field officers and 4 part-time field officers.**b. Approval to purchase new field radios with CTP funds:** SCCC’s radios need replaced. Received a quote for Kenwood’s which is what the Shelbyville Police Department and Shelbyville Fire Department use. 4 radios from CTP funds will cost: $8,523.70. |
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| **General Discussion and Announcements** |
| * There was a discussion about getting new PBT’s for our Field Officers as SCCC’s are extremely old. Does not need a vote – will just take this money out of field supplies when ready to buy new PBT’s.
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| **Adjournment** |
| ***A motion to adjourn was made by:*** |  Judge Meltzer |
| ***Time:*** |  4:16pm |
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| **Next Advisory Board Meeting** |
| ***Date:*** |  TBD | ***Time:*** |  4:00pm |
| ***Location:*** |  Probation Department |
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| **Other Comments:** |
|  NA |
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| **Minutes Approval** |
| ***Date of Approval:*** |  10/17/22 |
| ***Advisory Board Chair or Designee:*** |  Andy Eads |
| ***Signature:*** |   |