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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 | | | | | | | | | | |
|  | | | | | | | | | | |
| **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: 90  Pretrial Electronic Monitoring: 8  BACtrack: 9  Forensic Diversion: 0  Pretrial Adult Day Reporting: 0  Adult Day Reporting: 2  Community Transition Program: 2  Community Service: 20  Juvenile: 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:*** | | | |  | | | | | | |