

Fifth Judicial District Department of Correctional Services

Victims Memorial Garden located at Ft. Des Moines



Sally Kreamer, Director

ANNUAL REPORT 2006- 2007

Fifth Judicial District Department of Correctional Services

Administrative Office, 604 Locust Street, Equitable Building, Suite 317, Des Moines, Iowa 50309
515-280-4220 • FAX 515-280-4259

Chester J. Culver, Governor

Sally Kreamer, Director

Patty Judge, Lieutenant Governor

Michael J. King, Chairperson

November, 2007

Mr. Mike King, Chair
Fifth Judicial District
Department of Correctional Services
Union County Courthouse
Creston, Iowa

Dear Mr. King:

On behalf of the staff of the Fifth Judicial District Department of Correctional Services, I am pleased to present the Department's 2006-2007 Annual Report.

Over this last year, several key staff were added to our table of organization. Specifically, we hired staff to run our sex offender program and now have a Clinical Services Director and the equivalent of two full time Psychologists. We continue to oversee the electronic monitoring program for the state and supervise the command center which is located at the Fort Des Moines Residential Facility. Besides expansion of our sex offender unit, we added a Clinical Services Manager to push our agency toward full implementation of evidence based practices to ensure that all tax dollars are being spent on programming and supervision proven to be effective. Our case load numbers continue to grow and have now exceeded the 9,000 mark. The top goal for this agency over the next year is to secure more resources in order to meet our mission of protection of the public, staff and offenders from victimization.

The report is submitted for filing with the Board of Supervisors of each county in the Fifth District, per Iowa Code 905.4. This document reflects activities of the Fifth Judicial District Department of Correctional Services from July 1, 2006 through June 30, 2007.

I would like to take this opportunity to thank the Board of Directors for the support that you have shown me and all the staff of the Fifth Judicial District Department of Correctional Services.

Respectfully Submitted,

Sally Kreamer, Director
Fifth Judicial District
Department of Correctional Services

Fifth Judicial District Department of Correctional Services

Submitted by Sally Kreamer, Director

Chapter 905 of the Iowa Code requires the Department to provide to the sixteen counties of the Judicial District and Court an annual report of activities. The following is the report for Fiscal Year 2007.

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BOARD OF DIRECTORS

Fifth Judicial District – Department of Correctional Services

JANUARY, 2007
(20 members)



Steve Shelley	Adair County, Greenfield 50849
Linda England	Adams County, Corning 50841
*Don Reasoner	Clarke County, Osceola 50213
Mark Hanson	Dallas County, Adel 50003
*Larry Eastin	Decatur County, Leon 50144
Lonnie Bench	Guthrie County, P.O. Box 659, Stuart, IA 50250
Rick Tiedje	Jasper County, P.O. Box 944, Newton, IA 50208
Clarence Gee	Lucas County, Chariton 50049
Joan Acela	Madison County, 1001 N. 8 th Ave. Winterset, IA 50273
Sam L. Nichols	Marion County, 214 E. Main St., Knoxville, Ia.50138
Tom Hockensmith	3 rd District Supervisor, Polk County, DSM, IA 50309
*Royce Dredge	Ringgold County, 109 W. Madison, Mt. Ayr 50854
J.B. French	Taylor County, 2111 Rockwood Ave., Bedford 50833
*Mike King (Chair)	Union County, 300 N. Pine, Creston, Ia. 50801
Marvin Grace	Warren County, 301 N. Buxton, Ste. 202, Indianola, IA 50125
*Don Greenlee	Wayne County, Corydon, IA 50060
*Judge Arthur Gamble	Polk County Court House, Des Moines, IA 50309
*Jack Bishop Judicial Appointment	829 Elmwood Court, Altoona, IA 50009
Steve Grgurich, Citizen Appointment	P.O. Box 127, Williamson, IA 50272-0127
Paula Culver Citizen Appointment	429 S. Main, Apartment #344, Chariton, IA 50049

* = Executive Committee Board Members

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Vision of the Fifth Judicial District Department of Correctional Services

The Fifth Judicial District Department of Correctional Services will be recognized as a national leader in providing a fully integrated corrections system. As the nation's leader, we will provide the most sophisticated and strongly supported continuum of community and institution programs and services.

We will be seen as an organization that delivers research-driven correctional programs of the highest quality while utilizing the most effective communication and technology resources to provide "best practices" management.

We will be known as an organization that is driven by a strong value system that recognizes the intrinsic worth of all human beings, respects and recognizes the needs of victims, and holds the belief that offenders can change their lives.

We will be known for our staff development and training programs that engender the strong ethics, diversity, and professional nature of this Department.

We will be known for keeping operational costs low, while providing high-quality programs in a safe environment.

We will be seen as a highly credible Community Corrections Department that focuses on its mission, and takes care of its people.



MISSION STATEMENT
for the
Fifth Judicial District – Department of Correctional Services

The mission of the Fifth Judicial District Department of Correctional Services:
We Protect the Public, Employees, and Offenders from Victimization.

Public

- Prevent escapes and maintain accountability of offenders in the community
- Increase community safety in support of a vital economy
- Reduce recidivism and increase the self responsibility of offenders
- Keep citizens informed about corrections issues and activities
- Make responsible decisions about the use of taxpayer dollars
- Attend to the needs and concerns of victims
- Treat members of the public with respect

Employees

- Provide current equipment and staffing to insure employee safety
- Provide for a safe working environment
- Attend to emotional and physical well being of employees
- Maintain high levels and standards for training
- Insure policies are sound, current, and consistently and fairly enforced
- Treat employees with respect

Offenders

- Provide a physically and mentally safe and healthy environment for offenders
- Manage offenders in a firm, fair and consistent manner
- Provide programming, training and education to encourage good work habits and pro-social interaction
- Promote pro-social thinking with contemporary programming
- Keep offenders informed about current corrections policies and procedures
- Develop community support and partnerships that foster reintegration
- Treat offenders with respect

Table of Organization 5th Judicial District Department of Correctional Services Administration

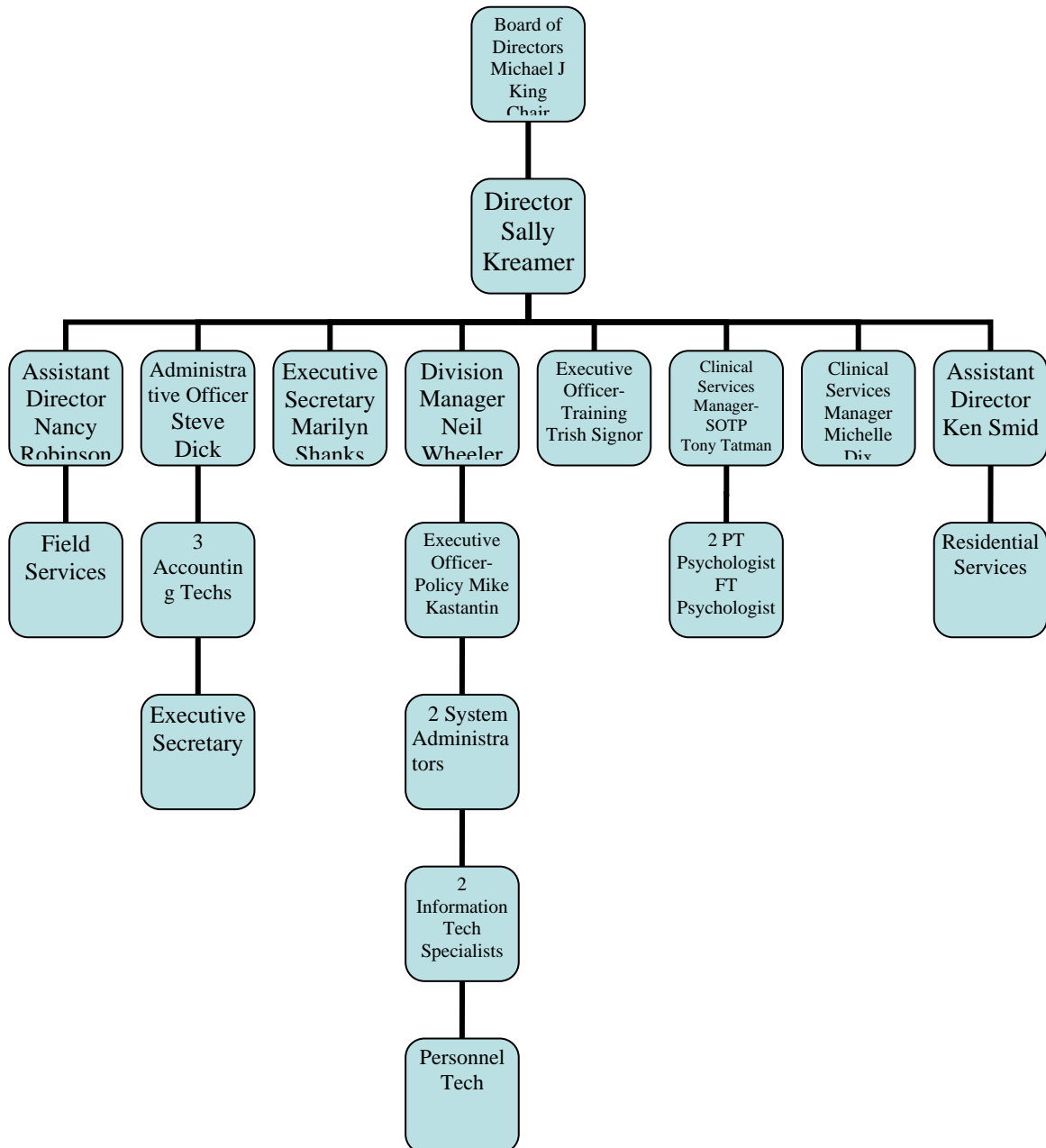


Table of Organization 5th Judicial District Department of Correctional Services Residential Services

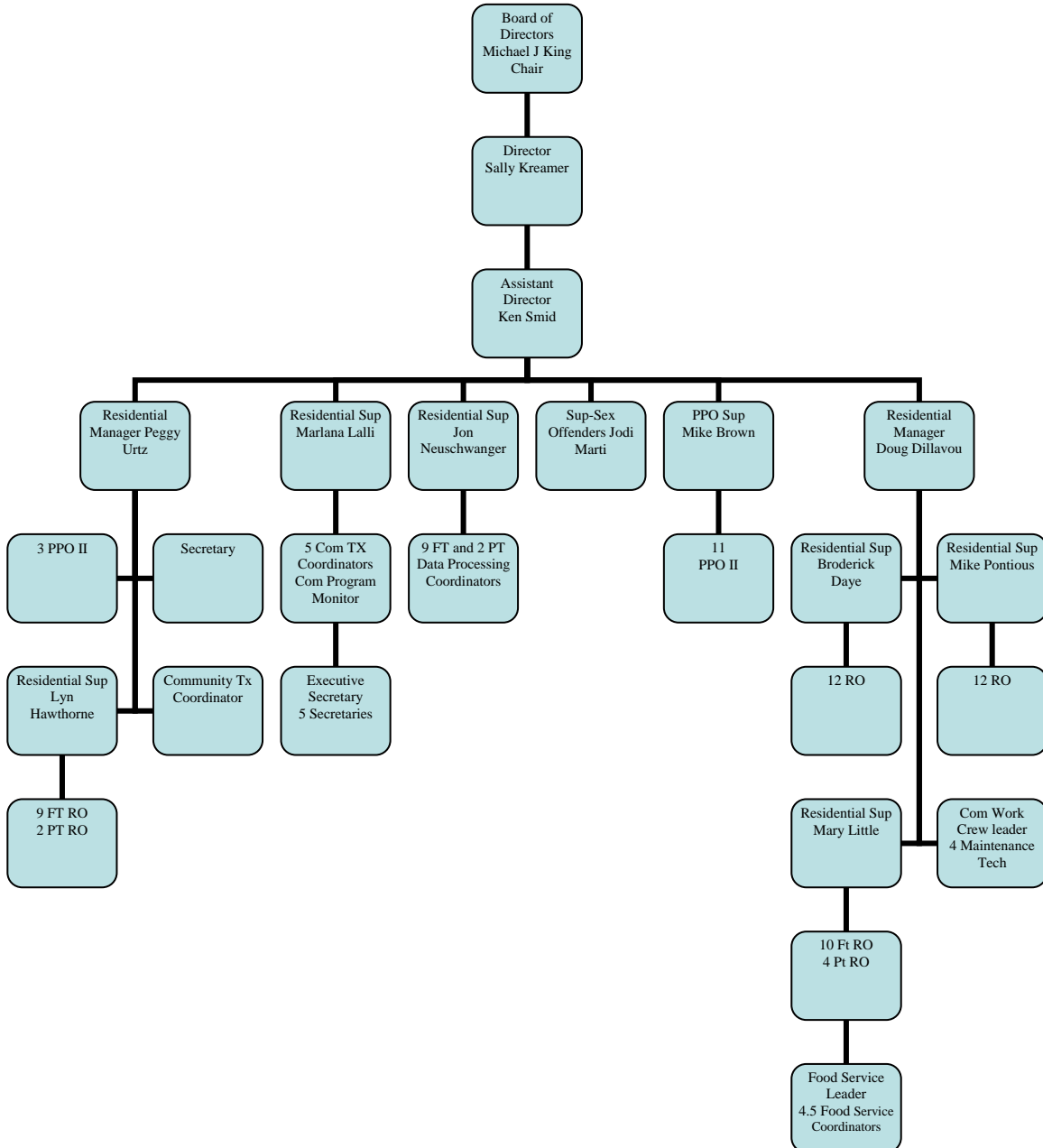
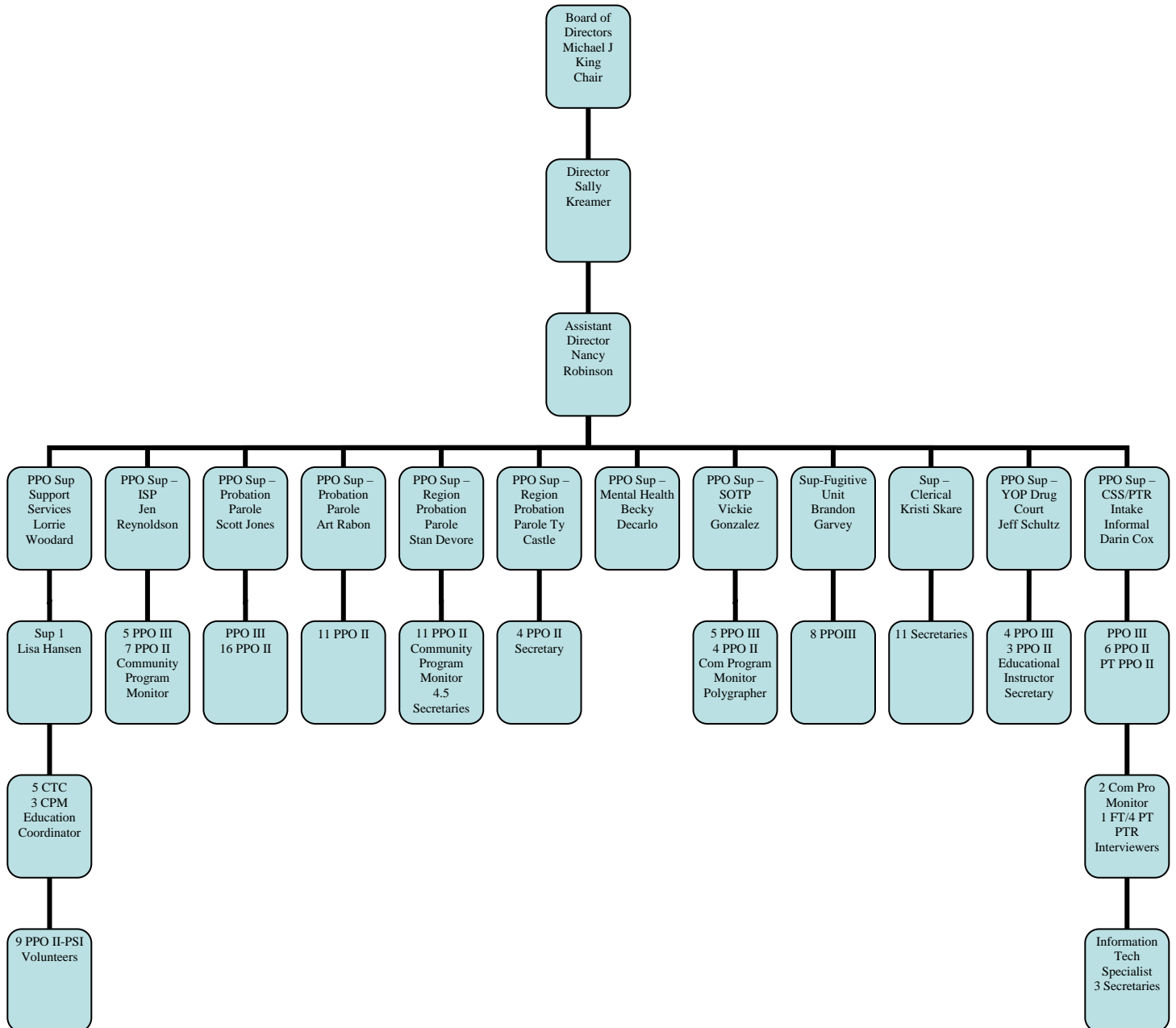


Table of Organization 5th Judicial District Department of Correctional Services Field Services



CLASS CODE	CLASSIFICATION	FEMALE						MALE					TOTAL	
		WF	BF	NAF	A/ PIF	HIS PF	OT HF	WM	BM	NAM	A/PIM	HI SP M		OTHM
BARGAINING UNIT 006														
60100	Clerk Typist													0
60105	Actg. Clerk I													0
60110	Actg. Clerk II													0
60125	Secretary	22	4		1	1								28
60200	Data Processing Technician													0
60205	Computer Programmer													0
60210	Data Processing Prog/Analyst													0
60300	Volunteer Service Coordinator													0
60305	Pre-Trial Interviewer	1	1			1		1						4
60310	Probation/Parole Officer I													0
60315	Probation/Parole Officer II	49	3					29	5			1		87
60320	Probation/Parole Officer III	8						16						24
60330	Substance Abuse Liaison													0
60335	Community Program Monitor	6						1	3					10
60350	Polygrapher							1						1
60400	Residential Officer	12	6					16	9			3		46
60407	Community Treatment Coordinator	7	1					1	1					11
60410	Job Developer													0
60415	Educational Instructor	2												2
60420	Education Aide													0
60425	Community Work Crew Leader	1												1
60500	Maintenance Technician							4						4
60505	Building Maintenance Coordinator													0
60510	Cook													0
60515	Food Services Coordinator	1	1					1						3
60520	Food Services Leader							1						1
60600	Student Intern	9	1			1		1			1			13
60804	Data Processing Coordinator	7	2					2	1					12
60940	Psychologist	1						1						2
TOTAL 006		126	19	0	1	3	2	77	16	0	1	4	0	249
BARGAINING EXEMPT 000														
60250	Information Technology Specialist	1						2						3
60800	Clerical Supervisor													0
60802	Accounting Technician	2						1						3
60803	Personnel Technician		1											1
60805	Probation/Parole Supervisor I													0
60808	Supervisor	1												1
60810	Probation/Parole Supervisor II	6						7	2					15
60815	Residential Supervisor	1	1					1						3
60825	Residential Manager	1						1						2
60850	Contract Program Manager													0
60903	District Director	1												1
60905	Assistant District Director							1						1
60910	Division Manager							1						1
60915	Administrative Officer							1						1
60918	Budget Analyst													0
60920	Systems Administrator							1	1					2
60925	Administrative Assistant													0
60930	Executive Secretary	3												3
60935	Attorney													0
60945	Executive Officer	1						1						2
60950	Clinical Services Manager							1						1
TOTAL 000		17	2	0	0	0	0	18	3	0	0	0	0	40
GRAND TOTAL		143	21	0	1	3	2	95	19	0	1	4	0	289

RESIDENTIAL SERVICES

Ken Smid, Assistant Director

RESIDENTIAL UP-DATE - by Ken Smid

Both the Men's and Women's facilities were inspected by the Federal Bureau of Prisons several times during the year. Two of these inspections were comprehensive inspections that are required by our contract to be done every 18 months. The results of all of these inspections were excellent. The OWI programs at both facilities also had their substance abuse licenses extended for two years.

MEN'S RESIDENTIAL FACILITY -

The Fifth Judicial District Men's Residential Facility is located on the Fort Des Moines grounds on the south side of Des Moines. The facility is made up of three separate units. They are the OWI Facility, the Work Release Facility and the Probation Facility. Total capacity is 267.

The OWI Facility houses 67 offenders sentenced for repeat drunk driving offenses. They average 5-6 convictions for drunk driving. Everyone in this unit must complete long term intensive substance abuse treatment. Interventions include individual and group counseling, family involvement and aftercare sessions after they are released to parole. This is one of the longest and most comprehensive treatment programs in the state with an average stay of about eight months. Recent data from the Iowa Department of Corrections show it is one of the most successful in the state.

The Work Release Facility is comprised of 100 offenders coming from prison who have things to work on before they are ready for parole to the community. The main issues are usually finding a place to live and suitable employment, although many are in need of additional interventions to address the core areas that got them in prison. These include substance abuse, anger management, mental health and cognitive restructuring of their thinking and problem solving. The average stay in Work Release is about 3 ½ months. Also housed in this unit are twenty federal offenders coming out of federal prisons.

The Probation Facility at the Fort holds 80 offenders sentenced by Judges in the 16 counties in our Judicial District as a condition of their probation. They are generally younger offenders who need structure and interventions to address problem areas in an attempt to get them on the right track and keep them from going to prison. This unit has seen a significant increase in sex offenders in the past year. This is due to recent legislation that severely restricts where they can live. About 35 of the 80 men on this unit are now sex offenders.

WOMEN'S RESIDENTIAL FACILITY – The present Women's Facility, at 1917 Hickman, opened in late spring 1993. A contract to provide staff, programming and operation of this facility was awarded through a competitive RFP to DTH Contract Services, Inc. In July, 2004, staffing and operations of this facility were taken over by the Fifth Judicial District Department of Correctional Services staff. It should be noted that the building itself is the property of the State (General Services), and the land is leased from

Broadlawns Medical Center. The facility is a forty-eight bed facility housing female offenders from across the state with varied legal statuses. The facility accepts residents who are sentenced as a condition of probation or parole, as a state work release resident, as an Operating While Intoxicated (OWI) Third Offense resident, or as a Federal pre-trial or jail transfer status resident. A wing of the facility allows eight women to have up to twelve children with them while completing their sentence at this facility. This innovative program is unique to Iowa and offers the mother and child a chance to be together in a safe environment designed to enhance parenting and other life skills. The program has many similarities to the men's program at Fort Des Moines with the exception being the use of curriculum that has shown to be effective for the female offender.

**5JD Region Residential Active At End by Supervision Status
(R and VC Beds Only) 6/30/2007**

Supervision Status	Total	Percentage
Work Release	106	30.5%
OWI Continuum	76	21.9%
Parole	7	2.0%
Federal	49	14.1%
Probation	102	29.4%
Pretrial Release with Supervision	7	2.0%
Region Total	347	100.0%

**5JD Residential New Admissions By Supervision Status
(R & VC Beds Only) 7/1/2006 – 6/30/2007**

Supervision Status	Total	Percentage
Work Release	382	37.7%
OWI Continuum	87	8.6%
Parole	27	2.7%
Federal	130	12.8%
Probation	369	36.4%
Pretrial Release With Supervision	17	1.7%
Special Sentence	2	0.2%
Region Total	1,014	100.0%

**5JD Residential Closures by Supervision Status
(R and VC Beds Only) 7/1/2006 – 6/30/2007**

Supervision Status	Total	Percentage
Work Release	228	37.3%
OWI Continuum	51	8.3%
Parole	23	3.8%
Federal	87	14.2%
Probation	213	34.8%
Pretrial Release With Supervision	9	1.5%
Special Sentence	1	0.2%
Region Total	612	100.0%

**5JD Region Residential Active at Start by Supervision Status
(R & VC Beds Only 7/1/2006**

Supervision Status	Total	Percentage
Work Release	126	36.31%
OWI Continuum	70	20.17%
Parole	9	2.59%
Federal	24	6.92%
Probation	114	32.85%
Pretrial Release With Supervision	4	1.15%
Region Total	347	100.00%

FIELD SERVICES

Nancy Robinson, Assistant Director

FIELD UPDATE – by Nancy Robinson

Field Services continue to grow with the prisons over capacity. Also, with changes in some of the laws which will increase caseloads, we were granted several new positions. Fifth Judicial District Department of Correctional Services supervises 30% of the offender population in the State of Iowa. Staff continue to work hard and deal with whatever comes their way in a positive and professional manner.

PRETRIAL RELEASE

The purpose of the PTR component is to release, without an actual bond, adult defendants whose stable ties to the community indicate that they will appear in Court when scheduled and are unlikely to re-offend. Pre-Trial staff interview jail detainees who have been arrested in the past 24 hours and using objective criteria, consider an PTR release. Points are earned for length of residence, stable employment, family ties, and lack of criminal history.

RELEASE WITH SERVICES (RWS)

The RWS Program interviews and recommends for release those defendants who do not qualify for Pre-Trial Release and who require supervision during the pretrial period. While on RWS, offenders are referred to counseling (including substance abuse treatment), vocational training, job placement and educational upgrading. The majority of these services are offered by community agencies. In Polk County, due to the large jail population, the department employs a probation officer who serves as a “Jail review specialist” whose job is to select clients for RWS and continually review those cases, which once were rejected. In addition, the “jail review specialist” focuses specifically on the mentally ill and developmental disabled defendant for release eligibility and advises the Court on unusual delays toward adjudication.

INTENSIVE PRETRIAL RELEASE

Jail inmates are reviewed by the Intensive Pretrial Release Probation Officer and/or the “Jail review specialist” for possible inclusion in the program. If approved for release, high-risk offenders are released to an intensive supervision officer and placed under surveillance. Treatment referrals are made as well. Electronic monitoring is also used on certain defendants. This program was originally designed as a tool to cope with the Polk County Jail overpopulation. However, we believe this program has a positive impact upon the state prison system as well. Our experience has shown that people on intensive pretrial release are more likely to be placed on probation supervision rather than sentenced to prison or jail time after being supervised in this program.

PRE-SENTENCE INVESTIGATION (PSI)

The PSI, which is a full life history of the defendant following a plea or finding of guilty, is used primarily to aide the judge in sentencing deliberation. Institutions, the Parole Board, and probation/parole officers also use the PSI to aide in developing case plans and treatment programming. The PSI now encompasses the Level of Service Inventory, Revised (LSI-R) which evaluates the risk and needs of the offenders, and the Jesness Inventory, which outlines responsivity issues. This unit has completed training in identification of issues such as domestic violence, gambling and substance abuse.

INFORMAL PROBATION

Informal Probation is designed as a resource to the Court for individuals who require minimum supervision and are given specific conditions to comply with by the Court. While under informal probation, the offender is not required to report in or meet with the probation officer on a regular basis. Offenders are given certain requirements by the court to be fulfilled within a designated time frame.

PAROLE

The State Board of Parole makes the decision regarding who is granted a parole for our department to supervise. Parole agents supervise parolees using the “Best Practices” principle and doing “What Works” best for each individual parolee. Parole agents utilize tools such as the LSI-R, Jesness, and Iowa Risk in order to develop and apply an individual Case Plan to each parolee. As the prisons continue to be over capacity the incoming number of parolees is overwhelming.

SEX OFFENDER PROGRAM

The Fifth Judicial District Department of Correctional Services was granted funding for additional Probation/Parole Officers in response to the Legislature’s imposition of the ten year and lifetime special sentences for Sex Offenders. These positions are located at the Des Moines office. The Community Treatment Monitor in the Sex Offender Unit continues to be a tremendous asset in completing assessments, conducting groups and making contacts with the community to help ensure compliance with the 2,000 foot law and no contact with minors and victims. In addition, the District chose to internalize the Sex Offender Treatment Program with the addition of a Clinical Services Manager a full-time psychologist and two part-time psychologist positions.

CRESTON SEX OFFENDER PROGRAM

The department contracts with the Crossroads Mental Health Center to provide primary group treatment, family counseling, and psychiatric services on an as needed basis. They have proved to be innovative and dedicated to the success of the program. They continue to seek alternative methods of psychological assessment and address training needs, to manage sex offenders’ relapse issues. They have also been invaluable in assisting with alternative sanctions.

SPECIAL NEEDS

Special needs refer to those individuals that have been diagnosed with a major mental illness, dual diagnosis disorders such as mental health and substance abuse problems, and mental retardation or brain injury. These offenders typically have limited social and general coping skills, limited incomes and needs for multiple support services to function outside of institutionalization. They often are homeless, unemployable and lacking in helpful family relationships. Such offenders frequently have criminal involvement that is more a reflection of low functioning ability and impulsive behavior rather than entrenched criminal thinking. Once these offenders are in the legal system they do tend to re-offend unless there are significant interventions.

INTENSIVE SUPERVISION PROGRAM (ISP)

ISP officers supervise high-risk offenders. In an effort to increase public safety and reduce recidivism, close supervision is necessary. The offender's needs and risk levels are determined through the Level of Service Inventory, Revised (LSI-R), Jesness and the Iowa Risk Assessment Form. Once the needs are identified, the officer determines the appropriate intervention. The ISP officer spends many hours supervising, monitoring, facilitating, and educating in an attempt to restructure the way the high-risk offenders think.

The ISP officer carries a smaller caseload. The ISP officer may supervise the offender by placing him/her on electronic monitoring equipment, frequent office/home visits, and telephone and field checks at their place of employment. Officers hold the offender accountable by conducting random urine analysis and breathalyzer tests. Field communication with treatment providers, law enforcement officers, victims, employees and family members provide more structure and information about the offender which enables the officer to assess whether services and goals are being met. This year a Restorative Parenting Program is provided to ISP offenders who have a history of domestic violence and reside with children. A high risk BEP program was added to provide offenders having a high level of criminality with a separate group to better address their thinking errors and specialized needs.

DOMESTIC ABUSE

The Domestic Abuse Unit's duties are similar to other Intensive Supervision Officers or Traditional Officers but focus more on collaboration with community agencies such as Children's and Families of Iowa Domestic Abuse Intervention Program, The Des Moines Police Department (DART, Domestic Abuse Response Team), the Family Violence Center including an onsite advocate from the shelter and the County Attorney's Office. This group meets on a monthly basis via the Domestic Abuse Coordinating Counsel or DACC.

In addition to collaborating with community resources, these highly trained officers understand the dynamics of domestic violence and the critical need to hold these offenders accountable by imposing sanctions immediately. Victim's needs as well as the offender's needs are the focus of this caseload. The victim focus is attempted even if the offender has a No Contact Order by checking on the victim's safety either through house visits, phone calls or advocate contacts. The hours of the victim liaison were extended and use of this liaison were expanded to include district wide services of safety planning, referrals to local service agencies and advocacy counseling. She is also using a validated risk assessment with domestic violence victims to assess an offender's level of risk and case planning. Revocation of supervision is not the first response since

the majority of domestic abuse sentences are short. The guiding philosophy of this unit is victim safety and that cannot always be achieved by incarceration if the sentences are less than two years.

COMMUNITY SERVICE SENTENCING

In 1978, the Fifth Judicial District Department of Correctional Services began the first community service sentencing program in Iowa. Over the last twenty-five years, the completion rate of 81% represents about 71,000 defendants and if considered to be worth minimum wage, equals approximately 19.5 million dollars in non-paid work for area government and nonprofit agencies. There are over 230 participating agencies in the central Iowa area benefiting from community service sentencing placements. The approximate split is 60% nonprofit agencies and 40% governmental agencies.

INTENSIVE SUPERVISION DRUG COURT PROGRAM

The Intensive Supervision Court Program (Drug Court) was started in August 1996, as a pilot program in the Fifth Judicial District, Polk County, through a Governor's Alliance on Substance Abuse grant (now the Office of Drug Control Policy.) The goal is to address substance abuse problems leading to criminal behavior, with a holistic approach. It is the belief of the program that criminal behavior will be decreased or eliminated when substance abuse is reduced or stopped, thus decreasing the need for jail/prison space.

YOUTHFUL OFFENDER PROGRAM

The Youthful Offender Program was begun in collaboration with the Polk County Attorneys office, EFR, The Young Women's Resource Center, The City of Des Moines Parks Department, DMACC, Americorp, Spectrum, Workforce Development, Urban Dreams, The Hispanic Resource Center and a number of school districts. The Youthful Offender Program is offered at the Polk County Attorney's and Fifth Judicial District DCS's discretion, to qualified juveniles waived to adult court on felony charges and adult offenders, under the age of twenty-two, charged with a first time felony. Offenders enter the Youthful Offender Program on a pre-trial status, which is determined by the Youthful Offender Staff, LSI-R and Jesness results. The Fifth Judicial District D.C.S. assesses, refers and monitors offenders sent to a number of community based substance abuse agencies. As is the case with the Intensive Supervision Drug Court Program, the goal is to address substance abuse problems leading to criminal behavior, with a holistic approach. It is the belief of the program that criminal behavior will decrease or be eliminated when substance abuse is reduced or stopped, thus decreasing the need of jail/prison space.

ELECTRONIC MONITORING

The Department administers the **statewide** electronic monitoring program for all eight Community Based Corrections districts. During this past fiscal year we have used radio frequency units, voice verification, global positioning satellite units and alcohol testing units.

FUGITIVE UNIT

The Fugitive Unit was initiated in 1993 to enhance public safety by investigating and apprehending probation and parole violators and persons who have escaped from the department's residential facilities. It is the only uniformed unit of its type in Iowa and one of the few in the country. All of the unit's officers are Certified Law Enforcement Officers certified through the Iowa Law Enforcement Academy and carry firearms. With a total of twelve officers, this unit consists of eight officers whose duties consist in the apprehension of fugitives, including those from other jurisdictions and agencies, surveillance of probation and parole defendants, and training and instruction of fellow probation and parole officers. In addition, this unit also assists with the Sheriff's S.W.A.P. (Sheriff's Work Alternative Program). Three Polk County Sheriff's deputies and one Polk County Detention officer have been assigned to the Fugitive Unit. The Sheriff's Work Alternative Program is an effort to relieve Polk County Jail overcrowding to allow space for more serious offenders. The unit is responsible for selecting Polk County Jail inmates to participate in the program by conducting rigorous background investigations including criminal history checks, prior employment history checks, looking at the nature of the current offense, and taking into consideration any mental health or substance abuse issues. Following the investigation, each inmate must be approved for release by the Polk County Attorney and sentencing judge. Once released, the defendant is electronically monitored 24 hours a day and must pass all random drug and alcohol tests. All defendants must receive prior approval from the unit to leave their residence, and may only leave their residence for employment purposes, counseling, meetings with probation or parole officers, or meetings with program staff. All officers of this unit are under the immediate supervision of Sgt. Brandon Garvey, who reports to the Assistant Director. The Fugitive Unit was involved in approximately 1,452 arrests during this last Fiscal year.

**5JD Field Services Active At Start by Supervision Status
7/1/2006**

SS AAS Supervision Status	Total	% of Total
Parole	1,004	11.4%
Interstate Compact Parole	40	0.5%
Probation	7,176	81.7%
Interstate Compact probation	161	1.8%
Pretrial Release With Supervision	407	4.6%
Region Total	8,788	100.0%

**5JD Field Services New Admissions by Supervision Status
7/1/2006 – 6/30/2007**

Supervision Status	Total	% of Total
Parole	788	8.8%
Interstate Compact Parole	13	0.1%
Probation	6,684	75.0%
Interstate Compact Probation	763	0.8%
Pretrial Release With Supervision	1,352	15.2%
No Correctional Supervision Status	1	0.0%
Special Sentence	3	0.0%
Region Total	8,914	100.0%

**5JD Field Services Closures by Supervision Status
7/1/2006 – 6/30/2007**

Supervision Status	Total	% of Total
OWI Continuum	1	0.0%
Parole	540	6.5%
Interstate Compact Parole	26	0.3%
Probation	6,322	76.0%
Interstate Compact Probation	85	1.0%
No Correctional Supervision Status	1	0.0%
Pretrial Release With Supervision	1,348	16.2%
Region Total	8,323	100.0%

PAROLE

Closure Category	Closure Reason	Total	% of Total
Successful	Discharged-Determinate Sentence	1	0.2%
Successful	Discharged-Expiration of Sentence	285	52.8%
Successful	Discharge-Early Discharge	152	28.1%
Unsuccessful	Discharged – Absconder/Escape	1	0.2%
Unsuccessful	Revoked	88	16.3%
Administrative	Death	8	1.5%
Administrative	Terminated by Court	1	0.2%
Intermediate Sanction	Revoked From Parole-Work Release Granted	4	0.7%
Supervision Status Total		540	100%

INTERSTATE COMPACT PAROLE

Closure Category	Closure Reason	Total	% of Total
Successful	Discharged-Expiration of Sentence	13	50.0%
Successful	Discharge-Early Discharge	8	30.8%
Successful	Paroled to Detainer – Out of State	1	3.8%
Unsuccessful	Released to Custody of US Bureau of Prisons	1	3.8%
Administrative	Death	1	3.8%
Administrative	Returned to Sending Jurisdiction	2	7.7%
Supervision Status Total		26	100.0%

PROBATION

Closure Category	Closure Reason	Total	% of Total
Successful	Acquitted/Dismissed	1	0.0%
Successful	Discharged-Determinate Sentence	22	0.3%
Successful	Discharged-Expiration of Sentence	1,416	22.4%
Successful	Discharge-Early Discharge	3,223	51.0%
Successful	Paroled to Detainer – INS	3	0.0%
Successful	Terminated by Appeal-Conviction Overturned	2	0.0%
Unsuccessful	Discharged-Absconder/Escape	111	1.8%
Unsuccessful	Released to Custody of US Bureau of Prisons	1	0.0%
Unsuccessful	Revoked	1,237	19.6%
Unsuccessful	Revoked-Served in Jail	142	2.2%
Administrative	Death	22	0.3%
Administrative	Terminated by Court	142	2.2%
Supervision Status Total		6,322	100.0%

INTERSTATE COMPACT PROBATION

Closure Category	Closure Reason	Total	% of Total
Successful	Discharged-Expiration of Sentence	43	50.6%
Successful	Discharge-Early Discharge	23	27.1%
Unsuccessful	Discharged-Absconder/Escape	5	5.9%
Unsuccessful	Revoked	1	1.2%
Administrative	Returned to Sending Jurisdiction	13	15.3%
Supervision Status Total		85	100.0%

5JD Field Services Closures by Reason and Category 7/1/2006 – 6/30/2007

PRETRIAL RELEASE WITH SUPERVISION

Closure Category	Closure Reason	Total	% of Total
Successful	Acquitted/Dismissed	215	15.9%
Successful	Adjudicated (Pretrial Only)	804	59.6%
Successful	Discharged-Expiration of Sentence	3	0.2%
Successful	Discharge-Early Discharge	2	0.1%
Successful	Probation Granted – Non Shock	4	0.3%
Successful	Released to OWI Continuum	2	0.1%
Successful	Transferred to Release on Recognizance (Pretrial)	1	0.1%
Unsuccessful	Revoked	276	20.5%
Unsuccessful	Terminated-Voluntary Return to Jail/Prison	1	0.1%
Administrative	Death	2	0.1%
Administrative	Terminated by Court	19	1.4%
Administrative	Transfer to Release with Services (Pretrial Only)	19	1.4%
Supervision Status Total		1,348	100.0%

5JD Region--Unit Pre-Sentence Investigation by Form Type

7/1/2006 – 6/30/2007

Work Unit Name	Short	%	Long	%	Pre Plea	%	Post Conviction	%	Total	% of Total
Adel Probation/Parole Office			22	84.6%	2	7.7%	2	7.7%	26	1.6%
Chariton Probation/Parole Office			45	86.5%	1	1.9%	6	11.5%	52	3.1%
Corydon Probation/Parole Office			2	100.0%					2	0.1%
Creston Probation/Parole Office			44	84.6%			8	15.4%	52	3.1%
Des Moines Pre-Sentence Invest.	3	0.2%	1,054	74.0%	1	0.1%	366	25.7%	1,424	85.8%
Des Moines PB/PA 1000 1 st Floor			80	88.9%	1	1.1%	9	10.0%	90	5.4%
Des Moines PB/PA 1000 2 nd Floor			3	42.9%			4	57.1%	7	0.4%
Indianola PB/PA Office			6	100.0%					6	0.4%
Form Type Total	3	0.2%	1,256	75.7%	5	0.3%	395	23.8%	1,659	100.0%

5JD Region Pre-Trial Interviews by Class and Type

7/1/2006 – 6/30/2007

Offense Class	Intensive	%	Regular	%	Total	% of Total
A Felony	3	25.0%	9	75.0%	12	0.3%
B Felony	133	32.0%	282	68.0%	415	10.0%
C Felony	115	26.0%	328	74.0%	443	10.7%
D Felony	194	22.5%	667	77.5%	861	20.7%
Aggravated Misdemeanor	184	17.4%	873	82.6%	1,057	25.4%
Serious Misdemeanor	122	10.8%	1,011	89.2%	1,133	27.2%
None	4	13.8%	25	86.2%	29	0.7%
Simple Misdemeanor	10	4.9%	194	95.1%	204	4.9%
Misdemeanor-Old Code Year Prior to 1978	1	25.0%	3	75.0%	4	0.1%
TOTAL	766	18.4%	3,392	81.6%	4,158	100.0%

PROGRAMMING REPORT – Michelle Dix, Clinical Services Manager

SUPPORT SERVICE CENTER –

This segment of the District was created in July 1999 to assist the department with incorporating “Best Practices,” “What Works,” and effective correctional interventions into its daily operations. The Support Service Center is responsible for: delivery of research-based offender assessment and programming; providing staff guidance in the areas of case management and effective correctional interventions; assisting unit supervisors with quality assurance on assessments tools, case planning, and supervising offenders according to **risk, need, and responsivity principles**.

OFFENDER EDUCATION / INTERVENTION GROUPS -

The Des Moines Area Community College provides a number of offender classes including “First Time Offender”, License Under Suspension”, “Repeat Offender”, “Assaultive Behavior”, and “Drinking Drivers” as an alternative to short term incarceration in the Polk County Jail. The offender pays a fee for taking the class. The Fifth Judicial District Department of Correctional Services also provides a number of cognitive-based intervention classes such as, “Getting Ready”, “Thinking for a Change”, “Corrective Thinking” “Victim Impact”, “Beyond Trauma” “Moving On”, CALM, Self-Management and Restructured Thinking (SMART) Day Program and Cognitive Aftercare. The SMART Day Program is undergoing a research outcome study to determine its overall effectiveness.

We have also placed a focus on community involvement and mentoring. We have Accountability Boards and Circles of Support. Community volunteers are selected for these community support programs to help mentor offenders.

This year we have also partnered with Workforce Development for our Employment Readiness group. We have a trained employment specialist and Workforce Development has agreed to have a parttime office at the Workforce Development location to work with our clients on applications, resumes, appearance and other pre-employment programming and assistance.

Furthermore, the district is currently assessing its use of gender-responsive programming. Thus far, we have added a Beyond Trauma group for those female offenders who have experienced trauma and abuse that may have played a role in their criminal behavior and influenced their substance abuse and criminal behavior.

FY'07 ANNUAL REPORT – FINANCIAL INFORMATION

Five financial reports are presented below



1. REVENUE COMPARISON

- a. Purchase of Service (State Aid) shows an increase in 2006-07 due to additional funding being made available for additional employees and for additional electronic monitoring services.
- b. Offender rent collections decreased slightly due to an increased number of sex offenders being housed at the Fort Des Moines Residential Facility. This resulted from restrictions being placed on where these offenders may live within the community. These offenders have been allowed to save money in order to afford housing more quickly outside of the facility. Also, the number of Federal Bureau of Prisons offenders increased in 2006-07.
- c. Federal offender rent collections were more than in 2005-06. The Federal Bureau of Prisons controls the number of offenders that are sent to our District.
- d. Interest income increased substantially due to increasing interest rates being paid in 2006-07.
- e. Miscellaneous Income has decreased slightly due to the District eliminating miscellaneous group fees in 2006-07 (encompassed in \$300 supervision fee).
- f. Supervision fees increased significantly due to the increase of supervision fees to \$300 in 2006-07 from \$250 in previous years.
- g. The Other Local Sources category is comprised primarily of reimbursements from Polk County for the Intensive Pre-Trial Release Program.

2. EXPENDITURE COMPARISON

- a. Salaries show an increase in 2006-07 due to additional positions being added, employees receiving 4.5% merit increases on their anniversary date, and a 2% across-the-board increase on 7/1/06.
- b. Travel and Fleet Expenses decreased in 2006-07 primarily due to decreases in insurance costs for the automobile fleet.
- c. Supplies increased slightly in 2006-07 due to the increased number of staff.
- d. Professional Services increased in 2006-07 due to increased funding for electronic monitoring services.
- e. Services (All Other) increased in 2006-07 due to increases in rental expenses, increases in worker's compensation premiums, and maintenance projects undertaken during the year.
- f. Equipment decreased substantially in 2006-07 due to the District encountering major computer difficulties in August/September 2005, resulting in replacement of the majority of servers and a good portion of individual computers throughout the District.
- g. Claims and Other Expenses is our insurance for all of our building/grounds/equipment in the District, which remained stable in 2005-06.
- h. Debt Service is for our bonds that cover the acquisition of the 910/1000 Washington building, which increases slightly each year, but will be paid off in 2006-07.

3. STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE – GENERAL FUND

The District's fund balance increased in 2006-07 due to revenues being collected over budget estimates, as well as expenses being under budget estimates. The District has set aside approximately \$200,000 for replacement of its phone system, \$30,000 for replacement of the boiler at 1000 Washington, and \$392,339 being used to fund Electronic Monitoring Control Center salaries in 2006-07.

4. BALANCE SHEET

While there was a large variation between individual categories of assets and liabilities between the fiscal years, the net or Fund Equity shows balances of \$696,756, \$875,077 and \$1,197,155 respectively for Fiscal Years 2004-05, 2005-06, and 2006-07.

5. STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

LOAN FUND

The District benefits greatly from private donations that are used to provide "emergency" funds to offenders in the residential facilities. We have also been fortunate to receive prompt repayment from almost all of the offenders.

CLIENT ACCOUNTS FUND

The District is responsible to act as a "bank" for the offenders' money. Using a computer program developed by the Department of Corrections (and used by all CBC's and institutions), the District keeps all money earned by the offenders in individual accounts and issues checks for all obligations and "spending money" for each offender.

While each individual account is small, the combination of all offender money results in a huge amount of activity during the year, as well as a substantial balance at any given time.

The volume of transactions has decreased over the past year due to a higher percentage of our offenders housed in the facilities not maintaining employment.

**FIFTH JUDICIAL DISTRICT
Department of Correctional Services**

REVENUE COMPARISON

General Fund Only

	2004 – 05	2005 – 06	2006-07
REVENUE DESCRIPTION			
Purchase of Services (State Aid)	\$13,387,804	\$15,278,601	\$17,025,662
Client Rent, all facilities	1,470,100	1,447,513	1,347,158
Federal Client Rent Reimbursement	807,576	570,083	856,523
Interest Income	45,042	133,087	197,166
Miscellaneous Income	25,149	31,571	28,939
Miscellaneous Fees	319,896	272,460	270,711
Supervision Fees	1,469,833	1,469,018	1,762,614
Federal Funds Direct	0	0	0
Federal Funds Indirect (GASA/ODCP)	0	0	0
Other Local Sources	133,250	133,251	133,250
TOTAL ALL SOURCES	\$17,658,650	\$19,335,584	\$21,622,023
Percent increase or decrease over previous year	7.3%	9.5%	11.82%

**FIFTH JUDICIAL DISTRICT
Department of Correctional Services**

BALANCE SHEET

General Fund Only

	2004 - 05	2005 - 06	2006 - 07
ASSETS			
Cash and Investments	1,537,769	1,916,262	2,535,276
Accounts Receivable	172,559	158,012	241,349
Other	5,706	8,251	24,245
TOTAL ASSETS	1,716,034	2,082,525	2,800,870

LIABILITIES			
Accounts Payable	259,049	310,270	613,591
Salaries & Benefits Payable	760,229	897,178	990,124
Other			
TOTAL LIABILITIES	1,019,278	1,207,448	1,603,715

FUND EQUITY	696,756	875,077	1,197,155
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TOTAL LIABILITIES & FUND EQUITY	1,716,034	2,082,525	2,800,870
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**FIFTH JUDICIAL DISTRICT
Department of Correctional Services**

EXPENDITURE COMPARISON

General Fund Only

	2004 - 05	2005 - 06	2006 - 07
EXPENDITURE DESCRIPTION			
Salaries	\$14,237,125	\$15,451,560	16,988,175
Travel and Fleet Expenses	129,941	177,729	162,174
Supplies	701,826	732,271	744,531
Professional Services	809,090	1,166,827	1,801,385
Services (All Other)	943,502	973,649	1,126,539
Equipment	358,975	447,075	288,010
Claims and Other Expenses	83,044	83,517	77,362
Debt Service	124,035	124,635	124,920
Reversion of State Appropriation	0	0	0
Capital Expenditures	0	0	0
TOTAL ALL EXPENSES	\$17,387,538	\$19,157,263	\$21,313,096
Percent increase or decrease over previous year	7.5%	10.17%	11.25%

**FIFTH JUDICIAL DISTRICT
Department of Correctional Services**

**STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE**

	2004 - 05	2005 - 06	2006 - 07
LOAN FUND			
Revenues	\$14,100	\$13,980	\$19,102
Expenditures	13,188	15,315	16,968
Revenue over (Under) Expenditures	912	-1,335	2,134
Other Financing Sources			
Excess of Revenues and other Sources Over (Under) Expenditures and Other Uses	912	-1,335	2,134
Fund Balance previous Year	7,127	8,039	6,704
Fund Balance Current Year	8,039	6,704	8,838

CLIENT ACCOUNTS FUND			
Revenues	\$3,553,100	\$3,337,664	3,269,047
Expenditures	3,595,218	3,373,779	3,262,939
Revenue Over (Under)	-42,118	-36,115	6,108
Expenditures			
Other Financing Sources			
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	-42,118	-36,115	6,108
Fund Balance Previous Year	162,271	120,153	84,038
Fund Balance Current Year	120,153	84,038	90,146

**FIFTH JUDICIAL DISTRICT
Department of Correctional Services**

**STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE**

General Fund Only

	2004 - 05	2005 - 06	2006 - 07
Revenues	\$17,658,650	\$19,335,584	\$21,622,023
Expenditures	17,387,538	19,157,263	21,313,096
Revenue Over (Under) Expenditures	271,112	178,321	308,927
Other Financing Sources	--	--	13,151
Excess of Revenues & Other Sources over (Under) Expenditures and Other Uses	271,112	178,321	322,078
Fund Balance Previous Year	425,644	696,756	875,077
Fund Balance Current Year	696,756	875,077	1,197,155

BOARD OF DIRECTORS MEETING MINUTES:

Board of Directors Meeting

Minutes

July 26, 2006

Those in attendance: Chairperson Michael J. King, Lonnie Bench, Jack Bishop, Paula Culver, Royce Dredge, Larry Eastin, J.B. French, Steve Grgurich and his wife Leta, Richard Hoadley, Tom Hockensmith, Cy McDonald, Sam Nichols, Don Reasoner, Bob Sandy, and Bill Ward.

Staff in attendance: District Director Gary Sherzan, Assistant District Director Sally Kreamer, Administrative Officer Steve Dick, Division Manager Neil Wheeler, Residential Manager Peggy Urtz, Supervisor Stan DeVore, and Residential Supervisor Lyn Hawthorne.

The July 26, 2006 Board of Directors Meeting was called to order by Chairperson Michael J. King at 12:00 pm.

The first order of business was the approval of the meeting's agenda. Don Reasoner moved and Steve Grgurich seconded the motion that the agenda be approved as written. The motion carried by voice vote.

The next item of business was the approval of the Minutes from the April 25, 2006 Board of Directors Meeting. Bob Sandy moved and Bill Ward seconded the motion to approve the minutes. This motion carried by voice vote.

Director Sherzan distributed copies of the FY2006 Budget and reviewed it with the Board. The Department will revert \$100,000.00 of unused Electronic Monitoring money to the Department of Corrections from FY2006. The Department got 70% of the Salary Adjustment money needed for FY2007, so we needed to end FY2006 with a higher ending balance so we can cover the 30% salary adjustments we did not receive. Bob Sandy asked specifics about the \$100,000.00 reversion, so Gary explained why it was being reverted. Director Sherzan also reviewed the FY2007 budget. The largest increase between the FY2006 and FY2007 budgets is salary increases. Gary also mentioned that the final payment on the 910/1000 Washington building will be made in FY2007. He also explained that we did not buy cars at the end of FY2006 since we will need the money for FY2007. Cy McDonald moved and Jack Bishop seconded a motion to receive and approve of these budgets as presented. The motion passed by voice vote.

Director Sherzan asked Administrative Officer Steve Dick to present information to the Board on a resolution naming depositories for the investment of Department monies. The Department was asked by the state auditors to complete this so that maximum amounts were identified for these depository balances. Jack Bishop moved and Don Reasoner seconded a motion to set new limits on the depository balances. No further discussion was held. The motion passed by voice vote. The District Director and the Board Chairperson signed this written resolution.

Director Sherzan explained the replacement of the Jim Hancock Center sign at 1000 Washington. The previous sign deteriorated, and after becoming partially dislodged from the side of the building, was removed. A new sign has been ordered and will be re-hung as soon as it arrives.

Director Sherzan introduced Women's Residential Correctional Facility Residential Manager Peggy Urtz and Residential Supervisor Lyn Hawthorne. Peggy handed out a brochure to the Board and then gave an overview of how the facility is operated. Lyn also explained some of the programming at the facility. Both Lyn and Peggy answered questions posed by Board members.

Director Sherzan then introduced Probation/Parole Supervisor Stan DeVore who handed out a brochure and gave a PowerPoint presentation about the fifteen (15) rural counties we refer to as "The Region".

The next item of business was Old Business. Director Sherzan asked the Board to move and pass a motion allowing the Department to seek ACA Accreditation of the Women's Facility, including the expending of funds for that accreditation. Tom Hockensmith moved and Richard Hoadley seconded a motion to allow the Department to seek ACA Accreditation, including paying the fees for the accreditation, for the Women's Facility. The motion passed by voice vote.

Director Sherzan also informed the Board that the Department hired a supervisor for the Adel Office.

The next item of Business was New Business. Director Sherzan informed the Board that the Department was in the process of an RFP for Electronic Monitoring Services on behalf of the eight judicial districts.

He also informed the Board that the Department has five staff going to National Institute of Corrections training in Longmont, Colorado. Gary also mentioned that he is attending and presenting materials at an Executive Training Program in Houston, Texas in September.

With the business of the day complete, and no more business to come before the Board, Bill Ward moved and Sam Nichols seconded a motion that the Board meeting be adjourned. The motion carried by voice vote. The meeting was adjourned at 12:55 pm.

Respectfully submitted:

Neil Wheeler, Division Manager

Michael J. King, Chairperson
Fifth Judicial District
Department of Correctional Services

Date

Board of Directors Meeting
Minutes
October 25, 2006

Those in attendance: Chairperson Michael J. King, Jack Bishop, Paula Culver, Royce Dredge, Larry Eastin, Linda England, J.B. French, Steve Grgurich and his wife Leta, Don Greenlee, Richard Hoadley, Tom Hockensmith, Cy McDonald, Don Reasoner, Bob Sandy, and Bill Ward.

Staff in attendance: District Director Gary Sherzan, Assistant District Director Sally Kreamer, Assistant District Director Ken Smid, Division Manager Neil Wheeler, Administrative Officer Steve Dick, PPO II Supervisor Michelle Dix, and Community Treatment Coordinator Lisa Hansen.

Special Guests: Director of the Iowa Department of Corrections Gary D. Maynard and Deputy Director of Western Region Operations for the Iowa Department of Corrections Dan Craig.

The October 25, 2006 meeting of the Board of Directors was called to order at 12:19 pm by Vice-Chairperson Cy McDonald.

The first order of business was the approval of the agenda for the meeting. Don Greenlee moved and Steve Grgurich seconded the motion that the agenda for today's meeting be approved as written. The motion passed by voice vote.

The next order of business was the approval of the minutes from the full Board meeting held on July 26, 2006. Richard Hoadley moved and Bill ward seconded a motion that the minutes from that meeting be approved as written. The motion passed by voice vote.

Director Gary Sherzan asked Administrative Officer Steve Dick to present and explain the final FY2006 budget. There were no questions posed. Jack Bishop moved and Tom Hockensmith seconded a motion that the final FY2006 budget be accepted as written and presented. The motion carried by voice vote.

Director Sherzan asked Administrative Officer Steve Dick to present the first quarter FY2007 budget. Steve explained that fees were down slightly, possibly because the supervision fees were raised from \$250 to \$300 for each person on supervision and that we were no longer accepting any cash from our offenders – only checks and money orders. We will attempt to spend

approximately 98% of our budgeted amount for the fiscal year. Jack Bishop moved and Bill Ward seconded the motion that the first quarter FY2007 budget be accepted as written and presented. The motion passed by voice vote.

Director Sherzan introduced Director Gary D. Maynard and Deputy Director Dan Craig of the Iowa Department of Corrections. Director Maynard addressed the Board. Director Maynard expressed his appreciation that the Fifth Judicial District Department of Correctional Services had passed the American Corrections Association accreditation and for the Department's and staff's continued excellence in providing services to offenders in the District.

Assistant District Director Sally Kreamer briefly explained the case management system and the Evidence Based Practices (EBP) used by our department and the state to provide services to our offenders.

Director Sherzan then discussed the situation regarding the property at Ft. Des Moines in conjunction with the Des Moines Zoo. This was in response to some newspaper articles that intimated that there was some possibility that the Department would move out of the Ft. Des Moines properties. Director Sherzan expressed the feeling that the Department needs to look at combining our services onto one campus, but that there was no intent or movement on the Department's part to do that at present.

Director Sherzan then explained that the Department had hired six people for our EMS Command Center that is to be housed at Ft. Des Moines. He also mentioned that the Department was in the process of finalizing an agreement with one Vendor to supply EMS equipment and coverage to the state of Iowa.

Director Sherzan then asked Administrative Officer Steve Dick to explain the most recent State Auditor's Report. Steve explained our response to the only comment on the report. Tom Hockensmith moved and Don Greenelee seconded a motion to accept and file the State Auditor's Report. The motion passed by voice vote.

Sally Kreamer started the explanation of what Evidence Based Practices is and then introduced Supervisor Michelle Dix and Community Treatment Coordinator Lisa Hansen. Lisa gave a fifteen minute PowerPoint presentation explaining in detail what Evidence Based Practices (EBP) is and how it works in our Department. Following Lisa's presentation, Jack Bishop gave some very positive comments about the Department's programming and work with offenders. Sally Kreamer commented that the Department is doing a controlled study to see if EBP is working as well as we feel it is. Deputy Director Dan Craig of the Iowa Department of Corrections voiced the State's feeling that EBP is working well in Iowa and especially in this District.

There was no old or new business to be brought before the Board.

With no more business to be conducted, Jack Bishop moved and Don Greenlee seconded a motion that the meeting adjourn. The motion passed unanimously. The meeting was adjourned at 1:18 pm.

Respectfully submitted:

Neil Wheeler, Division Manager

Michael J. King, Chairperson
Fifth Judicial District
Department of Correctional Services

Date

**Executive Committee of the Board of Directors
For the
Fifth Judicial District Department of Correctional Services**

Minutes
December 14, 2006

Those in attendance: Chairperson Michael J. King, Jack Bishop, Cy McDonald, all in person, and Don Greenlee via a telephone conference call.

Staff in attendance: Assistant District Director Sally Kreamer and Division Manager Neil Wheeler.

Also in attendance: Tom Hockensmith, Polk County Board of Directors member.

The meeting was called to order at 604 Locust, Suite 317 by Chairperson Michael J. King at 10:05 am.

The first item of business was the approval of the agenda for this meeting. Jack Bishop moved and Cy McDonald seconded a motion that the agenda for today's meeting be approved. The motion carried by voice vote.

Board of Directors member Tom Hockensmith from Polk County was present and addressed the Executive Committee briefly to offer the services of the Polk County Personnel Office if the Executive Committee chooses to initiate a search for a new District Director. He gave the Executive Committee members a proposed outline/timeline that could be used during recruitment of a new District Director. Mr. Hockensmith then left.

The next item of business was the procedure for an Interim Acting Director. Jack Bishop moved and Don Greenlee seconded a motion to accept, with regret, the resignation of District Director Gary Sherzan. This motion passed by voice vote. Assistant District Director/Acting District Director Sally Kreamer was asked to leave during the next period of discussion. Discussion then ensued regarding Acting Director versus Interim Director and salary and benefits compensation for the Interim District Director. It was suggested that the Interim District Director's salary be set at approximately \$100,000.00 and that the Interim District Director have no cap/maximum on vacation accrual during the period from now until the new District Director is installed.

Assistant District Director Sally Kreamer was asked to return to the meeting. Chairperson Mike King offered the Interim District Director position to Assistant District Director Sally Kreamer at approximately \$100,000.00 per year and with no cap/maximum on her vacation, during the period that she is Interim District Director. Assistant District Director Sally Kreamer accepted the position of Interim District Director of the Fifth Judicial District Department of Correctional Services. Jack Bishop moved and Cy McDonald seconded a motion to recommend Assistant District Director Sally Kreamer be the Interim District Director with her salary being set at approximately \$100,000.00 and that she have no cap/maximum on her vacation accrual during the period from now until the new District Director is installed and also to direct the start of an immediate search for a new District Director. This motion passed by voice vote. It was also highly suggested that Interim District Director Kreamer promote a person to be the Assistant District Director of Field Services while she is the Interim District Director. She will talk with Chairperson King about this.

The next item of business was discussion of the process to be used to fill the District Director's position. Chairperson King will make a presentation to the full Board of Directors at the next meeting regarding the procedure for hiring a District Director.

The next item of business was to seek nominations for the new Executive Committee of the Board of Directors for calendar year 2007. Jack Bishop consented to chair the Nomination search committee. He will ask Tom Hockensmith to assist him. Neil will send Jack a copy of the present Board members' phone numbers.

There was no old or new business to be conducted.

Cy McDonald moved and Jack Bishop seconded a motion to adjourn the meeting. The motion carried by voice vote. The meeting was adjourned at 10:52 am.

Respectfully submitted:

Neil Wheeler, Division Manager

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

**Board of Directors
for the
Fifth Judicial District Department of Correctional Services**

Minutes
January 31, 2007

Members in attendance: Chairperson Michael J. King; Joan Acela; Jack Bishop; Paula Culver; Royce Dredge; Larry Eastin; Linda England; Judge Arthur Gamble; Clarence Gee; Don Greenlee; Marvin Grace; Steve Grgurich and wife, Leta; Mark Hanson; Tom Hockensmith; Sam Nichols; Don Reasoner; Steve Shelley; and Rick Tiedje.

Staff in attendance: Interim District Director Sally Kreamer; Assistant District Director Ken Smid; Division Manager Neil Wheeler; Administrative Officer Steve Dick; Systems Administrator Scott Adams; and Information Technology Specialist Vickie Sherzan.

The meeting was called to order at 12:04 P.M. by Chairperson Michael J. King on January 31, 2007.

The first order of business was the approval of the agenda for this meeting. Tom Hockensmith moved and Don Greenlee seconded a motion that the agenda be approved. The motion carried by voice vote.

The Chair person greeted all the new members on the Board and asked that all persons present introduce themselves including what county or entity they were representing.

The next item of business was the approval of the Minutes from the full Board Meeting held on October 25, 2006. Royce Dredge moved and Linda England seconded a motion that the Minutes be accepted and approved as written. The motion passed by voice vote.

The next item of business was the approval of the Minutes from the Executive Committee of the Board of Directors Meeting held December 14, 2006. Sam Nichols moved and Clarence Gee seconded a motion to approve the Minutes as written. The motion carried by voice vote.

The next item of business was the report from the Nominating Committee regarding the election of officers for 2007. Nominating Committee Chairperson Jack Bishop reported that the five (5) present Board members on the Executive Committee, Chairperson Michael J. King, Judge Arthur Gamble, Larry Eastin, Don Greenlee, and Jack Bishop had all consented to continue on the Executive Committee for another year. There was a motion by Jack Bishop with a second by Paula Culver that these five members would continue on the Executive Committee for the next year and that the Board will ballot vote for two open positions on the Executive Committee from six candidates. The motion carried by voice vote. Ballots were distributed to the Board members, collected, and counted by Division Manager Neil Wheeler. Royce Dredge was voted as one of the new Executive Committee members. There was a tie between Linda England and Don Reasoner for the second opening. Ballots were prepared, distributed, collected and counted by Division Manager Wheeler. Don Reasoner was voted as the winner of the second vacant Executive Committee position. Ballots will be held by Neil Wheeler for sixty (60) days so that they can be reviewed if necessary. They will be destroyed after sixty days.

Chairperson King asked Administrative Officer Steve Dick to review the budget. Tom Hockensmith asked about the carryover and what it would possibly be used for. Interim Director Sally Kreamer explained what some of the possibilities might be. Larry Eastin moved and Jack Bishop seconded a motion to accept the budget as presented. This motion carried by voice vote.

The next item of business was the discussion of the procedure to be utilized for the hiring of a new District Director for the Department. Jack Bishop discussed the hiring procedure used the previous time a District Director was hired. Jack suggested advertising regionally rather than nationally. The Midwest would be considered Regional. Tom Hockensmith moved that the Board with the assistance of the Polk County Personnel Department advertise regionally for candidates to fill the vacant District Director position and that the Executive Committee work with Kathy Hamre of the Polk County Personnel Department to obtain candidates to fill this position. This motion was seconded by Marvin Grace. This motion carried by voice vote.

Interim Director Sally Kreamer and Assistant District Director Ken Smid made a presentation regarding the OWI Facility, Building 65/66, at Ft. Des Moines. Interim Director Kreamer advised that we had sought the advice of an architectural engineering firm to ascertain the approximate cost to add a waiting/reception area to Building 65/66 and to make it handicap accessible. The architectural firm estimates to add this waiting /reception area to the existing building would cost approximately \$175,000.00 if no elevator was added, and approximately \$250, 000.00 if an elevator was added. Interim Director Kreamer indicated that the Department has chosen not to pursue either of these options due to the pressure that the Blank Park Zoo has exerted to try to get the Department to vacate our present location. Assistant Director Smid also mentioned that in the recent past the Blank Park Zoo has indicated that they would like to move or remove the Department and its offenders from our 17.3 acres which is bounded on three sides by zoo property so that the zoo could expand onto our present property. Jack Bishop suggested that the Board discuss the possibilities of future plans for our Ft. Des Moines property. Judge Gamble suggested the possibility of researching another site in southern Polk or northern Warren County for the men’s facilities. Jack Bishop suggested the possibility of opening some sort of discussion with the State regarding other properties.

Information Technology Specialist Vickie Sherzan led a presentation of the Department’s information gathering system and the statewide ICON offender information system including the reports produced through this system. She also explained Ad Hoc and Data Warehouse information and reports.

Systems Administrator Scott Adams showed the Board the Newsletter which is being distributed to staff on our present intranet website. Vickie Sherzan chairs this committee which puts together the content of the Newsletter. He also showed the Board the design that has been created for the Department’s new internet website and asked if there was any concern by Board members if their names were listed on this site. There was no concern.

There was no old business to discuss.

Under New Business, the Interim Director and Neil Wheeler described the water damage that was incurred by the Administration Office at the Equitable Building last weekend due to a frozen pipe on the floor above the Administration Office. It is anticipated that the Administration Office operations may resume as early as this Friday at the Equitable Building. Damage should be covered by either the Department’s or the Equitable Building’s insurance.

Again Chairperson Michael King welcomed all new Board members.

With no more business to come before the Board, Chairperson King announced that the meeting was adjourned. The meeting adjourned at 1:12 P.M.

Respectfully submitted:

Neil Wheeler, Division Manager

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

**Executive Committee of the Board of Directors
for the
Fifth Judicial District Department of Correctional Services**

Minutes
April 13, 2007

Executive Committee Members in attendance: Chairperson Michael J. King, Jack Bishop, Royce Dredge, Larry Eastin, Judge Arthur Gamble, Don Greenlee, and Don Reasoner.

Staff in attendance: Division Manager Neil Wheeler

Special Guest: Kathy Hamre, Polk County Human Resources Department

The Meeting of the Executive Committee of the Board of Directors for the Fifth Judicial District Department of Correctional Services was called to order at 604 Locust Street, Suite 317, 1:02 p.m. on April 13, 2007 by Chairperson Michael J. King.

The first order of business was the approval of the agenda for this meeting. Jack Bishop moved and Larry Eastin seconded a motion that the agenda be approved as presented. The motion carried by voice vote.

The next item of business was the discussion of the steps necessary to fill the director's position. The Executive Committee held a short discussion and then decided to move on to the next two items on the agenda before returning to this item.

Neil Wheeler handed out a packet of potential questions that could be used at the interview to each Executive Committee member for their consideration. After a lengthy discussion, it was decided that each of the Executive Committee members will pick two questions from this list. Neil will call each of the members on Monday, April 16 to gather their choices and to compile them into a list to be asked at the initial interview.

Kathy Hamre, Polk County Human Resources, reviewed the applicant pool for the District Director position with the Executive Committee members. The pool of applicants was narrowed to three applicants. Jack Bishop moved and Don Reasoner seconded a motion that three applicants be interviewed for the position of District Director. One of these interviews will be a phone interview with a candidate from Utah unless he wishes to have an in-person interview which would be at his own expense. This motion passed by unanimous voice vote.

The Executive Committee then returned to agenda item three to discuss where and when the initial interviews would take place. It was decided by the Executive Committee that the interviews would start at 1:00 p.m. on Thursday, April 19, 2007, in the conference room of Building 68 at Ft. Des Moines. The interviews will be scheduled for an hour each with fifteen minutes between them. Thus, the interviews will be held at 1:00, 2:15, and 3:30 p.m. and should conclude by approximately 5:00 p.m. Kath Hamre will call the three candidates to set up the interview times.

There was no Old or New Business to be conducted.

Having completed the business set forth in the agenda and having no more business to conduct, Jack Bishop moved and Don Greenlee seconded a motion that the meeting be adjourned. The motion passed by voice vote. The meeting was adjourned at 2:20 p.m.

Respectfully submitted:

Neil Wheeler, Division Manager

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

**Board of Directors
for the
Fifth Judicial District Department of Correctional Services**

Minutes
April 25, 2007

Members in attendance: Chairperson Michael J. King, Joan Acela, Lonnie Bench, Paula Culver, Royce Dredge, Larry Eastin, Linda England, Judge Arthur Gamble, Clarence Gee and his daughter Dollie, Don Greenlee, Steve Grgurich and wife Leta, Mark A. Hanson, Tom Hockensmith, Sam L. Nichols, Don Reasoner, and Rick Tiedje.

Special Guests: Daniel Craig, Deputy Director Western Region Operations, Iowa Department of Corrections and Fred Scaletta, Executive Officer 3 (Media Coordinator), Iowa Department of Corrections.

Staff in attendance: Interim District Director Sally Kreamer; Administrative Officer Steve Dick, Assistant District Director Ken Smid, Division Manager Neil Wheeler, Executive Secretary Lisa Walters, PPO III Joe Crook, PPO II Caroline Hill, Residential Officer Maggie Martin, PPO II Allice Reynolds, and PPO II Shelly Silver.

The meeting was called to order by Chairperson Michael J. King at 12:00 P.M. at Building 68 Thayer Avenue, Des Moines, Iowa on April 25, 2007.

The first item of business before the Board was the approval of the agenda for the meeting. Don Greenlee moved and Don Reasoner seconded a motion that the agenda be approved as presented. Chairperson Michael J. King asked that a vote for a Vice-Chairperson be considered under New Business. There was no further discussion and the motion passed by voice vote.

The next item of business was the approval of the Minutes from the Executive Committee Meeting held on April 13, 2007. Clarence Gee moved and Larry Eastin seconded a motion that these minutes be accepted as written. The motion passed by voice vote.

The next item of business was the approval of the Minutes from the Board of Directors Meeting held January 31, 2007. Sam Nichols moved and Linda England seconded a motion to accept these minutes as written. The motion carried by voice vote.

The next item of business was a review of the budget handout as presented by Administrative Officer Steve Dick. Steve reviewed both the Third Quarter revenues and expenditures. Don Reasoner moved and Royce Dredge seconded a motion to accept the budget as presented. This motion carried by voice vote.

Steve Dick then led a review of the FY2006 audit as conducted by the Auditor of State. There was only one reportable comment which dealt with separation of duties in the Region offices. This comment had been dealt with following last year's audit and corrective action was taken then.

Interim Director Sally Kreamer then presented information to the Board regarding a proposed 3% Cost of Living Allowance (COLA) for the Exempt/Non-contract staff. This COLA would be the same as the COLA that the bargaining unit staff were given through labor contract negotiations. Discussion was held which centered on whether this increase was in line with national averages. At the conclusion of discussion, Sam Nichols moved and Linda England seconded a motion that the exempt/non-contract staff be given a 3% Cost of Living Allowance (COLA) effective with the first day of the pay period that includes July 1, 2007 and July 1, 2008. This motion passed by voice vote.

The next order of business was the presentation of Sally Kreamer as the finalist for the position of District Director. Mike King and Judge Gamble recommended to the full Board that Sally Kreamer be appointed as the new District Director of the Fifth Judicial District Department of Correctional Services subject to a presentation by Sally to the Board of her qualifications and her vision for the future of this Department. Sally reviewed her qualifications and also gave her vision for the future of the Department. Mike King thanked the Executive Committee for their work interviewing and selecting a finalist for the Director's position. He also thanked Polk County and in particular Employment Manager Kathy Hamre for their work and assistance in the selection process. Tom Hockensmith then moved to accept the recommendation of the Executive Committee to the full Board of

Directors to hire Sally Kreamer as the new District Director at a salary of approximately \$110,000.00 annually. This motion was seconded by Lonnie Bench. This motion carried by voice vote.

Daniel Craig, Deputy Director Western Region Operations, Iowa Department of Corrections asked to address the Board. He commented to the Board that he felt they had made an excellent decision to hire Sally as District Director.

As mentioned previously, the business to be covered under New Business was to designate a member of the Board as Vice-Chairperson. Don Reasoner immediately moved and Judge Gamble seconded a motion that Royce Dredge be nominated for the position of Vice-Chairperson. This motion carried by voice vote.

There was no Old Business to come before the Board.

With no more business to transact, Don Greenlee moved and Lonnie Bench seconded a motion that the meeting be adjourned. This motion passed by voice vote. The meeting adjourned at 12:42 P.M.

Respectfully submitted:

Neil Wheeler, Division Manager

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

**Executive Committee of the Board of Directors
for the
Fifth Judicial District Department of Correctional Services**

Minutes
June 15, 2007

Those in attendance: Chairperson Michael J. King, Jack Bishop, Royce Dredge, Larry Eastin, Judge Arthur Gamble, Don Greenlee, and Don Reasoner.

Staff in attendance: District Director Sally Kreamer, Assistant District Director Ken Smid, and Division Manager Neil Wheeler.

The meeting was called to order by Chairperson Michael J. King at 3:02 p.m. on June 15, 2007 at 604 Locust, Suite 317, Des Moines, Iowa.

The first order of business was the approval of the Agenda for today's meeting. Don Greenlee moved and Jack Bishop seconded a motion that the agenda be approved as presented. The motion passed by voice vote.

District Director Sally Kreamer addressed the Executive Committee regarding the addition of positions to the Department. The first area of interest is the Sex Offender Treatment Program in Des Moines. The Department has chosen to not renew the sex offender treatment contract with Counseling and Assessment Services for the coming fiscal year. C.A.S.'s contract will end effective June 30, 2007. The Department has chosen to move this program in-house and hire staff to provide the services previously provided by C.A.S. The Department would hire a Clinical Services Manager and two psychologists to provide this treatment. We would also move a Community Program Monitor hired last year so that the position is paid through General Appropriated Funds rather than local funds. The Department would also need to hire another Supervisor since the present supervisor would not be able to supervise the SOTP group and the mental health group as well. These two areas would need to have separate supervisors. Jack Bishop moved and Don Reasoner seconded a motion to allow hiring to fill all the positions

requested by Director Kreamer and to move the Community Program Monitor position from local to State Appropriated funds. This motion carried by voice vote.

Director Kreamer also informed the Executive Committee that she wants to fill the Assistant Director of Field Services position she previously held and that she would like to hire another Clinical Services Manager to provide quality assurance of all of our programs. Sally explained that next year the Department of Corrections is evaluating all programs in all districts to determine those that are working and those that are not. If programs are not working or are not successful, funding for those programs will be curtailed. This information was discussed. Royce Dredge moved and Don Greenlee seconded a motion to allow filling the vacant Assistant District Director's position and hiring to fill the Clinical Services Manager position. The motion passed by voice vote.

Director Kreamer reiterated that the Department would curtail the Des Moines SOTP contract on June 30, 2007, but that we would continue the SOTP program contract in Creston. We will continue our other service contracts for the coming fiscal year.

Director Kreamer reviewed the Department's current budget status with the Executive Committee. Sally explained that we are in good financial condition even after adding these new positions for the coming year.

Under Old Business, Jack Bishop updated all present on the progress that former Director Gary Sherzan is making. Gary is feeling much better.

Under New Business, Director Kreamer informed the Executive Committee of a large mental health grant that the Department of Corrections has received for persons coming out of prison with mental health problems. The Department gets 25% of those offenders coming out of the prisons on parole or work release with mental health problems. Because of this, the Department is getting three new positions, Probation/Parole Officers to work with these offenders. Sally presented information about a law suit that was filed regarding Field Status that may have an effect on all judicial district departments of correctional services and the State of Iowa regarding payment of overtime. Until the Department is aware of the outcome of this case, we will hold any extra funds we have in case we have to do back pay as a litigation outcome. Sally also informed the Executive Committee that we are out of room for any new staff at 910/1000 Washington and we will be looking for ideas for staff to telecommute and other office space in the community to deal with this situation.

Having concluded the business before the Executive Committee and having no more business to conduct, Don Reasoner moved and Larry Eastin seconded a motion that the meeting be adjourned. This motion passed by voice vote. The meeting was adjourned at 3:40 p.m.


Respectfully submitted:


Neil Wheeler, Division Manager


Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services


Date


FIFTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
(GUIDE FOR LOCATING INDIVIDUAL DEPARTMENTS & FACILITIES)


	<p><u>ADMINISTRATION OFFICE</u> 604 Locust St, Suite 317 Equitable Building Des Moines, Iowa 50309 (515) 280-4220</p>
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	<p><u>PRETRIAL RELEASE</u> Polk County Jail 110 – 6th Avenue Des Moines, Iowa 50309 (515) 286-2156</p>	<p><u>RELEASE WITH SERVICES</u> Polk County Jail 110 – 6th Avenue Des Moines, Iowa 50309 (515) 286-2156</p>
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	<p><u>COMMUNITY SERVICE SENT. INFORMAL PROBATION INTAKE</u> (286-3046)</p>	<p>Polk County Courthouse Room B40 500 Mulberry Street Des Moines, Iowa 50309 (515) 286-3025</p>
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	<p><u>PRE-SENTENCE INVESTIGATION</u> (242-6602) <u>SEX OFFENDER TREATMENT PROG.</u> (242-6082) <u>INTENSIVE SUPERVISION (ISP)</u> (242-6604) <u>DOMESTIC UNIT</u> (242-6604) <u>SUPPORT SERVICES</u> (242-6634) <u>MENTAL HEALTH UNIT</u> (242-6617)</p>	<p><u>ADDRESS FOR ALL:</u> 1000 Washington Ave. Des Moines, IA 50314</p>
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	<p><u>PROBATION DEPARTMENT</u> 910 Washington Avenue 1st Floor Des Moines, Iowa 50314 (515) 242-6680</p>	<p><u>PAROLE DEPARTMENT</u> 910 Washington Avenue 2nd Floor Des Moines, Iowa 50314 (515) 242-6603</p>
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	<p><u>WOMEN'S RESIDENTIAL FACILITY</u> 1917 Hickman Road Des Moines, Iowa 50314 (515) 242-6325</p>
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	<p><u>OWI FACILITY</u> 65/66 Gruber St. Des Moines, Iowa 50315 (515) 242-6980</p>	<p><u>DRUG COURT/YOUTHFUL OFFENDER</u> 65/66 Gruber St. Des Moines, Iowa 50315 (515) 242-6980</p>
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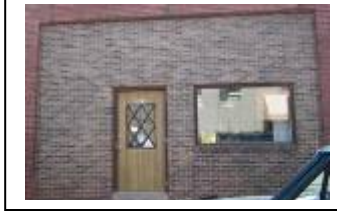


MEN'S RESIDENTIAL FAC.

Building 68- Probation
Fort Des Moines
Des Moines, Ia. 50315
(515) 242-6902/6908

MEN'S WORK RELEASE FAC.

Building 70 – Work Release
Fort Des Moines
Des Moines, IA 50315
(515) 242-6956/6957



ADEL OFFICE

905 Main St.
Adel, Iowa 50003
(515) 993-4632



CHARITON OFFICE

Chariton City Hall
115 South Main Street
Chariton, Iowa 50049
(641) 774-8112



CRESTON OFC.

219 1/2 North Pine
Creston, Iowa
50801
(641) 782-8556



INDIANOLA OFFICE

209 W. Salem
Indianola, Iowa 50125
(515) 961-3095



KNOXVILLE OFFICE

113 South 3rd
Street
Knoxville, IA
50138



NEWTON OFFICE

Jasper County Annex
Bldg.
115 N. 2nd Ave. E.
Newton, IA 50208
(641) 792-1101

ABOUT OUR COVER

“We now have two beautiful gardens with flowers, inscribed stepping stones and benches.
We now have a place to come, to remember, to grieve, to meet others and yes, to heal.”

–Janice Wright, VIP speaker, survivor, volunteer

The picture gracing our front cover is one of two Victim Memorial Gardens / Walking Paths, dedicated by the Fifth Judicial District Department of Correctional Services on April 12, 2005 at a ceremony during National Crime Victim Rights Week. This memorial pictured, is located at the Fifth District Department of Correctional Services, Fort Des Moines Facility, and was designed to remind visitors of what is important to victims/survivors in the healing of life's wounds. Engraved walking stones surround this memorial emphasizing the meaningful words of: Hope, Healing, Justice, Courage, Truth, Restorative, Accountable, Remorse, Empathy, and Respect. A Dove was chosen for the twelfth stone as it signifies Peace. The sturdy benches and hardy native perennials signify the stability which we all strive for in our lives. The gardens are intended to draw life, (both human and winged), to the changing colors through spring, summer and fall. The Fifth Districts' second garden, is located at the 910/1000 Washington Ave. Probation/Parole Office.

Planning for these memorial gardens began in the spring of 2004 with Judy Guinn, Doug Dillavou, Robin Tedesco, Mark Miller, Rick Daily, Carrie Schouten, LuAnn Smith and a number of community service workers playing instrumental parts in their development & completion. Dedication speakers included: Cheri Kelaher, Betty Brown and Karen Muelhaupt. We thank them all.