

**Fifth Judicial District
Department of
Correctional Services**



Gary Sherzan, Director

**ANNUAL REPORT
2005- 2006**

November, 2006

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 departments 2005-2006 Annual Report.

As you are aware this has been a very busy year for our staff. We've moved into a new Administration Office in Des Moines, we have new offices in Adel and Newton; We negotiated a new Electronic Monitoring Contract for the state, the value of that contract is about 7.8 million dollars over the period of the contract. Over 8,000 new offenders were signed up on some form of correctional supervision in the district and finally we have continued our training and efforts toward Evidence Based Practices. All of these efforts have taken a great deal of time and effort on the part of our staff in order to bring quality correctional services to the district. I would like you to know that I am extremely proud of the staff.

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, 2005 through June 30, 2006.

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

Respectfully Submitted,

Gary Sherzan, Director
Fifth Judicial District
Department of Correctional Services

Fifth Judicial District Department of Correctional Services

Submitted by Gary Sherzan, Director

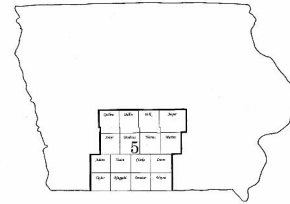
Chapter 905 of the Iowa Code requires the Department to provide to the sixteen counties of the Judicial District and Court an annual report of activities. The following is the report for Fiscal Year 2004.

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BOARD OF DIRECTORS

Fifth Judicial District – Department of Correctional Services

JANUARY, 2006
(20 members)



Richard Hoadley	Adair County, Greenfield 50849
Linda England	Adams County, Corning 50841
Don Reasoner	Clarke County, Osceola 50213
Kim Chapman	Dallas County, Adel 50003
*Larry Eastin	Decatur County, Leon 50144
Lonnie Bench	Guthrie County, P.O. Box 659, Stuart, IA 50250
M.E. Bill Ward	Jasper County, P.O. Box 944, Newton, IA 50208
Clarence Gee	Lucas County, Chariton 50049
*Cy McDonald (V.Chair)	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
*Bob Sandy	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

Fifth Judicial District

Department of Correctional Services

Administrative Office, Jim Hancock Center, 1000 Washington Avenue, Des Moines, Iowa 50314
515-242-6600 • FAX 515-242-6656

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 is to: Protect the Public, the Employees, and the Offenders.

Public

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

Employees

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

Offenders

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

Table of Organization

AA/EEO REPORT

RESIDENTIAL SERVICES

Ken Smid, Assistant Director

RESIDENTIAL UP-DATE - by Ken Smid

The major accomplishment in Residential Services this past year was the Men's Residential facilities becoming ACA accredited. This is a national accreditation that only the Fifth Judicial District has achieved in Community Corrections in Iowa. The Women's Facility was not included because at the time we applied for Accreditation the facility was still operated by a private company. The accreditation is for three years and we will seek accreditation of the Women's Facility at the time of the re-accreditation of the Men's facilities.

Both the Men's and Women's facilities were also inspected by the Federal Bureau of Prisons several times during this past 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.

MEN'S RESIDENTIAL FACILITY -

The Fifth District Men's Residential Facility is located on the Ft. 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 of these three facilities is 267.

The OWI Facility houses 67 offenders sentenced for repeat drunk driving offenses. These offenders average five (5) to six (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.

The Work Release Facility is comprised of 100 offenders coming from prison who must meet a number of conditions before being paroled by the Board of Parole. The main issues are usually housing and suitable employment, although many are in need of additional interventions to address the core areas that sent them to 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 on this unit are twenty federal offenders coming out of federal prisons.

The Probation Facility at Ft. Des Moines holds 80 offenders sentenced by judges in the 16 counties of 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 Ft. Des Moines with the key exception being the use of gender specific curriculum that has been shown to be effective for the female offender.

RESIDENTIAL STATISTICS

FIELD SERVICES
Sally Kreamer, Assistant Director

FIELD UP-DATE – by Sally Kreamer

The Fifth Judicial District was granted funding for one additional Probation/Parole Officer III to assist in the supervision of high risk sex offenders. This position was placed in the Creston office and will supervise those sex offenders not within the capture area of Des Moines. This will be the first time that the rural counties of this District will be supervised by a specialized Probation Officer. Additionally, the District allocated resources for a Community Treatment Monitor for the Sex Offender Unit. This position will assist 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. The District has also allocated a Community Treatment Monitor to assist the Mental Health Unit. This position will work with mentally ill offenders to assist with release at pre-trial, conduct assessments, and work with community resources.

PRETRIAL RELEASE (ROR [Released on Own Recognizance]) –

The purpose of the ROR component is to release, without a bond, adult defendants whose stable ties to the community indicate that they will appear in Court when scheduled. Pre-Trial staff interview jail detainees who have been arrested in the past 24 hours and using objective criteria, consider an ROR, release. Points are earned for length of residence in a particular location, length of residence in the community, ability of employment and the presence of family ties.

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 “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 towards adjudication.

INTENSIVE PRETRIAL RELEASE –

Jail inmates are reviewed by Intensive Pretrial Release staff 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 officer 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 are low risk, require minimum supervision and are given specific conditions to comply with by the Court. While under informal probation, the client is not required to report in or meet with the probation officer on a regular basis. They are given certain requirements by the court to be fulfilled within a designated time frame. These requirements involve different programming depending on the client's needs. It is the goal that with this minimal intervention, the client will not experience further involvement in the criminal justice system.

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.

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 clients 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 clients 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.

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. Revocation of supervision is not the first response since the majority of domestic abuser 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-four years, the completion rate of 79% represents about 69,000 defendants and if considered to be worth minimum wage, equals approximately 19 million dollars in non-paid work for area government and nonprofit agencies. There are over 220 participating agencies in the central Iowa area benefiting from community service sentencing placements. The approximate split is 60% nonprofit agencies and 40% governmental agencies.

SEX OFFENDER PROGRAM

(Polk County / Metro Area - Jasper, Dallas, Warren, Madison and Marion Counties) –

The Department contracts with Counseling and Assessment Services to provide psychological evaluation, testing and treatment services. These services include psychological/psychosexual evaluation, hormonal intervention therapy, treatment groups, individual counseling, penile plethysmography testing (PPG) and consultation services to department staff.

Creston Sex Offender Program – The department contracts with Crossroads Mental Health Centers 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.

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. Donald E. Lusk and Sgt. Brandon Garvey, who report to the District Director. The Fugitive Unit was involved in approximately 1,366 arrests during this last Fiscal Year.

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 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**.

OFFENDER EDUCATION 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”, “Victim Impact”, “Beyond Trauma” “Moving On”, and “Calm”, as well as aftercare services, which help to facilitate change within the offender. A family group has been developed to train families to support offender change.

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 Youth Offender Program in collaboration with the Polk County Attorneys office, EFR, The Young Women’s Resource Center, The City of Des Moines Parks Department, DMAACC, Americorp, Spectrum, Workforce Development, Urban Dreams, The Hispanic Resource Center and a number of school districts. The Youthful Offender Program is offered at the 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 clients sent to a number of community based substance abuse agencies. 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 districts of Community Based Corrections. During this past fiscal year we have used radio frequency units, voice verification, global positioning satellite units and alcohol testing units.

FIELD STATISTICS
Supervision Status

FIELD STATISTICS
Parole

FIELD STATISTICS
Interstate Compact

FIELD STATISTICS
Region

FY'06 ANNUAL REPORT – FINANCIAL INFORMATION

Five financial reports are presented below



1. REVENUE COMPARISON

- a. Purchase of Service (State Aid) shows an increase in 2005-06 due to additional funding being made available for additional employees and for additional electronic monitoring services.
- b. Client 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 clients may live within the community. These clients have been allowed to save money in order to afford housing more quickly outside of the facility.
- c. Federal client rent collections were less than in 2004-05. The Federal Bureau of Prisons controls the number of clients that are sent to our District.
- d. Interest income increased substantially due to increasing interest rates being paid in 2005-06.
- e. Miscellaneous Income has increased slightly due to an increased amount collected in 2005-06 for miscellaneous group fees.
- f. Supervision fees remained steady in 2005-06.
- 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 2005-06 due to additional positions being added and employees receiving 4.5% merit increases on their anniversary date. Also, any employee that was at their maximum on 4/1/06 received a 2.5% increase
- b. Travel and Fleet Expenses increased in 2005-06 primarily due to the increases in fuel costs for our automobile fleet.
- c. Supplies increased slightly in 2005-06 due to the increased number of staff.
- d. Professional Services increased in 2005-06 due to increased funding for electronic monitoring services.
- e. Services (All Other) increased slightly in 2005-06 due to increases in rental expenses.
- f. Equipment increased substantially in 2005-06 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 2005-06 due to revenues being collected over budget estimates, as well as expenses being under budget estimates. The District did not attempt to spend down this balance due to the uncertainty of salary adjustment funding for FY2006-07 at the end of 2005-06.

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 \$424,644, \$696,756 and \$875.077 respectively for Fiscal Years 2003-04, 2004-05 and 2005-06.

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 clients in the residential facilities. We have also been fortunate to receive prompt repayment from almost all of the clients.

CLIENT ACCOUNTS FUND

The District is responsible to act as a "bank" for the clients' 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 clients in individual accounts and issues checks for all obligations and "spending money" for each client.

While each individual account is small, the combination of all clients 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 clients housed in the facilities not maintaining employment.

**FIFTH JUDICIAL DISTRICT
Department of Correctional Services**

REVENUE COMPARISON

General Fund Only

	2003 – 04	2004 – 05	2005 – 06
REVENUE DESCRIPTION			
Purchase of Services (State Aid)	\$13,009,669	\$13,387,804	\$15,278,601
Client Rent, all facilities	1,383,446	1,470,100	1,447,513
Federal Client Rent Reimbursement	638,262	807,576	570,083
Interest Income	15,011	45,042	133,087
Miscellaneous Income	36,270	25,149	31,571
Miscellaneous Fees	139,795	319,896	272,460
Supervision Fees	1,099,314	1,469,833	1,469,018
Federal Funds Direct	0	0	0
Federal Funds Indirect (GASA/ODCP)	0	0	0
Other Local Sources	130,000	133,250	133,251
TOTAL ALL SOURCES	\$16,451,767	\$17,658,650	\$19,335,584
Percent increase or decrease over previous year	9.1%	7.3%	9.5%

FIFTH JUDICIAL DISTRICT
Department of Correctional Services

BALANCE SHEET

General Fund Only

	2003 – 04	2004 – 05	2005 - 06
ASSETS			
Case and Investments	1,199,865	1,537,769	1,916,262
Accounts Receivable	102,561	172,559	158,012
Other	3,748	5,706	8,251
TOTAL ASSETS	1,306,174	1,716,034	2,082,525

LIABILITIES			
Accounts Payable	271,221	259,049	310,270
Salaries & Benefits Payable	609,309	760,229	897,178
Other			
TOTAL LIABILITIES	880,530	1,019,278	1,207,448

FUND EQUITY	425,644	696,756	875,077
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TOTAL LIABILITIES & FUND EQUITY	1,306,174	1,716,034	2,082,525
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**FIFTH JUDICIAL DISTRICT
Department of Correctional Services**

EXPENDITURE COMPARISON

General Fund Only

	2003 – 04	2004 – 05	2005 - 06
EXPENDITURE DESCRIPTION			
Salaries	\$12,686,368	\$14,237,125	\$15,451,560
Travel and Fleet Expenses	166,030	129,941	177,729
Supplies	622,039	701,826	732,271
Professional Services	1,553,314	809,090	1,166,827
Services (All Other)	778,752	943,502	973,649
Equipment	156,798	358,975	447,075
Claims and Other Expenses	89,312	83,044	83,517
Debt Service	123,235	124,035	124,635
Reversion of State Appropriation	0	0	0
Capital Expenditures	0	0	0
TOTAL ALL EXPENSES	\$16,175,848	\$17,387,538	\$19,157,263
Percent increase or decrease over previous year	5.84%	7.5%	10.17%

**FIFTH JUDICIAL DISTRICT
Department of Correctional Services**

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

	2003 – 04	2004 – 05	2005 – 06
LOAN FUND			
Revenues	\$9,947	\$14,100	\$13,980
Expenditures	\$10,271	13,188	15,315
Revenue over (Under) Expenditures	-324	912	-1,335
Other Financing Sources			
Excess of Revenues and other Sources Over (Under) Expenditures and Other Uses	-324	912	-1,335
Fund Balance previous Year	7,451	7,127	8,039
Fund Balance Current Year	7,127	8,039	6,704

CLIENT ACCOUNTS FUND			
Revenues	\$3,105,788	\$3,553,100	\$3,337,664
Expenditures	3,042,629	3,595,218	3,373,779
Revenue Over (Under)	63,159	-42,118	-36,115
Expenditures			
Other Financing Sources			
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses	63,159	-42,118	-36,115
Fund Balance Previous Year	99,112	162,271	120,153
Fund Balance Current Year	162,271	120,153	84,038

**FIFTH JUDICIAL DISTRICT
Department of Correctional Services**

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

General Fund Only

	2003 – 04	2004 – 05	2005 – 06
Revenues	\$16,451,767	\$17,658,650	\$19,335,584
Expenditures	16,175,848	17,387,538	19,157,263
Revenue Over (Under) Expenditures	275,919	271,112	178,321
Other Financing Sources	-78,570	--	--
Excess of Revenues & Other Sources over (Under) Expenditures and Other Uses	197,349	271,112	178,321
Fund Balance Previous Year	228,295	425,644	696,756
Fund Balance Current Year	425,644	696,756	875,077

BOARD OF DIRECTORS MEETING MINUTES:

Board of Directors Meeting

Minutes

July 27, 2005

Those in attendance: Chairperson Michael J. King, Lonnie Bench, Jack Bishop, Paula Culver, Royce Dredge, Judge Arthur Gamble, Clarence Gee, Don Greenlee, Dick Hoadley, Rhonda Millhollin, Cy McDonald, Howard Pothoven (alternate for Sam Nichols, Marion County), Don Reasoner, and Bill Ward.

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

The meeting was called to order at the Women's Residential Correctional Facility, 1917 Hickman Road, Des Moines, Iowa at 12:07 p.m. by Chairperson Michael J. King.

The first order of business was the approval of the agenda for today's meeting. Bill Ward moved that the agenda be accepted as presented. Jack Bishop seconded the motion. The motion passed by voice vote.

Bill Ward moved that the minutes of the Board of Directors Meeting held on April 27, 2005 be approved as written. Jack Bishop seconded the motion. The motion passed by voice vote.

The budgets for FY2005 and FY2006 were discussed by Director Sherzan. Handouts of these two budgets were distributed by Administrative Officer Steve Dick. Gary discussed the many positive things we were able to do with last years' money. He also discussed plans for this years' money including the hiring of eleven (11) new staff by the end of December. We will monitor the budget closely, and if it appears that we can do so, we will add additional staff if the budget allows. We will also be looking at the services we provide to see if we need to bolster any of those as well.

The next item of business presented by Director Sherzan pertained to office space. Director Sherzan pointed out that with the addition of eleven (11) new staff, we are completely out of office space at 910/1000 Washington. The Department has looked at space for our Administration offices just south of the downtown area and would like to move our Administration offices there. This would allow for the new staff at the 910/1000 Washington offices. This is a new building in the Riverpoint office development where we would lease office space. Construction "build out" costs would total about \$104,051.00 and the tenant improvement allowance would equal \$82,250.00, leaving approximately \$21,808.00 that would have to be paid "up front". The annual lease rate for a five year lease is \$52,429.00 per year. These amounts have been included in this year's budget. Following discussion, Lonnie Bench moved and Don Reasoner seconded a motion to approve the leasing of property at 501 S.W. 7th Street, Des Moines, Iowa for the purpose of moving the Department's Administration offices to this location. The motion carried by voice vote.

Bill Ward mentioned to the Board that Jasper County is hosting an open house at their new jail facility in Newton this Saturday and Sunday.

While Director Sherzan went to get Residential Manager Peggy Urtz and Residential Supervisor Lynnelle Hawthorne, he asked Assistant Director Sally Kreamer to update the Board about the field operations and programs. Sally talked about some of the programming updates and changes in the Region. She discussed mental health issues regarding Re-entry people and that she was seeking assistance regarding the supervision of the Department's sex offenders. She explained the changes caused by the new sex offender laws that were passed this year. This will cause major changes in how we supervise and electronically monitor sex offenders even after they have been discharged from the Department's supervision. Sally also explained that we will be looking at our assessment tools to make sure we are correctly assessing all our offenders. Director Sherzan added that we will be expanding our Warrant Team/Fugitive Unit in an attempt to respond to sex offender electronic monitoring and GPS violations.

Residential Manager Peggy Urtz and Residential Supervisor Lynnelle Hawthorne presented information to the Board of Directors regarding the history and the present operation of the Women's Facility. They explained how things have changed since the Department took over the daily operation of the facility July 1, 2004. Their presentation was very informative.

There was no Old Business or New Business to be brought before the Board.

With no more business to be conducted, Jack Bishop moved that the meeting be adjourned. Bill Ward seconded the motion for adjournment. The motion passed by voice vote. The meeting was adjourned at 12:55 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 Meeting
Minutes
October 26, 2005

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

Staff in attendance: District Director Gary Sherzan, Administrative Officer Steve Dick, Assistant District Director Sally Kreamer, Assistant District Director Ken Smid, and Division Manager Neil Wheeler.

Special Guest: Dan Craig, Deputy Director of Western Region Operations for the Iowa Department of Corrections.

The meeting was called to order at the Men's Residential Correctional Facility, Building 68, at 12:00 Noon by Chairperson Michael J. King.

The first order of business was the approval of the agenda for today's meeting. Sam Nichols moved that the agenda be approved. Bill Ward seconded the motion. The motion passed by voice vote.

The next item of business was the approval of the Minutes from the July 27, 2005, Board of Director's Meeting. Jack Bishop moved and Royce Dredge seconded a motion to accept the Minutes as written. The motion passed by voice vote.

Director Sherzan introduced Dan Craig, Deputy Director of Western Region Operations for the Iowa Department of Corrections, to the Board of Directors and commented that there is a very good working relationship between the Deputy Director and the District.

The next item of business was the District's budget. Steve Dick handed out a copy of the final FY2005 budget to the Board members. Director Sherzan discussed the final FY2005 budget, noting that the District ended the fiscal year with an ending balance of \$696,756. Director Sherzan also discussed the FY2006 budget. He noted that the Legislature had given the District an increase of approximately \$2,000,000 in state allocations for FY2006. Director Sherzan mentioned that we have approximately two years left to pay on the 910/1000 Washington building. The yearly payment is approximately \$125,000. Jack Bishop commented that the budget is much easier to understand now than it was a few years back. Gary responded that the reason it was so much better was due to the very good work of Administrative Officer, Steve Dick.

Director Sherzan discussed the lease of property for the District's Administrative Office. Gary discussed the problem with the "extra hazardous activity" clause that Hubbell Realty added to the proposed lease for the property at 501 S.W. 7th Street. Our attorney with the Attorney General's Office advised us not to sign this lease with Hubbell Realty. Gary is presently working on some other space for our Administrative Office. Gary asked the Board's patience while he searches for an adequate property. He is confident that he will be able to secure adequate space in the reasonable future.

Administrative Officer Steve Dick presented the Auditor of State Combined Report for the Eight Judicial Districts. He talked about the Comments made by the auditors and the corrective actions taken by the District to alleviate these comments from future audits. Steve has put new processes in place to better deal with the items included in these comments. Mike King complimented Steve on his budget processes and added that he felt Steve has done a great job with the District's finances.

Director Sherzan initiated a presentation and discussion of the state's new "2000 foot" sex offender law. Gary explained the previous law and the differences created by the new law. We are enforcing the law as required, but it is becoming increasingly difficult for the District's sex offenders to find approved places to live. We are working with the County Attorneys and Sheriff's Offices in each of the counties in the District to attempt to meet the law and find appropriate housing for offenders. Also, the EMS law is causing immense problems in coordination with the new "2000 foot" law. There are additional costs involved due to the added staff that may be expected to be added in order to respond to EMS alarms when sex offenders violate their EMS conditions. Corrections Facilities, like Ft. Des Moines, are exempt from the residency law. Deputy Director Dan Craig mentioned that the CBC districts actually supervise a small portion of the growing number of sex offenders in the state. As the number of sex offenders grows, so do the problems facing the state in dealing with them. Dan complimented the District on its attempts to uphold the law and find approved housing.

There was no Old Business to discuss.

Under New Business, Bill Ward mentioned that the new 80 bed Jasper County Jail is now open and operating quite well. They have encountered fewer problems than anticipated. Jasper County is now remodeling the old Jasper County Jail using some inmate labor, which is working very well. Bill also talked briefly about the "retired race horse" program that has begun at the Newton Prison. Cy McDonald commented that the inmate workers that Madison County had used were very knowledgeable and a great savings. Sam Nichols said that Marion County is also building a new jail which should open next year.

Having completed all of the items of business for today's meeting and having no more business before it, Jack Bishop moved with a second by Bill Ward that today's meeting should adjourn. The motion carried by voice vote. The meeting was adjourned at 12:30 PM.

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
November 21, 2005**

Those in attendance: Chairperson Michael J. King, Larry Eastin, Don Greenlee, Cy McDonald, and Bob Sandy.

Staff in attendance: District Director Gary Sherzan and Division Manager Neil Wheeler.

Chairperson Michael J. King called the meeting to order at 2:01 pm.

The first order of business was the approval of the agenda for today's meeting. Don Greenlee moved and Cy McDonald seconded the motion to accept the agenda for this meeting as written. The motion carried by voice vote.

Director Gary Sherzan presented information to the Executive Committee about the possibilities of office space for the Administrative portion of the District. Gary presented information about space in West Des Moines that had been offered by Bridges of Iowa. He also discussed the office space that the District had attempted to lease at 501 S.W. 7th Street. The Attorney General's Office advised the District not to sign the lease for that property. Director Sherzan then presented information about the property that we wish to lease at 604 Locust, Suite 317 and answered questions asked by members of the Executive Committee. The District proposes leasing 6831 square feet of office space from Equitable L.P., L.L.C., General Partner for an annual cost of \$98,600. Director Sherzan also discussed the future possibilities of remodeling or building office space in Des Moines and the outlying counties. When discussion ceased, Don Greenlee moved and Bob Sandy seconded a motion that the Fifth Judicial District Department of Correctional Services lease office space at 604 Locust, Suite 317, Des Moines, Iowa for the annual cost of \$98,600.00. This motion carried unanimously. Chairperson Michael J. King signed a motion on behalf of the Executive Committee allowing the lease of this property.

There was no Old Business.

Under New Business, Director Sherzan informed the Executive Committee of the “escape” of a Work Release inmate who failed to go to work today. This inmate was convicted of Second Degree Murder. The District will seek a warrant and will attempt to arrest this subject.

Having no more business to conduct, Cy McDonald moved that the meeting be adjourned with a second by Bob Sandy. This motion was carried by voice vote.

The meeting was adjourned at 2:16 pm.

Respectfully submitted:

Neil Wheeler, Division Manager

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

Date

Board of Directors Meeting
Minutes (as amended)
January 25, 2006

Those in attendance: Vice-Chairperson Cy McDonald, Lonnie Bench, Jack Bishop, Paula Culver, Royce Dredge, Larry Eastin, J.B. French, Judge Arthur Gamble, Clarence Gee, Don Greenlee, Steve Grgurich and his wife Leta, Sam Nichols, Don Reasoner, Bob Sandy, and Bill Ward.

Staff in attendance: District Director Gary Sherzan, Administrative Officer Steve Dick, and Assistant District Director Sally Kreamer.

The meeting was called to order by Vice-Chairperson Cy McDonald at 12:01pm.

The first order of business was the approval of the agenda for the meeting. Bob Sandy moved that the agenda be accepted as written, with a second by Bill Ward. The motion passed by voice vote.

The next item of business was the approval of the full Board of Directors Meeting Minutes from the meeting October 26, 2005. Clarence Gee moved to accept these minutes as written. Don Greenlee seconded the motion. The motion passed by voice vote.

Approval of the Executive Committee of the Board of Directors Meeting Minutes from their meeting on November 21, 2005 was the next business item. Larry Eastin moved and Sam Nichols seconded a motion to accept these minutes as written. The motion carried by voice vote.

Director Gary Sherzan presented the FY2006 budget. He explained the revenue and expenditure items, the year-to-date revenues and expenses for the first two quarters of the fiscal year, and the percentage of the budget anticipated being received and expended including the estimated ending fund balance. There was no discussion of the FY2006 budget. Jack Bishop moved and Bill Ward seconded a motion to accept the budget as presented. The motion passed by voice vote. Director Sherzan then presented information about the proposed FY2007 budget. The Governor’s recommendations affecting our District for the FY2007 budget include proposed increases of \$4,880.00 in Worker’s Compensation premiums, \$35,000.00 for increased natural gas and fuel costs, and an additional \$649,000.00 budgeted for Electronic Monitoring which would be used to increase the number of EMS employees by 7 FTEs. Cy McDonald asked what was specifically meant by FTEs, and Gary explained. Gary also added that this District has over 100 child sex offenders under supervision. The total number of offenders under supervision in this District has now reached or exceeded the 9000 mark. This is quite substantial when you consider that the combined total number of inmates incarcerated in our prison system is about 8600 inmates. We gained a net of 100 new offenders last month (new offenders minus discharged offenders). Sally commented that every additional 100 offenders should equate to one new probation officer, but it doesn’t. Presently, we are spreading those 100 new offenders among the existing staff who already carry caseloads larger than expected by state standards. This state currently has a total of approximately 30,000 persons under some kind of correctional supervision (CBC and institutions). In the discussion, the question of discharge procedures was asked. Gary and Sally explained that the Probation/Parole Officer recommends the discharge of an offender to their Supervisor who signs the discharge, if appropriate, and forwards it to the Assistant District Director of Field Services (Sally), who signs it and forwards it to the District Director (Gary) for his signature. Once this process is completed, the probationer/parolee is discharged. Sam Nichols asked if there has been any discussion of regional correctional centers such as between states, and Gary said there had not. Paula Culver asked how many offenders were

returned to prison. Sally responded that the numbers were less than the year before which would lead us to believe that we are doing things better and more correctly, such as assessing/evaluating, determining risk, and programming for our offenders. Only about 5% are returned to prison.

The election of officers for the current calendar year was the next item on the agenda. **Bob Sandy** gave the report for the Nominating Committee. Nominees for the Executive Committee were: Jack Bishop, Larry Eastin, Chief Judge Arthur Gamble, Don Greenlee, Mike King, Cy McDonald, and Bob Sandy. Nominee for Chairperson was Mike King and nominee for Vice-Chairperson was Cy McDonald. Nominees for Citizen Representatives were: Paula Culver and Steve Grgurich. Following Cy McDonald's presentation, Clarence Gee moved that nominations cease, with a second by Don Reasoner. Vice-Chairperson Cy McDonald asked if there were any other nominations from the floor. There were none. Bob Sandy moved that the nominations, as presented to the Board, be accepted as the nominations for the Executive Committee, Chairperson, Vice-Chairperson, and Citizen Representatives. Don Reasoner seconded this motion. This motion carried by unanimous voice vote.

Director Sherzan began the next item on the agenda by explaining the changes that had taken place in the Data Processing (computer) Unit following a major virus in late August. ATG (Advanced Technologies Group) was brought in to survey what was needed. They alerted us to the fact that no data backups had been performed for a number of months. ATG suggested that backups be made immediately and regularly and that the District needed to purchase new servers. Steve presented information regarding cost and amount of equipment purchased. Gary reiterated that computers have become our livelihood so we will attempt to continue upgrading our system and our workstations. He also explained that we had internally promoted Marshall Payne to Systems Administrator and had hired two data technicians to assist Marshall and our staff. Gary stressed that the data personnel understand the importance of good, quick response to our employees. Paula Culver asked where the backups were stored and Gary responded that they are kept in the safe at 604 Locust while the servers remain at 1000 Washington.

There was no old business to discuss.

New business entailed Bill Ward talking about the remodel of their "old jail" in Newton and letting the other Board member know that they used jail inmate labor and reduced their cost from an estimated \$500,00.00 to about \$215,000.00 and ended with a very quality product. Cy McDonald said that they had the same experience in Madison County.

With no more business before the Board, Bill ward moved and Bob Sandy seconded a motion to adjourn the meeting. The motion carried by voice vote. The meeting adjourned at 12:35pm.

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**

March 30, 2006

A meeting of the Executive Committee of the Board of Directors for the Fifth Judicial District Department of Correctional Services was scheduled for 1:00 pm on March 30, 2006 at 604 Locust Street, Suite 317, Des Moines, Iowa.

Since only three of the seven Executive Committee members were able to attend, and since a quorum requires four members of the Executive Committee be present to comprise a quorum, there was no quorum. Therefore, no meeting was held.

Respectfully submitted:

Neil Wheeler, Division Manager

Board Chairperson
Board of Directors
Fifth Judicial District
Department of Correctional Services

Date

Board of Directors Meeting

Minutes

April 26, 2006

Those in attendance: Vice-Chairperson Cy McDonald, Jack Bishop, Kim Chapman, Paula Culver, Royce Dredge, Larry Eastin, Linda England, Judge Arthur Gamble, Clarence Gee, Don Greenlee, Steve Grgurich and Leta Grgurich, Tom Hockensmith, Dick Hoadley, Don Reasoner, Sam Nichols, Bob Sandy, Bill Ward, and Michael J. King.

Staff in attendance: District Director Gary Sherzan, Assistant District Director Sally Kreamer, Administrative Officer Steve Dick, and Division Manager Neil Wheeler.

The meeting was called to order by Vice-Chairperson Cy McDonald at 1:02 pm.

Approval of the agenda for today's meeting was the first order of business. Don Greenlee moved and Bill Ward seconded a motion that the agenda be approved as presented. This motion carried by voice vote.

The next item of business was the approval of the minutes from the full Board of Directors Meeting held January 25, 2006. Bob Sandy noted that he had given the Nominating Committee Report to the Board rather than Cy McDonald as written in the Minutes. Don Reasoner moved and **Bill Ward** seconded a motion that the Minutes be amended to correctly read that Bob Sandy presented the Nominating Committee Report and that the Minutes be approved after this correction. The motion was passed by voice vote.

Director Sherzan addressed the Board regarding the current budget and asked Administrative Officer Steve Dick to review and explain the budget that was included in the packet of materials mailed to the Board. Steve explained the budget. Director Sherzan asked that the Department be able to expend up to \$240,000.00 of existing fund for cars, computers and other necessary equipment. Gary explained that he would not allow the year-end balance to drop below \$300,000.00. How much the department would be able to spend on cars, computers and necessary equipment would depend on how much money the Legislature allowed for salary adjustment money for FY2007 since the Department has to be able to pay for Contract pay increases in FY2007 no matter what amount the Legislature allows for salary adjustment. Ken Chapman asked if the Department had a schedule for capital expenditures. Director Sherzan said that we do not. Ken Chapman asked if one could be created, and Director Sherzan said that one will be created. Richard Hoadley moved and Bob Sandy seconded a motion that the Department be allowed to spend up to \$240,000.00 on cars, computers, and necessary equipment. The motion carried by voice vote.

Director Sherzan presented information on the American Correctional Association Accreditation process that the Department had undertaken, including the results of the recent audits. He mentioned to the Board that the Field auditors were extremely impressed by the amount and quality of the Department's programming. Neil Wheeler reviewed with the Board the policies that the auditors had found to be non-compliant in both the Field Audit and the Residential Audit. Sally Kreamer commented on the positives of the ACA Accreditation process. Richard Hoadley added that the Director and his staff were to be commended on the great job they did.

The next item of business was the Merit Increase for Director Sherzan. Mike King presented information to the Board about the process that the Executive Committee had undertaken. Staff members present were asked to leave the room so that the Board could talk with Director Sherzan. Upon return to the room, Neil Wheeler was informed for the minutes that Mike King had moved and Jack Bishop had seconded a motion that the 4.5% Merit Increase for District Director Sherzan, as recommended by the Executive Committee, commencing with the pay period beginning April 21, 2006 be approved. Some discussion ensued. Kim Chapman asked Director Sherzan if he receives any bonuses. Director Sherzan emphatically answered, "No". The question was called. This motion passed unanimously by voice vote.

Discussion of a 2% Cost of Living Allowance (COLA) for non-contract exempt staff for FY2007 was led by Director Sherzan. He explained that the 2% COLA for contract-covered staff was written into the Collective Bargaining Agreement and was automatic. However, we need to pass a motion to give non-contract and exempt staff the same 2% COLA. Kim Chapman asked if raise were based on performance. Director Sherzan responded that non-contract and exempt/supervisory staff increases were based on satisfactory or better performance, but contract-covered were not. Tom Hockensmith moved and Jack Bishop seconded a motion that non-contract and exempt staff be given a 2% Cost of Living Allowance (COLA) commencing with the first day of the pay period that includes July 1, 2006. The motion passed by voice vote.

The next item of business was the consideration of the Judicial District Departments of Correctional Services Classification Plan as presented by Director Sherzan. He explained that asking the Board to consider this plan was promulgated by the filing of a grievance on behalf of all contract-covered Department employees. Director Sherzan explained that he has

tentatively settled this grievance with the Union through agreement for six months back pay for the salary and benefits of affected staff. If the Board accepts this Judicial District Departments of Correctional Services Classification Plan, Director Sherzan will finalize the settlement of this grievance and the Department will follow the Judicial District Departments of Correctional Services Classification Plan in the future. Discussion ensued. Paula Culver moved and Larry Eastin seconded a motion that the Department utilize the Judicial District Departments of Correctional Services Classification Plan. The motion carried by voice vote.

The next item of business was the Swearing In Ceremony for the Department's new Iowa Law Enforcement Academy (I.L.E.A.) graduates. Gary introduced Sergeants Don Lusk and Brandon Garvey to the Board. Sergeant Lusk introduced the graduates, Whitney Mann, Lance Wignall, Ryan Smith, and Kurt Kness to the Board. Judge Gamble administered the oath of office to these new officers.

As Old Business, Assistant Director Sally Kreamer talked about the new supervisor and PPO in the Adel Office. She also explained that the Adel Office has recently moved to a new, more spacious office at 905 Main in Adel. This new office will allow us to do groups at this site.

There was no New Business for the Board.

Vice-Chairperson Cy McDonald declared that the meeting be adjourned. The meeting was adjourned at 1:02 pm.

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
Gary Sherzan, Director**

ADMINISTRATION OFFICE

604 Locust, Suite 317 Equitable Building
Des Moines, Iowa 50309
280-4220

PRETRIAL RELEASE

Polk County Jail
110 – 6th Avenue
Des Moines, Iowa 50309
286-2156

COMMUNITY SERVICES PROGRAM
RELEASE WITH SERVICES
PROBATION INTAKE

Polk County Court House, Room B40
500 Mulberry Street
Des Moines, Iowa 50309
286-3734

INTENSIVE PRE-TRIAL RELEASE

Polk County Jail
110 – 6th Avenue
Des Moines, Iowa 50309
323-5306

PRE-SENTENCE INVESTIGATION

1000 Washington Avenue
Des Moines, Iowa 50314
242-6659

PROBATION/PAROLE

910 Washington Avenue
Des Moines, Iowa 50314
Probation – 242-6680
Parole – 242-6603

ISP/DOMESTIC

1000 Washington Avenue
Des Moines, Iowa 50314
ISP – 242-6604

DRUG COURT

OWI Facility
65/66 Gruber St.
Des Moines, Iowa 50315
242-6925

YOUTHFUL OFFENDER PROGRAM

OWI Facility
65/66 Gruber St.
Des Moines, Iowa 50315
242-6925

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 OFFICE

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, Iowa 50138
641-842-6002

NEWTON OFFICE

Jasper County Annex Building
115 North 2nd Avenue East
Newton, Iowa 50208
641-792-1101

MEN'S RESIDENTIAL FACILITY
WORK RELEASE FACILITY

Building 68 – Probation
Buildings 70 – Work Release
Fort Des Moines
Des Moines, Iowa 50315
242-6902 – Probation
242-6956 – Work Release

OWI FACILITY

Building 65/66
Fort Des Moines
Des Moines, Iowa 50315
242-6925

WOMEN'S RESIDENTIAL
FACILITY

1917 Hickman Road
Des Moines, Iowa 50314
242-6325

