Fifth Judicial District
Department of Correctional Services

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Kim Reynolds, Governor
Adam Gregg, Lieutenant Governor
Michael J. King, Chairperson
Jerry L. Evans, Director

BOARD OF DIRECTORS
For the
Fifth Judicial District Department of Correctional Services

Minutes
Wednesday, July 26, 2017

Members in Attendance: Chairperson, Mike King; Vice Chairperson, Tom Hockensmith; Steve Shelley, Linda England, Marvin McCann, Kim Chapman, Robert Bell, Denny Carpenter, Lyle Minnick, Jerry Murphy, Dale Cline, Crystal McIntyre, David Dotts, Judge Arthur Gamble and Cheeko Camel.

Staff in Attendance: Jerry Evans, District Director; Art Rabon, Assistant Director; Laura Wernimont, Administrative Officer; Teri Sommerlot, Division Manager; Mike Brown, Division Manager; Angela Karaidos, Residential Manager; Carrie Schouten, Executive Officer; Karen Chapman, Administrative Assistant and Wendy Gehringer, Administrative Assistant.

Others in Attendance: Sally Kreamer, Deputy Director, IDOC; Michelle Dix, Assistant Deputy Director, IDOC; Anna Hyatt, House Democratic Staff; Cathy Engel, Senate Democratic Staff.

The meeting of the Board of Directors for the Fifth Judicial District Department of Correctional Services was called to order at 12:00 PM by Board of Directors Chairperson Mike King on Wednesday, July 26, 2017, at the Fort Des Moines Men’s Residential Facility, Building 68/70, Thayer Avenue, Jim Hancock Blvd., Des Moines, IA.

Chairperson King called for a motion to approve the meeting agenda. Motion made by Jerry Murphy to approve the agenda and Marvin McCann, seconded. Motion was approved by voice vote.

Chairperson King called for a motion to approve the meeting minutes dated April 26, 2017. Motion made by Tom Hockensmith to approve the meeting minutes dated April 26, 2017 and Cheeko Camel seconded. Motion was approved by voice vote.

Chairperson King called for a motion to approve the Executive Board Meeting minutes dated June 28, 2017. Director Evans further explained that the Executive Board did the performance evaluation for him and recommended a salary increase. Director Evans also informed the Board that there is an amendment to the Personnel Classification Manual. The adoption of the initial Personnel Classification Manual agreed to an in-grade salary increases of 4.5% but was later advised that the amount will be capped at 3%. Discussion was held and there was no opposition to the change. Motion made by Marvin McCann to approve the Executive Board Meeting minutes dated June 28, 2017, and David Dotts seconded. Motion was approved by voice vote.

Chairperson King called for a motion to approve the Table of Organization. Motion made by Tom Hockensmith to approve the Table of Organization and Cheeko Camel seconded. Motion was approved by voice vote. (See handout)

Mission Statement:
We protect the public, employees, and offenders from victimization, and we seek to help transform offenders into productive and responsible Iowa citizens.

http://FifthDCS.com
Chairperson King called for introductions around the table for new Board members and staff present.

Operations Updates:

- Jerry Evans, District Director: (handout)
  - Director Evans updated the Board on staffing levels within the District.
  - Director Evans discussed risk management of offenders.
  - Director Evans discussed the results from our Accreditation.
  - Director Evans announced that Staff Appreciation Day is set for October 4, 2017.

- Laura Wernimont; Fiscal Administrative Officer: Budget Update (handout)
  - Laura handed out two (2) Operating Statements. The first represents FY17 end of year current status, the second is FY18 budget.
  - The fiscal year ended June 30, 2017 but we have until the end of August to include purchases and goods ordered prior to the end of FY17. Final reports for FY17 will be completed in September.
  - Changes in Revenue from FY17 are due to the 220,000 de-appropriation that occurred in February/March.
    - Rent revenues were higher than expected due to having more Federal clients
    - We had the CHAMPS grant money come in.
  - Changes in Expenditures from FY17
    - The services line is higher than budgeted, which is due to projects completed with infrastructure dollars.
    - $100,000 was budgeted for the new accounting software, however, was not purchased in FY17. Working on this in FY18.
    - The carryover is due to the CHAMPS grant coming in, as well as the savings due to vacancies.
  - FY18 budget was approved in the June 28, 2017 Executive Board meeting.
  - Revenue
    - We are expecting our state appropriation total to equal what we had for FY17.
  - Expenses
    - Salaries and benefits are our largest expense line.
    - Funds have been factored in for equipment to purchase the accounting software not purchased in FY17.
    - We have budgeted for purchasing cars as our fleet ages.

- Mike Brown, Division Manager – Field Services (handout)
  - Mike presented the Color Code Program.

- Art Rabon; Division Manager – Residential Services
  - Division Manager Rabon updated on Fort Des Moines
  - Intakes remain high
  - Wait list is 8 weeks for treatment and 12 weeks for non-treatment
  - Length of stay for treatment remains at 4 ½ months
  - Employment rate is up to 95%
  - Escapes are down to 9
  - Continuing with seamless supervision
  - Construction will begin August 7, 2017. The only access to the facility will be through Bundy Street.

- Angela Karaidos, Residential Manager
  - Residential Manager Karaidos updated on the Fresh Start Women’s Center
  - Waitlist is 4 weeks
  - There are currently 18 Federal clients on waiting list
• 8 escapes in the last 3 months
• Residential Manager Angela Karaidos will go out to California to speak at a national conference on gender responsivity and trauma informed care practices to showcase the Fifth District’s innovative women’s services at Fresh Start Women’s Center.

Chairperson King called for a motion to adjourn the meeting. Motion made by Tom Hockensmith to adjourn the meeting, Kim Chapman seconded, motion approved by voice vote.

Meeting adjourned at 1:06 PM.

Respectfully Submitted,

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Karen Chapman, Administrative Assistant
Fifth Judicial District
Department of Correctional Services

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