

ADVISORY BOARD MEETING MINUTES

County: Shelby

Date: 1/11/2022 Time: 4:00PM

Location: Shelby County Probation Department

Members Present:

Josh Martin, Lindsay Devine, Andy Eads, Terri Bodine, James Garrett, Judge Aplesey, Don Parker, Jeramiah McAdams, Brad Landwerlen, Judge Riggins

Members Absent:

John DePrez, Leigh Langkabel, Kathleen Miltz, Jennifer Weimer, Norm Gahimer, Ron Hounshell, Louie Koch, Mark Weidner

Non-Members Present:

NA

Call to Order

The Advisory Board was called to order by: Andy Eads

Time: 4:05pm

Roll Call/ Determination of a Quorum

Quorum (6) Present

Meeting Minutes Approval

Judge Riggins Approved

Quarterly Reports

(This should include data submitted to IDOC for each entity)

Participants 179 (October 1, 2021 – December 31, 2021)

Participant Statistics

(This should include the number of participants actively on each level of supervision within each entity)

Home Detention: 94
Pre-trial Electronic Monitoring: 13
Forensic Diversion: 0
Pre-trial Adult Day Reporting: 0
Adult Day Reporting: 1
BACtrack: 3
Community Transition Program: 3
Community Service: 47
Recovery Support: 5

ADVISORY BOARD MEETING MINUTES

Juvenile: 16

Financials

Balance of IDOC Grant Fund: \$4.47

(This should include the balance of the account as well as the status of the annual budget)

Balance of Project Income: \$205,691.90

(This should include the balance of the account as well as the status of the annual budget)

Collected Project Income: \$44,638.83

Balance of CTP Fund: \$42,179.73

Balance of Other Funding Sources: NA

Financial Concerns: NA

Performance Measures

(This should include a summary of progress with the 5 goals submitted to IDOC for each entity)

2021 Performance Measures approved electronically by AB on 3/23/2021. 2021 Year End Performance Measures will be submitted to the AB for approval no later than 1/15/2022.

Audits

(This should include any audits completed on each entity and the results)

A case management audit was done weekly on 1 case manager that has needed some extra help and coaching. These audits were done on several participants over the course of 6 weeks.

Staff Trainings Completed

Carey Guides & BITS, INSOMM, Social Emotional Learning Youth Worker Café, Evidence-Based Practices Overview, Skills-based Workshop by IOCS, Fall IACCAC

Votes/ Approvals

- Approval of the Agenda, previous minutes & previous financial report: Judge riggings approved and was seconded and carried by a unanimous vote of the AB members present.
- Approval of the current financial report: Terri Bodine approved and was seconded and carried by a unanimous vote of the AB members present.
- Approval of the 2022 Advisory Board Dates: April 5th, July 12th and October 4th, 2022. Brad Landwerlen approved and was seconded and carried by a unanimous vote of the AB members present.

ADVISORY BOARD MEETING MINUTES

- Approval of the Director's Report: James Garrett approved and was seconded and carried by a unanimous vote of the AB members present.
- Approval of transfer from CTP account (\$987.54) to 4208 field supplies account. Judge Apsley approved and was seconded and carried by a unanimous vote of the AB members present.

Needs of the Entities

NA

Upcoming Events

Diversity, Equity & Inclusion Workshop Training, Hickory Recovery IOP Classes, Working with Unite Indy to continue to find champions in the community and get the Second Chances Job Network started in Shelby County,

Old Business

NA

New Business

New Business

- a. 2022 Advisory Board Dates: April 5th, July 12th, and October 4th, 2022. Lindsay will send out as a calendar invite for all the upcoming dates.
- b. Transfer Appropriations:
 - i. Stick-proof gloves: CC was able to purchase stick-proof gloves and bullet-proof vests from the IPEP Safety Grant. As a condition of the IPEP Grant CC would have to cover any difference in the cost of these items which amounts to \$987.54. CC will need to transfer the money from the CTP account and into the 4208 field supplies account. Judge Apsley approved and was seconded and carried by a unanimous vote of the AB members present.
 - ii. CTP to Project Income (see below under discussion).
- c. Additional Members (see below under discussion).

General Discussion and Announcements

I. Director's Report

In the upcoming AB meetings Josh will be providing the quarterly data from the previous quarter. Profit Loss: we added \$12,000 into our PI Account. We had a great 4th quarter. Historically (in the past 10 years) CC struggles in November & December and in 2021 we had a great December. Some things that have been helping our finances are the budget cuts that have been made. Josh cut all part-time personnel. We have implemented a financial skills class so that within 1 week of a participant coming onto our program they will immediately take our class and gain employment. This helps keep participants compliant early on and we really stressed in our audits and coaching the enforcement of non-compliant behavior with our staff. A year ago, our sustainability was at 5 years and 9 months. It is projected to be even longer now due to rolling money into our PI account. Income for the year: \$511, 778.83. Expenses for the year: \$499,121.50.

ADVISORY BOARD MEETING MINUTES

Participants in 2021: We had 266 participants sentenced or on pre-trial programs which was consistent with 2020 year: 264 participants. We have good numbers from a financial perspective and case management perspective.

CSU numbers in 2021: There were 9 CSU details with probation which led to 43 arrests for the year.

We received juvenile discretionary grant money in December for extracurricular activities for kids. We have \$10,000 specifically for juveniles. We plan to partner more with preventative programs such as YAP.

Discussion

- CTP to Project Income: Josh wanted to get opinions of the AB on using the CTP fund as a rainy-day fund or rolling that money over into the PI account. CTP funds can be used as a rainy-day fund for numerous different things. There were questions about why CC would want to transfer the CTP funds into the PI account. AB members said they were ok with showing a loss at the end of the year in the PI account if that is what it is. If expenses exceed the outcome than they do. Even if you take money from CTP and transfer into PI it is still all of our money and it does not really matter what fund it is in. Judge Riggins, Judge Apsley and James Garrett specifically liked the idea of a rainy-day fund.
- Additional AB members: Josh has been going through past AB notes to learn and understand how the AB works. We currently have 17 members and can add up to 22 members. It was discussed that we table this for now and pick it up at the next AB meeting when Josh has a spreadsheet of all the AB slots, who is currently in the slots, who is active in the AB, etc. Josh did report out that he has spoken with Scarlett Tinsley-Price from the YAP, and she would be interested in being in one of the open slots. Brad, Judge Apsley and Judge Riggins all volunteered to meet with Josh for lunch prior to the next AB meeting to discuss this before bringing it back to the next AB meeting in April.

Adjournment	
<i>A motion to adjourn was made by:</i>	Judge Apsley adjourned
<i>Time:</i>	4:45pm

Next Advisory Board Meeting			
<i>Date:</i>	April 5, 2022	<i>Time:</i>	4:00pm
<i>Location:</i>	Shelby County Probation Department		

Other Comments:

Minutes Approval

ADVISORY BOARD MEETING MINUTES

<i>Date of Approval:</i>	1/13/2022
<i>Advisory Board Chair or Designee:</i>	Andy Eads
<i>Signature:</i>	