

Criminal Justice Coordinating Council (CJCC)
October 22, 2009
8:00 a.m.
Hy-Vee Hall

CJCC Members Present: Bill McCarthy, John Sarcone, Sally Kreamer, Judge Gamble, Tom Hockensmith, Angela Connolly, Valorie Wilson

Others present: Sue Elliott, Lynn Ferrell, Ron Olson, Jan Sears, Donna Brooks, Michael O'Meara, Bill Vaughn, E.J. Giovannetti, Nancy Robinson, Judge Moisan, Anne Sheeley, Mayuresh Mahatme, Jeff Riese, Robert Brownell, Dillon Kraft.

Approval of the September 24, 2009 minutes:

Moved by McCarthy, Seconded by Hockensmith to approve the minutes as presented.

I-Leads Committee Update –presented by Jan Sears, Polk County Sheriff's Office (Handout)
Jan presented a power point on Jail Operations and Statistical Analysis Initiatives to the Board:

Catalysts for initiative:

- Overview of mission statement, values, goals and pinnacle issues
- Transition to the new facility
- Hiring of the Statistical Analyst
- Realignment of existing staff to move forward with the vision for the office
- Expansion of I.T. support staff (programmers)
- New and varied data requests (i.e. CJCC requests for information/statistics)

Phase 1 – I/Leads/JMS Operational Review – Goals:

- Review operating procedures used to manage jail traffic
- Create information foundation by gathering, analyzing and disseminating statistical analysis
- Utilize technology to improve efficiency and effectiveness of staff
- Streamline workflow
- Sustain the initiative

Strategic Approach:

- Create a multi-functional work team (i.e. Sheriff's Office staff, I.T. support, subject matter experts)
- Preliminary focus is functions under the Sheriff's control
- Establish relationships and goals with outside agencies (Health Services mental health diversion, etc)

Findings from initial meetings:

- Procedures vary from shift to shift and supervisor to supervisor
- Data entry not standardized
- Data fields/pick lists were confusing
- Insufficient documentation available to staff and supervisors
- Excessive/outdated paperwork
- Limitations of I/Leads – Jail Management System (JMS)
- Advantages/Disadvantages of being secondary user of critical software (City of DSM software)

Project Components:

- Review/analyze inmate flow through the jail (booking to release) – April/May
- Create training documents/preliminary training – June
- Design queries, reports and distribution methods – June –continuous process
- Implementation of new procedures/data entry – July 1
- Project Delay – I/Leads Version Update Project – July-Sept
- Implement process to sustain accomplishments – Sept-ongoing (technology, I/Leads work group)

Review Inmate Flow from Internal Booking to Release (flow charts)

Review and Document Interaction with Partners (in progress):

- Inmates in diversion programs (mental health, IPTR, pre-trial release, etc)
- Inmates referred to alternative programs
- Inmates requiring evaluation – pre-sentence (mental health, substance abuse, in-house treatment)
- Inmates selected for treatment pre-sentencing
- Inmates sentenced to other facilities

Inmate Populations and Types of Custody and Definitions:

- General population
 - Inmate workers
 - Drug treatment
 - Pre-classification
 - Medical housing
 - Special housing
- = In-Facility, boarded out, alternative programs, out for evaluation/treatment = In custody

Intergraph Software Dependency Diagram (chart).

Data Analysis and Reporting timelines

Report Manager and Available Reports (automated e-mails to those that request them) and Report Development in progress (operating data, bed utilization analysis, initial appearance analysis, scheduled events)

Due to time restrictions, the presentation regarding Phase II was postponed until a later date.

Jail Updates:

Sheriff McCarthy and Captain Brooks recently went to San Antonio Texas to a jail diversion conference that was very informative. This program has statewide advantages. This is an all volunteer program. Sheriff McCarthy would like to invite the speaker to address the CJCC about diversion (mental health).

Warrant Restitution Program:

There were 21 participants in the last program. This is the most successful one yet. No date for another program will be set until the State furlough dates have been decided.

Web Conferencing:

This is going well and being utilized. Work is being done getting connection to Valorie's office/staff.

Val stated that it is working fine from the Public Defender's standpoint. Judge Gamble asked if private parties were able to access it. Captain Brooks confirmed that that was the case.

State budget cuts:

Sally went over their budget cuts, 10%. They have made cuts to most everything and are now down to personnel. A plan has been submitted but will probably be changed. There will be an impact on the entire system. The bottom line is mental health and substance abuse cuts which mean more jail/prison time will have an impact on the Polk County facility. Sally's staff has been creative and have lots of ideas (i.e. a population that cannot have probation, just give them a jail sentence like simple misdemeanors). A better plan to reduce the workload will be presented next week to the Judges. Vacancies have been held for the last two years. Caseloads are high right now. They need to partner with the Sheriff's Office now more than ever. A final plan should be presented next week.

Tom Hockensmith mentioned that at the MAC (Metropolitan Advisory Council) meeting it was mentioned how local government could be affected. Polk County's concern in particular is the jail population. Angela said there are \$2.2 million in cuts for mental health. Lynn Ferrell said they will still get risk pool money (federal money not subject to cuts) which they can use to help with the cuts and continue existing services. The waiting lists will continue. There are 600 on the list now (approximately 4-5 year wait). Judge Moisan said transportation costs would be affected with more people going to the courthouse for initial appearances. Sheriff McCarthy stated that additional pressure will be placed on our holding and booking facilities. Judge Gamble has a meeting scheduled with Sheriff McCarthy next week to discuss how to deal with the impact of the state cuts.

Judge Gamble said there are approximately \$16 million statewide in cuts. The Fifth Judicial District would be cut by 20% and rural communities would be difficult. Personnel is about 95% of their budget and a major impact is a reduction in force (i.e. furloughs). The Supreme Court is working on a plan. Due to the complexity of the system, it's been difficult to figure out how to operate (restructure judicial system). They have to identify core functions and set priorities (criminal justice, child issues, custody, support, etc).

Angela said it is important to have the information on the jail. We need to stay on top of budget cuts and see what we can do together. Tom stated that we will need to roll up our sleeves and think outside the box. Judge Gamble stated that this situation is not temporary. Sally mentioned that if we incarcerate, when we used to supervise, the risks will be higher. It's a community safety issue.

Open Discussion: Sheriff McCarthy asked about halfway houses and her thoughts on where is the best place to provide funds. Sally said they are expensive to run and without the money for the programs to provide the halfway houses will not work. Without treatment and employment it's just housing.

Next meeting scheduled for 8 a.m. on Thursday, December 3, 2009.