

**Community Corrections Advisory Board  
Minutes – January 11, 2018**

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**Members Present:** Ignacio Ayala, Ben Burgess, Deanna Carrithers, James Convey, Kelli Grant, Peter Shay and Ann Swegle

**Members Absent:** Michael Birzer, Kenya Cox, Troy Livingston, Jama Mitchell, Seth Rundle and Mary San Martin

**Staff:** Glenda Martens, Jay Holmes, Chris Collins-Thoman, Molly Dowd and Stacy Garrett

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- I. Introductions and Announcements** – Chris Collins-Thoman introduced Stacy Garrett (Administrative Coordinator) to the board.
- II. Approval of December Minutes -**  
**A motion to approve the December minutes was made by Kelli Grant, seconded by Peter Shay and unanimously approved.**
- III. 2018 Election of Officers Discussion** – Board members voted by ballot for the 2018 election of officers. The results are: Chair – Kelli Grant, Vice-Chair – Ignacio Ayala and Secretary – Peter Shay.
- IV. Chair Annual Review Report**  
**A motion to approve the Annual Review Report was made by Ben Burgess, seconded by Peter Shay and unanimously approved.**
- V. Director’s Update** – Glenda Martens informed the board about budget process issues. Glenda will also be having an all-day strategic planning meeting soon.
- VI. Program Updates**
- **Field Services** – Jay Holmes
    - The ADP for December was 1,473 compared to 1,624 last December.
    - Human Resources approved the re-organization plan which will be effective February 1, 2018.
    - Connie Nichols and Angie Rice will be meeting with people in Johnson County and with the Department of Corrections Program Consultant to discuss what strategies are being done across the state and how we might be able to adopt some of those here. Connie Nichols and Angie Rice will also be reviewing LSIRs, listening to interviews and providing feedback to the ISOs.
    - Monica Harris will be managing the Drug Court team as well as the Senate Bill team.
    - The intake unit will be responsible for managing the Work Release and Community Corrections intakes.
    - Dr. Craig-Moreland completed a program evaluation on Pre-Trial services, which Glenda Martens and Jay Holmes will be reviewing.
  - **Residential** – Jay Holmes

- The ADP for December was 61 compared to 67 last December. The funded capacity at the center is 65.
- Jay Holmes presented the Work Release flow chart to the board which explains how the clients are evaluated and the eligibility for the program.
- Judge Fleetwood has signed an Administrative Order to allow the Work Release clients to be moved after hours if required. The ISOs will have to follow up with the Judge the following day.
- Jay Holmes met with Judge Jones in Municipal Court and Shawn Oaks and Courtney Carpenter from Municipal Court Probation to discuss evaluating, suitability and eligibility for the Work Release program, as well as the services that will be offered to the Work Release clients.
- Corrections Worker interviews will be conducted every two weeks.
- There was discussion on the Work Release funds.
- The Work Release team met with some of the clients last night to go over the process and paperwork. The ISOs will budget the client's checks. The rent will be based on a sliding scale and will not be more than \$20 a day.
- The longer term sentences will be the first set of clients to be coming to the Residential facility. Senate Bill 6 clients will be the last group to move over. A time clock will be installed so their time in the facility can be tracked.
- IT has been working on modifications to the databases for the Work Release population.
- Every week, 10-15 Work Release clients will move to the facility.
- Glenda Martens suggested having the next Community Corrections Board meeting to take place at Residential so the board could have a look at the progress of the facility.

**VII. Other Business** – There were none.