

**Community Corrections Advisory Board
Minutes – February 08, 2018**

Members Present: Ignacio Ayala, Michael Birzer, Ben Burgess, Deanna Carrithers, James Convey, Troy Livingston, Seth Rundle, Mary San Martin, Peter Shay and Ann Swegle

Members Absent: Kenya Cox, Kelli Grant and Jama Mitchell

Staff: Glenda Martens, Chris Collins-Thoman, Lori Gibbs, Tom Struble, Shawn Dowd, Molly Dowd and Stacy Garrett

Initially, Secretary, Peter Shay chaired the meeting until vice-chair Ignacio Ayala arrived.

- I. Introductions and Announcements** – Ann Swegle has been reappointed for a two year term to December 31, 2019. Kenya Cox has been reappointed for a two year term to February 8, 2020. Jama Mitchell ends this month and has elected not to continue. BOCC will appoint a replacement for her at the February 14, 2018, meeting and his name is Mark Orr.

- II. Approval of January Minutes -**
A motion to approve the January minutes was made by Ann Swegle, seconded by Peter Shay and unanimously approved.

- III. ACTION ITEM** – Approve KDOC workbook budget change to move money from personnel costs to cover drug testing and services in the amount of \$8,114.84 for first quarter SFY18 and authorize chair to sign signature page.
A motion to approve the KDOC workbook budget change was made by Peter Shay, seconded by Mary San Martin and unanimously approved.

- IV.** The board agreed to change the next Community Corrections Advisory Board meeting date to March 15, 2018.

- V. Director's Update** – Glenda Martens informed the board about budget process issues. There have been a lot of hiring and staff transfers from different positions to get all of the Work Release positions filled. Glenda will also be having an all-day strategic planning meeting soon.

- VI. Program Updates**
 - **Field Services** – Lori Gibbs
 - The ADP for January was 1,485 compared to 1,619 last January.
 - Lori Gibbs informed the board that they will be writing the Comprehensive Plan during the month of February. The board is to email Jay Holmes with any input on what they would like to see them address in the Comprehensive Plan in the upcoming year.
 - **Residential** – Lori Gibbs
 - The ADP for January was 62 compared to 64 last January. The funded capacity at the center is 65.

- The first intake for level 1 clients was in October 2017. For the first quarter, out of 14 referrals, 10 level 1 clients were accepted. 7 clients came to Residential and the other 3 were not approved. All 7 clients are employed and still in the Residential program. The first client is set to release next week.
- Lori Gibbs updated the board about the Work Release program. There have been 3 Work Release intakes so far and approximately 45 clients have been transferred. Intake was delayed for one week due to the loss of a staff member.
- The Work Release and the Residential clients now have a flat rate of \$15 a day for rent.
- LSIRs are now completed on all clients upon intake, which started January 1st.
- The capacity of the facility is 170 and 65 of the beds are reserved for Residential clients.
- A tour of the Residential and Work Release facility was conducted.

VII. Other Business – None.