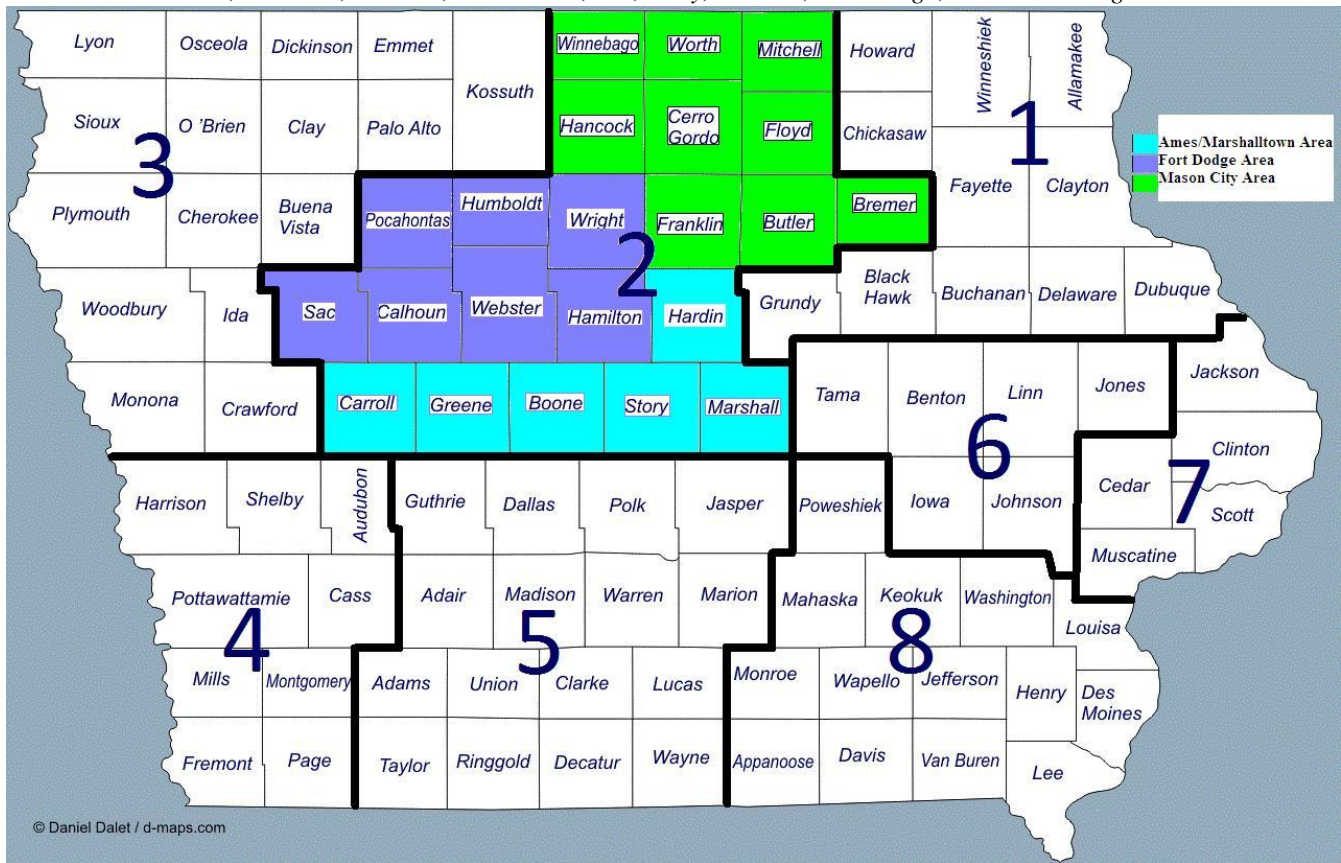


SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

Public Safety Through Risk Reduction

Providing services for Boone, Bremer, Butler, Calhoun, Carroll, Cerro Gordo, Floyd, Franklin, Greene, Hamilton, Hancock, Hardin, Humboldt, Marshall, Mitchell, Pocahontas, Sac, Story, Webster, Winnebago, Worth and Wright counties



ANNUAL REPORT BOARD PROCEEDINGS & STATEMENT OF RECEIPTS & EXPENDITURES Fiscal Year 2013 (July 1, 2012 – June 30, 2013)

The mission of Iowa Community-Based Corrections is to enhance community safety and facilitate positive change in adult offenders. We promote law-abiding behavior through supervision, accountability, treatment, education and community programming, in an innovative and cost effective manner.

PREPARED BY: JOEL DANIELSON, ADMINISTRATIVE OFFICER
MEAGNON WILSON, EXECUTIVE SECRETARY

APPROVED BY: AMANDA MILLIGAN, DIRECTOR

905.4 Duties of the board.

The district board shall . . ."File with the board of supervisors of each county in the district and with the Iowa department of corrections, within ninety days after the close of each fiscal year, a report covering the district board's proceedings and a statement of receipts and expenditures during the preceding fiscal year."

* * *

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BOARD OF DIRECTORS - 2013

Member and Address	Phone Number	Member and Address	Phone Number
Ken Abrams Worth County Supervisor 100 Central Ave Northwood 50459	641-324-1337	Jeffrey Ives Pocahontas County Supervisor 99 Court Square Pocahontas 50574	None
Jon Beaty Judicial Delegate 203 Main St PO Box 23 Dakota City 50529	515-332-7139	Scott Jacobs Calhoun County Supervisor 416 4 th St Ste 1 Rockwell City 50579	712-297-7741
Neil Bock Carroll County Supervisor 114 E. 6 th Street Carroll 51401	712-792-4923	Mark Kuhn Floyd County Supervisor 101 S Main Ste 302 Charles City 50616	641-257-6129
Mick Burkett Greene County Supervisor 114 N Chestnut Jefferson 50129	515-386-5680	Betty McCarthy Advisory Delegate Osage 50461	None
Mark Campbell Webster County Supervisor 703 Central Ave Fort Dodge 50501	515-573-7175	Tim Neil Bremer County Supervisor 415 E. Bremer Ave Waverly 50677	319-352-0130
Tim Carmody Judicial Delegate 702 1 st Ave South Fort Dodge 50501	515-573-1426	Greg Piklapp Advisory Delegate 223 S Walnut Ave Ste A Ames 50010	515-232-9749
Dave Chapin Advisory Delegate YWCA 826 1 st Ave N Fort Dodge 50501	515-573-3931	Rick Rasmussen Wright County Supervisor PO Box 147 Clarion 50525	515-532-3262
John Mort Christianson Humboldt County Supervisor 203 Main St Dakota City 50529	515-332-1571	Mark Reiher Butler County Supervisor Allison 50602	319-267-2625
Jack DeWolf Judicial Delegate Ames 50010	None	Ronn Rickels Hardin County Supervisor 1215 Edgington Ave. Ste 1 Eldora 50627	641-939-8220
Phillip Dougherty Cerro Gordo County Supervisor 220 N. Washington Ave. Mason City 50401	641-421-3021	Wesley Sweedler Hamilton County Supervisor 2300 Superior Street Ste 3 Webster City 50595	515-832-8567
Steve Duffy Boone County Supervisor 201 State Street Boone 50036	515-433-0500	Dave Thompson Marshall County Supervisor 1 E Main St Marshalltown 50158	641-754-6330
Corey Eberling Franklin County Supervisor 12 1 st Ave. NW Hampton 50411	641-456-5624	Jerry Tlach Hancock County Supervisor 855 State St Garner 50438	641-923-3421
Eric Evans Advisory Delegate 1201 14 th Ave Eldora 50627	641-858-5358	Paul Toot Story County Supervisor 900-6th Street Nevada 50201	515-382-7200
Paul Fitzgerald Judicial Delegate Story Co Sheriff's Office 1315 S B Ave Nevada 50201	515-382-6566	Stan Walk Mitchell County Supervisor PO Box 209 Osage 50461	641-832-3942
Rick Hecht Sac County Supervisor 100 NW State St Sac City 50583	712-662-7351	Willie Wubben Winnebago County Supervisor 126 S. Clark Street Forest City 50436	641-585-3412

COMMITTEES OF THE BOARD OF DIRECTORS

Nominating Committee for 2012

Jack DeWolf	Chairperson
Phil Dougherty	
Scott Jacobs	
Betty McCarthy	

Executive Committee – Calendar Year 2012

Jack DeWolf	Chairperson
Rick Hecht	Vice Chairperson
Betty McCarthy	Advisory Committee Delegate
Sue Klaessy	Judicial Delegate
Mark Kuhn	County Supervisor Delegate

Nominating Committee for 2013

Jack DeWolf	Chairperson
John Christianson	
Scott Jacobs	
Betty McCarthy	
Wes Sweedler	

Executive Committee – Calendar Year 2013

Rick Hecht	Chairperson
Jack DeWolf	Vice Chairperson/Judicial Delegate
Betty McCarthy	Advisory Committee Delegate
Neil Bock	County Supervisor Delegate
Mark Kuhn	County Supervisor Delegate

MEETINGS OF THE BOARD OF DIRECTORS

September 28, 2012	Hamilton County Social Services, Webster City
December 28, 2012	Hamilton County Social Services, Webster City
March 01, 2013	Hamilton County Social Services, Webster City
June 28, 2013	Hamilton County Social Services, Webster City

SUMMARY OF BOARD PROCEEDINGS

FISCAL 2013

(JULY 1, 2012 – JUNE 30, 2013)

The Board received information or took action on the following at the **September 28, 2012** meeting:

- Reviewed minutes of previous meeting
- Reviewed Policy edits requested on Probation/Parole and General Casework policies and Corporate Banking Resolution
- Received Budget Update
- Director's Report: Iowa Board of Parole, Cognitive Behavioral Training, Evidenced Based Practices training and desistance, Personal Safety TA report, Likert Survey results
- Executive Committee Report: Director's Performance Evaluation
- Discussed Ames Administration Office remodeling project
- Set meeting dates and locations through June, 2013
- Pending Litigations: None to Report
- No Public Comment

The Board received information or took action on the following at the **December 28, 2012** meeting:

- Approved minutes of previous meetings
- Approved policy edits for Probation/Parole and General Casework policies and Corporate Banking Resolution
- Received Budget Update
- Director's Report: Changes to Leadership Team and Org Chart, State Level projects, Statewide Corrections Budget Priorities for 2014/2015, Program Report – A Day in the Life of a Residential Officer
- Discussed appointing Nominating Committee once all 2013 Members take seat in January
- Pending Litigations: None to Report
- No Public Comment

The Board received information or took action on the following at the **March 01, 2013** meeting:

- Approved minutes of previous meeting
- Approved probation/parole policy revisions
- Approved Memorandum of Understanding with Department of Administrative Services re: MODUS Eng
- Received Budget Update
- Director's Report; Board Orientation, PREA Update, ISU Parole Research, Staffing Update, Work Rules
- Report from the Nominating Committee: approval of Board Officers for 2013
- Pending Litigations: None to Report
- No Public Comment

The Board received information or took action on the following at the **June 28, 2013** meeting:

- Approved minutes of previous meeting
- Approved offender services and personnel policy revisions
- Director's Report: DRAOR, BOP, PREA, Special Sentence, State Executive Branch oversight, Training Needs, Dashboard and Outcomes, Treatment Needs, Critical Position Analysis
- Received Budget Update
- Report of 04/09/13 Executive Committee Call re: MOU with DAS
- Approval of Non Contract Staff Compensation Plan
- Approval of OWI Service Contracts
- Approval of FY14 Budget
- Approval of DOC POS
- Approval of Table of Organization
- Approval of Justification for Hire: District Director
- Report of Hiring Plan and Hiring Committee Members
- Scheduled Board mtgs for Sept 2013, Dec 2013 and March 2014

EXECUTIVE COMMITTEE

Meetings and Actions

August 13, 2012	Purpose of meeting to conduct Director's 2012 Performance Evaluation
April 9, 2013	Purpose of meeting to approve MOU with DAS for Beje Clark Project

ADVISORY COMMITTEES

Ames Area

Members

Greg Piklapp, (Delegate to the Board of Directors), Ames, 50010
Robert Rod, (Alternate to the board of Directors), Ames, 50010
Sherry Bradley, Ames, 50010
David Sahr, Ames, 50010

Marshalltown Area

Members

Eric Evans, (Delegate to the Board of Directors), Voc Rehab, Eldora, 50627
Mike Croker, (Alternate Delegate to Board of Directors), Marshalltown, 50158
Jill Eaton, Marshall County CPC, Marshalltown, 50158
Barb Matthews, Workforce Development Center, Marshalltown, 50158

Fort Dodge Area

Members

David Chapin, (Delegate to the Board of Directors), YWCA, Fort Dodge, 50501
Mike (Doc) Ryan, (Alternate to the Board of Directors), Vincent, 50594
Melissa Donahe, CFR, Fort Dodge, 50501
Chad Jensen, New Opportunities, Carroll, 51401
Teresa Larson, CFI, Fort Dodge, 50501
Roger Porter, Fort Dodge PD, 50501

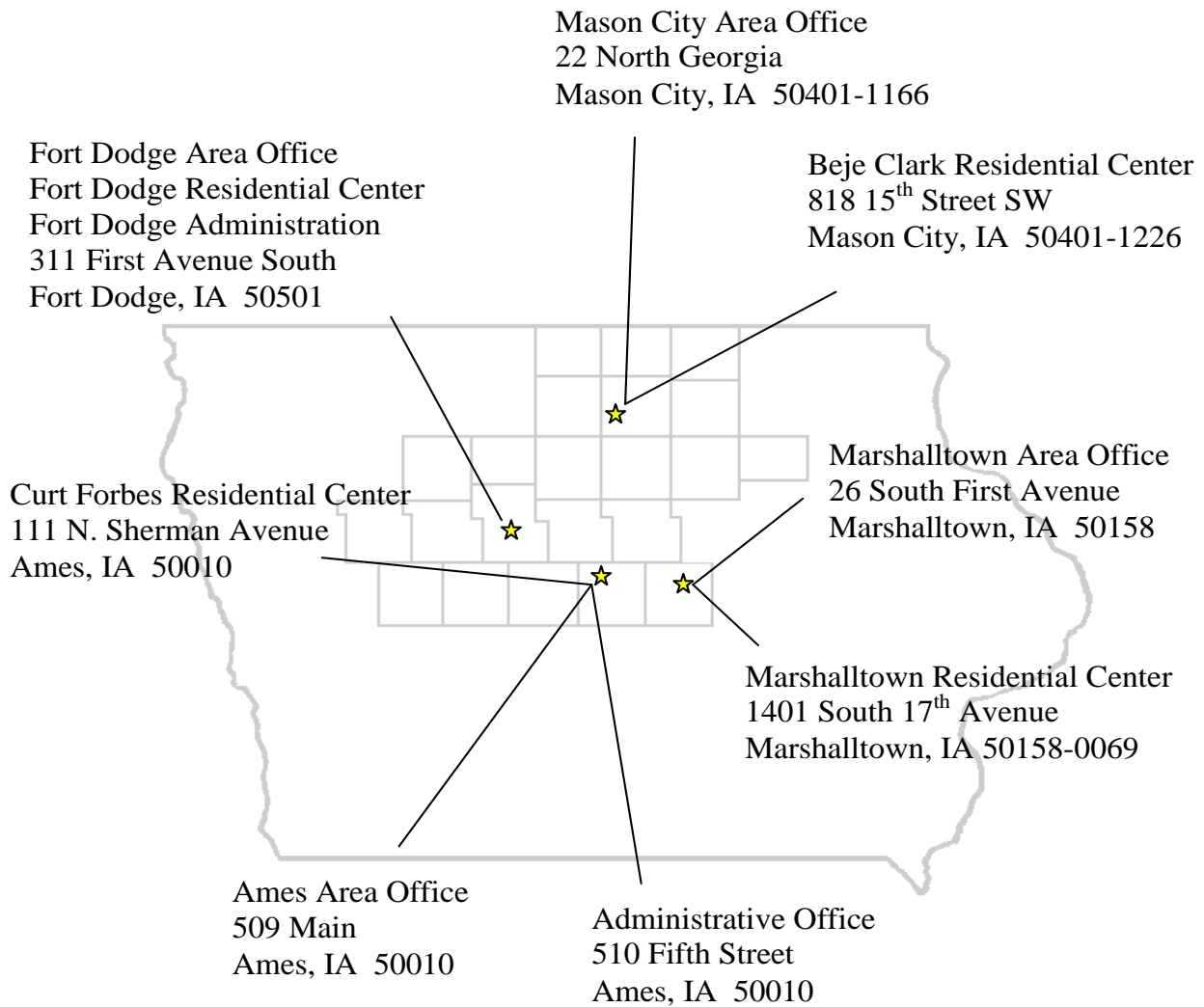
Mason City Area

Members

Betty McCarthy, (Delegate to Board of Directors), Osage, 50461
Mark Feustal, (Alternate to the Board of Directors), Mason City, 50401
Candy Stricker, Mason City, 50401
Jay Hansen, Prairie Ridge, Mason City, 50401
Kevin Pals, Cerro Gordo County Sheriff, Mason City, 50401

SERVICE LOCATIONS

Service Area: Twenty-two (22) counties in north central Iowa.



Statutory Authority

The Department, Board of Directors and Advisory Committees are organized pursuant to Chapter 905 of the Code of Iowa.

STAFF COUNT AND DISTRIBUTION as of June 30, 2013

Administration Ames & Fort Dodge FY13 Dot Faust, Director Amanda Milligan, Assistant Director 510 Fifth Street, PO Box 623 PH: (515) 232-1511; FAX: (515) 232-9453 Employees: 10			
Residential Centers			
Ames- Curt Forbes Joel McAnulty, Manager 111 N. Sherman Ames, IA 50010 PH (515)232-3774 Employees: 16	Marshalltown Residential Jon Groteluschen, Manager 1401 S 17 Ave Marshalltown, IA 50158 PH (641)753-5571 Employees: 19	Mason City-Beje Clark Leah Noel, Manager 818 15 th St, SW, PO Box 1226 Mason City, IA 50402 PH (641)424-3817 Employees: 16 (1 vacant)	Fort Dodge Residential Adam Yetmar, Manager 311 First Ave. South Fort Dodge, IA 50501 PH (515)955-6393 Employees: 15
Probation/Parole Offices			
Ames Teri Jones, Supervisor 509 Main Street Ames, IA 50010 PH (515)232-1810 Employees: 10	Marshalltown Teri Jones, Supervisor Masonic Building 26 S. First Ave. Marshalltown, IA 50158 PH (641)752-6322 Employees: 4 (1 vacant)	Mason City Mike McGuire, Supervisor 22 N Georgia, PO Box 1166 Mason City, IA 50402 PH (641)424-0131 Employees: 15 (1 vacant)	Fort Dodge Robin Allbee, Supervisor 311 First Ave. South Fort Dodge, IA 50501 PH (515)576-8121 Employees: 13 (1 vacant)
Sex Offender Treatment Program Mark Hendrickson, Supervisor District Wide Employees: 10 (1 vacant)			
Ames Employees: 2	Marshalltown Employees: 2	Mason City Employees: 2 (1 vacant)	Fort Dodge Employees: 3
Special Services Courtney Thul, Supervisor District Wide Employees: 13 (1 vacant)			
Ames Employees: 3	Marshalltown Employees: 3 (1 vacant)	Mason City Employees: 3	Fort Dodge Employees: 3

FINANCIAL STATEMENTS

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES Statement of Revenues, Expenditures and Changes in Fund Balances – General Fund Actual and Budget

Year Ended June 30, 2013

	REVISED ** BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Revenues by Source:			
State Purchase of Service (POS)	10,870,425	10,870,425	-
Residential Client Fees	1,060,428	1,001,464	(58,964)
Enrollment Fees	421,477	428,377	6,900
Other Client/Group Fees	181,790	158,266	(23,524)
Interest Earned	4,500	4,092	(408)
Federal BOP Inmate Reimbursement	561,196	527,875	(33,321)
Federal Urinalysis Contract Reimbursement	42,024	38,682	(3,342)
Federal Pass-Through Grants	209,470	210,519	1,049
Miscellaneous	56,025	41,790	(14,235)
Prior Year Carryover	507,981	-	(507,981)
Total Revenues Available for Expenditures	13,915,316	13,281,491	(633,826)
Expenditures by Account Category:			
Personal Services	12,300,435	11,979,992	320,443
Travel & Subsistence	138,407	134,925	3,482
Supplies	405,560	388,649	16,911
Contractual Services	675,537	637,945	37,592
Equipment & Repairs	176,579	138,279	38,300
Claims & Miscellaneous	-	-	-
Licenses, Permits & Refunds	-	-	-
State Aid	-	-	-
Plant Improvement	218,798	267,468	(48,670)
Total Expenditures	13,915,316	13,547,258	368,058
Revenues Over (Under) Expenditures	-	(265,767)	(265,767)
Fund Balance Beginning of Year – Local		507,981	
Revenues Over (Under) Expenditures including Local Carry Forward Balance		(265,767)	
Less: Government Funds Transfer			
Fund Balance End of Year		\$ 242,214	

** Original FY 2013 Budget was revised in October 2012 with Actual Carry Forward following Closeout of Fiscal Year 2012.

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

**Comparison of Revenues and Expenditures – General Fund
Most Recent Four Fiscal Years**

	Year Ended 2013	Year Ended 2012	From FY12 to FY13		Year Ended 2011	Year Ended 2010
			Dollar Change	% Change		
Revenues by Source:						
State POS & Other Appropriations	\$ 10,870,425	\$ 10,467,801	\$ 402,624	3.85%	\$ 10,336,948	\$10,402,731
Intra-State Transfers	-	-	-	-	26,944	-
Residential Client Fees	1,001,464	974,607	26,857	2.76%	909,679	971,233
Enrollment Fees	428,377	396,413	31,964	8.06%	394,664	386,851
Other Client/Group Fees	158,266	168,203	(9,937)	(5.91%)	186,650	107,518
Interest Earned	4,092	3,970	122	3.07%	6,222	6,195
Federal BOP Inmate Reimbursement	527,875	639,964	(112,089)	(17.51%)	690,000	523,700
Federal Urinalysis Contract						
Reimbursement	38,682	41,759	(3,077)	(7.37%)	43,618	72,084
Federal Pass-Thru Grants	210,519	378,287	(167,768)	(44.35%)	399,708	431,144
Miscellaneous	41,790	47,474	(5,684)	(11.97%)	44,480	44,921
Total Revenues	\$ 13,281,491	\$ 13,118,478	\$ 163,013		\$ 13,038,913	\$12,946,376
Expenditures by Account Class:						
Personal Services	\$ 11,979,992	\$ 11,939,536	\$40,456	0.34%	\$11,467,324	\$11,491,148
Travel/Training	126,087	120,545	5,542	4.60%	114,127	126,660
Vehicle Operation	8,048	7,928	120	1.51%	10,153	7,796
Out-of-State Travel/Training	790	674	116	17.21%	-	-
Office Supplies	29,440	53,381	(23,941)	(44.85%)	37,519	41,902
Building Maintenance Supplies	2,122	3,868	(1,746)	(45.14%)	3,424	3,535
Professional/Scientific Supplies	38,856	41,461	(2,605)	(6.28%)	33,194	35,682
Housekeeping/Subsistence						
Supplies	59,650	71,744	(12,094)	(16.86%)	65,922	61,046
Other Supplies	1,010	4,887	(3,877)	(79.33%)	2,274	3,127
Food	257,571	283,133	(25,562)	(9.03%)	242,903	271,239
Communications	86,586	87,168	(582)	(0.67%)	86,905	93,052
Rentals	184,360	181,272	3,088	1.70%	198,473	200,730
Utilities	133,373	124,244	9,129	7.35%	129,125	119,367
Professional/Scientific Services	60,562	74,178	(13,616)	(18.36%)	88,457	266,692
Outside Services	29,640	46,783	(17,143)	(36.64%)	47,111	58,382
Intra-State Transfers	-	20,675	(20,675)	(100.00%)	87,242	-
Advertising/Publicity	7,668	4,453	3,215	72.20%	6,737	5,383
Outside Repairs/Services	82,998	64,456	18,542	28.77%	48,616	28,647
Reimbursements to Other						
Agencies	27,051	22,487	4,564	20.30%	25,239	26,232
ITS Reimbursements	62,297	59,032	3,265	5.53%	56,665	45,505
Workers Compensation	13,395	14,073	(678)	(4.82%)	16,344	16,970
Residential Equipment over \$500	6,939	1,573	5,366	341.13%	2,698	6,844
Office Equipment over \$500	1,126	8,735	(7,609)	(87.11%)	458	-
Equipment under \$500	4,974	5,346	(372)	(6.96%)	9,492	1,915
Data Processing, Inventory	27,986	879	27,107	3,083.85%	34,543	7,425
Data Processing, Non-Inventory	14,255	30,711	(16,456)	(53.58%)	11,642	12,945
Other Expenditures/Obligations	33,013	33,033	(20)	(0.06%)	33,135	31,613
Capitals	267,468	12,950	254,518	1,965.39%	-	7,877
Total Expenditures	\$ 13,547,258	\$ 13,319,204	\$228,054		\$ 12,859,723	\$12,971,714
Summary by Funding Source/Class Type						
Revenues by Funding Source:						
State Funds	\$ 10,870,425	\$ 10,467,801			\$ 10,363,892	\$10,402,731
Local Funds	2,411,066	2,650,677			2,675,021	2,543,645
Total Revenues	13,281,491	13,118,478			13,038,913	12,946,376
Expenditures by Major Class Type:						
Personal Services	11,979,992	11,939,536			11,467,324	11,491,148
Operating Expenses	1,567,266	1,358,993			1,305,157	1,480,566
Intra-State Transfers	-	20,675			87,242	-
Total Expenditures	\$ 13,547,258	\$ 13,319,204			\$ 12,859,723	\$12,971,714

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
Beje Clark Residential Center – Mason City
Geo-Thermal HVAC Replacement Project
Summary of Project Costs – Budget and Actual

Year Ended June 30, 2013

	BUDGET		ACTUAL		TOTAL FY2013 PROJECT COSTS
	Original	Change Orders	MOU Payments	Closeout Adjs.	
Project Costs:					
Engineering Fees	\$ 34,000	\$ -	34,000	\$ (8,400)	\$ 25,600
Test Well Bore	12,785	-	12,785	-	12,785
Geo Wells Drilling	188,000	(2,758)	194,864	(9,622)	185,242
Circulation Pump	5,136	-	5,136	-	5,136
Debris Excavation	-	38,880	33,880	5,000	38,880
Seeding/Insulation/ Actuator	-	(2,850)	-	(2,850)	(2,850)
DAS Project Mgmt.	2,000	384	2,000	384	2,384
	<u>\$ 241,921</u>	<u>\$ 33,656</u>	<u>\$ 282,665</u>	<u>\$ (15,488)</u>	<u>\$ 267,177</u>

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

**Expenditures by Account Class and Program – General Fund
Year Ended June 30, 2013**

ACCOUNT CLASS	PROGRAM										TOTAL- ACTUAL
	ADMIN.	FIELD SERVICES	RESIDENTIAL	TASC	DRUG COURTS	SPECIAL SERVICES	SEX OFFENDER	BEP	INTENSIVE SUPERVISION	RE-ENTRY	
Personal Services	\$ 695,595	\$ 3,102,991	\$ 4,964,122	\$ -	\$ -	\$ 868,855	\$ 1,171,193	\$145,434	\$ 849,628	\$ 182,174	\$ 11,979,992
Travel/Training	11,855	37,760	13,214	-	-	12,761	32,536	70	16,433	1,459	126,087
Vehicle Operation	159	187	7,596	-	-	60	47	-	-	-	8,048
Out-of State Travel/Training	-	-	790	-	-	-	-	-	-	-	790
Office Supplies	7,390	12,685	7,706	-	-	458	524	615	6	57	29,440
Building Maintenance											
Supplies	162	1,956	-	-	-	4	-	-	-	-	2,122
Professional/Scientific											
Supplies	4,124	18,067	13,170	-	-	-	3,495	-	-	-	38,856
Housekeeping/Subsistence											
Supplies	-	-	59,650	-	-	-	-	-	-	-	59,650
Other Supplies	-	76	903	-	-	7	-	-	-	25	1,010
Food	-	-	257,571	-	-	-	-	-	-	-	257,571
Communications	8,343	33,611	37,531	-	-	1,238	3,784	-	2,080	-	86,586
Rentals	28,462	138,774	15,618	-	-	1,506	-	-	-	-	184,360
Utilities	-	15,889	117,484	-	-	-	-	-	-	-	133,373
Professional/Scientific											
Services	432	5,869	53,411	-	-	18	416	12	392	12	60,562
Outside Services	5,631	2,705	16,230	-	-	3,524	-	1,550	-	-	29,640
Advertising/Publicity	419	309	3,131	-	-	-	3,809	-	-	-	7,668
Outside Repairs/Services	18,855	20,300	43,305	-	-	512	27	-	-	-	82,998
Reimbursements to Other											
Agencies	1,344	5,937	15,389	-	-	753	1,651	317	1,378	281	27,051
ITS Reimbursements	12,014	36,554	9,704	-	-	2,049	1,036	79	695	167	62,297
Workers Compensation	724	3,439	6,698	-	-	453	996	181	724	181	13,395
Residential Equipment											
Over \$500	-	-	6,939	-	-	-	-	-	-	-	6,939
Office Equipment											
Over \$500	-	1,126	-	-	-	-	-	-	-	-	1,126
Equipment Under \$500	45	1,119	3,810	-	-	-	-	-	-	-	4,974
Data Processing, Inventory	5,487	15,528	2,509	-	-	2,470	1,733	-	258	-	27,986
Data Processing, Non- Inventory	9,253	2,391	1,612	-	-	256	744	-	-	-	14,255
Other Expenditures	1,707	7,110	23,863	-	-	-	333	-	-	-	33,013
Capitals	-	-	267,468	-	-	-	-	-	-	-	267,468
TOTALS	\$ 812,000	\$ 3,464,384	\$ 5,949,421	\$ -	\$ -	\$ 894,923	\$ 1,222,323	\$148,258	\$ 871,593	\$ 184,355	\$ 13,547,258