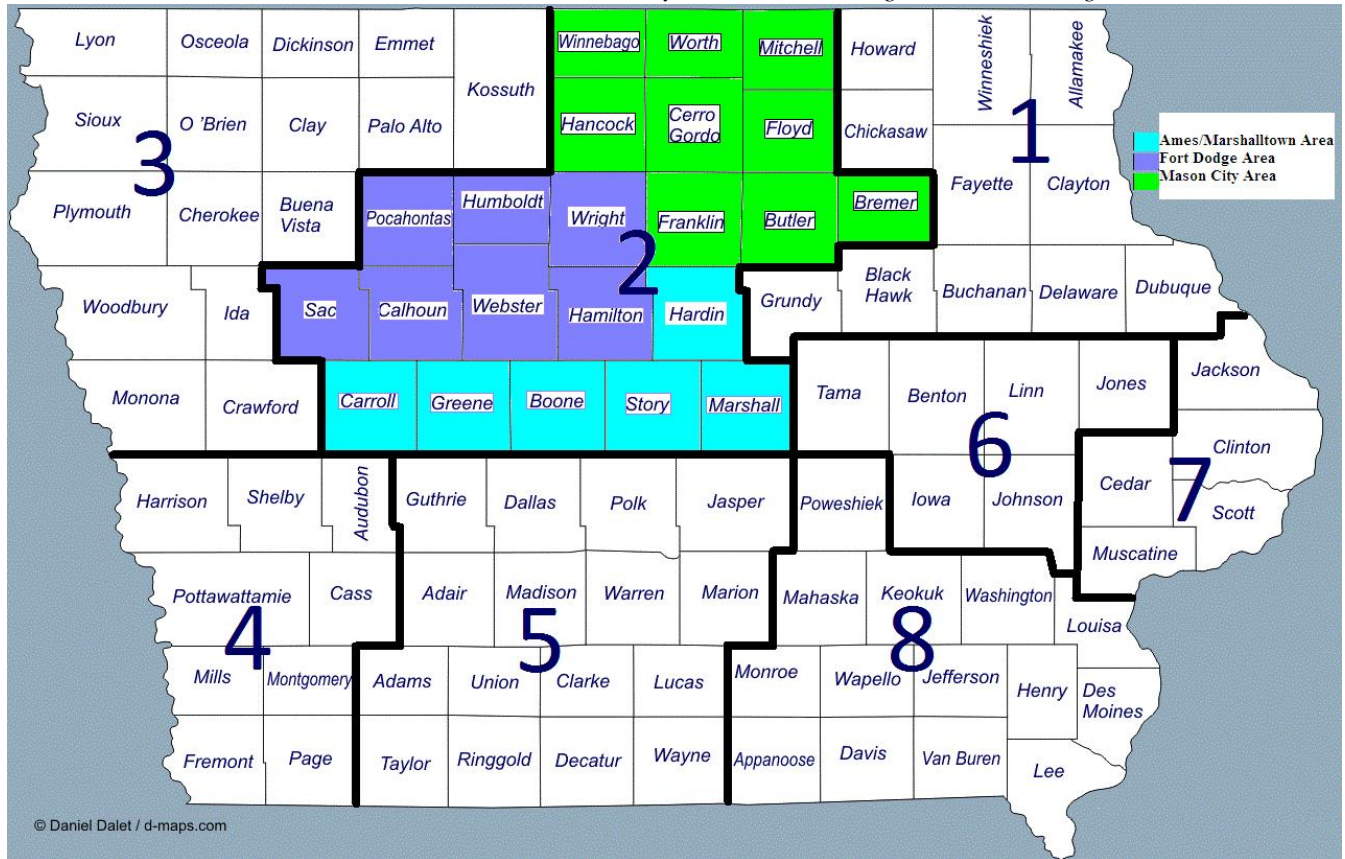


**SECOND JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

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



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**ANNUAL REPORT
BOARD PROCEEDINGS
&
STATEMENT OF RECEIPTS & EXPENDITURES
Fiscal Year 2014
(July 1, 2013 – June 30, 2014)**

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, DIVISION MANAGER
PATTEE YETMAR, 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

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BOARD OF DIRECTORS - 2014

Member and Address	Phone Number	Member and Address	Phone Number
Ken Abrams Worth County Supervisor 1000 Central Ave Northwood 50459	641-324-3630	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	319-352-0340
Tim Carmody Judicial Delegate 702 1st Ave South Fort Dodge 50501	515-573-1426	Rick Rasmussen Wright County Supervisor PO Box 147 Clarion 50525	515-532-2771
Dave Chapin Advisory Delegate YWCA 826 1 st Ave N Fort Dodge 50501	515-573-3931	Mark Reiher Butler County Supervisor Allison 50602	319-267-2670
John Mort Christianson Humboldt County Supervisor 203 Main St Dakota City 50529	515-332-1571	Ronn Rickels Hardin County Supervisor 1215 Edgington Ave. Ste 1 Eldora 50627	641-939-8220
Mike Croker Advisory Delegate Marshalltown 50158	None	Bill Skare Advisory Delegate Boone PD 525 S Story St Boone 50036	515-298-3965
Jack DeWolf Judicial Delegate Ames 50010	None	Wesley Sweedler Hamilton County Supervisor 2300 Superior Street Ste 3 Webster City 50595	515-832-8567
Phillip Dougherty Cerro Gordo County Supervisor 220 N. Washington Ave. Mason City 50401	641-421-3022	Dave Thompson Marshall County Supervisor 1 E Main St Marshalltown 50158	641-754-6330
Steve Duffy Boone County Supervisor 201 State Street Boone 50036	515-433-0502	Jerry Tlach Hancock County Supervisor 855 State St PO Box 70 Garner 50438	641-923-3421
Corey Eberling Franklin County Supervisor 12 1 st Ave. NW PO Box 26 Hampton 50411	641-456-5624	Paul Toot Story County Supervisor 900-6th Street Nevada 50201	515-382-7206
Paul Fitzgerald Judicial Delegate Story Co Sheriff's Office 1315 S B Ave Nevada 50201	515-382-6566	Stan Walk Mitchell County Supervisor 117 Plaza Lane Osage 50461	641-832-3942
Rick Hecht Sac County Supervisor 100 NW State St Sac City 50583	712-662-7401	Willie Wubben Winnebago County Supervisor 126 S. Clark Street Forest City 50436	641-585-3412

COMMITTEES OF THE BOARD OF DIRECTORS

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

Nominating Committee for 2014

Rick Hecht	Chairperson
Neil Bock	
Phil Dougherty	
Scott Jacobs	
Betty McCarthy	

Executive Committee – Calendar Year 2014

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 27, 2013	Hamilton County Social Services, Webster City
December 13, 2013	Hamilton County Social Services, Webster City
March 28, 2014	Hamilton County Social Services, Webster City
June 27, 2014	Hamilton County Social Services, Webster City

SUMMARY OF BOARD PROCEEDINGS

FISCAL 2014

(JULY 1, 2013 – JUNE 30, 2014)

The Board received information or took action on the following at the **September 27, 2013** meeting:

- Approved minutes of previous meeting
- Approved policy edits of Offender Services, Probation/Parole and PREA policies
- Received Budget Update
- Director's Report: 2nd District Code of Ethics, Table of Organization, PREA highlights and Director's goals
- Executive Committee Report: Hiring Committee Recommendation, MOU Beje Clark Geothermal Project Amendment with DAS, Federal Bureau of Prisons Contract
- Discussed GEM event (Greet, Eat, Meet) for all employees in Iowa Falls
- Set new meeting date for December 13 and first meeting of 2014 for March 28.
- Pending Litigations: None to Report
- No Public Comment

The Board received information or took action on the following at the **December 13, 2013** meeting:

- Approved proposed agenda
- Approved minutes of previous meeting
- Approved policy edits for Probation/Parole and General Casework policies and PREA Memoranda of Understanding
- Received Budget Update
- Director's Report: Policy manual progress report, Annual Report highlights, Domestic Violence Programming – ACTV and training
- Discussed appointing Nominating Committee once all 2014 Members take seat in January
- Pending Litigations: Montgomery vs City of Ames
- No Public Comment

The Board received information or took action on the following at the **March 28, 2014** meeting:

- Approved proposed agenda
- Approved minutes of previous meeting
- Approved Pre-Sentence Investigation(PSI) and Day Program, Sex Offender, Personnel and Fiscal policy revisions/rescissions
- Received Budget Update
- Director's Report; Board Orientation, Brief overview of Department Budgeting/Accounting Practices, Sex Offender Registration Modification, Leadership team process for resource review, ICON overview presentation
- Report from the Nominating Committee: approval of Board Officers for 2014
- Pending Litigations: None to Report
- No Public Comment

The Board received information or took action on the following at the **June 27, 2014** meeting:

- Approved proposed agenda
- Approved minutes of previous meeting
- Approved IDAP policy revisions
- Received Budget Update
- Director's Report: Drug courts, Sex Offender Program, PREA Audits, Sex Offender Registry Modification, Second Chance Act Grant, Intake Progress presentation
- Report of 05/22/2014 Executive Committee Call re: PREA contract, Ames Lease Amendment
- Acknowledgement of Executive Committee meeting minutes
- Approval of FY15 Budget
- Approval of FY15 Table of Organization
- Approval of DAS MOU and HVAC Beje Clark Project
- Approval of BOP contract extension
- Approval of Purchase of Service Contract with Department of Corrections
- Approval of OWI Service Contracts
- Approval of PREA MOUs
- Approval of non-contract staff compensation
- Approval of Letter of Support: Department of Corrections Grant Application

- Pending litigation: Montgomery vs State of Iowa
- No public comment
- Scheduled Board meetings for September 26, 2014, December 12, 2014, March 27, 2015 and June 26, 2015

EXECUTIVE COMMITTEE

Meetings and Actions

July 09, 2013	Purpose of meeting to approve Hiring Committee recommendation for District Director
July 30, 2013	Purpose of meeting to approve MOU amendment with DAS re: Beje Clark Geothermal
Sept 03, 2013	Purpose of meeting to approve Federal Bureau of Prisons Contract
May 22, 2014	Purpose of meeting to approve PREA Contracts and Ames Lease Amendment
June 27, 2014	Purpose of meeting to discuss and plan for Director's evaluation

ADVISORY COMMITTEES

Ames Area

Members

Greg Elsberry, Boone County Sheriff, 50036
 Robert Rod, (Alternate to the Board of Directors), Ames, 50010
 Sherry Bradley, Ames, 50010
 Bill Skare, (Delegate to the Board of Directors), Boone PD, 50036
 Jason Tuttle, Ames PD, 50010

Marshalltown Area

Members

Mike Croker, (Delegate to the Board of Directors), Marshalltown, 50158
 Jill Eaton, (Alternate Delegate to Board of Directors), Marshall Co CPC, Marshalltown, 50158
 Barb Matthews, Workforce Development Center, Marshalltown, 50158
 Mike Tupper, Marshalltown PD, 50158

Fort Dodge Area

Members

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

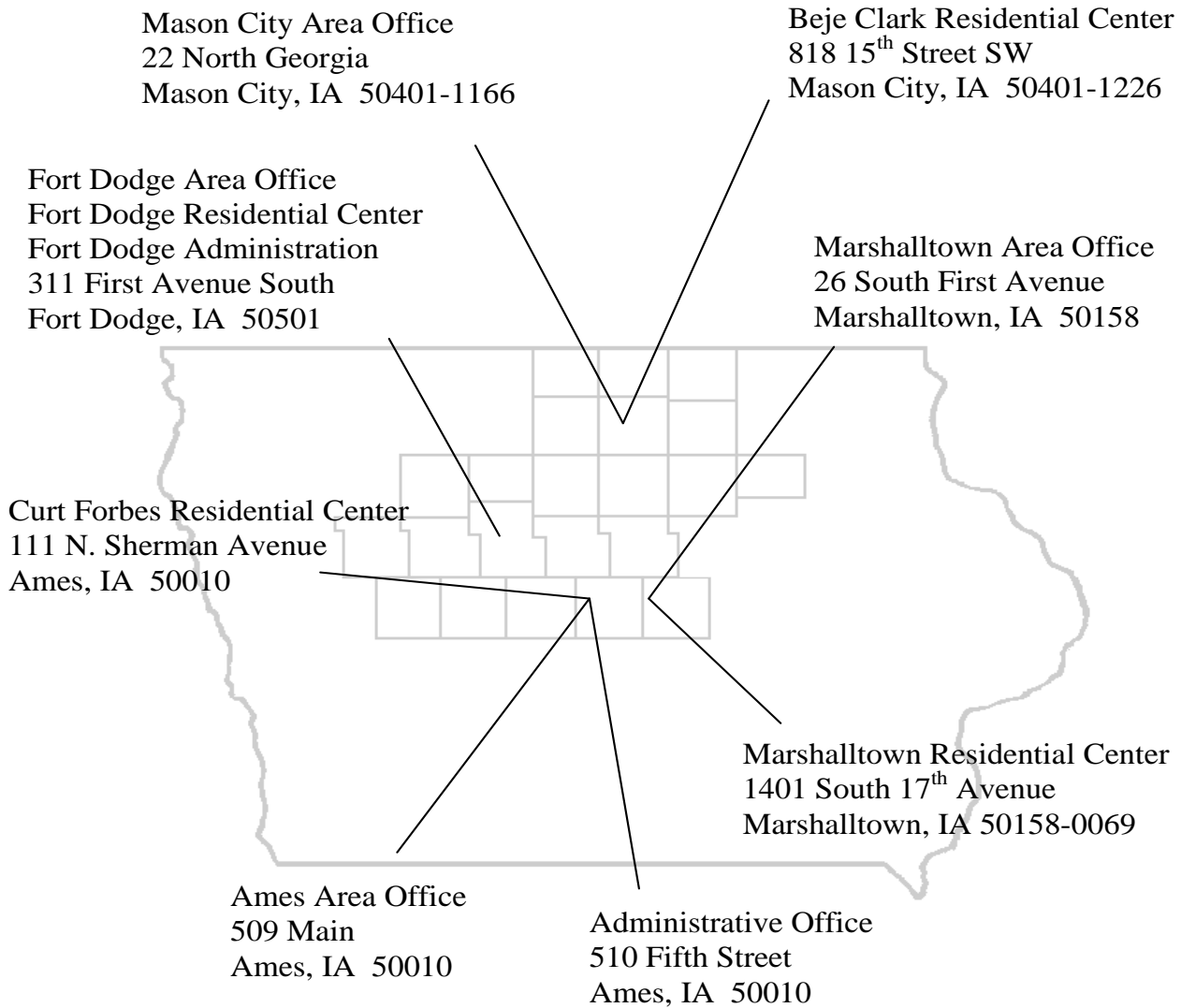
Mason City Area

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, 2014

Administration Ames & Fort Dodge FY14 Amanda Milligan, Director Joel McAnulty, Assistant Director 510 Fifth Street, PO Box 623 PH: (515) 232-1511; FAX: (515) 232-9453 Employees: 12 (2 vacant)			
Residential Centers			
Ames- Curt Forbes Robin Allbee, Manager 111 N. Sherman Ames, IA 50010 PH (515)232-3774 Employees: 16	Marshalltown Residential Mike Dalbec, Manager 1401 S 17 Ave Marshalltown, IA 50158 PH (641)753-5571 Employees: 16	Mason City-Beje Clark Leah Noel, Manager 818 15 th St, SW, PO Box 1226 Mason City, IA 50402 PH (641)424-3817 Employees: 17 (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: 7	Mason City Mike McGuire, Supervisor 22 N Georgia, PO Box 1166 Mason City, IA 50402 PH (641)424-0131 Employees: 16 (1 vacant)	Fort Dodge Jon Groteluschen, Supervisor 311 First Ave. South Fort Dodge, IA 50501 PH (515)576-8121 Employees: 13
Sex Offender Treatment Program Mark Hendrickson, Supervisor District Wide Employees: 11			
Ames Employees: 2	Marshalltown Employees: 3	Mason City Employees: 3	Fort Dodge Employees: 3
Special Services Courtney Thul, Supervisor District Wide Employees: 13			
Ames Employees: 3	Marshalltown Employees: 4	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, 2014

	<u>REVISED **</u> <u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u> <u>FAVORABLE</u> <u>(UNFAVORABLE)</u>
Revenues by Source:			
State Purchase of Service (POS)	10,870,425	10,870,425	-
Appropriations Transfer – DOC Operations	92,544	92,544	-
Residential Client Fees	1,101,854	1,070,675	(31,179)
Enrollment Fees	421,477	432,116	10,639
Other Client/Group Fees	163,211	158,321	(4,890)
Interest Earned	4,000	3,883	(117)
Federal BOP Inmate Reimbursement	531,549	590,791	59,242
Federal Urinalysis Contract Reimbursement	40,683	36,741	(3,942)
Miscellaneous	42,431	47,921	5,490
Prior Year Carryover	242,213	-	(242,213)
Total Revenues Available for Expenditures	<u>13,510,387</u>	<u>13,303,417</u>	<u>(206,970)</u>
Expenditures by Account Category:			
Personal Services	12,030,247	11,742,767	287,480
Travel & Subsistence	137,908	142,189	(4,281)
Supplies	400,380	421,998	(21,618)
Contractual Services	677,670	630,514	47,156
Equipment & Repairs	133,050	138,775	(5,725)
Claims & Miscellaneous	-	-	-
Licenses, Permits & Refunds	-	-	-
State Aid	-	-	-
Plant Improvement	131,132	7,912	123,220
Total Expenditures	<u>13,510,387</u>	<u>13,084,155</u>	<u>426,232</u>
Revenues Over (Under) Expenditures	<u>-</u>	<u>219,262</u>	<u>219,262</u>
Fund Balance Beginning of Year – Local		242,213	
Revenues Over (Under) Expenditures including Local Carry Forward Balance		219,262	
Less: Government Funds Transfer		-	
Fund Balance End of Year		<u>\$ 461,475</u>	

**** Original FY 2014 Budget was revised in September 2013 with Actual Carry Forward following Closeout of Fiscal Year 2013.**

SECOND JUDICIAL DISTRICT, DEPARTMENT OF CORRECTIONAL SERVICES

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

	Year Ended 2014	Year Ended 2013	From FY13 to FY14		Year Ended 2012	Year Ended 2011
			Dollar Change	% Change		
Revenues by Source:						
State POS & Other Appropriations	\$ 10,962,969	\$ 10,870,425	\$ 92,544	0.85%	\$ 10,467,801	\$10,336,948
Intra-State Transfers	-	-	-	-	-	26,944
Residential Client Fees	1,070,675	1,001,464	69,211	6.91%	974,607	909,679
Enrollment Fees	432,116	428,377	3,739	0.87%	396,413	394,664
Other Client/Group Fees	158,321	158,266	55	0.00%	168,203	186,650
Interest Earned	3,883	4,092	(209)	(5.11%)	3,970	6,222
Federal BOP Inmate Reimbursement	590,791	527,875	62,916	11.92%	639,964	690,000
Federal Urinalysis Contract Reimbursement	36,741	38,682	(1,941)	(5.02%)	41,759	43,618
Federal Pass-Thru Grants	-	210,519	(210,519)	(100.00%)	378,287	399,708
Miscellaneous	47,921	41,790	6,131	14.67%	47,474	44,480
Total Revenues	\$ 13,303,417	\$ 13,281,491	\$ 21,926		\$ 13,118,478	\$13,038,913
Expenditures by Account Class:						
Personal Services	\$ 11,742,767	\$ 11,979,992	(\$237,225)	(1.98%)	\$11,939,536	\$11,467,324
Travel/Training	132,192	126,087	6,105	4.84%	120,545	114,127
Vehicle Operation	8,371	8,048	323	4.01%	7,928	10,153
Out-of-State Travel/Training	1,627	790	837	105.95%	674	-
Office Supplies	32,965	29,440	3,525	11.97%	53,381	37,519
Building Maintenance Supplies	3,525	2,122	1,403	66.12%	3,868	3,424
Professional/Scientific Supplies	58,893	38,856	20,037	51.57%	41,461	33,194
Housekeeping/Subsistence Supplies	72,382	59,650	12,732	21.34%	71,744	65,922
Other Supplies	1,756	1,010	746	73.86%	4,887	2,274
Food	252,477	257,571	(5,094)	(1.98%)	283,133	242,903
Communications	87,515	86,586	929	1.07%	87,168	86,905
Rentals	194,199	184,360	9,839	5.34%	181,272	198,473
Utilities	139,545	133,373	6,172	4.63%	124,244	129,125
Professional/Scientific Services	47,155	60,562	(13,407)	(22.14%)	74,178	88,457
Outside Services	18,683	29,640	(10,957)	(36.97%)	46,783	47,111
Intra-State Transfers	-	-	-	-	20,675	87,242
Advertising/Publicity	2,522	7,668	(5,146)	(67.11%)	4,453	6,737
Outside Repairs/Services	61,407	82,998	(21,591)	(26.01%)	64,456	48,616
Reimbursements to Other Agencies	33,253	27,051	6,202	22.93%	22,487	25,239
ITS Reimbursements	53,292	62,297	(9,005)	(14.45%)	59,032	56,665
Workers Compensation	13,133	13,395	(262)	(1.96%)	14,073	16,344
Residential Equipment over \$500	22,477	6,939	15,538	223.92%	1,573	2,698
Office Equipment over \$500	-	1,126	(1,126)	(100.00%)	8,735	458
Equipment under \$500	25,114	4,974	20,140	404.91%	5,346	9,492
Data Processing, Inventory	13,097	27,986	(14,889)	(53.20%)	879	34,543
Data Processing, Non-Inventory	16,679	14,255	2,424	17.00%	30,711	11,642
Other Expenditures/Obligations	41,217	33,013	8,204	24.85%	33,033	33,135
Capitals	7,912	267,468	(259,556)	(97.04%)	12,950	-
Total Expenditures	\$ 13,084,155	\$ 13,547,258	(\$463,103)		\$ 13,319,204	\$12,859,723
Summary by Funding Source/Class Type						
Revenues by Funding Source:						
State Funds	\$ 10,962,969	\$ 10,870,425			\$ 10,467,801	\$10,363,892
Local Funds	2,340,448	2,411,066			2,650,677	2,675,021
Total Revenues	13,303,417	13,281,491			13,118,478	13,038,913
Expenditures by Major Class Type:						
Personal Services	11,742,767	11,979,992			11,939,536	11,467,324
Operating Expenses	1,341,388	1,567,266			1,358,993	1,305,157
Intra-State Transfers	-	-			20,675	87,242
Total Expenditures	\$ 13,084,155	\$ 13,547,258			\$ 13,319,204	\$12,859,723

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

**Expenditures by Account Class and Program – General Fund
Year Ended June 30, 2014**

ACCOUNT CLASS	PROGRAM										TOTAL- ACTUAL
	ADMIN.	FIELD SERVICES	RESIDENTIAL	TASC	DRUG COURTS	SPECIAL SERVICES	SEX OFFENDER	IDAP*	INTENSIVE SUPERVISION	RE-ENTRY	
Personal Services	\$ 591,531	\$ 2,938,614	\$ 4,981,786	\$ -	\$ -	\$ 1,005,533	\$ 1,128,297	\$176,194	\$ 920,811	\$ -	\$ 11,742,767
Travel/Training	11,737	43,863	16,819	-	-	11,471	31,091	252	16,959	-	132,192
Vehicle Operation	175	307	7,732	-	-	88	69	-	-	-	8,371
Out-of State Travel/Training	-	1,355	272	-	-	-	-	-	-	-	1,627
Office Supplies	6,299	17,009	8,557	-	-	529	477	19	75	-	32,965
Building Maintenance Supplies	188	3,337	-	-	-	-	-	-	-	-	3,525
Professional/Scientific Supplies	2,141	32,074	17,098	-	-	715	6,670	195	-	-	58,893
Housekeeping/Subsistence Supplies	-	-	72,382	-	-	-	-	-	-	-	72,382
Other Supplies	33	74	956	-	-	207	487	-	-	-	1,756
Food	-	-	252,477	-	-	-	-	-	-	-	252,477
Communications	7,595	34,167	36,867	-	-	1,431	4,892	-	2,563	-	87,515
Rentals	36,509	146,497	11,193	-	-	-	-	-	-	-	194,199
Utilities	-	17,893	121,651	-	-	-	-	-	-	-	139,545
Professional/Scientific Services	3,344	11,978	30,761	-	-	191	521	12	348	-	47,155
Outside Services	360	2,239	16,084	-	-	-	-	-	-	-	18,683
Advertising/Publicity	1,015	918	589	-	-	-	-	-	-	-	2,522
Outside Repairs/Services	865	8,199	52,344	-	-	-	-	-	-	-	61,407
Reimbursements to Other Agencies	1,244	6,026	20,731	-	-	1,782	1,701	345	1,424	-	33,253
ITS Reimbursements	10,445	30,028	9,866	-	-	1,086	1,030	79	757	-	53,292
Workers Compensation	597	3,070	6,822	-	-	938	853	171	682	-	13,133
Residential Equipment Over \$500	-	-	22,477	-	-	-	-	-	-	-	22,477
Office Equipment Over \$500	-	-	-	-	-	-	-	-	-	-	-
Equipment Under \$500	942	8,451	11,772	-	-	225	1,575	-	2,149	-	25,114
Data Processing, Inventory	2,679	6,415	1,657	-	-	787	1,559	-	-	-	13,097
Data Processing, Non- Inventory	9,071	5,106	1,930	-	-	162	261	15	133	-	16,679
Other Expenditures	1,570	7,876	31,392	-	-	-	380	-	-	-	41,217
Capitals	-	-	7,912	-	-	-	-	-	-	-	7,912
TOTALS	\$ 688,340	\$ 3,325,496	\$ 5,742,129	\$ -	\$ -	\$ 1,025,145	\$ 1,179,863	\$177,282	\$ 945,901	\$ -	\$ 13,084,155

* IDAP (Iowa Domestic Abuse Program) was formerly known as BEP (Batterers' Education Program)