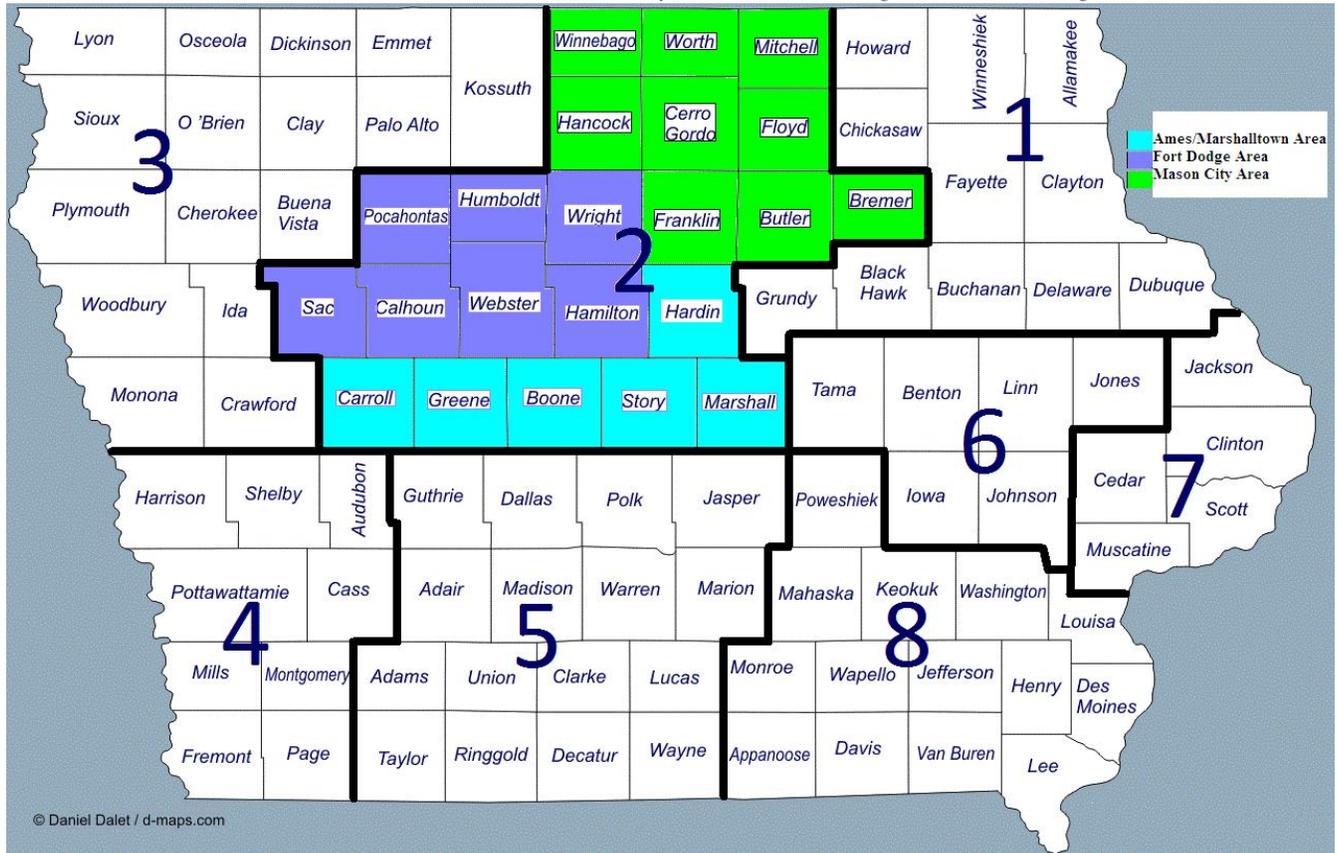


**SECOND JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES**

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 2015
(July 1, 2014 – June 30, 2015)**

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, ADMINISTRATIVE ASSISTANT

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 - 2015

Member and Address	Phone Number	Member and Address	Phone Number
Ken Abrams Worth County Supervisor 1000 Central Ave Northwood 50459	641-324-3630	Bill Jensvold Winnebago County Supervisor 126 S Clark St Forest City 50436	641-585-3412
Jon Beaty Judicial Delegate 203 Main St PO Box 23 Dakota City 50529	515-332-7139	Mark Kuhn Floyd County Supervisor 101 S Main Ste 302 Charles City 50616	641-257-6129
Neil Bock Carroll County Supervisor 114 E 6 th St Carroll 51401	712-792-9802	Gary McVicker Franklin County Supervisor PO Box 26 Hampton 50441	641-456-5624
Mick Burkett Greene County Supervisor 114 N Chestnut Jefferson 50129	515-386-5680	Tim Neil Bremer County Supervisor 415 E Bremer Ave Waverly 50677	319-352-0130
Mark Campbell Webster County Supervisor 703 Central Ave Fort Dodge 50501	515-573-7175	JoAnn Peters Pocahontas County Supervisor 99 Court Square Ste 7 Pocahontas 50574	712-335-3361
John (Mort) Christianson Humboldt County Supervisor 203 Main St PO Box 100 Dakota City 50529	515-332-1571	Rick Rasmussen Wright County Supervisor PO Box 147 Clarion 50525	515-532-2771
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	Bob Rod Advisory Delegate Ames 50010	None
Steve Duffy Boone County Supervisor 201 State St Boone 50036	515-433-0500	Mike Ryan Advisory Delegate Vincent 50594	None
Rusty Eddy Butler County Supervisor PO Box 325 Allison 50602	319-267-2670	Wesley Sweedler Hamilton County Supervisor 2300 Superior St Webster City 50595	515-832-8567
Mark Feustel Advisory Delegate Mason City 50401	None	Dave Thompson Marshall County Supervisor 1 E Main St Marshalltown 50158	641-754-6330
Paul Fitzgerald Judicial Delegate Story Co Sheriff's Office 1315 S B Ave Nevada 50201	515-382-6566	Jerry Tlach Hancock County Supervisor 855 State St Garner 50438	641-923-3421
Janelle Groteluschen Judicial Delegate 701 Central Ave Fort Dodge 50501	515-576-7115	Paul Toot Story County Supervisor 900-6th St Nevada 50201	515-382-7206
Rick Hecht Sac County Supervisor 100 NW State St Sac City 50583	712-662-7401	Mike Tupper Advisory Delegate Marshalltown PD 22 N Center St Marshalltown 50158	641-754-5771
Scott Jacobs Calhoun County Supervisor 416 4 th St Ste 1 Rockwell City 50579	712-297-7741	Stan Walk Mitchell County Supervisor 212 South 5 th St Osage 50461	641-832-3942

COMMITTEES OF THE BOARD OF DIRECTORS

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

Nominating Committee for 2015

Rick Hecht	Chairperson
Scott Jacobs	
Mark Kuhn	
Jerry Tlach	
Wes Sweedler	

Executive Committee – Calendar Year 2015

Neil Bock	Chairperson
Rick Hecht	Vice Chairperson/County Supervisor Delegate
Janelle Groteluschen	Judicial Committee Delegate
Mike Ryan	Advisory Delegate
Tim Neil	County Supervisor Delegate

Bylaws Review Committee – Calendar Year 2015

Neil Bock	Chairperson
Ken Abrams	
Rick Hecht	
Jerry Tlach	
Paul Toot	

MEETINGS OF THE BOARD OF DIRECTORS

September 26, 2014	Hamilton County Social Services, Webster City
December 12, 2014	Hamilton County Social Services, Webster City
March 27, 2015	Hamilton County Social Services, Webster City
June 26, 2015	Hamilton County Social Services, Webster City

SUMMARY OF BOARD PROCEEDINGS

FISCAL 2015

(JULY 1, 2014 – JUNE 30, 2015)

The Board received information or took action on the following at the **September 26, 2014** meeting:

- Approved minutes of previous meeting
- Approved policy edits of Personnel policies
- Received Budget Update
- Director's Report: Drug Court, Sex Offender positions, PREA audits, Case Management, CCUSO releases, Updates to the Table of Organization, FY16 Considerations, Safety Committee Report presentation
- Executive Committee Report: Director's Performance Evaluation, Approval of Drug Court Treatment Contract for Webster County, ACTV Coaching Contract, Webster County Drug Court Contract with the Office of the State Public Defender
- Acknowledgement of Executive Committee report
- Recognized Betty McCarty for 30 years of service to the Second District Board of Directors
- Set next meeting date for December 12 and first meeting of 2015 for March 27
- Pending Litigations: None to Report
- No Public Comment

The Board received information or took action on the following at the **December 12, 2014** meeting:

- Approved proposed agenda
- Approved minutes of previous meeting
- Approved policy edits for Offender Services, Personnel policies
- Received Budget Update
- Director's Report: Department of Corrections (DOC) Accreditation, Annual Report highlights, PREA presentation
- Executive Committee Report: Approval of Drug Court Treatment Contract for Cerro Gordo County, ACTV Coaching Contract for Mason City (2nd Group) Cerro Gordo Drug Court Contract with the Office of the State Public Defender, Modus Engineering Contract for heat pump replacements at Beje Clark
- Acknowledgement of the Executive Committee Report
- Approval of Memorandum of Understanding with Community & Family Resource of Fort Dodge
- Discussed appointing Nominating Committee once all 2015 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 27, 2015** meeting:

- Approved proposed agenda
- Approved minutes of previous meeting
- Approved policy edits for Fiscal, Personnel policies
- Received Budget Update
- Director's Report: FY2015 Updates, Board Orientation, Operations and Administrative Updates, Senate File 145, Accreditation Process, Drug Court presentation
- Approval of PREA Audit Contract for Marshalltown Residential Facility
- Presentation of Ames Area Office and Administration Lease renewal
- Report from the Nominating Committee: Approval of Board Officers for 2015
- Bylaws Review Committee assigned for 2015
- Pending Litigations: Montgomery vs. City of Ames – case dismissed
- Public Comment by Candace Accord and Julie Schultz on Senate File 145

The Board received information or took action on the following at the **June 26, 2015** meeting:

- Approved proposed agenda
- Approved minutes of previous meeting
- Approved policy edits and new Fiscal, Personnel, Probation/Parole policies
- Director's Report: PREA Audit completed at Marshalltown Residential Center, FY16 Operations Update, FY16 Non-contract Compensation
- Received Budget Update
- Executive Committee Report: Approval of Beje Clark Heat Pump replacement, Ames Lease Agreement
- Acknowledgement of Executive Committee Report
- Approval of Non-contract staff compensation

- Approval of FY16 Budget
- Approval of FY16 Table of Organization
- Approval of Purchase of Service Contract with Department of Corrections
- Approval of OWI Service Contracts
- Approval of PREA MOUs
- Approval of Webster County and Cerro Gordo County Drug Court contract with the State Public Defender's Office
- Approval of Webster County Drug Court contract with Community & Family Resources
- Approval of Cerro Gordo County Drug Court contract with Prairie Ridge Addiction Treatment Services
- Approval of MOU with Community & Family Resources for office space in Fort Dodge
- Approval of Authorized Depository Institutions
- Approval of Children & Families of Iowa MOU
- Pending litigation: Montgomery vs State of Iowa - appealed
- No public comment
- Scheduled Board meetings for September 25, 2015, December 11, 2015

EXECUTIVE COMMITTEE

Meetings and Actions

Aug 08, 2014	Purpose of meeting to conduct Director's performance evaluation
Nov 19, 2014	Purpose of meeting to approve Drug Court Treatment contracts, ACTV Coaching contract, Beje Clark Residential Center HVAC project contract with Modus Engineering
May 27, 2015	Purpose of meeting to approve Beje Clark Heat Pump Replacement, Ames Office Lease

ADVISORY COMMITTEES

Ames Area

Members

Robert Rod, (Delegate to the Board of Directors), Ames, 50010

Sherry Bradley, Ames, 50010

Bill Skare, (Alternate to the Board of Directors), Boone PD, 50036

Marshalltown Area

Members

Mike Tupper, (Delegate to the Board of Directors), Marshalltown PD, Marshalltown, 50158

Jill Eaton, Marshall Co CPC, Marshalltown, 50158

Mike Croker, (Alternate to the Board of Directors), Marshalltown, 50158

Barb Matthews, Workforce Development Center, Marshalltown, 50158

Fort Dodge Area

Members

Mike Ryan, (Delegate to the Board of Directors), Vincent, 50594

Tiffany Dorsey, (Alternate to the Board of Directors), Community & Family Resources, Fort Dodge, 50501

Andrea Jondle, Community & Family Resources, Fort Dodge, 50501

Chad Jensen, New Opportunities, Carroll, 51401

Teresa Larson, Children & Families of Iowa, Fort Dodge, 50501

Roger Porter, Fort Dodge PD, 50501

Mason City Area

Members

Mark Feustel, (Delegate to the Board of Directors), Mason City, 50401

Candy Stricker, (Alternate to the Board of Directors), Mason City, 50401

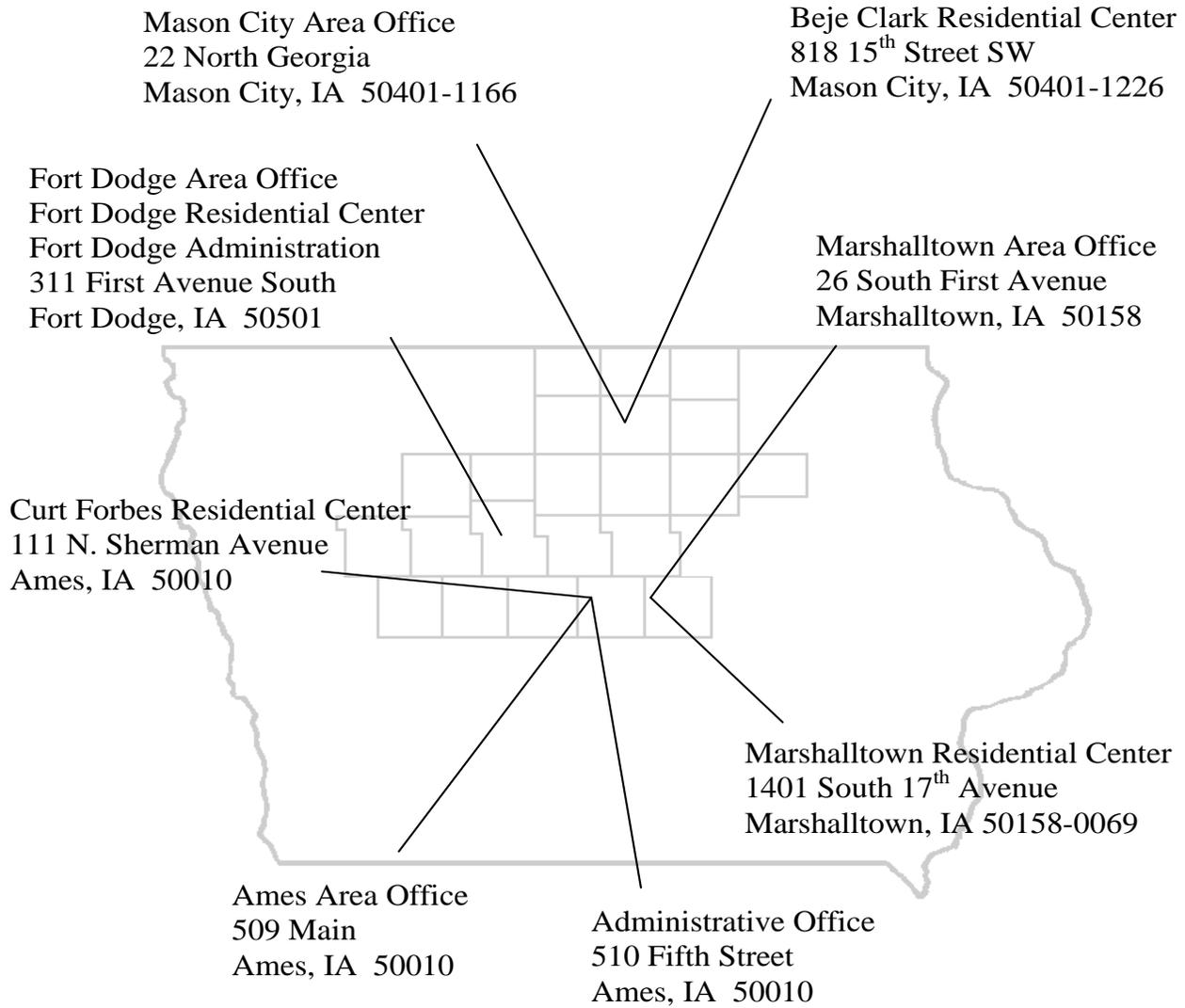
Jay Hansen, Prairie Ridge, Mason City, 50401

Kevin Pals, Cerro Gordo County Sheriff, Mason City, 50401

Betty McCarthy, Osage, 50461

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, 2015

Administration Ames & Fort Dodge FY15 Amanda Milligan, Director Joel McAnulty, Assistant Director 510 Fifth Street, 2 nd Floor PH: (515) 232-1511; FAX: (515) 232-9453 Employees: 9 (1 vacant)			
Residential Centers			
Ames- Curt Forbes Robin Allbee, Manager 111 N. Sherman Ames, IA 50010 PH (515)232-3774 Employees: 14 (1 vacant)	Marshalltown Residential Mike Dalbec, Manager 1401 S 17 Ave Marshalltown, IA 50158 PH (641)753-5571 Employees: 16 (1 vacant)	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 (2 vacant)	Fort Dodge Residential Adam Yetmar, Manager 311 First Ave. South Fort Dodge, IA 50501 PH (515)955-6393 Employees: 15 (1 vacant)
Probation/Parole Offices			
Ames Teri Jones, Supervisor 509 Main Street Ames, IA 50010 PH (515)232-1810 Employees: 9	Marshalltown Teri Jones, Supervisor Masonic Building 26 S. First Ave. Marshalltown, IA 50158 PH (641)752-6322 Employees: 9	Mason City Mike McGuire, Supervisor 22 N Georgia, PO Box 1166 Mason City, IA 50402 PH (641)424-0131 Employees: 19	Fort Dodge Jon Groteluschen, Supervisor 311 First Ave. South Fort Dodge, IA 50501 PH (515)576-8121 Employees: 15
Sex Offender Treatment Program Mark Hendrickson, Supervisor District Wide Employees: 13			
Ames Employees: 3	Marshalltown Employees: 3	Mason City Employees: 4	Fort Dodge Employees: 3
Special Services Courtney Arringdale, Supervisor District Wide Employees: 11			
Ames Employees: 3	Marshalltown Employees: 2	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, 2015

	<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)	11,500,661	11,500,661	-
Residential Client Fees	1,096,574	1,144,088	47,514
Enrollment Fees	401,415	392,093	(9,322)
Other Client/Group Fees	146,297	166,591	20,294
Interest Earned	4,000	5,239	1,239
Federal BOP Inmate Reimbursement	548,691	636,446	87,755
Federal Urinalysis Contract Reimbursement	36,273	46,812	10,539
Miscellaneous	44,575	60,374	15,799
Prior Year Carryover	461,475	-	(461,475)
Total Revenues Available for Expenditures	<u>14,239,961</u>	<u>13,952,304</u>	<u>(287,657)</u>
Expenditures by Account Category:			
Personal Services	12,402,764	12,206,498	196,266
Travel & Subsistence	171,276	155,567	15,709
Supplies	426,970	398,055	28,915
Contractual Services	880,135	778,686	101,449
Equipment & Repairs	221,016	182,803	38,213
Claims & Miscellaneous	-	-	-
Licenses, Permits & Refunds	-	-	-
State Aid	-	-	-
Plant Improvement	137,800	17,901	119,899
Total Expenditures	<u>14,239,961</u>	<u>13,739,510</u>	<u>500,451</u>
Revenues Over (Under) Expenditures	<u>-</u>	<u>212,794</u>	<u>212,794</u>
Fund Balance Beginning of Year – Local		461,475	
Revenues Over (Under) Expenditures including Local Carry Forward Balance		212,794	
Less: Government Funds Transfer		<u>(55,000)</u>	
Fund Balance End of Year		<u>619,270</u>	

**** Original FY 2015 Budget was revised in October 2014 with Actual Carry Forward following Closeout of Fiscal Year 2014.**

SECOND JUDICIAL DISTRICT, DEPARTMENT OF CORRECTIONAL SERVICES

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

	Year Ended 2015	Year Ended 2014	From FY14 to FY15		Year Ended 2013	Year Ended 2012
			Dollar Change	% Change		
Revenues by Source:						
State POS & Other Appropriations	\$11,500,661	\$ 10,962,969	\$ 537,692	4.90%	\$ 10,870,425	\$10,467,801
Intra-State Transfers	-	-	-	-	-	-
Residential Client Fees	1,144,088	1,070,675	73,413	6.86%	1,001,464	974,607
Enrollment Fees	392,093	432,116	(40,023)	(9.26%)	428,377	396,413
Other Client/Group Fees	166,591	158,321	8,270	5.22%	158,266	168,203
Interest Earned	5,239	3,883	1,356	34.92%	4,092	3,970
Federal BOP Inmate Reimbursement	636,446	590,791	45,655	7.73%	527,875	639,964
Federal Urinalysis Contract						
Reimbursement	46,812	36,741	10,071	27.41%	38,682	41,759
Federal Pass-Thru Grants	-	-	-	-	210,519	378,287
Miscellaneous	60,374	47,921	12,453	25.99%	41,790	47,474
Total Revenues	\$ 13,952,304	\$ 13,303,417	\$ 648,887		\$ 13,281,491	\$13,118,478
Expenditures by Account Class:						
Personal Services	\$ 12,206,498	\$ 11,742,767	\$ 463,731	3.95%	\$ 11,979,992	\$11,939,536
Travel/Training	133,682	132,192	1,490	1.13%	126,087	120,545
Vehicle Operation	13,280	8,371	4,909	58.64%	8,048	7,928
Out-of-State Travel/Training	8,606	1,627	6,979	428.95%	790	674
Office Supplies	30,353	32,965	(2,612)	(7.92%)	29,440	53,381
Building Maintenance Supplies	3,245	3,525	(280)	(7.94%)	2,122	3,868
Professional/Scientific Supplies	40,110	58,893	(18,783)	(31.89%)	38,856	41,461
Housekeeping/Subsistence						
Supplies	73,774	72,382	1,392	1.92%	59,650	71,744
Other Supplies	3,519	1,756	1,763	100.40%	1,010	4,887
Food	247,053	252,477	(5,424)	(2.15%)	257,571	283,133
Communications	99,713	87,515	12,198	13.94%	86,586	87,168
Rentals	198,592	194,199	4,393	2.26%	184,360	181,272
Utilities	139,648	139,545	103	0.07%	133,373	124,244
Professional/Scientific Services	168,362	47,155	121,207	257.04%	60,562	74,178
Outside Services	19,634	18,683	951	5.09%	29,640	46,783
Intra-State Transfers	55,000	-	55,000	-	-	20,675
Advertising/Publicity	5,307	2,522	2,785	110.43%	7,668	4,453
Outside Repairs/Services	100,274	61,407	38,867	63.29%	82,998	64,456
Reimbursements to Other						
Agencies	55,954	33,253	22,701	68.27%	27,051	22,487
ITS Reimbursements	51,880	53,292	(1,412)	(2.65%)	62,297	59,032
Workers Compensation	-	13,133	(13,133)	-	13,395	14,073
Residential Equipment over \$500	18,680	22,477	(3,797)	(16.89%)	6,939	1,573
Office Equipment over \$500	1,419	-	1,419	-	1,126	8,735
Equipment under \$500	8,496	25,114	(16,618)	(66.17%)	4,974	5,346
Data Processing, Inventory	26,249	13,097	13,152	100.42%	27,986	879
Data Processing, Non-Inventory	27,684	16,679	11,005	65.98%	14,255	30,711
Other Expenditures/Obligations	39,597	41,217	(1,620)	(3.93%)	33,013	33,033
Capitals	17,901	7,912	9,989	126.25%	267,468	12,950
Total Expenditures	\$ 13,794,510	\$ 13,084,155	\$ 710,355		\$ 13,547,258	\$13,319,204
Revenues by Funding Source:						
State Funds	\$ 11,500,661	\$ 10,962,969			\$ 10,870,425	\$10,467,801
Local Funds	2,451,643	2,340,448			2,411,066	2,650,677
Total Revenues	13,952,304	13,303,417			13,281,491	13,118,478
Expenditures by Major Class Type:						
Personal Services	12,206,498	11,742,767			11,979,992	11,939,536
Operating Expenses	1,533,012	1,341,388			1,567,266	1,358,993
Intra-State Transfers	55,000	-			-	20,675
Total Expenditures	\$ 13,794,510	\$ 13,084,155			\$ 13,547,258	\$13,319,204

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

**Expenditures by Account Class and Program – General Fund
Year Ended June 30, 2015**

ACCOUNT CLASS	PROGRAM										TOTAL- ACTUAL
	ADMIN.	PREA	PRE-SENTENCE INVESTIGATION	FIELD SERVICES	RESIDENTIAL	DRUG COURTS	SPECIAL SERVICES	SEX OFFENDER	IDAP*	INTENSIVE SUPERVISION	
Personal Services	\$ 782,341	\$ 38,544	\$ 394,481	\$3,560,740	\$4,219,454	\$ 217,913	\$ 599,365	\$1,250,484	\$173,147	\$ 970,029	\$12,206,498
Travel/Training	8,761	303	1,071	53,542	7,159	2,901	8,363	30,689	113	20,780	133,682
Vehicle Operation	227	-	25	385	12,511	-	50	81	-	-	13,280
Out-of-State Travel/Trng.	-	498	-	-	-	8,108	-	-	-	-	8,606
Office Supplies	5,326	20	75	14,583	8,779	267	179	573	390	162	30,353
Building Maintenance Supplies	20	-	-	3,170	-	-	-	54	-	-	3,245
Professional/Scientific Supplies	846	-	-	12,484	15,212	9,342	-	1,868	338	21	40,110
Housekpg./Subsistence Supplies	-	-	-	-	73,774	-	-	-	-	-	73,774
Other Supplies	-	-	-	6	943	1,965	216	364	25	-	3,519
Food	-	-	-	-	247,053	-	-	-	-	-	247,053
Communications	9,021	-	950	35,013	37,676	882	951	9,028	-	6,193	99,713
Rentals	39,646	-	-	147,984	10,925	35	-	-	-	-	198,592
Utilities	-	-	-	16,524	123,124	-	-	-	-	-	139,648
Professional/Scientific Services	380	-	-	17,070	43,451	103,611	-	975	2,325	550	168,362
Outside Services	35	-	-	1,683	14,554	-	-	-	3,362	-	19,634
Advertising/Publicity Outside	1,912	-	-	443	2,952	-	-	-	-	-	5,307
Repairs/Services	549	5,335	-	6,720	87,655	-	-	15	-	-	100,274
Reimbursements to Other Agencies	16,869	-	1,075	11,617	17,485	410	2,309	3,430	81	2,678	55,954
ITS Reimbursements	10,292	79	537	29,797	8,450	204	640	985	81	816	51,880
Workers Compensation	-	-	-	-	-	-	-	-	-	-	-
Residential Equipment Over \$500	-	-	-	-	18,680	-	-	-	-	-	18,680
Office Equipment Over \$500	-	-	-	534	-	-	-	885	-	-	1,419
Equipment Under \$500	215	-	-	2,269	2,779	1,635	565	773	-	260	8,496
Data Processing, Inventory	11,899	-	-	7,421	2,305	3,082	-	1,541	-	-	26,249
Data Processing, Non- Inventory	21,358	-	50	3,800	1,949	50	87	254	25	112	27,684
Other Expenditures	2,637	-	-	7,932	28,309	-	-	338	331	50	39,597
Capitals	-	3,542	-	-	14,359	-	-	-	-	-	17,901
TOTALS	<u>\$ 912,334</u>	<u>\$ 48,321</u>	<u>\$ 398,264</u>	<u>\$3,933,717</u>	<u>\$4,999,538</u>	<u>\$ 350,405</u>	<u>\$ 612,725</u>	<u>\$ 1,302,337</u>	<u>\$180,218</u>	<u>\$1,001,651</u>	<u>\$13,739,510</u>

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