

#### EXECUTIVE COMMITTEE Meeting

**Thursday, October 10, 2019**

**Meeting Minutes**

1. Betty Devine called the meeting to order at 10:06 am. Also present were Chad Jensen, Matt Haynes, Jim Ward, Betty Devine, Stephanie Swartz and Teresa Burke. Absent were Eric Kool and Angie Crees, although their votes were represented.
2. The September 12, 2019, minutes were reviewed. Chad moved to approve the minutes and Jim seconded. All were in favor and the motion was carried by unanimous vote.
3. Veronica Russell, the new Polk Decat Administrative & Resource Assistant, was introduced to the Board.
4. The FY20 budget was reviewed. It was noted that one quarter of the budget for DCAT5-19-001, Fiscal Agent Services, was already used in the first two months of the fiscal year. A spreadsheet was provided to the Board so they could review the categories of spending.

The board was curious what we could do to bring down costs. Some suggestions were made concerning beds as they comprise approximately 17% of the expenditures. Other options will be researched.

1. Discussion and vote: Accept transfer of funds letter from JCS, 2nd Chief Designation.

Unfortunately, this transfer letter was not received due to delays in FY19 reconciliation in another District. It is estimated that the transfer will be approved to release some time in November.

Matt moved to table this vote until the Transfer of Funds Letter becomes available. Jim seconded and the motion was carried by unanimous vote.

1. Discussion and vote: RFP for contracts for services realted to youth diversion, education & employmenet engagement, skill-buiding and/or community service learning.

Because the transfer of funds was not received, the vote on the use of the extra funds will need to be postponed. In addition, Chad mentioned that he would like to have further discussion within JCS on other possible uses for the funds.

Matt moved to table this discussion and vote until the Transfer of Funds Letter is received and Chad has obtained feedback from JCS staff on the most appropriate use of the funds. Stephanie seconded and the motion was carried by unanimous vote.

1. Review of on-site monitoring reports.

The following contracts had on-site monitoring conducted:

DCAT5-16-001, Sex Offender Treatment, Woodward Youth Corporation

DCAT5-16-002, Re-entry & Transitioning Youth Services, Woodward Youth Corporation

DCAT5-18-001, Early Services Program (ESP), Orchard Place

DCAT5-18-008, Sanctions Learning Services, Orchard Place

All contractors are in general compliance with the Scope of Work of their respective contracts. The On-site Summaries and other documentation has been shared with the contractors. Woodward responded that they would review the “Determinations” sections of each Summary and respond accordingly. The issue regarding the logging of time was emphasized with them so they understand it is a concern of the Decat Board.

It was also communicated to the Contractors to increase their efforts to “market” and communicate their services to JCS. They all could improve in the area of getting in front of the JCOs to remind them of the services and build relationships between the agencies.

1. Review and discuss: DCAT5-15-007, Refugee Immigrant Guide contract ending on June 30, 2020.
2. Aggregate RIG program referrals since inception were provided to the Board, along with survey responses from DHS SWs and JCOs. Also provided was a portion of the RIG Briefing/De-Briefing Power Point presentation created by Loren Bawn (BRS) to inform the Board on part of the overall approaches used by RIGs in the performance of their duties. Matt and Chad were provided copies of the specific DHS and JCS referrals, respectively.
3. The Board agreed that re-procurement conversations and planning should be initiated. Matt suggested that Mak Suceska should be invited from BRS and Tracy White, DHS SWA. Chad suggested that Christy Burkhart and Nic Belieu from JCS. Those assigned are free to suggest others to participate who they feel may be helpful.
4. Updates:
   1. Teresa provided an update on the Trauma-Informed Supervision preliminary training for DHS Supervisors with Chris Foreman coming up on October 31st and November 1st. ArtForceIowa is the venue that will be used for the training. The Clinical Case Consultation Coaching and the Trauma Informed Supervision grant drafts require a bit more editing but will be ready for application very soon.
   2. Teresa shared that she has the best Decat team ever and they are all feeling very positive and energized about their activities. Cassie has been instrumental in training Veronica and is anxious to focus more on her new job activities.
5. Next meeting topics:
   1. RFPs
   2. RJCE and CPPC Updates
   3. Transfer of funds, if received in time
   4. Decat FY19 Annual Report
   5. Other not yet anticipated
6. Adjourn: Jim moved to adjourn the meeting at 11:01 am. Stephanie seconded, all were in favor, and the motion was passed unanimously.

The next regularly scheduled meeting will be Thursday, November 14, 2019, 10:00 am, at Polk County River Place, Conference Room 3.