

#### Polk Decat EXECUTIVE COMMITTEE Meeting

**Thursday, October 14, 2021**

**Meeting Minutes**

1. The meeting was called to order, via Microsoft Teams video and conference call, at 10:05 am by Eric Kool. Also present were Joy Ihle, John Hawkins, Jim Ward, Tramra Jurgemeyer, and Jana Rhoads, plus Teresa Burke and Cassie Kilgore from Polk Decat.
2. Review and Approval of the September 9, 2021, meeting minutes.
   1. Jim moved to approve the minutes for the September 9th meeting. Tamra seconded and the motion was carried by unanimous vote.
3. Review of the FY22 budget and FY21 Reconciliation update:
   1. Teresa mentioned that the reconciliation of FY21 concluded with an exact match in carry-over dollar amounts between DHS Accounting and Polk Decat.
   2. Unencumbered values were highlighted.
   3. It was pointed out that the DCAT5-18-008, Sanctions Learning contract, which grossly underspent in FY21, was still on track to underspend but has gradually increased its spending due to the opening up of more Covid-safe worksites for community service.
4. Discussion and vote: Accept Juvenile Court (2nd Designation) Transfer of Funds letter for $20.857.46 for Juvenile Sex Offender Treatment Services for youth in the Fifth District.
   1. A copy of the JCS 2nd Designation Transfer Letter was provided to the Board prior to the meeting. Teresa explained that the DCAT5-22-001, Sex Offender Treatment contract, was not fully funded with a transfer of FY21 funds from JCS in the spring. Rather, some of the large amount of unencumbered funds was used to supplement the bulk of the FY22 value of this contract. The 2nd Designation tranfer is to make up a small portion of the deficit.
   2. John moved to accept the JCS 2nd Designation Tranfer of Funds. Jim seconded and the motion was carried by unanimous vote.
5. Update on procurement discussion for Child Welfare family visit services in Polk.
   1. Jana explained that the Service Area Managers (SAMs) met a couple of week ago to discuss this issue since it is a common dilemma. The agencies contacted who would be a good fit for family visits services were all unwilling to provide transportation, which is actually a huge component of providing family visitation services because of the time involved in transporting children or caregivers to visits. Jana indicated that the current FCS contract will possibly be amended to increase the number of visits covered under the contract. Social Workers are able to meet the requirement of visiting clients once per month. At this time, DHS is unable to meet all the other court-ordered visit requirements not covered by the FCS contract, but they are doing the best that they can given their limited capacity.
6. Update on decision for CPPC volunteer/AmeriCorps (APPC) position:
   1. After much thought and discussion, Cassie and Teresa decided not to proceed with enlisting a volunteer that would become an AmeriCorps position, which were going to vote on in this meeting. The timeline was just too tight as the APPC member would be required to get all their hours in, even though part-time, in the period of January through May. The soonest a contract change could be implemented would be sometime between December 15th and January 1st since the Decat Coordination contract, where the CPPC funds are housed, requires Director-level approval (signature). Cassie reached out to the person who had expressed interest in volunteering and becoming an APPC member, but she was not interested in volunteering after the APPC opportunity was off of the table.
   2. Cassie and Teresa will determine if this is an opportunity for FY23, as the APPC cycle typically starts again in the fall.
7. Other Decat, RJCE and CPPC Updates:
   1. Pre-Arrest Diversion Case Manager hiring update: Interviews were conducted and a candidate was selected. Jay Hansen accepted the offer to be the new Pre-Arrest Diversion (PAD) Case Manager. He will start on Thursday, October 28th. His primary location to work will be the Pioneer Columbus Center where the Des Moines Police Department houses their Second Chance program.
   2. Cassie provided an overview of the Sesame Street In Communities (SSIC) activities that Polk Decat paid for in FY21, plus a brief demonstration of how to use the website. The website is a great tool for parents and professionals working with families when discussing subjects that can be difficult.
   3. New Contract Updates: All five of our new contracts are going well. We were notified that the Office of Criminal and Juvenile Justice Planning (CJJP) received funds from Vocational Rehabilitation (Voc-Rehab) to support 3 Navigators who will assist disabled JCS Reentry youth with vocation-related activities. This pilot project will have a Navigator at the State Training School (STS), one for the 5th Judicial District, and one in another District. There was some concern from the current Reentry contractor, Boys Town, on overlap of services. We definitely will need a meeting with the Navigator, STS, Boys Town and JCS on how the Navigator’s services will compliment the Reentry services, and the hand-off between the STS Navigator to the one for the 5th. Boys Town had mentioned to John Hawkins that they may need more money in their contract to support the growing number of referrals they are receiving. At this time, they are underspending by quite a bit, but they are still building staff for the services. They are now up to 3 full-time staff providing Reentry services. Patrick Garcia from Boys Town mentioned to John that they may need to add a fourth Reentry Specialist.
   4. Projects, trainings and grants:
      1. Cassie provided an update on three trainings we will be providing to the community by Iowa Mediation Services. Our community partners find Polk Decat trainings helpful in training their personnel.
      2. The Student Mental Health First Aid was very well attended last fiscal year and we would like to offer it again in FY22 due to popular demand.
   5. Other agency updates:
      1. Child Care Advocay Board: They recently had statewide trainings provided by Luanna Nelson Brown where they reviewed racial bias and strategies for addressing them. Tamra indicated that CAC referrals are very high right now.
      2. Polk County Attorney’s Office: They are having an increase in cases from other states.
      3. JCS: Case loads are increasing. They have had open positions and when they hire from within it continues to create open positions. They recently hired 2 new Central Intake Officers and 1 new Drug Court persons. They continue to try finding adequate group care placement options as well as Detention options as openings have been scarce. The CJJP Voc-Rehab Navigators are a new addition to Reentry Services.
      4. County: Detention numbers remain very high with more adult waivers in Detetion and in Jail. Stays in Detention are longer now, too. Clarinda, Beloit and now Forest Ridge closings have impacted Detention, hence the increase in numbers and longer stays.
      5. DHS: Staff turnover is very high right now. The Group Care closures also impacting DHS youth. Shelter, although not a great replacement option, is better than Detention. They are seeing more severe mental health issues in clients. They have worked diligently to grow their numbers of staff of color. However, they are losing them very quickly. There seems to be more court-ordering of services that are unusual or difficult to meet. Jana commended her Supervisory staff, saying they are the best mix in a long time. The AACCT group is working with the Casey Foundation on collecting and reviewing outcomes, processes, and follow-up responses.
      6. The Foster Care Review Board has been resurrected and a small number of cases have been reviewed. It seems to provide very positive direction at this time.
8. Next meeting agenda items will include but may not be limited to:
   1. Review of FY22 budget
   2. Vote on FY21 Polk Decat Annual Progress Report
   3. Possible transfer of funds from Ames cluster
   4. Addition of funds to DCAT5-19-001, Fiscal Agent contract, for DHS and JCS team building activities.
   5. Addition of funds to DCAT5-18-002, Decat & CPPC Coordination, to support costs associated with the Trauma Informed Supervision trainings and activities
   6. Other Decat, RJCE and CPPC activities
9. Adjourn: Jana moved to adjourn the meeting at 11:05 am. Tamra seconded, all were in favor, and the motion passed unanimously.

The next meeting will be on Monday, November 22, 2021, 1:30 pm, via video and conference call. This will be in lieu of the meeting that would have occurred on November 11, 2021, as that is Veteran’s Day, a holiday where many offices are closed.

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