IOWA CORRECTIONAL INSTITUTION FOR WOMEN

FY2025 Annual Report: July 1, 2024-June 30, 2025

IOWA CORRECTIONAL INSTITUTION FOR WOMEN

Michelle Waddle-Warden

Organizational Structure

The ICIW Executive Team is led by Warden Michelle Waddle and consists of the following individuals :

Deputy Warden- Lorie Woodard

Provides administrative oversight of Human resources, Security, Nursing, Treatment and Training departments

Associate Warden of Administration- Adam Owen

Provides oversight of Maintenance, Dietary, and Business Office/financial

Associate Warden of Security- Michael Gluesing

Security Department Head

Nursing Services Director- Kerri Hunter

Nursing/Medical Department head

Associate Warden of Treatment- Courtney Arringdale

Treatment Department head-Psychology, Activities/Chaplain, Records, Counselors and Education

Treatment Services Director- Kathy Culbertson

Oversight of Housing units H1, H2, H3, and H7

Treatment Services Director- Michael Peterson

Oversight of Housing units 9A, 9B, 9C,9D, and 6B (Segregation)

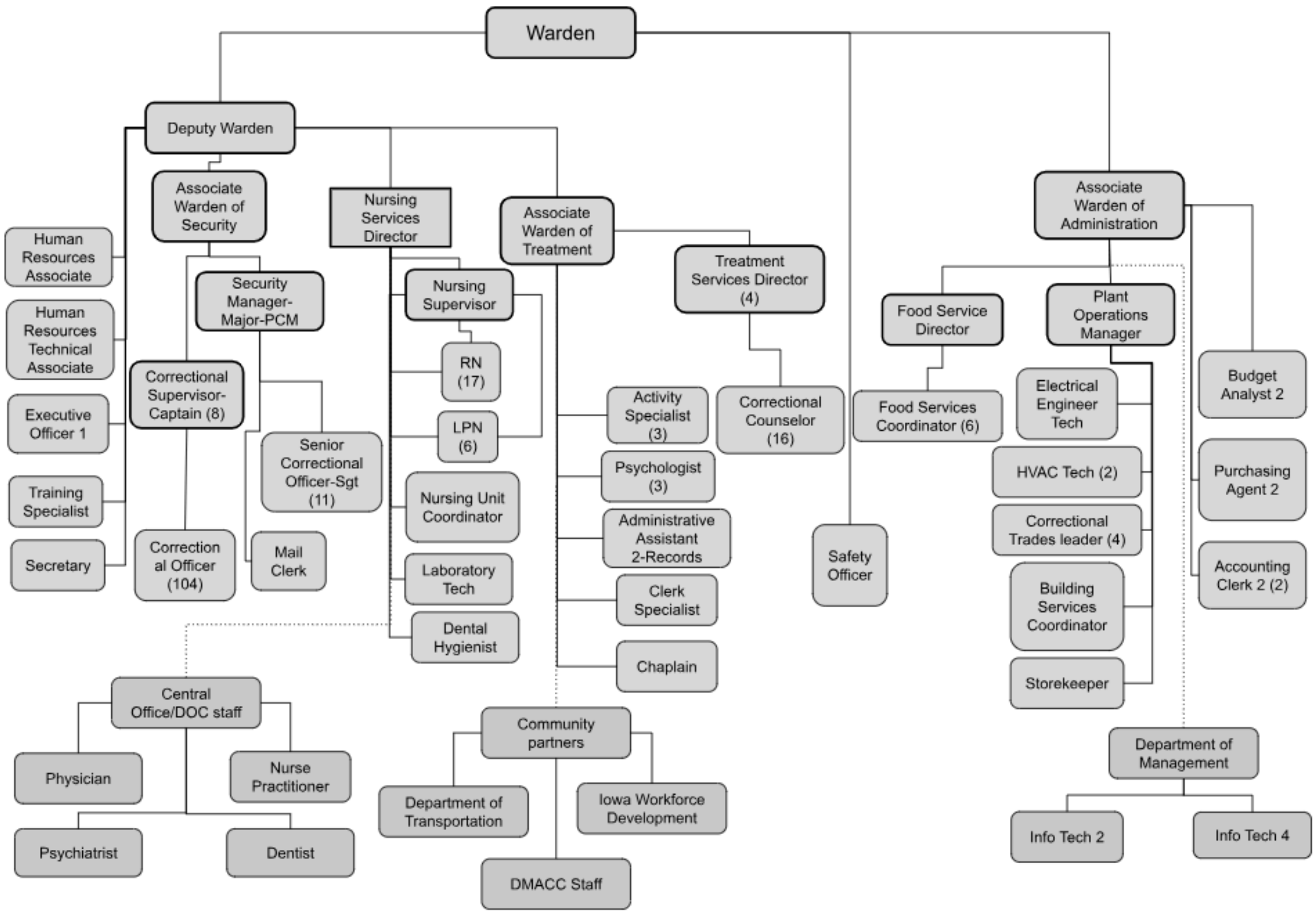
Treatment Services Director- Erika Wilson

Oversight of Housing units H4, H5, and H6

Treatment Services Director- Bailey Schooley

Oversight of Housing units G1, G2, G3, G4 and Minimum Work Out program

Organizational Chart



ICIW Narrative

The Iowa Correctional Institution for Women (ICIW) in Mitchellville, Iowa is a Medium Security prison that houses offenders in dorm-like living units and celled housing. was originally built in 1954 as a training school for girls. In 1981 the training school closed, and the facility was transitioned to housing incarcerated women in 1982.

Expansion and renovation

In 2008, the General Assembly approved a $122.2 million project to renovate and expand the prison. The project included the construction of new buildings and housing units along with the demolition and renovation of some of the older buildings.

The new/updated facility opened in the winter of 2013/2014 with several areas opening at later dates.

The new/current facility includes:

The Administration Building houses administrative staff and includes a staff training/classroom space, a secure Visiting area with outdoor space for residents to see their families.

Medical/Mental Health building that houses our medical department, an assisted living unit, smaller special needs units, Orientation/intake housing unit, and several housing units for general population.

2 General Population Housing units that house approximately 500 individuals.

Minimum live out Housing unit that houses 120 total individuals (this housing is currently not utilized due to staffing issues)

Dietary/Food Service Building where all meals are prepared by resident workers.

Programs Building with a gym, work out area, classrooms, library, music room, and craft area.

Warehouse/Maintenance buildings that allow for onsite maintenance and storage space for all necessary resources.

Fiscal year 2025 Accomplishments

ICIW Physical Security Improvements 2025

Physical Security Improvements

- Installed security cages in 4 transport vans
- Approximately 44 FTOs completed the FTO process
- Concertina wire added to fence near 6A leading to “no man’s land”
- Concertina wire added to fence near Sacred Place leading to “no man’s land”
- 25 additional PDAs purchased
    - Procedural updates regarding staff rounds to provide additional rounds among various staff including Treatment staff
- Physical installation of new camera system/BWCs started
- Sliding windows in intake affixed with new locks preventing them from being left unsecure (PREA audit recommendation)
- Foam padding with cutouts added in Cpt office for Mk9 OC canisters
- 6 CO positions converted to post Sgts creating more consistent presence in needed areas (physical security presence)
- Post Orders for Food Service Coordinators for more consistent presence throughout Food Services (physical security presence)
- Removal of various tools deemed unneeded and thorough audit of tool inventory to review tool classifications (ongoing/annual per policy)
- Perimeter Fence Scan Points renewed
- Additional scan points in progress for various areas to improve security checks
- Cargo carts (for delivering food trays, property, etc.) in progress of having handles tethered
- Repaired small issue on Perimeter fence
- Door control computers in progress waiting on Accurate to replace 5 additional Door control stations - Legislative funding (in progress)
- Radio tower upgrades for H building (end of FY25)

Tech2Connect Clients Served

- 2nd District = 4
- 6th District = 9
- 7th District = 32

For reference/comparison only - Past Year (2024 physical) Security Improvements:

- Removal of trees/tall grass in the yard to improve visibility
- Scan points in the kitchen were added for better tracking
- Additional security mirrors in the Kitchen
- Additional fencing to create an additional barrier to prevent access behind buildings

- Reception entry door adjusted/enhanced to be secured outside of business hours
- Repair of the service yard swing gate (pole was bent causing a significant gap at the bottom of the fence)
- Camera system update requested and upcoming.
- 53 COs completed FTO
- Shadow boarding cleaning supplies
- Tethering mop bucket wringers
- 10 new PDAs ordered to enhance rounds documentation
- Manhole numbering and reinforcing
- Anti-climb mesh installed in Building H stairwell to help prevent attempts of self-harm

Major Programming changes

This fiscal year there were no new major programming changes at ICIW. There was continued emphasis on expanding current programming and increasing continuous quality improvement of existing programs during the period of high turnover in numerous positions. This fiscal year saw multiple changes including hiring of a new Security Director, 3(of 4) new Treatment Services Directors, 2 new Correctional Supervisors, 3 new Correctional Counselors and numerous Correctional Officers and Nurses.

Challenges and opportunities encountered during the year

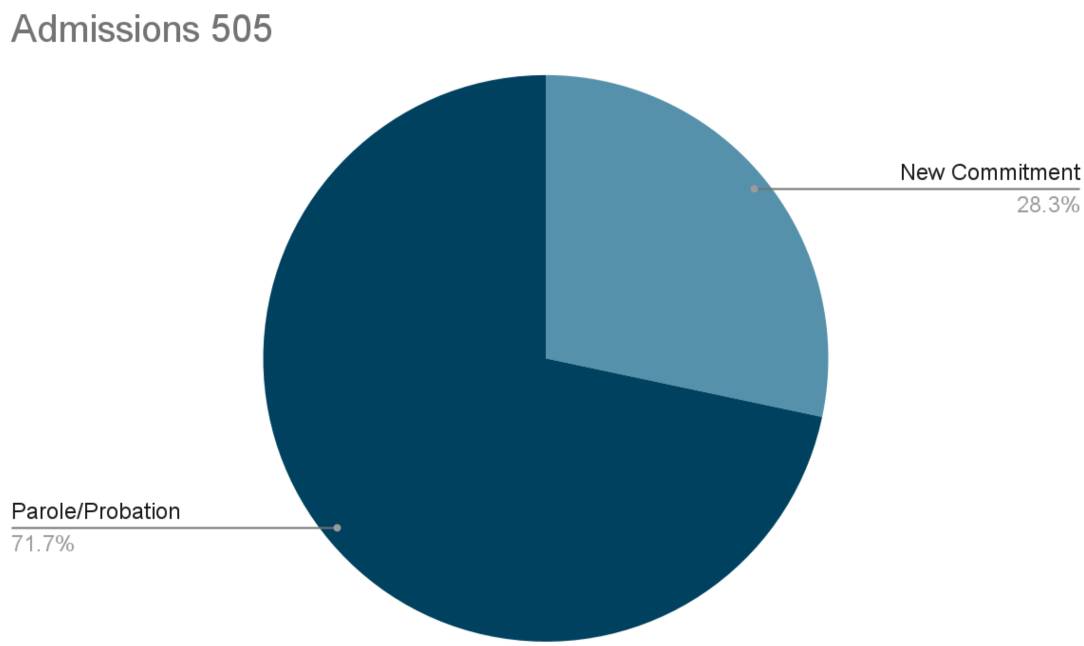
Fiscal year 2025 ICIW saw another year of high turnover and staffing changes seeing 75 resignations and 1 retirement during the year with 92 new hires (10 of which were in house promotions). All these staffing changes and turnover created a large amount of overtime totaling 24,407.98 hours over the course of the year. This had a significant impact on budgetary operations costing $999,976.61 in total.

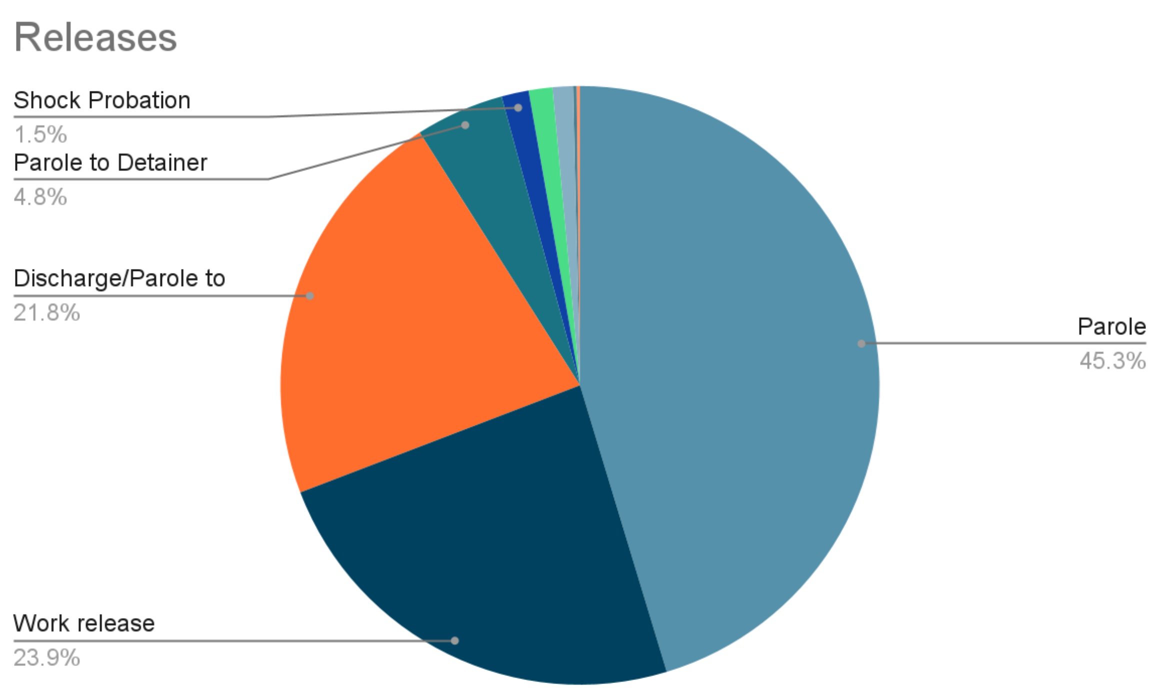
ICIW endured several facility wide challenges during this year including a major Glycol leak to our Geothermal system, frozen pipes during the winter months at one of our pump houses, and several other larger mechanical failures that affected both water temperatures and building temperatures. Much of ICIW's equipment is reaching 10 years old and the unique hybrid of older and newer building technologies has proved difficult to find staff with the blend of experiences to manage both types of technology.

These physical plant issues have continued to create new challenges that our small Maintenance department handles no matter what new problem presents itself. ICIW is a unique blend of old and new technology and has the one of the largest physical footprints of the DOC facilities with an approximate mile long perimeter

Client and Program Data

ICIW's population at the beginning of the Fiscal year was 677, at the close of the fiscal year it was 700





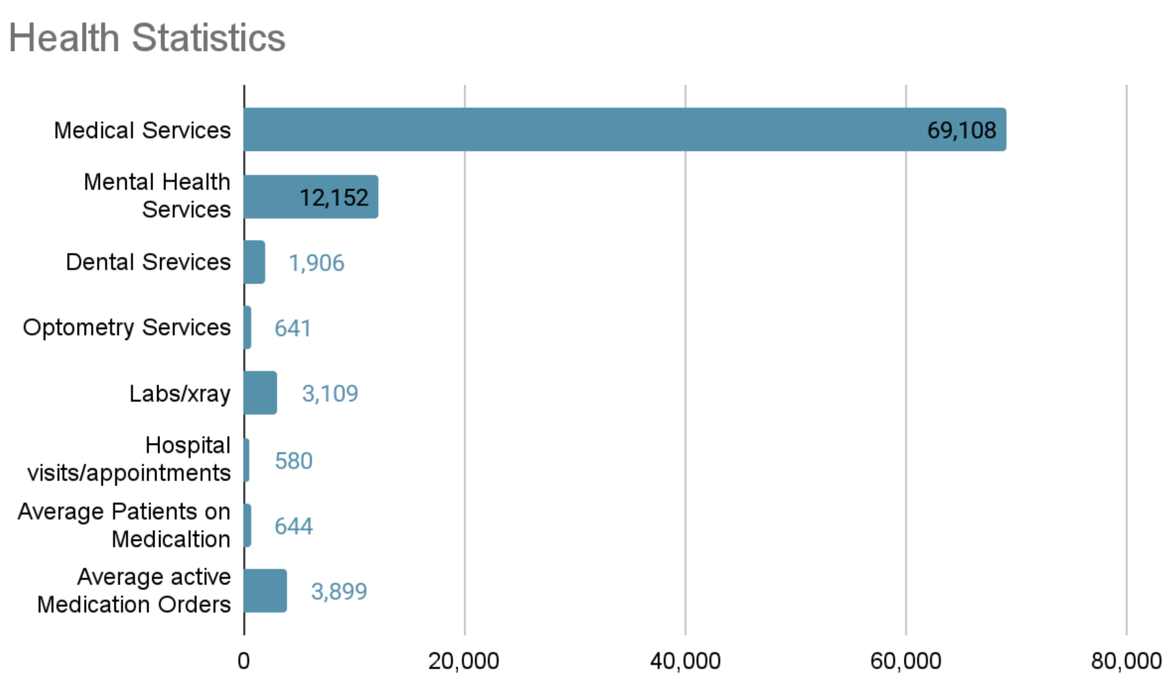
Programming Offered

- Despite several vacancies and shortages in Correctional Counselors, ACTV waiting lists remained minimal at under 25 waiting to get into ACTV class.
- Programming offered
    - Achieving Change through Value(ACTV)
    - Good Lives Model (SOTP)
    - Moral Reconnation Therapy (MRT)
    - Tech2Connect
    - DMACC HiSet
    - LifeSkills
    - Various College courses offered through DMACC and Grinnell College

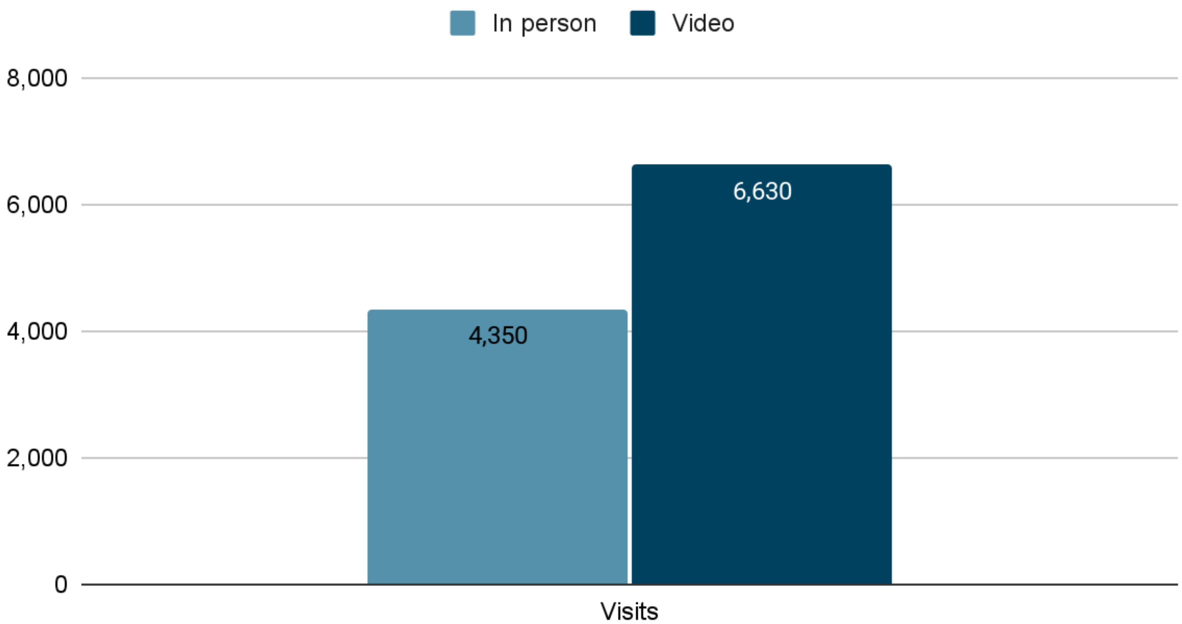
Minimum Work Out (MWO) Opportunities

ICIW runs a Minimum Work Out (MWO) program that creates opportunities for outside employment that can provide valuable skills and experience to assist in successful reentry into the community. The following off grounds employment opportunities are currently available to those classified to MWO:

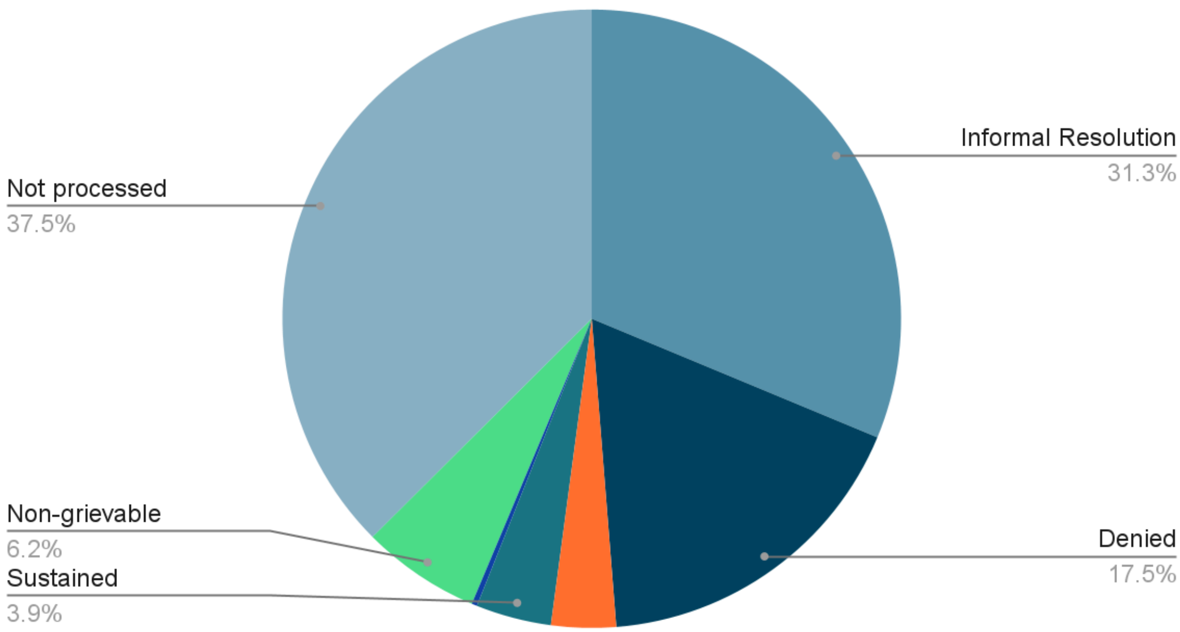
- Diamond Crystal
- Iowa Veterans Home
- IDOC Central Office
- IPI Showroom

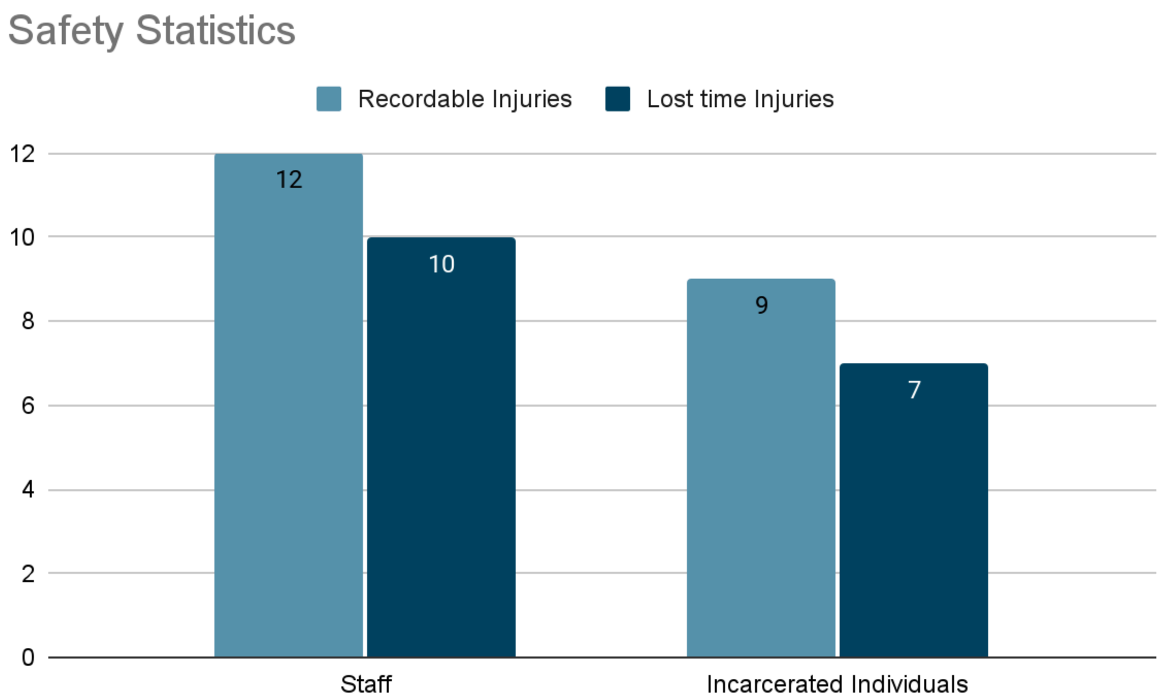


Visiting Statistics



Grievances





Fiscal Summary

ICIW's total operating budget for FY 2025 was $26,344,003 with $26,602,363 expended and encumbered totaling leaving a deficit of -$258, 359.57

- Multi-year comparison:

	FY2023	FY2024	FY2025
Resources Available	25,415,799	25,740,167	26,344,003
Total Expenses	25,354,215	26,029,919	26,602,363
Ending Balance	61,583.36	-289,752.82	-258,359.57

FY 2025 Year end summary:

FY25	As of 6/30/25	Department Revised Budget	Year to Date Actuals	Year to Date Percentage	Remaining Revenue / Expense	Projected Total	Total Projected Percentage
	FTE Positions						
	Correctional Officer	108.00					
	Total Staffing	221.20					
	Resources Available						
04B	Balance Brought Forward - Drug Forfeiture		-	---	-	-	---
04B	Balance Brought Forward - Local Funds		-	---	-	-	---
04B	Balance Brought Forward - General Fund		-	---	-	-	---
05A	Appropriation	25,512,183	25,512,183.00	100.00%	-	25,512,183.00	100.00%
---	Appropriation Transfer			---	-	-	---
---	Legislative Adjustments			---	-	-	---
201R	Federal Support		-	---	-	-	---
202R	Local Governments		-	---	-	-	---
204R	Intra State Receipts	545,000.00	545,000.00	100.00%		545,000.00	100.00%
205R	Reimbursement from Other Agencies		-	---	-	-	---
234R	Transfers - Other Agencies	48	60,325.89	125678.94%		60,325.89	125678.94%
301R	Interest		-	---	-	-	---
401R	Fees, Licenses & Permits	66,000	74,288.16	112.56%	6,500.00	80,788.16	122.41%
401R	Enrollment / Supervision Fees		-	---	-	-	---
401R	Sex Offender Fees		-	---	-	-	---
401R	IDAP / BEP Fees		-	---	-	-	---
401R	Other Client / Group Fees		-	---	-	-	---
402R	Tuition & Fees		-	---	-	-	---
501R	Refunds & Reimbursements	156,436	132,946.96	84.98%	12,759.00	145,705.96	93.14%
501R	State Offender Rent		-	---	-	-	---
501R	Federal Bed Rent		-	---	-	-	---
501R	Federal UA Contract Reimbursements		-	---	-	-	---
602R	Sale of Equipment & Salvage		-	---	-	-	---
603R	Rents & Leases		-	---	-	-	---
604R	Agricultural Sales		-	---	-	-	---
606R	Other Sales & Services		-	---	-	-	---
701R	Unearned Receipts		-	---	-	-	---
704R	Miscellaneous		-	---	-	-	---
	Total Resources Available	26,279,667	26,324,744	100.17%	19,259	26,344,003	100.24%

Funds Expended and Encumbered

101	Personal Services-Salaries	21,773,128	20,914,813.81	96.06%	689,494.00	21,604,307.81	99.22%
202	Personal Travel (In State)	6,820	4,743.42	69.55%	1,445.00	6,188.42	90.74%
203	State Vehicle Operation	70,000	70,670.92	100.96%	5,100.00	75,770.92	108.24%
204	Depreciation	1	-	0.00%	-	-	0.00%
205	Personal Travel (Out of State)	100	-	0.00%		-	0.00%
301	Office Supplies	25,000	23,801.63	95.21%	732.00	24,533.63	98.13%
302	Facility Maintenance Supplies	112,012	68,912.15	61.52%	2,232.00	71,144.15	63.51%
303	Equipment Maintenance Supplies	3,600	562.95	15.64%		562.95	15.64%
304	Professional & Scientific Supplies	104,856	99,374.26	94.77%	12,275.00	111,649.26	106.48%
306	Housing & Subsistence Supplies	269,000	295,305.12	109.78%	19,624.00	314,929.12	117.07%
307	Ag,Conservation & Horticulture Supply			---		-	---
308	Other Supplies	56,012	75,036.85	133.97%	7,814.00	82,850.85	147.92%
309	Printing & Binding		-	---		-	---
310	Drugs & Biologicals	-	-	---	-	-	---
311	Food	1,095,000	992,551.65	90.64%	78,279.00	1,070,830.65	97.79%
312	Uniforms & Related Items	205,700	279,475.76	135.87%	3,472.00	282,947.76	137.55%
313	Postage	6,000	11,965.45	199.42%	(613.00)	11,352.45	189.21%
401	Communications	76,800	89,493.28	116.53%	6,965.00	96,458.28	125.60%
402	Rentals	-	-	---	-	-	---
403	Utilities	1,250,000	1,134,698.85	90.78%	122,730.00	1,257,428.85	100.59%
405	Professional & Scientific Services	200,375	311,339.46	155.38%	28,005.00	339,344.46	169.35%
406	Outside Services	214,852	122,795.26	57.15%	53,581.00	176,376.26	82.09%
407	Intra-State Transfers	-		---	-	-	---
408	Advertising & Publicity	-	-	---	-	-	---
409	Outside Repairs/Service	66,020	262,410.09	397.47%	(2,867.00)	259,543.09	393.13%
412	Auditor of State Reimbursements	-	-	---	-	-	---
414	Reimbursement to Other Agencies	262,681	268,421.45	102.19%		268,421.45	102.19%
416	ITD Reimbursements	126,000	136,479.27	108.32%		136,479.27	108.32%
417	Worker's Compensation	-	-	---	-	-	---
418	IT Outside Services	-	-	---	-	-	---
419	Intra Agency Reimbursement	-	-	---	-	-	---
433	Transfers - Auditor of State	-	-	---	-	-	---
434	Transfers - Other Agencies Services	-	-	---	-	-	---
501	Equipment	1,010		0.00%		-	0.00%
502	Office Equipment	-	-	---	-	-	---
503	Equipment - Non-Inventory	1,000	3,226.00	322.60%	-	3,226.00	322.60%
510	IT Equipment	121,000	174,838.13	144.49%	(8,490.00)	166,348.13	137.48%
601	Claims	-	-	---	-	-	---
602	Other Expense & Obligations	230,000	194,984.82	84.78%	46,684.00	241,668.82	105.07%
604	Securities	-	-	---	-	-	---
701	Licenses	2,700		0.00%		-	0.00%
702	Fees	-	-	---	-	-	---
705	Refunds-Other	-	-	---	-	-	---
901	Capitals	-	-	---	-	-	---
	Support Totals	4,506,539	4,621,087		376,968	4,998,055	
---	Balance Carry Forward - Drug Forfeiture	-	-	---	-	-	---
---	Balance Carry Forward - Local Funds	-	-	---	-	-	---
---	Balance Carry Forward - General Fund	-	-	---	-	-	---
---	Reversion	-	-	---	-	-	---
	Total	26,279,667	25,535,901	97.17%	1,066,462	26,602,363	101.23%
	Ending Balance					(258,359.57)	

Appendices

A1Tech2Connect Statistics

A2DOT FY2025 Data