

KEOKUK PLANT

Annual Report 2020

Eighth Judicial District



The Year in Review

On behalf of the staff of the Eighth Judicial District Department of Correctional Services, I am pleased to present the 2020 Fiscal Year Annual Report. This report is submitted for filing with the Board of Supervisors of each county in the Eighth District, per Iowa Code 905.4. This document reflects activities of the Eighth Judicial District Department of Correctional Services from July 1, 2019 through June 30, 2020.

Years ago our annual report was packed full of numbers, statistics, and formulas. With a change in reporting requirements, we were able to transform our report into a more personal document, with the primary focus being our dedicated employees and what they do. Anyone who wishes to review the finite details of our expansive daily operations, that information is readily available upon request.

This has been --- quite a year. COVID-19 proved a formidable adversary to our business, and to the world in general. We made several operational changes, initially under duress, to continue our important work. It turns out we learned lessons we will undoubtedly carry forward. Our efforts focusing on "Getting Risk Right" were forced into hyper drive. Our previous talks about expanding the use of technology to hold meetings and to conduct case management were driven into action. Our attempts to streamline the use of residential beds was brought to the forefront.

Through all the uncertainty and change, our staff stepped up. Again, and again. They came up with innovative ideas and followed through with new initiatives. They stayed positive and put in the work that needed to be done so we could continue to provide meaningful community based correctional services. Some of that work and those initiatives are highlighted in this report.

I would like to personally thank the staff of the Eighth Judicial District Department of Correctional Services. I am also grateful to our community stakeholders who partner with us to improve our outcomes. Lastly, I thank the Board of Directors for placing their confidence in me as District Director. We are all a team. Through our combined efforts we can provide our clients meaningful opportunities to change. When we do that, our collective goal of safer communities can be realized.

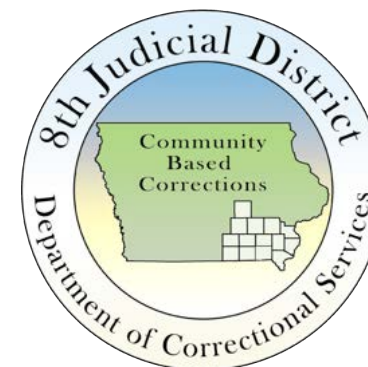
Respectfully,



Daniel T. Fell
District Director

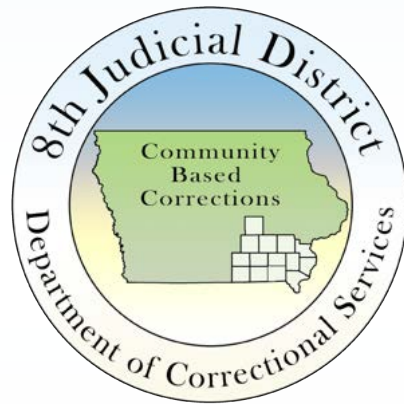


DANIEL T. FELL
District Director
Eighth Judicial District



Annual Report

2020



Daniel T. Fell, District Director

Prepared by Kim Bradfield, Kristina Jones, Linda Norton, and Jenny Roberts.

On the Cover

Eighth Judicial District staff members are Secretary Judy Chatfield, PPO Chris Ryland, PPO Cody Allen, Residential Officer Sa'Quiriez Baker, Residential Supervisor Nicholas Baker, Residential Officer Dustin Briscoe and Food Service Leader Linda Kruse.

*Photo by
Kim Bradfield*

Mission Statement

VISION

An Iowa with no more victims.

MISSION

Providing An Opportunity

For Change

BELIEFS

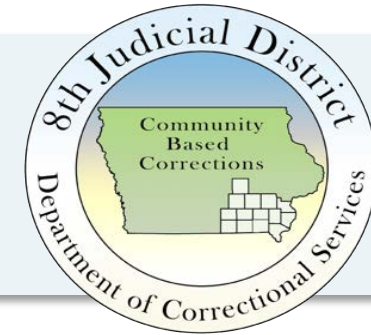
We BELIEVE that people can change; that our efforts help make people safer; that every person should be treated with dignity and respect; and that we must work as a team if we are to succeed.



GARY B. PEITZ

Assistant District Director
Eighth Judicial District

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History

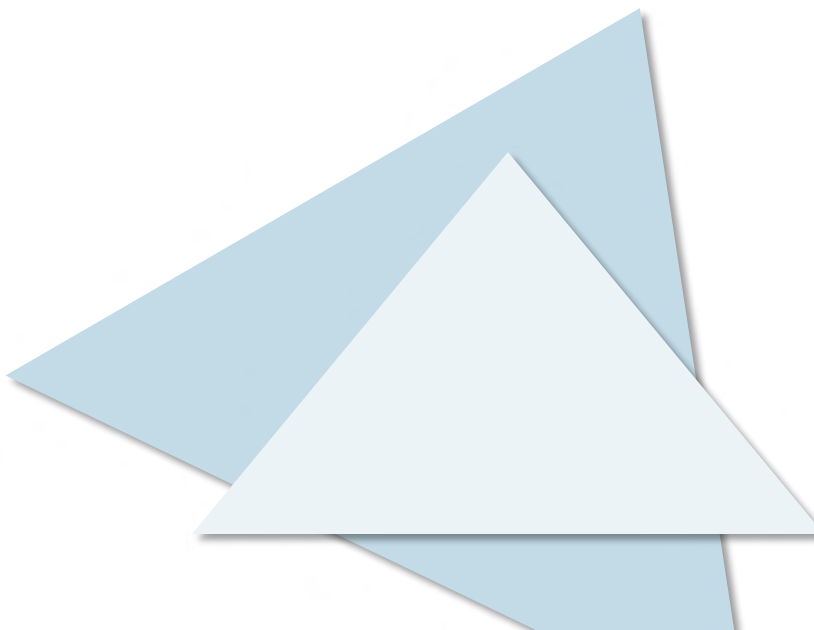
The Eighth Judicial District

The Eighth Judicial District Department of Correctional Services is an independent public agency, with a board of directors, created and established under Chapter 905 of the Code of Iowa to provide community correctional services to 14 counties in Southeast Iowa: Appanoose, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Monroe, Poweshiek, Van Buren, Wapello, and Washington.

Community-based Corrections was established in the Burlington and Ottumwa areas in the early 1970s as part of a pilot project funded through the federal Law Enforcement Assistance Act. At that time, services were also provided by the Division of Corrections within the Iowa Department of Social Services.

In 1977, the Eighth Judicial District Department of Correctional Services was established and assumed all community corrections functions in the District with the exception of state parole and work release. That same year the District's first community residential correctional facility opened in Burlington.

On July 1, 1984, the Legislature turned over the administration of state parole and work release to the district departments from the State Department of Corrections. In May of 1991, a second residential correctional facility opened in Ottumwa. In addition, community-based corrections expanded which allowed the District to create a dedicated treatment services division. As of June 30, 2020, 109 staff members provide comprehensive adult community corrections supervision and programming to 2,668 clients.





Countries Served

Appanoose: Francis Marion Drake grew up in Centerville and was an American merchant, lawyer, banker, politician and founder of Drake University. He fought in the American Civil War and later became the 16th Governor of Iowa.

Davis: Walter A. Sheaffer was born in Bloomfield. He was an American inventor and businessman who developed the first commercially successful lever-filling fountain pen and founded the W.A. Sheaffer Pen Company.

Van Buren: Home to Iowa's oldest courthouse and some of the best trophy buck hunting in the entire Nation.

Lee: In 1910-1913, the Mississippi River Power Co., constructed a dam across the river, from Keokuk to Hamilton, Illinois. It was the second longest dam in the world when it was built, and it is still the longest dam on the Mississippi river. **The dam is pictured in the foreground on the cover page of this report.*

Des Moines: In 1803, President Thomas Jefferson organized two parties of explorers to map the Louisiana Purchase. The Lewis and Clark Expedition followed the Missouri River, while Lt. Zebulon Pike followed the Mississippi River. In 1805, Pike landed at the bluffs below Burlington and raised the United States Flag for the first time on what would become Iowa soil.

Henry: Old Threshers Reunion is an annual event that is held in Mt. Pleasant. This event attracts visitors from around the world, by both the permanent exhibits on the reunion grounds and by the collections of antique and steam powered equipment brought to the show by other visitors.

Jefferson: The first Iowa State Fair was held October 25-27, 1854 in Fairfield, 20 years before America's great westward movement began.

Wapello: In October of 1942, future President Richard M. Nixon was at the Naval Reserve Aviation Base in Ottumwa, where he served as Aide to the Executive Officer until May 1943.

Monroe: Coal companies opened mines near Buxton in the early 20th century. Buxton grew to be the largest coal town west of the Mississippi River and the largest unincorporated community in the United States.

Mahaska: Mahaska County was formed in February 1843. The county has been self-governing since February 5, 1844. It was named after Chief Mahaska of the Iowa tribe. The county was the first in Iowa to have a sheriff and a justice of peace.

Keokuk: Keokuk County was formed in 1837. It was named for the eponymous chief of the Sac Indians, who advocated peace with the white settlers. In May 1843, the county opened for public settlement and was self-governed from 1844.

Washington: In 2016, the Guinness World Book of Records certified Washington, Iowa's State Theatre as the world's oldest continually operating cinema theatre.

Louisa: The surviving mounds of the Toolesboro Mound Group, located east of Wapello, were built by the Havana Hopewell culture sometime between 200 BCE and 100 CE. The status of the people buried in the mounds indicates the mounds were raised by people working within an organized community with an established social hierarchy.

Poweshiek: Robert Norton Noyce nicknamed "the Mayor of Silicon Valley," grew up in Grinnell. He was a physicist who co-founded Intel Corporation in 1968. He is also credited with the realization of the first microchip, which fueled the personal computer revolution and gave Silicon Valley its name.

Safety Committee Report

By: **Donn Bruess, PPO Supervisor**

The field of Corrections, like many businesses, must deal with the ever-evolving changes in policies, procedures and in society as a whole by incorporating checks and balances to ensure we are minimizing potential risk for both staff and clients. The Eighth Judicial District hoped to achieve this by implementing reviews such as that done by our Safety Audit Team. This team was a diverse group comprised of several job classifications including residential officers, probation/parole officers, High Risk Unit officers, and management. The goal was to examine every aspect of District operations in order to develop a list of recommendations to take to the Executive Team. The only guidance given to this group by the Director was "nothing is off the table".

The team started by reviewing and analyzing everyday operations. This included historical data such as revisiting critical incidents and conducting detailed after action reviews. Members would examine what contributed to the incident, how the incident could have been avoided, and if the response was optimal. Other factors included were staff training, threat potential (risk) determination, and whether the physical set up of the building or office contributed.

The team also reviewed the District's Personal Safety Training Program. They examined each job classification, their respective duties, and the probability their job description would place them in a potentially dangerous situation. Audit team members set out collecting data and speaking with people from each classification in hopes of determining what training would be needed to properly respond to

threatening situations. The committee recommended our training program be modified to give additional, more specialized training to high-risk classifications such as HRU officers and residential officers and less to lower risk jobs that had little client contact such as clerical and administration. The team also recommended additional interpersonal communication skills and de-escalation technique training. Each office also completed a "hands on" active shooter training specially designed for their location and office set up.



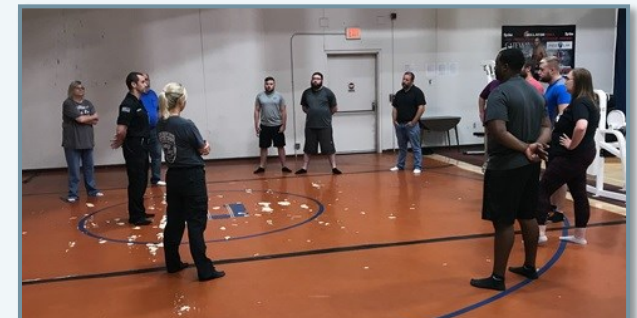
HRU staff at the shooting range

The committee then developed criteria for and completed safety inspections on every office and both residential facilities. These included review of:

- Safety Data Sheets and "right to know"
- Severe weather plans
- Fire evacuation drills
- Fire extinguishers
- First aid kits
- AED equipment

Particular attention was paid to the physical set up of each office and to ensure adequate video recording coverage. Inspectors wanted to make certain staff had access to clear escape routes and that adequate physical barriers were in place. After review and approval from the Director, several recommendations were implemented. These included replacing reception windows in three field offices with impact resistant plexiglass and adding an additional security door at Burlington Residential Facility. The team also recommended each office have a safety officer assigned as an additional duty.

Staff and client safety continues to be a top priority within the Eighth Judicial District. By having everyone involved from the top down, encouraging input and suggestions from all employees, and taking an active approach, we hope to keep our excellent safety record running strong well into the future.

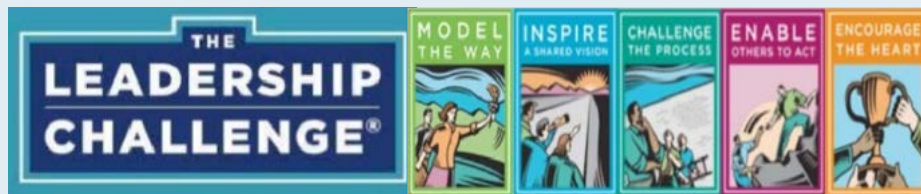


Staff attending Personal Safety Training

Eighth District DCS Leadership Academy

In December of 2019, at a District Board Meeting, the District held its first Leadership Academy graduation ceremony.

Ten District staff members successfully completed the course, which was based on the book "The Leadership Challenge" by James Kouzes and Barry Posner. During the Academy participants met every month for one or two days, and completed assignments and activities based on Kouzes and Posner's five practices of exemplary leadership.



During the graduation ceremony, Director Daniel T. Fell gave a keynote address on "Leadership at All Levels," and thanked the class for their energy, efforts, and hard work during the ten month process. Other core cadre members, Assistant Director Gary Peitz and Executive Officer Linda Norton, presented the graduate's their certificates while Division Manager Vince Remmark presented the graduates with a Leadership Challenge Coin.

The Leadership Academy graduates then presented their final projects to the Board, staff in attendance, and others that were gathered for the occasion. Those projects included:

Then Residential Officer, now Probation and Parole Officer I, **Zach Allsup**, who spearheaded the districtwide implementation of the cognitive skill building curriculum, Moral Reconation Therapy.

HRU Officer **Becky Bolin**, and then Lead Residential Officer, now Probation and Parole Officer I, **Charles Severs**, who examined safety issues in the District and lead our newly formed Safety Committee.

Secretary **Dena DeVore**, who created a user's guide for navigating the complex bureaucracy surrounding Vocational Rehabilitation services.

Then Probation and Parole Officer II, now Residential Supervisor, **Nyci Harbison**, who organized a workgroup to review technical violations and reduce residential escapes.

Executive Secretary **Melanie Imhoff**, who developed a modern training manual for secretaries and implemented new meetings and networking opportunities for clerical staff.

Administrative Officer **Kristina Jones**, whose project was to reenergize and restart our internal Staff Victimization and Support Service Program.

Probation and Parole Officer II **Andy Miller**, who did research on expanding our ability to collect supervision fees.

Then Lead Residential Officer, now Probation and Parole Officer II, **Michael Schakel**, whose work explored a staff/client partnership geared towards community enhancement projects.

Probation and Parole Officer II **Brenda Zahner**, who created the framework for a program that would allow employees to do volunteer work in their communities on the clock.

Director Fell stated, "It was great to work with such a high caliber group. As you can tell by the numerous change in job titles, these staff were motivated to learn and better themselves, and many of them have since been promoted. I am sure some of these same staff will continue to rise up the chain in our district. As an instructor, all I can say is that I am happy and humbled to have been a part of their journey and this process."

The District currently plans to accept applications for its second Leadership Academy in the Spring of 2021.



Assessment Audit Report

By: Kollin Alfred, Executive Officer

The Eighth Judicial District Department of Correctional Services has an ongoing assessment and case management system to ensure offender risk and criminogenic needs are identified and addressed in an effort to lower risk and reduce recidivism.

The Risk, Needs and Responsivity principle (R-N-R), form the basis of case management. Identifying risk dictates the degree of intervention based upon the assessed level of a client's risk to reoffend. The Needs (Criminogenic) describe factors identified through research to predict future criminal behavior. The Responsivity is the need for individualization and determines the best way to approach supervision and programming.

The Iowa Risk Revised (IRR) and the Dynamic Risk Assessment for Offender Reentry (DRAOR) are the assessments used. Both the IRR and DRAOR are utilized to help assess the client's risk to reoffend, their needs and their response to case management. These assessments are used to identify staff training needs as well as establishing quality assurance guidelines. A 90% proficiency has been established as the benchmark across the State.

Since the implementation, great progress has been made in the proficiency of staff to correctly score and utilize the IRR and DRAOR. In fiscal year 2017, we had 633 IRR's audited with a proficiency rate of 55.9%. The DRAOR had not yet been approved for auditing. In fiscal year 2018, 492 IRR's were audited and the district's proficiency rose to 73.5%.

As staff became more comfortable and confident with the assessment tools through training and instruction; proficiency continued to rise. In fiscal year 2019 452 IRR'S were audited with 89.6% proficiency. This was the first year that DRAOR'S began to be audited and of the 83 audits completed our proficiency was 96.3%.

In fiscal year 2020 proficiency continued to rise. There were 535 IRR's audited with an increase of audit proficiency to **91.2%**. DRAOR proficiency continued to rise to **97.4%** with 394 DRAOR's being audited.

Staff continue to receive results of individual IRR and DRAOR audits and are made aware of mistakes, which are corrected. Discussions are had with staff responsible for CQI/QA process for the district. Staff also have received "Coaches Corners" emails outlining any trends or issues identified and associated with the assessment tools.

Proficiency for the District's assessments have consistently risen over the last three fiscal years and with continued auditing and open communication, this pattern should continue.

Staff have worked diligently and much effort has gone into becoming proficient. They continue to gain an even better understanding of the assessment tools which has resulted in the client's risks and needs being identified. The client's response to supervision is being well documented and programming has proven to be beneficial, all of which are a product of the staff's proficiency.

Moral Reconciliation Therapy

By Nicholas Baker, Residential Supervisor

MRT or Moral Reconciliation Therapy has been a focus for the Eighth Judicial District Department of Correctional Services as a future Evidence Based Cognitive Intervention. MRT is a cognitive-behavioral treatment system that assists the client in decision making, and choosing appropriate behaviors. MRT is a 12-step program that is driven by the students and supervised by the instructors.

Moral Reconciliation Therapy has been used by the Iowa Department of Corrections for quite some time, but it had never been utilized in Community Based Corrections. That is, until the Eighth District sent ten employees to be trained last year. The District currently has two supervisors, two Community Treatment Coordinators, two Residential Officers, and four Probation/Parole Officers that are trained as instructors in MRT. These individuals lead classes in the Burlington and Ottumwa offices twice a week and are serving approximately 20 clients at any given time. The District has led the charge in Community Based Corrections, and has taken this pilot program and adjusted it to meet the needs of the community. We look forward to continuing this work, and continuing to provide our clients with the best "Opportunity for Change" as sited in our mission statement.



Staff attending MRT Training. Back row, Left to Right: Greg Riley, Bryce Bachman, Lana Reed, Colby Kreiss, Nicholas Baker, Candace Collins. Front Row, Left to Right: Lindsay Epperson, Lynne Marquardt, Heather Jones, Zachary Allsup.

New Level System

By Linda Norton, Executive Officer

Shortly before the beginning of the fiscal year, all of the districts moved to a case management five-tier level system for clients. The purpose for this move was to more accurately assess risk of criminogenic needs and identify protective factors of clients. Once risk and need is identified, informed decisions can be made to match the intensity of supervision and correctional intervention. By using targeted case management combined with treatment dosage, district staff can target criminogenic needs to reduce and build up protective factors to shield from risky situations. In addition it was important that we implement CQI measures in our district for ongoing professional development. The emphasis of this new level system is to focus our services on the higher risk clients.

Below is a quick look at some of the standards for the different levels:

Level 5 signifies our high risk offenders with major criminogenic needs and a high rate to re-offend. This level requires monthly: four structured contact meetings and four collateral contacts, and a minimum of one home visit along with maximum use of outside resources and available programming.

Level 4 indicates client has many criminogenic needs with several being chronic and severe. Supervision includes intensive monitoring for community safety, compliance and strengthening treatment, participation and retention.

Level 3 clients show some identifiable resources and strengths but criminogenic needs are often barriers to success. It is shown that these clients benefit from practices that enhance compliance and encourage pro-social change.

Level 2 clients have one monitoring and one collateral contact every sixty days along with reviewing compliance progress of court ordered conditions.

Level 1 clients are considered very low risk and have a monitoring contact every six months.



STAFF





Meet the Leadership Team



Front row - left to right: Jenny Roberts - Administrative Assistant; Kristina Jones - Administrative Officer; Linda Norton - Executive Officer

Back row - left to right: Ted Robinson - Residential Manager; Kurt Rosenberg - Probation/Parole Supervisor; Donn Bruess - Probation/Parole Supervisor; Patrick Lacy - Residential Manager; Daniel Fell - District Director; Vince Remmark - Assistant District Director; Colby Kreiss - Probation/Parole Supervisor; Nycole Harbison - Residential Supervisor; Nicholas Baker - Residential Supervisor

New Employees

The Department began an on-boarding procedure for new employees in February of 2020. On the employee's first day they attend a meeting in the Fairfield Office with their supervisor where they are welcomed by the director and/or his designee. Additional staff attend the meeting to provide information regarding employee benefits, training and the SVSS program. The new employee is also provided an overview of the district, our mission and various programs to help in support of that mission. Our hope in providing this new process to employees is that they see, sense and feel that our district is a team working together towards the mission set out before them. Congratulations to our new employees!



Ashley DeWitt,
Residential Officer



Jennifer Elkins,
Residential Officer



Destria Fisk,
Cook



Holly Kappel,
Cook



Robert Ryan,
Residential Officer



Pedro Leon,
Residential Officer



Logan Scholtus,
Residential Officer



Stacy Oden,
Residential Officer



Paula Bragg,
Residential Officer

Retirees



Debbie Berrier

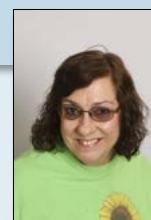
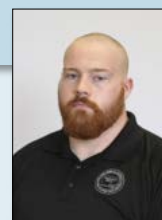


Leslie Laumeyer

Probation/Parole Supervisor **Debbie Berrier** retired from the Department on December 31, 2019. She was hired as a Probation/Parole Officer and held that position in three different office locations until her promotion to supervisor. Through her years of service, Debbie was a highly dedicated, efficient, and devoted professional who excelled at all aspects of each position she held. In all of her duties, she strived to ensure the safety of the community when dealing with clients, while also providing them with opportunities for change.

On April 30th, 2020, **Leslie Laumeyer**, Food Service Leader at the Ottumwa Residential Facility retired after 28 years of service. Leslie started as a part-time cook with the opening of the facility in 1991, working every weekend and holiday for the next 26 years. In 2019, Leslie was promoted to Food Service Leader and held that position until her retirement. Leslie will be forever appreciated for her work ethic, dedication and integrity in serving the clients, coworkers, and citizens of the Eighth Judicial District.

Promotions



Bryce Bachman, Probation Parole Officer II
Michael Schakel, Probation Parole Officer II
Charles Severs, Probation Parole Officer I
Judy Shepherd, Food Service Leader
Nycole Harbison, Residential Supervisor

Years of Service



Asst. Director Gary Peitz and District Director Daniel Fell congratulating Donn Bruess on 30 years working in the Iowa Correctional System (10 for the DOC and 20 with us).



Linda Norton
(30 years)



Greg Riley
(25 years)



Gary Sanders
(25 years)



Kim Bradfield
(20 years)



Kelly McDaniel
(20 years)



Faye Jones
(20 years)



Heather Jones
(20 years)



Kristina Eckert
(20 years)



Nycole Harbison
(20 years)



Stacy VanAntwerp
(15 years)



Lisa Houk
(15 years)



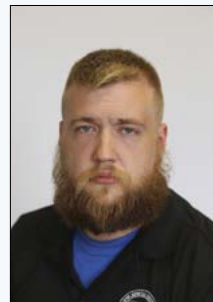
Jennifer Brereton
(10 years)



Eva Fletcher
(10 years)



Ashley Hocker
(5 years)



Zachary Allsup
(5 years)



Katelyn Hummer
(5 years)



Melanie Imhoff
(5 years)



Lynne Marquardt
(5 years)



Justin Leffler
(5 years)

Staff Awards



EMPLOYEE OF THE YEAR

Probation/Parole Officer Jeff Price

who has been an exemplary PPO for many years. 100% dedicated to his job, he always gives 100% effort. Jeff's standards for himself are very high. He has exceptional communication skills and masters each task he is given. These things, and much more, have resulted in him being one of the real "go to" people in the district.



TOP FEE COLLECTOR

Probation/Parole Officer Jennifer Brereton

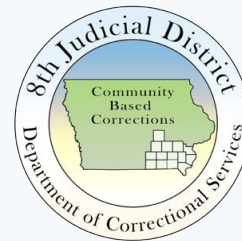
for her commitment collecting local fees. As the District's **Top Fee Collector**, she brought in \$29,776.58 in Fiscal Year 2020. That is more than double the average amount collected by case managers. Since we are so dependent upon the collection of local funds, we greatly appreciate the increased efforts.



MANGER OF THE YEAR

Administrative Assistant Jenny Roberts

whose upbeat personality is something we could all strive for. She is professional, detail orientated, and a very kind person. If you need help, she will be there. You name it and Jenny does it. Usually very quietly behind the scenes where she likes it. She is truly the backbone of this department.



TEAM EXCELLENCE

Residential Officers

who had to re-adjust the way we do business due to COVID, including going to 12-hour shifts. Not being able to steer clear from clients, they met the challenge with a determination to continue to serve our clients in a professional manner. They did this all, and more, showing great courage and esprit de corps.



NEW COMER OF THE YEAR

Residential Supervisor Nycole Harbison

who has jumped into the role of ORF Supervisor with both feet, hit the ground running and has not stopped since. She is always on the go and on task, which is imperative with the fast-pace of residential. Her easy going personality, being hands on, and leading by example has earned her the respect of her staff and others.

Employee of the Quarter



Jeff Price,
Probation/Parole Officer



Charles Severs,
Probation/Parole Officer

Jeff Price is a very valuable, well rounded member of our Department. As a long time PSI Writer, Jeff has been a go to resource for many other staff members over the years. Now in the role of case manager, he has wasted no time in diving into the current caseload assigned to him while still continuing to process PSI's and train a new PSI Writer. Jeff continually manages to keep several balls in the air at one time and his work is greatly appreciated.

Charles Severs stepped up, going above and beyond expectations during the COVID-19 pandemic. He was the first one to volunteer to work at the Burlington Residential Facility, and was the only member of the field staff who was assigned a residential shift. He also completed more than his fair share of the Post-PSI backlog over the last four months. Through it all, he maintained a positive outlook and get it done attitude.

Day In/Day Out



Jenaya Pilcher, Secretary and
Assistant Director Vince Remmark



Kurt Rosenberg, PPO Supervisor

In August of 2019, a *Day In/Day Out Performer Award* was bestowed upon **Jenaya Pilcher**, who has very quickly become an integral part of our clerical staff, and the Ottumwa office. Described by her coworkers as "Unflappable," and "A Great Fit," she has taken full ownership of her position. Jenaya has rapidly become an outstanding member of the team that she supports, and of our Department.

In September of 2019, Probation/Parole Supervisor **Kurt Rosenberg** received a *Day In/Day Out Award* for the way he continually handles business. Director Fell told staff during the presentation that he has received multiple compliments from DOC Central Office staff about Kurt's work, and how he represents our district on a myriad of statewide committees.

"someone who is above the curve everyday in all facets of work and behaviors"

Community Resource Opportunities



Left to Right: Executive Officer Linda Norton, Administrative Officer Kristina Jones

The Eighth District participated in the *Diversity and Inclusion Community Resource Opportunity* at the Quincy Place Mall in Ottumwa on September 26, 2019. Over fifteen people stopped by to have conversations about the work we do in our communities. Informational pamphlets regarding employment opportunities with our department were also distributed.

Additionally, personal contacts were made with other local businesses and providers in Ottumwa, such as River Hill Community Health Center, Grace Ottumwa Church, Vocational Rehabilitation and Iowa Justice for Our Neighbors.

The District is committed to spreading the word about a career in community-based corrections. District Director Daniel T. Fell said, "We know the power of having a more diverse workforce, so we need to get out there and compete for the highest caliber candidates."



In recognition of National Disability Employment Awareness Month Indian Hills Community College hosted an event entitled "Educate, Engage and Empower" on October 11, 2019, which included a keynote speaker, breakout sessions for employers and a job fair. Representing the Eighth Judicial District was Probation/Parole Supervisor Debbie Berrier and Administrative Officer Kristina Jones.

In November 2019, Indian Hills Community College sponsored a conference for Women in Criminal Justice. The target audience were high school and college women interested in a career in criminal justice. Probation/Parole Supervisor Debbie Berrier, High Risk Unit Officer Becky Bolin and Executive Officer Linda Norton participated in two breakout sessions in which they provided information regarding their own careers along with various other aspects of the services the Department provides to the community.

Following the breakout sessions, Supervisor Berrier participated in a panel discussion which included a brief 'how I got here' statement by each member of the panel. Women from various aspects of criminal justice were included in the panel such as a judge, juvenile probation officer, correctional officer, conservation officer and others. A question and answer period including all of the panel members followed. This event was covered by the local news station who reported "that all of the speakers emphasized that there will always be a need for more women in the workplace".



Left to Right: PPO Supervisor Debbie Berrier, High Risk Unit Officer Becky Bolin

On November 14, 2019, the Department attended the Oskaloosa Job Fair located at the Penn Central Mall. Over thirty employers from Mahaska, Marion, Monroe and Wapello Counties participated in this event.



Left to Right: PPO Supervisor Debbie Berrier, PPO III (SOTP) Mark Smith

MAKE A *difference*

Burlington Residential Facility Make a Difference Award (M.A.D.)

The M.A.D. award was created by staff at the facility to recognize their coworkers for going above and beyond their required duties. The first M.A.D. (Make a Difference) award went to Residential Officer **Eva Fletcher**. The citation read, "We would like to show our appreciation for everything you do. You are constantly helping out other staff members, and are one of the go to people at the facility. You consistently bring positivity to the workplace and are a pleasure to be around. Thanks for Making a Difference, Eva!"



Left to Right: Zach Allsup, Eva Fletcher, Chuck Severs

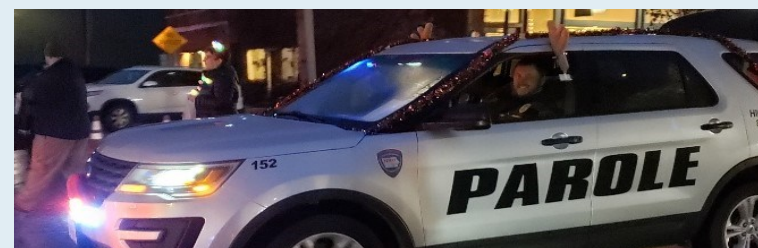


Left to Right: Zach Allsup, Justin Leffler, Chuck Severs

The second M.A.D. award went to Residential Officer **Justin Leffler**. Justin carries additional responsibilities around the facility including conducting disciplinary hearings and facilitating Reasoning Skills. Justin was nominated with the citation of "Saving our butts on the October UA log." Couldn't be a truer statement, Justin completed 28 client UAs that month, which is around half of all our facility clients. Thanks for Making a Difference, Justin!

Giving Back to Our Community and Co-workers

In August 2019, **Jonathan Dean** gave a presentation to the District's Leadership Academy participants regarding the Department's newly created Employee Fund Program. The fund consists of money voluntarily deducted from employee's pay or donated by an employee to be used for benevolent, charitable, and goodwill purposes. The fund provides for disbursement at such times as births, weddings, retirements, death of an immediate family member of department employees, or for other qualified charitable purposes as deemed appropriate by the Employee Fund Committee.



High Risk Officer Jonathan Dean

Staff members as well as some of their family members represented our Department at the Burlington Christmas Parade on November 30th. It was a rainy night but that didn't keep people away from the parade as it was attended by hundreds of people. "It's nice to give back to the community that we protect and live in" stated Community Treatment Coordinator Jaime Baker.



Left to Right: Zach Allsup, Jonathan Dean, Nicholas Baker, Jaime Baker, JoAnn Oetken, Karen Stewart, and Haley Smothers

Improving Our Environment

This Spring the Ottumwa Residential Facility received a neat addition to their property.

Residential Officer and Apiarist, Terry Nichols, trapped a swarm of bees at the property of fellow employees Lisa and Don Houk. Nichols then transferred the bees to a spot behind the garden at the Ottumwa Facility. Supervisor Nyci Harbison describes the photos, saying, "The box on the ground is the trap and he is transferring them to the house. The bees just walk over on that board between the two and some have already moved in. We think the queen is still in the trap under the lump of bees while the others are getting it ready for her."

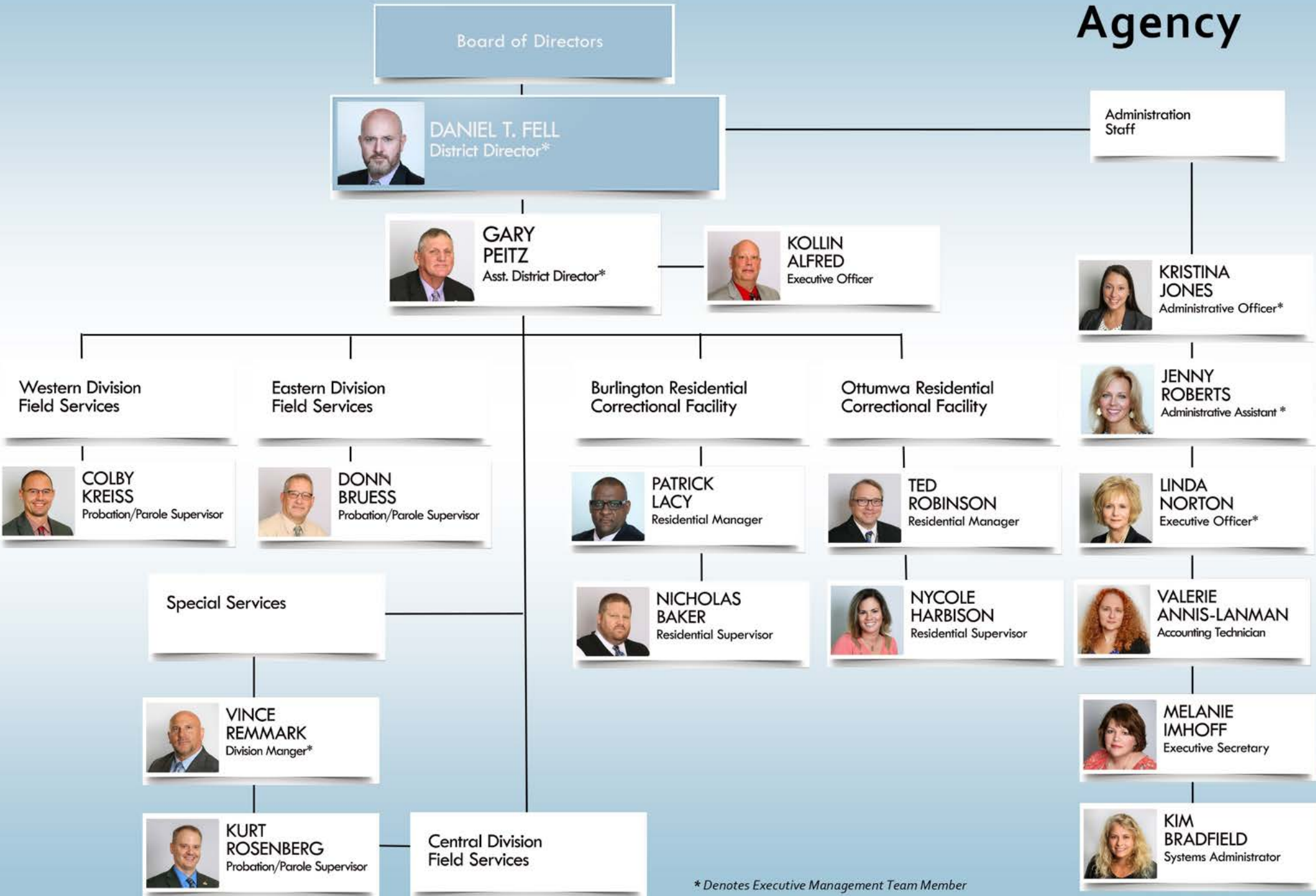
Bees are vital to a healthy environment as they pollinate and help plants grow, breed, and produce food. They do so by transferring pollen between flowering plants and so keep the cycle of life turning.



Residential Officer Terry Nichols

ORGANIZATION CHART

Agency



* Denotes Executive Management Team Member

Field Services



DANIEL T. FELL
District Director




GARY PEITZ
Asst. District Director


**Eastern Division
Field Services**

**Central Division
Field Services**


**Western Division
Field Services**



DONN BRUESS
Probation/Parole Supervisor



KURT ROSENBERG
Probation/Parole Supervisor



COLBY KREISS
Probation/Parole Supervisor

Secretary (3 FT)

Judy Chatfield
Ashley Hocker
JoAnn Oetken

Probation/Parole Officers (11 FT)

Cody Allen
Katie Detrick
Rob Humphrey
Heather Jones
Lynne Marquardt
Jonathan Robbins
Chris Ryland
Charles Severs
Sundi Simpson
Ben Toal
Brenda Zahner

Secretary (1 FT)

Joriann Davidson

Probation/Parole Officers (3 FT)

Bryce Bachman
Morgan Coleman
Andrew Miller

Secretary (3 FT, 1 PT)

Teri Carr
Faye Jones
Thilea McGill
Jenaya Pilcher (PT)

Probation/Parole Officers (13 FT)

Matt Blanco
Jesse Brown
Jason Jones
Shawn LaRue
Clint Nichols
Jeff Price
Lana Reed
Greg Riley
Gary Sanders
Michael Schakel
Steve Smith
Jason Steil
Kevin Ward

Residential Services




DANIEL T. FELL
District Director




GARY PEITZ
Asst. District Director

Burlington Residential Correctional Facility

Ottumwa Residential Correctional Facility




PATRICK LACY
Residential Manager
PREA Compliance Manager



NICHOLAS BAKER
Residential Supervisor



NYCOLE HARBISON
Residential Supervisor



TED ROBINSON
Residential Manager
PREA Compliance Manager

Secretary (1 FT)

Karen Stewart

Food Service (1 FT, 1 PT)

Linda Kruse, Food Service Leader

Sally Maus, Cook (PT)

Residential Officers (10 FT, 7 PT)

Zachary Allsup

Sa'Quiriez Baker

Dustin Briscoe

Colton Campbell

Nicholas Clayton

Eva Fletcher

Mike Knotts

Justin Leffler

Robert Ryan

Haley Smothers

Roy Balbort (PT)

Paula Bragg (PT)

Kevin Church (PT)

Ashley DeWitt (PT)

Jon Hafner (PT)

John Hawk (PT)

Travis Turner (PT)

Residential Officers (10 FT, 8 PT)

Nicole Brannan

Mikaela Hoffman

Lisa Houk

Pedro Leon

Brandi Lloyd

Ian Logan

Adam Nichols

Jordan Nuno

Logan Scholtus

Stacy VanAntwerp

Richard Diephuis (PT)

Jennifer Elkins (PT)

Jeffrey Hasley (PT)

Don Houk (PT)

Lyla Kriegel (PT)

Terry Nichols (PT)

Stacy Oden (PT)

David Talbert (PT)

Secretary (1 FT)

Dena DeVore

Food Service (1 FT, 2 PT)

Judy Shepherd, Food Service Leader

Destria Fisk, Cook (PT)

Holly Kappel, Cook (PT)

Special Services



DANIEL T. FELL
District Director




GARY PEITZ
Asst. District Director

High Risk Unit

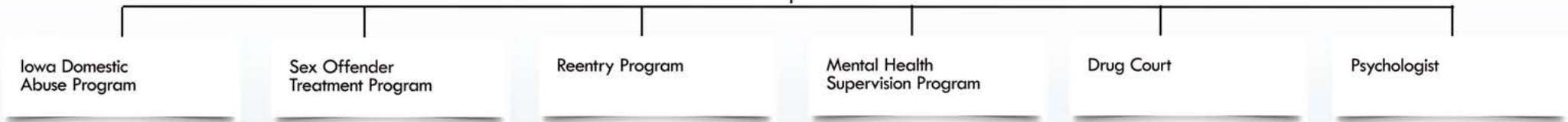


VINCE REMMARK
Division Manger

Probation/Parole III
Adam Humble
Jonathan Deen



KURT ROSENBERG
Probation/Parole Supervisor



Iowa Domestic Abuse Program

Sex Offender Treatment Program

Reentry Program

Mental Health Supervision Program

Drug Court

Psychologist

CTC (1 FT)
Jaime Baker

Probation/Parole III (6 FT, 1 - .50)
Ronnie Ashton
Jennifer Brereton
Kristina Eckert (.50)
Andy Ferguson
Katelyn Hummer
Kelly McDaniel
Mark Smith

CTC (2 FT)
Candace Collins
Lindsay Epperson

Probation/Parole II (1 FT)
Dakota Simmons

Probation/Parole III (1 - .50)
Kristina Eckert (.50)
Probation/Parole II (1 FT)
Ashley Banes

Psychologist (1 FT)
Douglas Buttikofer

Staff Quick Facts

As of June 30, 2020

Number of Employees by Location

Burlington	36
Ottumwa	41
Central Region	15
Western Region	8
Eastern Region	<u>9</u>
Total	109

Number of Employees by Job Type

Administrative Staff	7
Supervisory Staff	10
Residential Officers	35
Probation and Parole Officers	27
Special Services	15
Secretarial Staff	10
Food Service	<u>5</u>
Total	109

Diversity of Workforce

Female	46%
People of Color	6%

Executive Staff

Daniel T. Fell,
District Director

Gary B. Peitz,
Assistant District Director

Vince Remmark,
Division Manager

Linda Norton,
Executive Officer

Kristina Jones,
Administrative Officer

Jenny Roberts,
Administrative Assistant



RICHARD C. REED
Chairperson
(Executive Committee)
Fairfield, IA 52556

Board of Directors

Daryn Hamilton
Board of Supervisors
Fairfield, IA 52556

Jim Cary
Board of Supervisors
Burlington, IA 52601

Neal Smith
Board of Supervisors
Centerville, IA 52544

Ron Fedler
Board of Supervisors
Ft. Madison, IA 52627

Steve Wanders
Board of Supervisors
Oskaloosa, IA 52577

Merle Doty
Board of Supervisors
Montezuma, IA 50171

Jerry Parker
Board of Supervisors
Ottumwa, IA 52501

Michael Berg
(Executive Committee)
Board of Supervisors
Sigourney, IA 52591

Gary See
Board of Supervisors
Mt. Pleasant, IA 52641

Ron Bride
Board of Supervisors
Bloomfield, IA 52537

Chris Ball
Board of Supervisors
Wapello, IA 52653

John Hughes
Board of Supervisors
Albia, IA 52531

Robert Waugh
(Executive Committee)
Board of Supervisors
Keosauqua, IA 52565

Bob Yoder
Board of Supervisors
Washington, IA 52353

Judiciary Members:

Brad Turner, Sheriff
Louisa Co. Law Center
Wapello IA 52653

Myron Gookin, Judge
(Executive Committee)
Fairfield, IA 52556

Citizen Members:

Pastor Richard Dutzer
(Executive Committee)
Burlington, IA 52601

Richard C. Reed
Chairperson
(Executive Committee)
Fairfield, IA 52556

Summary of the Board of Directors Meetings

The Department's Board of Directors meet on the second Wednesday in January, June, September and December. In the interim between meetings, the Executive Board can meet to ensure business is handled promptly. This is a brief summary of key items and significant actions taken at each meeting.

September, 2019

- FY 19 Final Budget Approved
- FY 20 Proposed Budget Approved
- Staff Presentation—Iowa Domestic Abuse Program (IDAP)
- Iowa Correctional Accreditation Compliance

December, 2019

- Leadership Academy Presentations
- Employee Recognition
- FY 20 Budget Update
- Purchase of Burlington Residential Facility
- Auditor's Report
- Director's Evaluation
- Organizational Meeting set for January 8, 2020

January, 2020

- Election of Officers
- Moral Reconciliation Therapy (MRT) Presentation
- By-Laws Reviewed
- Annual Report Outlined
- Table of Organization Approved
- FY 20 Budget Update
- Director's Evaluation Review
- 2020 Board Meeting Dates Set

June, 2020 (Virtual Meeting)

- Recognition of Staff
- Purchase of Service Agreement Approved
- Reasonable Accommodation Policy, AA-EEO 2, Approved
- Residential Facility Rent Increase Approved
- Cost of Living Raise for Non-Contract Employees Approved
- FY 20 Budget Update
- FY 21 Budget Update

**Eighth Judicial District
Agency #: 228-A08**

Class #	1110	1140	1160	1210	1250	1260	1270	1310	1320	Total
Description	Admin.	PB/PA	Residential	Drug Court	Restorative Justice	SOTP	IDAP	HRI	ISP	
POS Funds	1,001,417	3,324,051	2,346,366	67,299	80,209	605,000			7	8,167,194
Federal Pass Through Funds	0	0	0							59,144
Federal Grants	0									7,975
										341

Operational Details

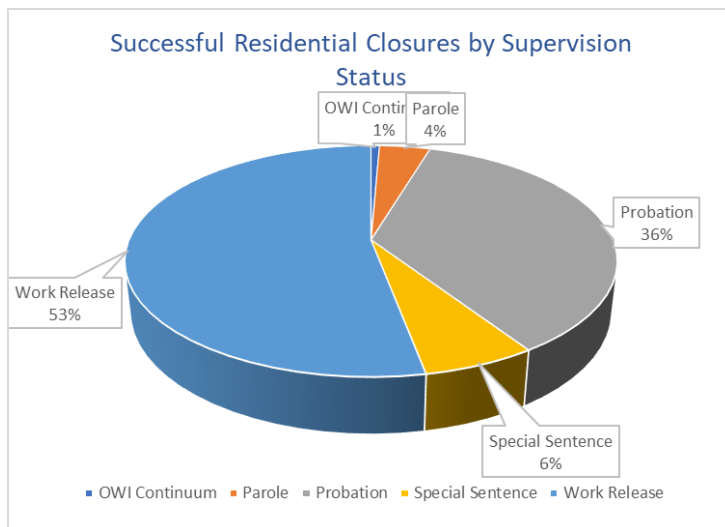


Residential Services

The District has two residential facilities, one located in Ottumwa which houses both male and female clients and the other in Burlington, housing only males. Clients are admitted to the facility on an order of the Court, part of the intermediate criminal sanctions continuum or in accordance with a contract with the Department of Corrections or Federal Correctional Agency.

There were 520 clients who were served in our facilities last year. Statistics reflect that ninety-three percent of clients successfully completed their stay with the average length of stay between 3 and 4 months. The average daily population for the Burlington Residential Facility was 49.63 clients with Ottumwa at 60.06 clients.

Client rent collected in both facilities totaled \$740,196.19 with an additional \$54,830.39 in client fees collected, for a total for the year of \$795,026.58.



Field Services

Pretrial Release services provide supervision for arrestees prior to disposition of their criminal charges, to ensure their appearance in court and to ensure the safety of the community. The District served **1,170** clients in FY20 and of the **500** clients that ended their supervision, **464** did so successfully.

Probation supervision serves as an alternative to prison and jail incarceration and allows the client to remain in the community. Probation supervision is the largest service provided by the District and this year we served **2,111** clients.

Parole supervision is provided when the board of parole determines the client should receive a period of supervision following prison incarceration. There were **111** females and **681** males served under parole supervision during this timeframe.

Special Sentence supervision is for clients convicted of a sex offense who have completed the criminal penalty portion of their original sentence. Per Iowa Code and dependent upon the original convicting offense, this additional supervision period may be for a period of five years up to lifetime supervision. The year started with **119** clients on Special Sentence supervision with **33** additional clients admitted to this program.

Interstate Compact is the supervision of clients transferred to Iowa from another state. Clients supervised are on probation or parole and handled similarly to Iowa clients under that same supervision. There were **135** new interstate compact clients supervised on probation or parole during the past fiscal year.

Presentence Investigation provides background information on defendants to assist the Court with determining appropriate sentences. The District completed a total of **905** Presentence Investigations during FY20.

Client Quick Facts

As of June 30, 2020

Field Services

Probation (includes compact)	1,605
Parole (includes compact)	520
Pretrial Release w/Supervision	321
Special Sentence	144
Other	<u>2</u>
Field Services Sub-Total:	2,592

Residential Facilities

Probation	21
Work Release	38
Special Sentence	11
Other	<u>6</u>
Residential Facilities Sub-Total:	76

District Total **2,668**

Field Services

Felony	1,896
Aggravated Misdemeanor	321
Serious Misdemeanor & Other	52
NCIC	178
Special Sentence	<u>145</u>
Field Services Sub-Total:	2,592

Residential Facilities

Felony	57
Aggravated Misdemeanor	5
Special Sentence	<u>14</u>
Residential Facilities Sub-Total:	76

District Total **2,668**

TRAINING REPORT

TOP TRAININGS ATTENDED

- > Employee Day
- > Bloodborne Pathogens
- > Implicit Bias
- > Personal Safety Awareness
- > MRT Training
- > PREA
- > Fire Extinguisher
- > Behavioral Mental Health Issues/Suicide
- > Wellness & Stress Management
- > Contraband & Searches

TOTAL TRAINING HOURS COMPLETED

2,113.50

Mental Health in the Workplace training



Left to Right: Kurt Rosenberg, Kristina Jones, Ted Robinson, Colby Kreiss, Vince Remmark
Seated in front: Donn Bruess



Staff participating in Handcuff Training



Active Shooter Training

Locations

Fairfield Administrative Office

Jefferson and Van Buren Counties

1805 W. Jefferson, P.O. Box 1060
Fairfield, IA 52556
641-472-4242 & 641-472-9966 Fax

Centerville

Appanoose County

205 W. Van Buren
Centerville, IA 52544
641-437-7278 & 641-856-3012 Fax

Oskaloosa

Mahaska and Poweshiek Counties

211 High Avenue East
Oskaloosa, IA 52577
641-673-7038 & 641-673-6007 Fax

Ottumwa

Davis, Keokuk, Monroe and Wapello Counties

1315 N. Court Street
Ottumwa, IA 52501
641-682-8383 & 641-682-8385 Fax

Burlington

Burlington Residential Facility

835 Valley
Burlington, IA 52601
319-753-5179 & 319-753-5418 Fax

Burlington

Des Moines and Louisa County

214 N. 4th, Peterson Building, Suite 2A
Burlington, IA 52601
319-753-5478 & 319-753-5202 Fax

Ft. Madison

North Lee County

823 Avenue G
Ft. Madison, IA 52627
319-372-6678 & 319-372-6682 Fax

Washington

Washington County

2175 Lexington Blvd.
Washington, IA 52353
319-653-3535 & 319-653-2092 Fax

Ottumwa

Ottumwa Residential Facility

245 Osage Dr.
Ottumwa, IA 52501
641-682-3069 & 641-682-3557 Fax

Mt. Pleasant

Henry County

1200 E. Washington
Mt. Pleasant, IA 52641
319-385-9527 (Fax also)

Keokuk

South Lee County

1508 Morgan
Keokuk, IA 52632
319-524-6591 & 319-524-6595 Fax

Residential Supervision Status

Residential Supervision Status	Active at Start	New Admits	Closures	Active at End	Clients Served
Interstate Compact Parole	0	2	0	0	2
OWI Continuum	1	3	2	0	4
Parole	2	23	14	6	25
Pretrial Release With Supervision	0	1	1	0	1
Probation	51	146	122	21	197
Special Sentence	7	29	22	11	36
Work Release	68	187	163	38	255
Totals:	129	391	324	76	520

Field Supervision Status

Supervision Status	Active at Start	New Admits	Closures	Active at End	Clients Served
Interstate Compact Parole	54	45	41	54	99
Interstate Compact Probation	117	90	85	128	207
OWI Continuum	0	2	1	1	2
No Correctional Supervision Status	4	0	3	1	4
Parole	398	394	329	460	792
Pretrial Release With Supervision	271	899	500	321	1,170
Probation	1,524	587	647	1,469	2,111
Special Sentence	119	33	31	143	152
Total:	2,487	2,050	1,637	2,577	4,537

Supervision Specialties

Specialty	Active at Start	New Admits	Closures	Active at End	Clients Served
Day Reporting—Residential		3	2	1	3
Drug Court Supervision	23	32	21	34	55
Global Positioning-Satellite	147	327	305	189	474
Low Risk Probation	73	6	52	27	79
Mental Health Court	26	27	28	25	53
OWI Pre-Placement	0	2	1	1	2
PTR—Level 3	311	834	737	411	1,145
SCRAM <small>(Secure Continuous Remote Alcohol Monitor)</small>	3	4	6	1	7
Sex Offender	345	400	337	427	745
Transitional Release Program (TRP)	3	17	20	0	20
Weekend Dorm Sanction	0	9	9	0	9
Total Specialties:	931	1,661	1,518	1,116	2,592

Intervention Programs

Intervention Program	Active at Start	New Admits	Closures	Active at End	Clients Served
Drug Court Program	20	14	9	25	34
Iowa Domestic Abuse Program	711	118	119	704	829
OWI Program	1	2	3	0	3
Pretrial Supervision If Bond Posted	28	241	170	96	269
Sex Offender Program	187	60	61	184	247
Sex Offender Registry Modification Evaluation – Not On Supervision	0	1	0	1	1
Sex Offender Registry Modification Evaluation – On Supervision	2	3	0	5	5
Totals:	949	439	362	1,015	1,388

Presentence Investigation Reports

PSI Form Type	PSI Count	PSI Percentage
Long	487	53.8%
Short	361	39.9%
Pre-Plea	56	6.2%
Post Conviction	1	0.1%
Totals/Percent	905	100.0%

PSI OffenseType	Total	Percentage
Violent	117	12.9%
Property	287	31.7%
Drug	302	33.4%
Public Order	157	17.4%
Other	42	4.6%
Totals/Percent	905	100.0%

FY 2020 Revenue Sources

Eighth Judicial District Agency #: 228-A08									
Org	1110	1140	1160	1210	1260	1270	1310	1320	FY 20
Description	Admin.	PB/PA	Residential	Drug Court	SOP	IDAP	HRU	MH	Total
POS Funds	1,504,723.48	3,289,416.62	2,357,496.11	126,795.09	743,963.53	129,219.23	315,328.67	80,886.27	8,547,829.00
Federal Grants									
Interest	12,923.39								12,923.39
Client Fees			795,026.58						795,026.58
Local Income		5,706.27							5,706.77
Enrollment Fees		431,652.14			12,898.45	1,119.33			445,669.92
Federal Rent									
Carry-Over		146,980.97	227,714.24						374,695.21
Misc			17,465.14						17,465.14
Total Revenue	1,517,646.87	3,873,756.00	3,397,702.07	126,795.09	756,861.98	130,338.56	315,328.67	80,886.27	10,199,315.51

FY 2020 Expenditures

		1110	1140	1160	1210	1260	1270	1310	1320	FY17
Class	Description	Admin.	PB/PA	Residential	Drug Court	SOP	IDAP	HRU	MHSP	Total
101	Personal Services	1,281,469.89	3,633,847.17	2,549,342.02	108,421.83	742,458.85	129,002.99	299,483.32	74,508.33	8,818,534.40
202	Personal Travel	10,157.99	10,330.48	4,900.91		2,623.64	1,089.66	362.88	156.26	29,621.82
203	Vehicle Operations	1,952.79	1,483.57	7,147.33				11,966.27		22,550.36
301	Office Supplies	6,843.86	11,633.28	10,344.71		44.79				28,866.64
302	Bldg. Maintenance Supply	692.16	3,009.68	2,078.43						5,780.27
304	PROF/SCI Supplies		4,805.69	7,383.94				634.00		12,823.63
306	Housing/SUBS Supplies			42,073.03						42,073.03
308	Other Supplies	498.92		2,923.48		900.40		228.00		4,550.80
311	Food			144,655.63						144,655.63
312	Uniforms			733.20				199.95		933.15
401	Communications	12,273.96	24,045.00	9,849.63		368.20		1,432.81		47,969.60
402	Rentals	38,674.92	111,382.96	33,306.23						183,364.11
403	Utilities		32,921.22	107,143.05						140,064.26
405	Profess/Scientific/Contracts	15,883.67	1,660.52	2,563.51	18,373.26	8,703.00	29.67		6,046.00	53,259.63
406	Outside Services	7,322.70	5,621.65	12,399.86				12.00		25,356.21
408	Advertising			565.22						565.22
409	Outside Repairs/Services		1,310.71	40,731.65						42,042.36
414	Reimburse Other Agencies	69,134.88	7,718.10	8,401.90		1,504.68	216.24	527.04	175.68	87,678.52
416	ITS Reimbursements	24,718.10								24,718.10
501	Equipment							482.00		482.00
502	Office Equipment	72.69	1,152.25	1,202.44						2,427.18
510	Data Processing	27,511.81	21,850.51	17,646.24		240.03				67,248.59
602	Other Expenses	20,438.73	983.22	44,484.69		18.39				65,925.03
901	Plant Improvements			113,985.25						113,985.25
	Total Budget	1,517,646.87	3,873,756.00	3,049,877.10	126,795.09	756,861.98	130,338.56	315,328.67	80,886.27	9,965,475.79