



IOWA BOARD OF CORRECTIONS AGENDA
Friday, November 4, 2022, 9:00 a.m.

LOCATION: Iowa Medical and Classification Center, 2700 Coral Ridge Avenue, Coralville

TOPIC	PRESENTER
<input type="checkbox"/> Call to Order <input checked="" type="checkbox"/> Approval of October 7, 2022 Minutes (Action Item) <input type="checkbox"/> Next Board meeting will be February 2, 2023 <i>Legislative Breakfast</i> <i>DOC Central Office, 510 E 12th Street, Des Moines</i> (A meeting notice will be posted on the DOC website: https://doc.iowa.gov/)	Rebecca Williams, Chair Rebecca Williams, Chair
Welcome	Mike Heinrich, Warden
Snapshots of Success - Education at IMCC FY22	Michelle Barker, IMCC Ed Coordinator
Director's Update	Dr. Beth Skinner, Director
AD-PR-26 DOC Employee Recognition Policy (Action Item)	Laura Scheffert, Institutional Operations
Discussion and Approval of 2022 Board Meeting Schedule (Action Item)	Board Members
Public Comments	Public
Open Discussion	Board Members
Adjournment	Board Members

The Board of Corrections' agenda is posted on the DOC Web Site at <https://doc.iowa.gov/> under the Board of Corrections Tab.

This meeting will be live-streamed via the Department's Youtube Channel for members of the public that would like to observe. You can also view previous Board of Corrections meetings at this site.

Link: <https://www.youtube.com/channel/UCItY2PABjitQpT4Op2w3kTw>

The mission of the Iowa Department of Corrections is to:
Creating Opportunities for Safer Communities



IOWA BOARD OF CORRECTIONS MINUTES
Friday, October 7, 2022

Board Members Present: Chair Rebecca Williams, Larry Kudej, Trent Keller, Denise Bubeck, Jim Kersten

Staff Present: Randy Gibbs, Nicholas Lamb, Nick Crawford, Steve Dick, Adam Yetmar, Troy Hammen

Visitors Present: Kelsey Casey, Jesse Ulrich, Abby Underberg

Call to Order, Chair Rebecca Williams

- Chair Rebecca Williams called the meeting to order.
- Chair Williams asked for a motion to approve the September 9, 2022 meeting minutes. Mr. Jim Kersten made a motion to approve. Ms. Denise Bubeck seconded the motion. All present members were in favor of approving the minutes, **motion passed**.
- The next scheduled Board of Corrections meeting is November 4, 2022, at the Iowa Medical and Classification Center. The meeting will begin at 9:00 a.m.
- (A meeting notice will be posted on the DOC website: <https://doc.iowa.gov/>)

Welcome - Nicholas Lamb, Warden

- Warden Lamb welcomed the Board members to the North Central Correctional Facility (NCCF).
- NCCF and the Fort Dodge Correctional Facility (FDCF) are fortunate to have a partnership with the Iowa Central Community College (ICCC) and the Second Chance Pell Grant program. There are also apprenticeship programs provided by ICCC with either numerous individuals completing an Associate of Arts degree or certificate program while incarcerated.
- The facility offers various work opportunities for their population.
- Both sites continue to expand work and vocational opportunities for their population.
- Dr. Jesse Ulrich, President of ICCC, stated that ICCC was one of the first colleges in the nation to offer the Second Chance Pell Program. Data shows that incarcerated graduates have an average of 1% higher grades than other students. The end result of this program is not realized unless you have attended a graduation.
- Mr. Keller asked how the courses are affordable to the offenders? The Second Chance Pell Grant is specifically for offenders.
- Chair Williams thanked everyone for sharing their programs.

Director's Update - Randy Gibbs, Deputy Director Prison Operations

- Deputy Director Gibbs recognized District Director Amanda Milligan who attended this meeting. She has been a partner with Warden Lamb in furthering reentry efforts.
- Security Director Troy Hammen, who has been with the DOC for 25 years, was also recognized.
- Thirty years ago, Warden John Ault took a chance on a young man from Anamosa and promoted him to a lieutenant at NCCF. This is where Randy Gibbs began his career.
- A new Chief Information Officer (CIO) has been hired at the Central Office. John Needelman will oversee the DOC IT Department. He has been with the State since 2006 and has been working

- at Oakdale.
- Victim Services Director Mary Roche was awarded the Meritorious Service Award from the Peer Support Foundation. Ms. Roche coordinates the Staff Support Team (SST).
- Earlier this year, the DOC was nominated by the OCIO for a state government project experience award through the Center for Digital Government focused on the Tech2Connect program. The DOC has been named a winner of this award.
- Dr. Jerome Greenfield, DOC Health Administrator, was invited by ACA to help conduct a four day learning event in Washington DC for new Health Service Administrators from four states, September 20th through 23rd. He, along with three peers, taught a variety of classes on healthcare delivery in prison systems.
- Congratulations to the Iowa DOC K-9 team who competed at the United States Police Canine Association (USPCA) Nationals Valdosta, Georgia, September 18th through the 23rd. Their team, which also included a Deputy from Ida county and an officer from Altoona PD, placed 1st in Team competition. There were 79 K9s competing at this trial. Additionally, Sgt. Yeager (ISP) received 3rd place overall in the narcotics certifications. Sgt. Brarnes (ISP) received 4th place agility in the PD1 portion of certifications.
- On September 21, the FDCF and NCCF hosted the Corrections Emergency Response Team (CERT) Challenge for the first time since the onset of the pandemic. This is an annual competition held at the Brushy Creek State Park. The team from IMCC took first place.
- The FDCF team recently won the statewide Crisis Negotiator Team competition.
- At the recent Interstate Commission for Adult Offender Supervision (ICAOS) Annual Business Meeting, Simona Hammond was elected Midwest Chair for the Deputy Compact Administrator and Deputy Director Sally Kreamer was named the Midwest Chair of Commissioners.
- Channel 13 is working on a segment on the Homes for Iowa Program at the Newton Correctional Facility. It will air soon.
- NCCF is the last step in the reentry process. They average 525 releases per year. They do a wonderful job with the resources they have.
- Chair Williams stated Board members used to receive invitations to various ceremonies at the prisons. She would appreciate receiving these again and encouraged the Board members to attend.

Apprenticeship Study - Sarah Fineran, Research Director, Dr. Mindi Tenapal, Research Coordinator, Dan Sulentic, Apprenticeship Coordinator

- Mr. Sulentic spoke with the Board earlier this calendar year. This study reviews the outcomes related to the Apprenticeship Program.
- There are currently 30 programs in the DOC facilities with approximately 300 active apprentices. It is anticipated this number will grow in the coming years.
- Over 400 apprentices have completed programs since this began in 2015.
- The Federal Department of Labor administers the apprenticeship programs to ensure the necessary skills are received. This includes completing coursework and working in similar positions.
- ICCC and DMACC are partners in this program. Not all state corrections have a similar partnership.
- Mr. Keller asked how soon an offender can get into a program? It varies on the program, classification, facility, and availability. The individual must meet the standards and classification level to work the position. Once they are hired and working the job, they may begin the program.
- Mr. Keller asked how many apprenticeships an offender can be enrolled in at a time. They may only train in one program at a time. There is one individual at NCCF who has completed seven apprenticeship programs.
- Ms. Bubeck asked if there is a temporary license issued for completing a program? There is a certificate to show that a program has been completed. There may be testing requirements

- by state to be licensed. There is the possibility to test while still incarcerated. The DOC will do whatever they can to assist with preparing for licensure.
- Chair Williams asked if there is a way to transition, after completing hours but still needing to complete coursework, to help to complete the work even after release. There is an option to complete when they release, but there may be time issues to completing RJT hours. The goal should be to complete the RTI coursework and then complete additional hours after release, especially if they are still under DOC supervision. Working to identify more competency based programs to allow the offenders to complete the program.
 - Chair Williams asked what the relationship has been with the Unions? They have been open to discussion regarding what the offenders can offer.
 - This study broke down various data to determine what is effective and what is not. The study was able to incorporate data from Workforce Development as well.
 - When conducting a study, a random sample of participants was used. Enrollment was broken down by various statuses to measure recidivism. Those who had completed the apprenticeship program before release had a recidivism rate of 16.3%.
 - Older IIs are more likely to complete the program, but it may be related to length of incarceration. Those convicted of an A Felony were more likely to complete the program, but this would also be influenced by the longer length of stay.
 - The final report includes recommendations on ways to introduce offenders to the program earlier in their stay to provide more opportunities for those releasing sooner.
 - A second study has begun to develop a survey for IIs which will give a statewide perspective of how to improve the program, reduce barriers and increase awareness.
 - In light of the positive impacts of the apprenticeship program, the DOC will continue to look for ways to expand access and identify additional programs that can be accomplished in the prison setting.
 - Chair Williams asked if there is a piece during classification for apprenticeship programs? When offenders come here, the apprenticeship program is part of orientation. There will be a review to identify if there is a place to add this to the intake process.
 - Mr. Kersten felt this was compelling information. Could there be a similar study into the Second Chance Pell Grant program? The data and partnerships exist, there would need to be a mechanism to support the work.
 - Mr. Keller asked if there are programs to expand comprehensive skills for those who may not already have comprehensive skills? Not all offenders learn at the same pace. There is a requirement that participants have a high school equivalency to participate.
 - Ms. Bubeck reviewed the national recidivism rate, which is 22%. The 16% for graduates is astounding. This program is a path. Not completing a program while incarcerated does not constitute a failure.

Budget Update - Steve Dick, Fiscal Manager

- NCCF is the smallest facility in the state. They do an excellent job deploying resources to work successfully. Kudos to Warden Lamb, Deputy Warden Yetmar and NCCF staff.
- The close out financials for FY2022 were reviewed. There were supply chain issues that delayed planned purchases so that they were not completed by the end of fiscal year.
- Capital funds carried forward are tied to the Clarinda kitchen project which is slated to begin in the spring. This project has been fully funded.
- The DOC received a status quo budget for FY2023 with the addition of some salary adjustment funds.
- The pharmacy budget was not included in this report because it was legislatively broken out of the IMCC budget. It is noted that this fund has typically been overspent due to the high price of some medications. The DOC has worked to find ways to save on this line item.
- Funds were transitioned to staff bonuses in August.

- Workers compensation premiums are paid in full for the year and may drive up the percentage used of certain funds.
- Some locations are reviewing outside work programs that may impact some revenue.
- Chair Williams inquired why the balloon program would change. It is currently in operation at multiple locations. This could be a supply chain matter as well.

Public Comments - Public

- None.

Open Discussion - Board Members

- Proposals for the upcoming year schedule were reviewed. Mr. Keller asked for input from Mr. Kudej since he and Chair Williams have been on the Board to meet every other month to ensure there is some continuity as changes are made. Iowa Code requires quarterly meetings. Board members agreed to move to meetings every other month before considering any further reduction. Mr. Jim Kersten made a motion to approve moving to a bi-monthly meeting schedule. Mr. Keller seconded the motion. All present members were in favor of a bi-monthly meeting schedule, **motion passed.**
- Mr. Keller enjoyed today's meeting. He enjoys the apprenticeships program and has encountered a graduate from the barber program, Donshay Reed. He knows that the apprenticeship program works.
- Mr. Keller asked what we can do to hire more staff for the DOC? Will advertising continue? And will there be any more bonuses for the DOC? Recruiting and retention is a focus of the DOC every day. Each facility has been creative in finding ways to hire staff including advertising, a booth at the State Fair and conducting walk-in interviews at the facilities. The numbers are on the rise.
- Ms. Bubeck was excited to hear about the Apprenticeship Program. The wraparound care that comes with the program after release is important.
- Mr. Keller asked if ministers are back in the prisons in Iowa? The prisons are in the midst of the process right now. Some facilities are offering both in person or virtual services. Safety and security of volunteers will be a focus when it comes to entering the prisons. Other volunteer programs will follow.

Adjournment - Board Members

- A motion to adjourn the meeting was made by Mr. Keller, which was seconded by Mr. Kersten. The meeting was unanimously adjourned.

Respectfully Submitted,

Johana Herdrich, Executive Assistant



Snapshots of Success Education at IMCC FY 22





“There is a 43% reduction in recidivism rates for those prisoners who participate in prison education programs.”

Graduation 2022

14

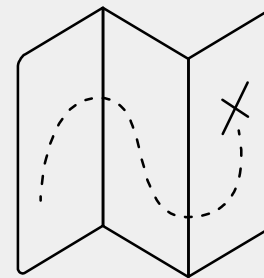
Kirkwood
Community
College HiSet
(High School
Completion)

8

Iowa Department
of Corrections
Apprenticeship

8

Iowa Central
Community
College Associate
Degree



Literacy

28

Literacy Completions in FY 22

Student met the Department of Corrections expectation of reading at the 6th grade level.

*Includes native and nonnative English speakers.



Vocational Courses

37

Vocational
Completions

- Computer Literacy
- Microsoft Office
- Workplace Communications
- Personal Finance

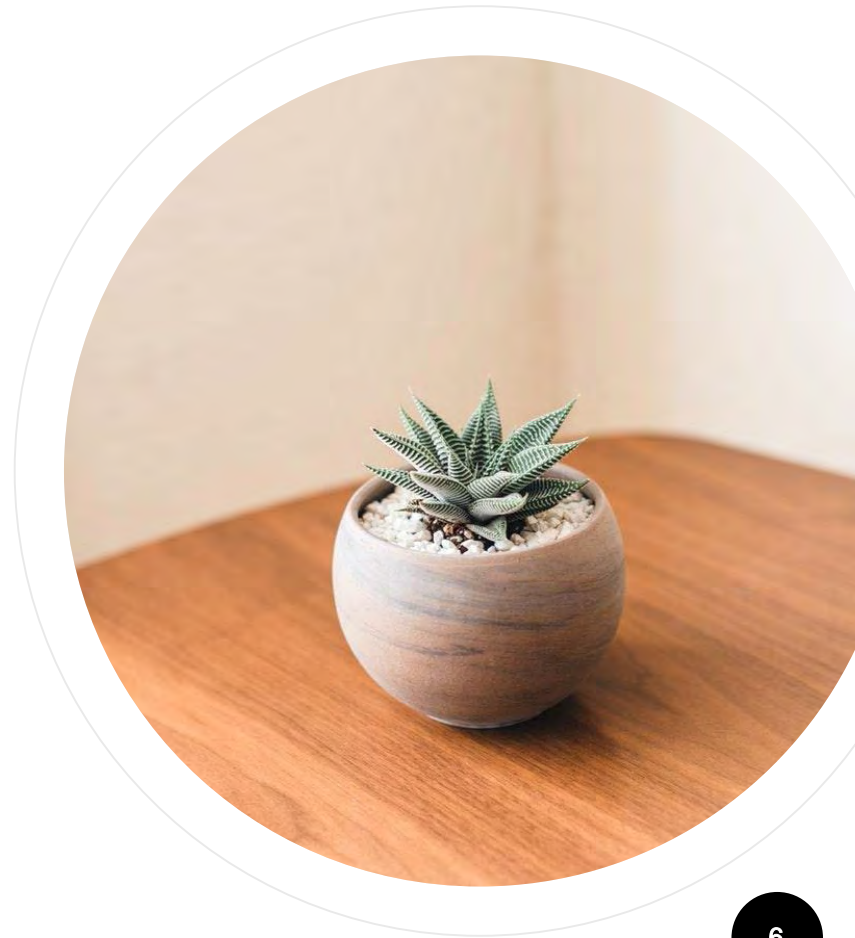


Lifeskills Program

First year IMCC has implemented a life skills program .

Includes:

- Housing
- Employment
- Finance





1

APDS Tablets for Youthful Offenders

Greater ability to engage in career exploration and 21st century skills

2

Literacy Outcomes for ESL students

Seek to incorporate ESL programming

3

Increased vocational offerings

High demand fields:

- Computer Science
- Manufacturing
- Construction/trades

Looking Ahead

<p style="text-align: center;">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>		Policy Number AD-PR-26	Applicability <input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code Public Access	Iowa Code Reference N/A
Chapter 1 ADMINISTRATION & MANAGEMENT	Sub Chapter PERSONNEL	Related DOC Policies N/A	Administrative Code Reference 11-62
Subject EMPLOYEE RECOGNITION PROGRAMS		PREA Standards N/A	Responsibility Steve Dick
		Effective Date November 2022	Authority

I. PURPOSE

The Department of Corrections recognizes employees are our greatest assets. Appreciation and recognition is important to morale, the achievement of high levels of work performance and to employees – both personally and professionally. This policy describes practices and procedures that shall apply in all Iowa Department of Corrections (IDOC) Institutions and for the Central Office regarding the Employee Recognition Programs.

II. POLICY

The Iowa Department of Corrections strives to ensure staff members, volunteers, and contract employees are recognized and rewarded for their contributions. Acknowledging individuals for their exemplary work performance, making significant contributions to the mission of the Iowa Department of Corrections, or for having performed outstanding acts of generosity or courage on behalf of the Citizens of the State of Iowa are all examples of such recognitions. Employee Recognition Programs shall be implemented at each Institution, as well as on a Departmental level and this policy establishes the minimum requirements, operational guidelines, and responsibilities for the administration and implementation of such programs.

III. DEFINITIONS

- A. Employee Recognition Program - An approach, such as a ceremony or event designed to regularly recognize staff, volunteers or contract employees for achievements, accomplishments and/or contributions made to enhance the effectiveness of state government or the lives of the citizens of the State of Iowa.
- B. Agency Employee Recognition Committee - A committee of agency employees, charged with the responsibility of planning and arranging an annual Agency Recognition Ceremony. This committee is also entrusted with the responsibility of selecting award recipients.
- C. See IDOC Policy **AD-GA-16** for additional Definitions.

IV. PROCEDURES

- A. Central Office
 - 1. The Director of the Iowa Department of Corrections will annually host an Agency Recognition Ceremony. Recognition and awards will be provided to department employees from each of the Institutions and Central Office.
 - 2. The Iowa Corrections Learning Center shall develop and implement the training of supervisory staff concerning the importance, benefits, and administration of employee recognition programs.
- B. Institutions
 - 1. Each institution shall develop procedures outlining local employee recognition programs.
 - 2. Institutional Wardens shall promote the Agency Recognition Program by encouraging staff participation.
 - 3. Each Institution will appoint an Employee Recognition Coordinator.
 - 4. Institutions are encouraged to be innovative with their range of recognition programs; however, these procedures shall at minimum, include the following:
 - a. Length of Service Recognition

- (1.) To be provided in 5-year intervals (i.e., 5 years, 10 years, 15, years, etc.)
- (2.) May be done annually, quarterly, or more frequent to recognize all those celebrating a 5-year interval anniversary within that time-frame.
- (3.) Certificates signed by the Director of the DOC shall be provided to all employees for each 5-year anniversary. Gifts are also permissible for those with twenty-five years or more of service and shall comply with limits as set forth in DAS Procedure Number 220.350.

b. Retirement Recognition

- (1.) All employees retiring from the Iowa DOC shall receive a certificate signed by the DOC Director and the Governor (coordinate request through Central Office).
- (2.) A moderate gift of appreciation (clocks, plaques or pictures of institutions are appropriate choices) with the employee's name and number of years of service/services dates engraved. See DAS Procedure 220.351 for allowable expenses for retiring employees.

C. DOC Agency Recognition Committee

1. The DOC Agency Recognition Committee will be comprised of:
 - a. Representatives from each of the Institutions, comprising of both labor and management.
 - b. A representative from the Director's Office.
2. The DOC Agency Recognition Committee shall be responsible for the following:
 - a. Planning, organizing, arranging, coordinating, promoting and publicizing the Annual Employee Recognition Ceremony.
 - b. Review and revise award criteria annually and as necessary.
 - c. Review all award nominations and submit recipients to the Director.

- d. Review annually and make suggested changes to Employee Recognition Program policy.

D. Nomination Process

1. The DOC Agency Recognition Committee will initiate the nomination process and establish reasonable submission timelines to coincide with the annual Recognition Ceremony.
2. Nominations may be submitted by any employee, through the normal chain of command and/or per locally established procedures.
3. Institutional Wardens/Designee shall ensure the following, prior to submission to the Agency Recognition Committee:
 - a. Verification of the reasons, facts, events, or actions involved with the nomination.
 - b. Ensure the nominated employee satisfies criteria requirements, or request a waiver of criteria.

E. DOC Agency Recognition Awards

1. Basic Eligibility Requirements
 - a. Must be an Agency employee, volunteer, or contract employee.
 - b. Not to have received formal disciplinary action within the last 12 months.
 - c. Have a minimum evaluation score of "Meets".
 - d. Has made an overall contribution to the Agency's Vision and Mission.
 - e. Projects a professional appearance and demeanor.

2. Criteria Waiver

The Director, upon recommendation of the Agency Recognition Committee, may waive any or all basic eligibility requirements.

3. Award Categories

a. Courage and Honor

- (1.) Awards shall be presented to the family of any staff who have lost their life in the line of duty, and/or;
- (2.) To any staff that sustained a critical injury in the line of duty, or;
- (3.) To any staff who performed an act of great courage and bravery to ensure the public's safety in honor of the Department's vision to create safer communities while in the performance of duty.

b. Meritorious Service

- (1.) Awards shall be presented to the family of a staff who lost their life while performing an act of heroism while off duty, or;
- (2.) To a staff that sustained critical injury while performing an act of heroism while off duty.
- (3.) To a staff that performed an act of heroism while off duty.

c. Volunteer of the Year

Awards may be presented to volunteers that have donated time and effort to the inmate population, as well as demonstrated outstanding service to the Department of Corrections.

d. Excellence in Safety

- (1.) Individuals or teams are eligible for this award by making significant improvements in workplace safety, or;
- (2.) By significantly reducing the events of workplace accidents.

e. Agency Employee of the Year

- (1.) Individuals or teams are eligible for this award.

- (2.) Nominees shall include, but are not limited to, recipients of local award selections.
- (3.) Individuals or teams would be selected based on the following criteria:
 - (a) Contribution to the Agency's Vision and Mission Statement.
 - (b) Customer service
 - (c) Positive attitude
 - (d) Leadership skills
 - (e) Respect for fellow staff, inmates, volunteers, guests and the general public.
 - (f) Overall professionalism
 - (g) Cost saving plan which was implemented to contribute towards the mission.
 - (h) At least one recipient will be selected by each Institution annually and recognized at the annual Agency Ceremony.

f. Manager/Supervisor of the Year

- (1.) Nominees shall include, but are not limited to, recipients of local award selections.
- (2.) Individuals shall be selected based on the following Criteria:
 - (a) Contribution to local mission statement and/or Agency Vision and Mission.
 - (b) Demonstrates and exemplifies excellence in leadership.
 - (c) Effective management of day-to-day operations and resources.

(3.) At least one supervisor will be selected by each Institution annually and recognized at the annual Agency Ceremony.

g. Team Excellence

(1.) This award represents a collective effort by a team of DOC employees that have accomplished a goal consistent with the Agency Vision and Mission, and/or for improvements in the quality of life for the Citizens of Iowa.

(2.) At least one team will be selected by each Institution annually and recognized at the annual Agency Ceremony.

h. Life Saving

This award represents an act performed by an employee that saved the life of another person, regardless of the relation to duty.

i. Humanitarian of the Year

(1.) Awards shall be presented to staff that have enhanced the quality of life for the Citizens of Iowa, through acts of kindness and generosity.

(2.) Recipients may qualify regardless of the relation to duty.

j. Special Recognition

(1.) Recognition awards will be given to staff that have earned recognition for specific accomplishments, regardless of duty relation, that does not qualify them for previously mentioned awards.

(2.) Personal accomplishments such as the completion of an educational degree are considered as an acceptable nomination.

(3.) Other accomplishments such as ideas implemented and used can be considered as a nomination.

k. The Lorena Schulte and Robert McFarland Medal of Valor/Purple Heart: This award, created in honor of Registered Nurse Lorena Schulte and Correctional Officer Robert McFarland is the most

prestigious of honors given by the Department. Reserved exclusively for those exhibiting exceptional courage and bravery, who through an act of heroism, prevent serious injury or death to ensure the public's safety, regardless of his/her own safety.

Lorena and Robert demonstrated extraordinary decisiveness and presence of mind when they understood the demand for immediate action and gave the ultimate sacrifice, losing their own lives while protecting those of their coworkers and the community at large when they prevented the escape of two prisoners from the Anamosa State Penitentiary on March 23, 2020. The Iowa Department of Corrections strives to never suffer another such loss of staff lives and together with the families of Lorena and Robert, the Department honors their memory with the exclusiveness of this award. (Note: This award shall not be given without consulting representatives of the Schulte and McFarland families. If this award is to be given, it will be announced on March 23rd and presented at the Annual Awards ceremony.)

- (1.) Medal of Valor may be presented to any staff who exhibited an act of heroism to prevent serious injury or death while in the performance of duty;
- (2.) Purple Heart may be awarded to any staff that sustained a critical injury during an act of heroism in the line of duty.
- (3.) Purple Heart may be awarded to the family of any staff who have lost their life during an act of heroism in the line of duty;

F. Agency Employee Award Recognition Ceremony

1. The Agency Employee Recognition Ceremony shall be held annually.
2. Managers and Supervisors from each Institution shall make every effort to be in attendance.
3. Award Recipients shall be granted paid leave and authorization to use state vehicle or paid travel expense in order to attend.
4. Awards shall consist of certificates, pins, medals, trophies, etc. as approved by the Agency Recognition Committee and in compliance with DAS Procedure Number 220.350.

5. A permanent record of the award will be placed in the employee's personnel file.
6. A notification of the award and a photograph of the recipient will be sent to the employee's local newspaper. This is optional and locally controlled by the Warden/Designee and with award recipient's authorization.

DRAFT