



ANNUAL PROGRAM REPORT

**Fiscal Year 2023
(July 1, 2022 – June 30, 2023)**

Approved By:
Amanda Milligan, Director

905.4 Duties of the board.

The district board shall . . ."File with the board of supervisors of each county in the district and with the Iowa Department of Corrections, within ninety days after the close of each fiscal year, a report covering the district board's proceedings and a statement of receipts and expenditures during the preceding fiscal year."

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Vision

Iowa Community Corrections is a place where

- **Every client makes it and our communities are safe**
- **We invest in partnerships so that all members of the community have hope of succeeding**
- **Individual growth is encouraged and expected, and achievement is recognized**
- **Shared decision-making and team participation demonstrate our mutual respect**
- **Clients are held accountable**
- **Diversity is our strength**
- **Innovation is valued**
- **We measure our results and do what we know works**

Beliefs

People can change

There is a potential for individual growth, and everyone has the right to personal success.

In Integrity

Honesty and objectivity in our decision-making and our dealings with others are essential.

In Accountability

All of us (staff, clients and the community) must be accountable for our actions.

In Innovation

Through creativity and hard work we can make our services more effective and provide them efficiently.

In Teamwork, Respect & Equality

By respecting and accepting each other as unique and equal individuals, we can work together to achieve our shared goals and make our Vision a reality.

Mission

Public Safety through Risk Reduction

Values

Integrity, Respect, Empathy

DISTRICT CODE OF ETHICS

**As an employee of the 2nd Judicial District,
I recognize that my employment is a symbol of public faith.**

- **I will strive to protect the public and safeguard them from victimization by exercising professional judgment and performing my duties to the best of my ability.**
- **I will not engage in or condone any form of harassment or discrimination.**
- **I will uphold the law with dignity, displaying an awareness of my responsibility to clients while recognizing the right of the public to be safeguarded from criminal activity.**
- **I will seek to preserve the dignity, rights and worth of all individuals by practicing courtesy, respect and responsiveness.**
- **I will create positive relationships in my office, my community, my district and beyond.**
- **I will maintain confidentiality and appropriate boundaries with staff and the population I serve.**
- **I will be worthy of the trust of other department employees, community stakeholders and the Citizens of Iowa.**

**As a public employee, I will hold true to the Code of Ethics of the
2nd Judicial District Department of Correctional Services**

BOARD OF DIRECTORS - 2022

Member and Address	Phone Number	Member and Address	Phone Number
Brent Aden Pocahontas County Supervisor 99 Court Square, Suite 7 Pocahontas 50574	712-335-3361	Carl Legore Calhoun County Supervisor 416 4 th St, Ste 1 Rockwell City 50579	712-297-7741
Brittany Baker Advisory Delegate Fort Dodge 50501	515-689-6012	Enos Loberg Worth County Supervisor 1000 Central Ave Northwood 50459	641-324-3630
Shawn Bryant Boone County Supervisor 201 State St Boone 50036	515-433-0500	Reneè McClellan Hardin County Supervisor 1215 Edgington Ave Ste 1 Eldora 50627	641-939-8222
Mick Burkett Greene County Supervisor 114 N Chestnut St Jefferson 50129	515-386-5680	Gary McVicker Franklin County Supervisor PO Box 26 Hampton 50441	641-456-5622
Dan Campidilli Hamilton County Supervisor 2300 Superior St, Ste 3 Webster City 50595	515-832-8567	Tina Meth-Farrington Judicial Delegate Rockwell City 50579	712-297-7829
Corey Cerwinski Bremer County Supervisor 415 E Bremer Ave Waverly 50677	319-352-0130	Linda Murken Story County Supervisor 900 6 th St Nevada 50201	515-382-7202
Rusty Eddy Butler County Supervisor PO Box 325 Allison 50602	319-267-2670	Rick Rasmussen Wright County Supervisor PO Box 147 Clarion 50525	515-532-2771
Mark Feustel Advisory Delegate Mason City 50401	None	Staci Shugar Advisory Delegate Ames 50010	515-292-3820
Paul Fitzgerald Judicial Delegate Nevada 50201	515-382-6566	Bob Thode Webster County Supervisor 701 Central Ave Fort Dodge 50501	515-573-7175
Donna Geery Judicial Delegate Sac City 50583	712-660-3968	Jerry Tlach Hancock County Supervisor PO Box 70 Garner 50438	641-923-3421
Thetia Hall-Polking Judicial Delegate Carroll 51401	712-792-5666	Mike Tupper Advisory Delegate Marshalltown 50158	641-754-5771
Jarret Heil Marshall County Supervisor 1 E Main St Marshalltown 50158	641-754-6330	Erik Underberg Humboldt County Supervisor PO Box 100 Dakota City 50529	515-332-1571
Bill Jensvold Winnebago County Supervisor 126 S Clark St Forest City 50436	641-585-3412	Chris Watts Cerro Gordo County Supervisor 220 N Washington Ave Mason City 50401	641-421-3021
Scott Johnson Carroll County Supervisor 114 E 6 th St Carroll 51401	712-792-9802	Jim Wissler Sac County Supervisor 100 NW State St Sac City 50583	712-662-7401
Mark Kuhn Floyd County Supervisor 101 S Main St, Ste 303 Charles City 50616	641-257-6129	Jim Wherry Mitchell County Supervisor 212 S 5 th St Osage 50461	641-832-3942

COMMITTEES OF THE BOARD OF DIRECTORS

Nominating Committee for 2022

Tim Neil	Chairperson
Gary McVicker	
Paul Fitzgerald	
Chris Watts	
Jerry Tlach	

Executive Committee – Calendar Year 2022

Linda Murken	Chairperson
Bob Thode	Vice Chairperson/County Supervisor Delegate
Mark Feustel	Advisory Committee Delegate
Tina Meth-Farrington	Judicial Committee Delegate
Jerry Tlach	County Supervisor Delegate

Nominating Committee for 2023

Linda Murken	Chairperson
Paul Fitzgerald	
Gary McVicker	
Jerry Tlach	
Thetia Hall-Polking	

Executive Committee – Calendar Year 2023

Linda Murken	Chairperson
Bob Thode	Vice Chairperson/County Supervisor Delegate
Thetia Hall-Polking	Judicial Committee Delegate
Jerry Tlach	County Supervisor Delegate
Mark Feustel	Advisory Delegate

MEETINGS OF THE BOARD OF DIRECTORS

September 16, 2022	Hybrid Meeting Zoom and Second District Office locations Zoom
October 6, 2022	Zoom Virtual Meeting (Executive)
December 9, 2022	Hybrid Meeting Zoom and Second District Office locations Zoom
December 9, 2022	Fort Dodge Community Corrections Center and Zoom (Executive)
February 10, 2023	Hybrid Meeting Zoom and Second District Office locations Zoom
February 16, 2023	Zoom Virtual Meeting
June 23, 2023	Robert W. Barlow Memorial Library, Iowa Falls

SUMMARY OF BOARD PROCEEDINGS

FISCAL 2023

(JULY 1, 2022 – JUNE 30, 2023)

The Board received information or took action on the following at the **September 16, 2022** meeting:

- Approved proposed agenda
- Director's Report: Updates on Leadership Team, American Probation Parole Association Conference presentations on Tech2Connect Program and work with Alliance for Community and Justice Innovation (ACJI) on organizational culture.
- Received Budget Update
- Approved minutes of previous meeting
- Pending Litigation – none
- No Public Comment
- Next meeting date – Friday, December 9, 2022

The Board received information or took action on the following at the **December 9, 2022** meeting:

- Approved proposed agenda
- Director's Report: Annual Report highlights, Staff Recognition for presentations at regional conferences, Tech2Connect outcome evaluation results and Budget considerations
- Received Budget Update
- Executive Committee Report on planning for Director's Performance Evaluation
- Approved minutes of previous meeting
- Approved FY23 mid-year budget
- Process of 2023 Nominating Committee
- No Pending Litigation
- No Public Comment – reminder the Executive Committee will meet following this meeting
- Next meeting date – Friday, February 10, 2023

The Board received information or took action on the following at the **February 10, 2023** meeting:

- Approved proposed agenda
- Director's Report: Presentation by Joel McAnulty, Assistant Director on orientation for new and returning board members, current content of HSB 126
- Approved minutes of previous meeting
- Executive Committee Report on Director's Performance Evaluation
- Nominating Committee Report on Election of Officers
- Approval of Nominating Committee nominations
- Board update on HSB 126 from Board Chair Murken
- Adoption of Corporate Banking Resolution for Authorized Account Signers by Roll Call
- Adoption of Resolution Naming Financial Depositories by Roll Call
- Received Budget Update
- No Pending Litigation
- No Public Comment
- Next meeting date – Friday, June 23, 2023

The Board received information or took action on the following at the **February 16, 2023** meeting with DOC:

- Iowa State Alignment Bill Comments

The Board received information or took action on the following at the **June 23, 2023** meeting:

- Approved proposed revised agenda
- Director's Report: Brief update on the alignment with the Department of Corrections, Joel McNulty has been promoted to District Director of Sixth District
- Received Budget Update
- Approved minutes of previous meeting
- Approval of Mentoring Contract with AFES
- Approval of Fort Dodge PREA Audit Contract
- Approval of OWI Service Contracts with Prairie Ridge, SATUCI and CFR
- Approval of Webster County Drug Court contract with Community & Family Resources
- Approval of Memorandum of Understanding with ACCESS
- Approval of Memorandum of Understanding with Crisis Intervention Services
- Approval of Webster County, Cerro Gordo County and Marshall County Drug Court contracts with the State Public Defender's Office
- Approval of Cerro Gordo County Drug Court contract with Prairie Ridge Integrated Behavioral Healthcare
- Approval of Marshall County Drug Court Contract with SATUCI
- Approval of Advisory Board Committee Bylaws
- No Pending Litigation
- Proclamation
- No Public Comment
- Next meeting date – TBD

EXECUTIVE COMMITTEE PROCEEDINGS

Meetings and Actions

- | | |
|------------------|---|
| October 6, 2022 | Purpose of meeting – Discussion and planning of Director's Performance Evaluation |
| December 9, 2022 | Purpose of meeting – Director's Performance Evaluation |

ADVISORY COMMITTEES

Ames Area

Members

Staci Shugar, (Delegate to the Board of Directors) – Ames 50010
Michelle De La Riva, (Alternate to the Board of Directors) - Ames 50010
Karla Webb – Ames 50010

Marshalltown Area

Members

Mike Tupper, (Delegate to the Board of Directors) - Marshalltown 50158
Jordan Gaffney, (Alternate to the Board of Directors) - Marshalltown 50158
Jill Eaton - Marshalltown 50158
Melissa Frundle – Marshalltown 50158
Duane Eberly – Marshalltown 50158
Anna Hargrave – Marshalltown 50158
Tim Swinton – Marshalltown 50158
Andrea Storjohann – Marshalltown 50158

Fort Dodge Area

Members

Brittany Baker, (Delegate to the Board of Directors) - Fort Dodge 50501
Darren Driscoll - Fort Dodge 50501
Kelsey Casey – Fort Dodge 50501
Melissa Klass – Fort Dodge 50501
Teresa Larson-White – Fort Dodge 50501
Stacey Jones – Fort Dodge 50501

Mason City Area

Members

Mark Feustel, (Delegate to the Board of Directors) - Mason City 50401
Jen Sheehan, (Alternate to the Board of Directors) – Mason City 50401
Deb Cahalan - Mason City 50401
Kevin Pals - Mason City 50401
Mary Ingham – Mason City 50401
Betty McCarthy - Osage 50461

FINANCIAL STATEMENTS

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

Statement of Revenues, Expenditures and Changes in Fund Balances – General Fund Budget and Actual

Year Ended June 30, 2023

	REVISED ** BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Revenues by Source:			
State Purchase of Service (POS)	12,789,649	12,789,649	-
Intra-State Transfer – Retention Bonus	72,906	72,906	-
Residential Client Fees	1,034,005	1,042,530	8,525
Enrollment Fees	425,000	388,100	(36,900)
Other Client/Group Fees	200,500	215,166	14,666
Interest Earned	40,000	60,219	20,219
Federal Direct ISI Grant	57,843	57,843	-
Federal Pass-Thru Grant	65,893	65,893	-
Federal Direct Marshall Co. Drug Court Grant	155,7315	159,2584	3,5209
Federal Urinalysis Contract Reimbursement	46,400	44,383	(2,017)
Miscellaneous	41,920	42,403	483
Prior Year Carryover	341,943	-	-
Total Revenues Available for Expenditures	\$ 15,271,680	\$ 14,938,343	\$ 8,606
Expenditures by Account Category:			
Personal Services	13,300,729	13,238,326	62,403
Travel & Subsistence	67,494	101,074	(33,580)
Supplies	466,314	451,451	14,863
Contractual Services	954,551	953,642	909
Equipment & Repairs	181,407	172,602	8,805
Federal Direct ISI Grant	57,843	57,843	-
Federal Pass-Thru Grant	65,893	65,893	-
Federal Direct Marshall Co. Drug Court Grant	155,7313	159,2543	(3,630)
Claims & Miscellaneous	-	-	-
Licenses, Permits & Refunds	-	-	-
State Aid	-	-	-
Plant Improvement	21,828	27,527	(5,699)
Total Expenditures	\$ 15,271,680	\$ 15,227,609	\$ 44,071
Revenues Over (Under) Expenditures		\$ (289,266)	
Fund Balance Beginning of Year – Local		\$ 341,943	
Revenues Over (Under) Expenditures including Local Carry Forward Balance		(289,266)	
Less: Government Funds Transfer		-	
Fund Balance End of Year - Local	\$ -	\$ 52,677	

** Original FY 2023 Budget was revised in December 2022 following Closeout of Fiscal Year 2022 with Actual Carry Forward and Budget Changes due to Receipt of State Transferred Retention Bonus Funds.



SECOND JUDICIAL DISTRICT, DEPARTMENT OF CORRECTIONAL SERVICES

**Comparison of Revenues and Expenditures - General Fund
Most Recent Four Fiscal Years**

	Year Ended 2023	Year Ended 2022	From FY22 to FY23		Year Ended 2021	Year Ended 2020
			Dollar Change	% Change		
Revenues by Source:						
State POS & Other Appropriations	\$ 12,862,555	\$ 12,307,740	\$ 554,815	4.51%	\$ 12,573,438	\$ 11,758,160
Residential Client Fees	1,042,530	908,074	134,456	14.81%	744,157	1,017,745
Enrollment Fees	388,100	385,932	2,168	0.56%	397,497	438,446
Other Client/Group Fees	215,166	211,075	4,091	1.94%	162,844	156,605
Interest Earned	60,219	4,772	55,447	1161.92%	4,572	25,678
Federal Urinalysis Contract Reimbursement	44,383	44,113	270	0.61%	20,113	31,995
Federal Direct Grants	217,094	186,667	30,427	16.30%	204,933	177,489
Federal Pass-Thru Grants	65,893	156,534	(90,641)	-57.90%	82,059	-
Miscellaneous	42,403	73,443	(31,040)	-42.26%	31,533	86,897
Total Revenues	\$ 14,938,343	\$ 14,278,350	\$ 659,993		\$ 14,221,146	\$ 13,693,015
Expenditures by Account Class:						
Personal Services	\$ 13,352,347	\$ 12,843,937	\$ 508,410	3.96%	\$ 12,507,240	\$ 12,249,170
Travel/Training	63,113	54,075	9,038	16.71%	26,795	35,437
Vehicle Operation	23,783	19,582	4,201	21.45%	12,622	15,219
Out-of-State Travel/Training	24,165	3,093	21,072	-	-	4,378
Office Supplies	23,063	21,505	1,558	7.24%	23,968	26,675
Building Maintenance Supplies	2,695	2,560	135	5.27%	4,670	3,366
Professional/Scientific Supplies	44,397	49,711	(5,314)	-10.69%	23,630	50,342
Housekeeping/Subsistence Supplies	65,495	63,778	1,717	2.69%	65,244	61,423
Other Supplies	4,445	3,249	1,196	36.81%	2,948	3,279
Food	312,530	242,940	69,590	28.64%	191,911	204,478
Communications	217,236	152,304	64,932	42.63%	107,267	108,390
Rentals	173,616	171,512	2,104	1.23%	162,623	153,759
Utilities	160,117	156,248	3,869	2.48%	125,427	132,461
Professional/Scientific Services	306,018	230,857	75,161	32.56%	166,901	199,788
Outside Services	74,490	63,822	10,668	16.72%	53,821	61,963
Intra-State Transfers	-	-	-	-	-	-
Advertising/Publicity	770	980	(210)	-21.43%	665	560
Outside Repairs/Services	85,471	92,633	(7,162)	-7.73%	72,469	95,374
Reimbursements to Other Agencies	22,250	21,718	532	2.45%	34,894	38,968
ITS Reimbursements	75,226	82,436	(7,210)	-8.75%	82,076	69,002
Residential Equipment over \$500	13,694	61,768	(48,074)	-77.83%	2,700	13,764
Office Equipment over \$500	630	13,467	(12,837)	-95.32%	13,551	50,899
Equipment under \$500	14,544	8,127	6,417	78.96%	14,526	32,129
Data Processing, Inventory	6,921	139,893	(132,972)	-95.05%	90,090	37,908
Data Processing, Non-Inventory	69,927	58,386	11,541	19.77%	43,310	34,814
Other Expenditures/Obligations	62,871	59,908	2,963	4.95%	55,896	63,624
Capitals	27,795	25,615	2,180	8.51%	36,220	16,703
Total Expenditures	\$ 15,227,609	\$ 14,644,104	\$ 583,505		\$ 13,921,464	\$ 13,763,873
Revenues by Funding Source:						
State Funds	\$ 12,862,555	\$ 12,307,740			\$ 12,573,438	\$ 11,758,160
Local Funds	2,075,788	1,970,610			1,647,708	1,934,855
Total Revenues	\$ 14,938,343	\$ 14,278,350			\$ 14,221,146	\$ 13,693,015
Expenditures by Major Class Type:						
Personal Services	\$ 13,352,347	\$ 12,843,937			\$ 12,507,240	\$ 12,249,170
Operating Expenses	1,875,262	1,800,167			1,414,224	1,514,703
Intra-State Transfers	-	-			-	-
Total Expenditures	\$ 15,227,609	\$ 14,644,104			\$ 13,921,464	\$ 13,763,873

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
Expenditures by Account Class and Program – General Fund
Year Ended June 30, 2023

PROGRAM						
<u>ACCOUNT CLASS</u>	<u>ADMIN.</u>	<u>PREA *</u>	<u>PSI **</u>	<u>FIELD SERVICES</u>	<u>RESIDENTIAL</u>	<u>DRUG COURTS</u>
Personal Services	\$520,701	\$70,270	\$340,058	\$3,736,996	\$4,138,092	\$489,994
Travel/Training	3,490	-	1,311	26,584	12,939	186
Vehicle Operation	33	-	10	14,963	8,647	10
Out of State Travel/Training	1,646	-	-	3,214	2,068	6,270
Office Supplies	5,640	-	19	11,956	4,908	19
Building Maintenance						
Supplies	-	-	-	2,545	150	-
Professional/Scientific						
Supplies	-	-	-	18,297	14,673	1,175
Housekeeping/						
Subsistence Supplies	-	-	-	-	65,495	-
Other Supplies	90	-	39	175	2,791	1,235
Food	-	-	-	-	312,530	-
Communications	17,470	-	986	43,160	26,140	1,459
Rentals	4,844	-	-	159,734	9,038	-
Utilities	5,440	-	-	24,266	130,411	-
Professional/Scientific						
Services	3,398	-	13	4,760	11,108	228,055
Outside Services	5,601	-	-	12,242	24,247	-
Advertising/Publicity	-	-	-	175	525	-
Outside Repairs/Services	1,028	-	-	5,650	78,770	-
Reimbursements to						
Other Agencies	1,724	-	309	7,756	6,989	542
ITS Reimbursements	6,610	-	332	36,290	26,191	497
Residential Equipment						
Over \$500	-	-	-	-	13,694	-
Office Equipment						
Over \$500	-	-	-	630	-	-
Equipment Under \$500	933	-	-	9,434	4,177	-
Data Processing,						
Inventory	-	-	-	284	1,786	-
Data Processing,						
Non- Inventory	18,507	-	501	14,447	12,378	752
Other Expenditures	4,852	-	500	18,150	32,397	500
Capitals	-	-	-	-	12,917	-
TOTALS	<u>\$ 602,008</u>	<u>\$70,270</u>	<u>\$344,078</u>	<u>\$4,151,708</u>	<u>\$4,953,061</u>	<u>\$730,695</u>

* PREA (Prison Rape Elimination Act)

** PSI (Pre-Sentence Investigations)

SOTP (Sex Offender Treatment Program)

^ IDAP (Iowa Domestic Abuse Program)

SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
Expenditures by Account Class and Program – General Fund
Year Ended June 30, 2023

PROGRAM						
ACCOUNT CLASS	TREATMENT			INTENSIVE		TOTAL ACTUALS
	SERVICES	SOTP#	IDAP^	SUPERVISION	RE-ENTRY	
Personal Services	\$941,691	\$859,359	\$295,794	\$1,643,404	\$315,987	\$13,352,347
Travel/Training	5,492	656	124	10,388	1,942	63,113
Vehicle Operation	50	17	7	33	13	23,783
Out of State Travel/Training	8,282	430	630	1,574	50	24,165
Office Supplies	165	79	13	116	148	23,063
Building Maintenance Supplies	-	-	-	-	-	2,695
Professional/Scientific Supplies	1,922	8,301	-	-	30	44,397
Housekeeping Supplies	-	-	-	-	-	65,495
Other Supplies	-	-	-	77	39	4,445
Food	-	-	-	-	-	312,530
Communications	116,797	2,144	765	5,928	2,388	217,236
Rentals	-	-	-	-	-	173,616
Utilities	-	-	-	-	-	160,117
Professional/Scientific Services	365	207	205	215	57,692	306,018
Outside Services	32,400	-	-	-	-	74,490
Advertising/Publicity	-	-	-	-	70	770
Outside Repairs/Services	23	-	-	-	-	85,471
Reimbursements to Other Agencies	1,588	788	286	1,733	534	22,250
ITS Reimbursements	1,989	497	-	2,155	663	75,226
Residential Equipment Over \$500	-	-	-	-	-	13,694
Office Equipment Over \$500	-	-	-	-	-	630
Equipment Under \$500	-	-	-	-	-	14,544
Data Processing, Inventory	-	4,850	-	-	-	6,921
Data Processing, Non- Inventory	18,329	752	-	3,259	1,003	69,927
Other Expenditures Capitals	2,499	1,308	333	1,666	666	62,871
	267	-	-	-	14,612	27,795
TOTALS	<u>\$1,131,858</u>	<u>\$879,389</u>	<u>\$298,156</u>	<u>\$1,670,548</u>	<u>\$395,838</u>	<u>\$15,227,609</u>

* PREA (Prison Rape Elimination Act)

** PSI (Pre-Sentence Investigations)

SOTP (Sex Offender Treatment Program)

^ IDAP (Iowa Domestic Abuse Program)