

**DFO COMMUNITY CORRECTIONS JOINT POWERS BOARD**  
**September 13, 2017**  
***DRAFT MINUTES***

**MEMBERS PRESENT:** Matt Flynn, Tim Tjosaas, David Kenworthy, Mark Thein, Gary Peterson, Duane Bakke

**MEMBERS NOT PRESENT:** Sheila Kiscaden, Marc Prestby

**OTHERS PRESENT:** Janet Erickson, Stephanie Reese, Mary Funke, Anita Greden, Travis Gransee, Michelle Olson, Alex Bungler, Angie Roche, Monty Vikdal, Angie Lettner, Curt Petzel, Amy Thompson, Paul Fleissner, Jim Elmquist, Orlando Smith (Workforce Development, Inc. – Re-Entry Training Specialist)

1. **Call to Order:** The meeting was called to order at 12:01 p.m. by Matt Flynn and a quorum was determined to be present.
2. **Approval of September Agenda:** Motion to accept agenda by Duane Bakke, Tim Tjosaas seconded. Agenda approved.
3. **Approval of June Minutes:** June 2017 minutes were reviewed. Dave Kenworthy motion to approve, Mark Thein seconded. Minutes approved.
4. **Dodge, Fillmore, Olmsted Task Force Updates:**
  - Dodge Task Force:**
    - \*Drug Court – received an increase in funding
    - \*DFO 2020 – great update provided on the direction of DFO 2020
    - \*New Staff in County Attorney’s Office – replacement Attorney from Freeborn County
    - \*Rachael Drenckpohl’s – retirement coming soon
    - \*Guest Speakers from “Stage by Staige” – full service outpatient treatment program
  - Fillmore Task Force:**
    - \*Courthouse Security
    - \*DFO 2020
  - Olmsted Task Force:**
    - \*JDC Updates – PREA Compliance
    - \*Rochester Police Department – Intelligence LED Policing: evidence based approach to community policing

5. **Finance – Mary Funke and Stephanie Reese:**
  - 2016 Unaudited Payouts
  - 2017 Year End Estimate
  - 2018 Budget

**2016 Unaudited Payouts (2 handouts)**

- Unaudited numbers – have not changed since last meeting
- \$295,000 favorable
- Revenue \$41,000 more than budget

**2017 Financial Highlights**  
**DFO Community Corrections**  
**As of August 31, 2017**

2017 revenues are expected to be \$41,000 more than budgeted. The main driver is the \$56,000 CCA Subsidy increase. We will be paid \$15,000 less than budgeted for Charges for Services due to the termination of the ATTIC Housing contract. As of April 1, 2017 we will no longer incur the Attic rent expense or receive the offsetting revenue, so there is no bottom line impact.

2017 expenditures are expected to be \$254,000 less than budgeted. Personnel expenditures are expected to be under budget by \$116,000 due to employee turnover throughout the year. Note that this is only a 1.4% variance from the Adopted Budget. Services and Charges are expected to be under budget by \$96,000. This includes under spending of Contracted Services by \$65,000, Mayo Evidentiary Exams by \$28,000, and the Attic rent expense by \$15,000 as mentioned above. ITS is currently tracking \$35,000 over budget. Capital Assets may be under budget by as much as \$42,000 due to a current hold on PC replacements.

The net of these results is that DFO Community Corrections is expected to be \$295,000 favorable for 2017.

Prior year payouts/(additional contributions needed) to/from the Counties:

|              | 2013           | 2014          | 2015             | UnAudited<br>2016 | Estimated<br>2017 |
|--------------|----------------|---------------|------------------|-------------------|-------------------|
| Dodge        | 63,199         | 15,583        | (3,325)          | 29,000            | 24,000            |
| Fillmore     | 61,622         | 22,074        | 12,851           | 35,000            | 27,000            |
| Olmsted      | 576,410        | 12,895        | (232,283)        | 288,000           | 244,000           |
| <b>Total</b> | <b>701,231</b> | <b>50,552</b> | <b>(222,757)</b> | <b>352,000</b>    | <b>295,000</b>    |

The 2016 payouts will be processed as soon as the auditors release the 2016 audit report.

**DFO COMMUNITY CORRECTIONS  
2017 ADOPTED BUDGET vs 2017 ACTUALS  
AS OF AUGUST 31, 2017**

|                                      | 1                 | 2                 | 3              | 4  |
|--------------------------------------|-------------------|-------------------|----------------|--|
|                                      | ADOPTED           | YEAR END          | AUGUST 2017    | COMMENTARY   |
|                                      | BUDGET            | ESTIMATE          | VARIANCE       | F = Favorable, U= Unfavorable  |
| <b>REVENUES:</b>                     |                   |                   |                |  |
| CHARGES FOR SERVICES                 | 528,500           | 513,500           | (15,000)       | 1 Termination of ATTIC Housing Contract 3/31/17 \$15,000U, offset by unused expenditure budget below.  |
| FINES                                | 13,000            | 13,000            | 0              | 2  |
| INTER-GOVERNMENTAL                   | 2,895,294         | 2,951,294         | 56,000         | 3 CCA Subsidy Increase \$56,000F   |
| DODGE/FILLMORE/OLMSTED CONTRIBUTIONS | 7,224,677         | 7,224,677         | 0              | 4  |
| <b>TOTAL</b>                         | <b>10,661,471</b> | <b>10,702,471</b> | <b>41,000</b>  | 5  |
| <b>EXPENDITURES:</b>                 |                   |                   |                |  |
| PERSONNEL SERVICES                   | 8,230,509         | 8,114,509         | 116,000        | 6 Personnel Services \$116,000F - Due to employee turnover and vacancies   |
| SERVICES & CHARGES                   | 2,363,962         | 2,267,962         | 96,000         | 7 Contracted Services \$65,000F, Mayo Evidentiary Exams \$28,000F, Termination of ATTIC Housing Contract 3/31/17 \$15,000F (see above), ITS \$35,000U, |
| CAPITAL                              | 67,000            | 25,000            | 42,000         | 8 Freeze on PC Replacements \$42,000F  |
| <b>TOTAL</b>                         | <b>10,661,471</b> | <b>10,407,471</b> | <b>254,000</b> | 9  |
| CONTRIBUTION PAYOUT/(SHORTFALL)      | <b>0</b>          | <b>295,000</b>    | <b>295,000</b> | 10   |

**2017 Year End Estimate & 2018 Budget (2 handouts on the following pages)**

- The Formula is working
- Trend to note: Dodge Felony Cases on the rise
- Caseloads are consistent; however, cases are becoming more complex (higher risk, many with mental health and chemical dependency concerns), which in turn creates a larger workload
- Total revenue with contributions: \$11,199,124
- Salary increases (5%) & health insurance increases
- Charge for services – difference due to Attic contract ending
- Offender Fees – money stays with the agency, minus revenue recapture expenses

**DFO Community Corrections  
2018 Preliminary Base Budget**  
**These numbers do not include any new requests**  
**As of 9/6/17**

There may be further adjustments to these numbers as Olmsted County has not finalized its 2018 budget.

| <b>Expenses</b>                         | 2017<br>Adopted   | Changes/<br>Adjustments |   | 2018<br>Base      |
|---|-------------------|-------------------------|---|-------------------|
| Salaries & Benefits                     | 8,230,509         | 451,718                 | A | 8,682,227         |
| Services & Charges                      | 2,363,962         | 57,180                  | B | 2,421,142         |
| Furniture & Equipment                   | 67,000            | 28,755                  | C | 95,755            |
| <b>Total Expenses</b>                   | <u>10,661,471</u> | <u>537,653</u>          | D | <u>11,199,124</u> |
| <b>Revenue</b>                          |                   |                         |   |                   |
| Charges for Services                    | 528,500           | (43,000)                | E | 485,500           |
| Statutory Fines                         | 13,000            | 0                       | F | 13,000            |
| Grants / Other Intergovernmental        | 2,895,294         | 102,030                 | G | 2,997,324         |
| Total Revenue                           | <u>3,436,794</u>  | <u>59,030</u>           | H | <u>3,495,824</u>  |
| <b>Contributions</b>                    |                   |                         |   |                   |
| Dodge                                   | 532,793           | 75,664                  | I | 608,457           |
| Fillmore                                | 440,017           | 846                     | J | 440,863           |
| Olmsted                                 | 6,251,867         | 402,113                 | K | 6,653,980         |
| Total Contributions                     | <u>7,224,677</u>  | <u>478,623</u>          | L | <u>7,703,300</u>  |
| <b>Total Revenue with Contributions</b> | <u>10,661,471</u> | <u>537,653</u>          | M | <u>11,199,124</u> |

**Dodge-Fillmore-Olmsted Community Corrections  
Shared Costs Percentage Calculations  
2018 Budget**

**15-34 year old population (1)**

|          | Estimate as of | Estimate as of | Estimate as of | 3 Year Average % |
|----------|----------------|----------------|----------------|------------------|
|          | 7/1/14         | 7/1/15         | 7/1/16         |                  |
| Dodge    | 4,894          | 4,939          | 4,962          | 10.026%          |
| Fillmore | 4,429          | 4,406          | 4,413          | 8.977%           |
| Olmsted  | 39,765         | 39,637         | 40,126         | 80.997%          |
|          | 49,088         | 48,982         | 49,501         | 100.000%         |

**Adult felony cases sentenced annually (2)**

|          | 2013  | 2014 | 2015 | 3 Year Average % |
|----------|-------|------|------|------------------|
|          | Dodge | 32   | 45   |                  |
| Fillmore | 24    | 30   | 29   | 5.530%           |
| Olmsted  | 452   | 401  | 437  | 85.942%          |
|          | 508   | 476  | 517  | 100.000%         |

**Caseloads (3)**

|          | 12/31/2014 | 12/31/2015 | 12/31/2016 | 3 Year Average % |
|----------|------------|------------|------------|------------------|
|          | Dodge      | 290        | 308        |                  |
| Fillmore | 308        | 255        | 257        | 8.458%           |
| Olmsted  | 2,525      | 2,723      | 2,740      | 82.393%          |
|          | 3,123      | 3,286      | 3,286      | 100.000%         |

**FINAL ALLOCATION CALCULATIONS**

|          | 15-34 Pop | Ad Fel Cases | Cases    | 2018     |
|----------|-----------|--------------|----------|----------|
|          | Dodge     | 10.026%      | 8.528%   | 9.149%   |
| Fillmore | 8.977%    | 5.530%       | 8.458%   | 7.655%   |
| Olmsted  | 80.997%   | 85.942%      | 82.393%  | 83.111%  |
|          | 100.000%  | 100.000%     | 100.000% | 100.000% |

**PRIOR YEARS**

| 2017     | 2016     | 2015     | 2014     |
|----------|----------|----------|----------|
| 8.867%   | 8.585%   | 8.554%   | 8.808%   |
| 8.107%   | 8.139%   | 8.367%   | 7.965%   |
| 83.026%  | 83.276%  | 83.079%  | 83.227%  |
| 100.000% | 100.000% | 100.000% | 100.000% |

**6. Grants – Discussion and Direction**

- **DFO Funding (1 handout on the following page)**
  - **Overview of grant funding - \$3 million/year comes from sources other than levy funds**
  - **REAM – allows clients to be on alcohol monitoring (full or partial payment assistance)**
  - **Community Justice Reinvestment – recently applied for; not awarded yet**
  - **Alternatives to Incarceration – application in the works**
  - **Travis asked for some direction from the board – prior to application, requesting permission to submit applications for grants, then at the time of acceptance of grant funding, it would be brought to the Joint Powers Board or Olmsted County Board.**
    - **Brief discussion about the MOU (Memorandum of Understanding) that was signed in 2014 by the DFO Community Corrections Joint Powers Board.**

**DFO Funding**

| Line # | Grant                          | Description  | Match  | 2017 Funding | 2018 Funding | 2019 Funding |
|--------|--------------------------------|--|--------|--------------|--------------|--------------|
| 1      | REAM                           | Remote Electronic Alcohol Monitoring Grant- started July 2015-June 2016  | No     | 35,000       | 35,000       | 35,000       |
| 2      | Sex Offender Treatment         | Competitive Funding to help meet the gaps in sex offender treatment. Funding is used for sex offender treatment and polygraphs. Reduced from \$55k to \$53,050 FY16, FY17 rcvd add 'l \$9K unspent by others total award \$62,050. FY18-20 \$53,050/YR   | No     | 62,050       | 53,050       | 53,050       |
| 3      | Intensive Supervised Release   | Non-Competitive Funding to continue the Intensive Supervised Release program in DFO. Prior to 2003 these services were provided by State ISR agents.   | No     | 138,100      | 138,100      | 138,100      |
| 4      | General Crime / Sexual Assault | Competitive direct services to crime victims. Also community education and volunteer coordination (DFO) \$192,401 increased 61% \$116,490K in FY16 = \$308,891, Increase included in competitive 5 yr application FY17-22  | 59,539 | 308,891      | 308,891      | 308,891      |
| 5      | Community Justice Reinvestment | OJP 2 year grant - Funding for existing services. Funding will not be extended beyond 2 years. Position will be provisional for the term of the grant. Application submitted September 1, 2017, Request approval to accept award   | No     |              | 100,000      | 100,000      |
| 6      | Alternatives to Incarceration  | DOC FY18 14 month pilot grant to provide services that result in Alternatives to Incarceration. Grant recipients must provide required data to demonstrate programming and outcomes, as a report will be generated for the legislature by January 15, 2019. Application due Sept 15, 2017. Request approval to accept award. | No     |              | 40,000       |              |
| 7      | <b>Total DFO Grant Funding</b> |  | 59,539 | 544,041      | 675,041      | 635,041      |
| 8      | CCA Subsidy - Dodge            | July 2015 Consolidated & increased \$69,929,   |        | 267,906      | 276,409      |              |
| 9      | CCA Subsidy - Fillmore         | FY15 \$1,607,085 increased to FY16 \$2,350,252,  |        | 308,971      | 308,171      |              |
| 10     | CCA Subsidy - Olmsted          | FY18 \$2,462,283 increased \$112,031   |        | 1,773,375    | 1,877,703    |              |
| 11     | <b>Total CCA Subsidy</b>       |  |        | 2,350,252    | 2,462,283    | -            |
| 12     | <b>Total</b>                   |  | 59,539 | 2,894,293    | 3,137,324    | 635,041      |

9/13/2017

**7. Greatest Need in DFO Community Corrections – FTE request**

- Last meeting information was shared about the increased CCA subsidy (\$112,000)
- With our Strategic Plan of “DFO 2020,” much thought has been put into the use of these funds
  - The “Why” – goal to increase the percentage of adult clients remaining free of recidivism
  - The “What” – DFO Practice Model: an integrated set of Evidence Based Principles that an agency believes will result in desirable public safety outcomes if they are supported by the agency and followed with fidelity.
  - DFO 2020 – there is currently significant energy invested and momentum
- Our Greatest Need: 3 challenges, 1 solution
  - TRS (Telephone Reporting System) supervising more moderate risk clients and reducing supervision caseloads (TRS cases have been increasing)
  - Asking Probation Officers to be a “change” agent...in order to do so effectively, they need manageable caseloads
  - **Greatest Need:** supervision for moderate risk clients who are on TRS (an additional Probation Officer)
  - CWTCM: draws down money from the state for eligible 18-21 year old clients (projected draw down this year - \$30,000 revenue)
  - Idea to potentially increase this amount with supervision of additional moderate risk clients and claim CWTCM where eligible
  - Supervision versus TRS – unsure about the difference in re-offense rates

Motion to approve the hiring of an additional C42 Probation Officer by MarkThein, David Kenworthy seconded. No opposed; unanimous approval for new position – motion carried.

**8. Next Meeting: December 13, 2017 – Time: 12:00 – 1:30 p.m. \*Lunch will be provided\***

**Adjournment of Meeting: Gary Peterson moved to adjourn the meeting. Duane Bakke seconded the motion. Motion carried. Meeting adjourned at 1:23 p.m.**

**Submitted by,  
Michelle Olson**