

# BOONE COUNTY BOARD OF COMMISSIONERS

Meeting Agenda for March 4, 2024 at 9:00 AM

**Connie Lamar Meeting Room**  
Boone County Annex Building  
116 W. Washington St., Room 105  
Lebanon, Indiana 46052

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**\*\*REVISED\*\***

1. Call Commissioners' Meeting to Order.
2. Determination of Quorum and Pledge of Allegiance to the Flag
3. Approval of Minutes of the February 20, 2024 Commissioners' Meeting
4. New Business
  - A. Legal Issues County Attorney
  - B. Bid Opening for Project 2024-02, Asphalt Resurfacing in Various Townships
  - C. E.E. Equipment Agreement Max Mendenhall
  - D. 2023 Community Corrections Annual Report Michael Nance
  - E. Policy regarding Video and Livestreaming Meetings Commissioners
  - F. Policy regarding Working Dog on County Property Commissioners
  - G. Canine Ownership Care and Liability Agreement Kent Eastwood
  - H. Facility Therapy Dog Judge Schein/Lauri Thompson
  - I. CIRTA Appointment Commissioners
5. Old Business
  - A. Project Manager Updates Mike Nielsen
  - B. Discussion related to Elections Charles Bookwalter
6. Staff Reports
  - A. Area Plan Stephen Elkins
  - B. Capital Investments / Facilities Max Mendenhall
  - C. Health Department Lisa Younts / Abby Messenger
  - D. Highway Department Nick Parr
  - E. Human Resources Megan Smith
  - F. IT Support GUTS
7. Elected Officials
8. Public Comment
9. Document Signing
10. Acknowledgment of Correspondence

## 11. Adjourn

This agenda is subject to change after official notification. All times are approximate. The meeting may be extended depending upon the circumstances. The meeting will be held at the same time on the next Tuesday if the regularly scheduled Monday meeting has been canceled due to an emergency.

The Board of Commissioners for Boone County Indiana acknowledges its responsibility to comply with the American Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternate audio/visual devices, and amanuenses) for participation in or access to County sponsored public programs, services and or meetings, the county requests that individuals make request for these services forty-eight (48) hours ahead of the scheduled program, services and/or meeting. To make arrangements, contact Kaylee Jessie, Executive Administrator at (765) 483-4492 or email: [kjessie@co.boone.in.us](mailto:kjessie@co.boone.in.us).

# BOONE COUNTY BOARD OF COMMISSIONERS

## MINUTES OF THE MARCH 4, 2024 MEETING

The Boone County Board of Commissioners met in regular session at 9:00 AM on Monday, March 4, 2024 in the Connie Lamar Meeting Room located on the main floor of the Boone County Annex Building at 116 W. Washington Street, Room 105, Lebanon, IN 46052 with the following personnel in attendance:

Donnie Lawson	Commissioner, President
Jeff Wolfe	Commissioner, Vice President
Tim Beyer	Commissioner
Bob Clutter	County Attorney
Kaylee Jessie	Executive Administrator

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### **DETERMINATION OF QUORUM AND PLEDGE TO THE FLAG**

Commissioner Lawson opened the meeting at 9:08 AM with a quorum of all three (3) Commissioners present and led the Pledge to the Flag in unison.

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### **IN THE MATTER OF MINUTES**

The meeting minutes for February 20, 2024 were tabled.

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### **IN THE MATTER OF LEGAL ISSUES**

***Attorney Bob Clutter presented the following items:***

- 1) Specialty Care Management (SCM) referral agreement for outpatient dialysis services for ratification. The document was signed by Megan Smith, Human Resources Director, on February 26, 2024 due to time sensitivity.

Commissioner Beyer moved to ratify the SCM referral agreement. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 2) Request ratification of the Veridus Group recommendation letters:

- 046 – GMP Owner Contingency for detention grade burglar bars at skylights (\$25,074.00).
- 047 – GMP Owner Contingency for electrical changes for North and South generator refueling conduit (\$89,144.00).
- 050 – GMP Owner Contingency to add two wall hydrants on Unit E (\$2,644.00).

Commissioner Beyer moved to ratify the Veridus Group recommendation letters as presented. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

- 3) Performance Bond for Ellis Acres Subdivision in the amount of \$495,921.89 for acceptance.

- Erosion Control: \$43,881.84
- Storm Sewer & Subsurface Drains: \$452,040.05

Commissioner Wolfe moved to accept the Performance Bond for Ellis Acres Subdivision. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

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**IN THE MATTER OF BID OPENING FOR PROJECT 2024-02,  
ASPHALT RESURFACING IN VARIOUS TOWNSHIPS**

COMPANY	TOTAL BID AMOUNT	DATE/TIME BID RECEIVED
Baumgartner	\$ 3,116,734.45	March 4, 2024 @ 8:16AM
Calumet	\$ 3,864,500.00	March 4, 2024 @ 8:15AM
DC Construction Services	\$ 3,159,885.16	March 4, 2024 @ 8:01AM
Grady Brothers Inc	\$ 3,087,671.75	March 4, 2024 @ 7:57AM
Milestone Contractors LP	\$ 3,676,867.00	March 4, 2024 @ 8:11AM
Midwest Paving	\$ 3,113,532.66	March 4, 2024 @ 8:04AM
Rieth-Riley	\$ 2,979,789.29	March 4, 2024 @ 8:00AM

Commissioner Wolfe moved to take the bids under advisement for review by the Boone County Highway Department. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

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**IN THE MATTER OF E.E. EQUIPMENT AGREEMENT**

Max Mendenhall, Director of Capital Investments, presented the E.E. Equipment Co. UPS Critical Equipment Maintenance Agreement for the Boone County Jail. The annual cost is \$1,305.00.

Commissioner Beyer moved to approve the E.E. Equipment Co. UPS Critical Equipment Maintenance Agreement. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

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**IN THE MATTER OF 2023 COMMUNITY CORRECTIONS ANNUAL REPORT**

Michael Nance, Executive Director of Community Corrections, presented the 2023 Community Corrections Annual Report. See appendix #2.

Commissioner Wolfe moved to adopt the 2023 Community Corrections Annual Report. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

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**IN THE MATTER OF POLICY REGARDING VIDEO AND LIVESTREAMING MEETINGS**

Bob Clutter, County Attorney, presented the Video Policies and Procedures for livestreaming meetings.

**Background**

The County Commissioners of Boone County Indiana has directed administration of the County to live stream and/or video record public meetings of County Commissioners and other public meetings of County boards and to make that live streaming and/or video available for periods of time in order to inform Boone County residents unable to attend meetings about the activities of their government, to promote openness and transparency, and to provide greater understanding and awareness of government processes in compliance with state law.

**Purpose**

To provide policies and guidance for the live streaming and/or video taping of various meetings as set forth herein, for the use and storage of such video and/or electronic data and to provide for access to the same.

## **Policy**

This policy establishes guidelines for the live streaming or video recording of Commissioners and other public meetings and storage and use of such videos.

## **Video Policies & Procedures**

January 2024

Copyright: Any material in which there is a legal right to duplication or imitation or literary, musical or artistic work under federal law.

## **Procedures**

Meetings to be live streamed and recorded:

1. All regular and special Commissioner meetings will be live streamed via the internet and recorded for on-demand viewing and posted on the County website in accordance with the provisions hereof. Executive sessions called under provisions of state law, will not be recorded and/or posted on the County website.
2. Other public boards, commissions or authority meetings or public forums may also be live streamed and recorded, at the discretion of the chair or members of the convening body or organizers of the event and provided live streaming or video equipment and operators are reasonably available, as determined from time to time by the staff of the County Commissioners and under the direction of the commissioners.
3. Comments made from the audience will not be heard and audience commenters will not be seen on video. Only speakers at the podium or members of the body holding the meeting will be seen and heard on video. For this reason, the president shall remind members of the public and the body holding the meeting to speak clearly into the relevant microphone, to address officials at the front of the room rather than audience members behind them, and to speak only when at the podium.
4. Anyone viewing a livestream wishing to address the commissioners will be prohibited, unless they submit 48 hours (not including weekends or holidays) in advance and in writing to the Board of Commissioners the topic they wish to discuss along with a copy of their driver's license and their email address. The administrator alone will be the only one to unmute the potential speaker. No unprofessional comments, profanity, obscene graphics, etc. will be allowed. If a speaker engages in such speech the administrator will immediately mute the individual and that individual will be banned from online involvement in the future. Any individual interested in presenting material during the meeting must provide that material to the County Commissioners at least 48 hours (not including weekends and holidays) in advance of the meeting. Control of the presentation will be by the system operator. Remote presentation of material or screen-sharing will not be permitted.
5. The choice of video conferencing solutions will be at the sole discretion of the County Commissioners. Persons connecting to the meeting remotely understand that they will be required to download the video conferencing software onto their personal device in order to connect to the meeting. The County Commissioners are not responsible for any charges due to data costs.

## **System operators and County staff shall:**

1. Require officials and audience members to speak directly into microphones.
2. Ensure proper lighting of officials and podium speakers.
3. Uploaded recordings of Commissioner meetings and public meetings or forums on the County website within 2 business days of the conclusion of the meeting.
4. Retain meeting video on the County website or contracted host site for at least one year.

5. Add keywords or tags to agenda items considered during the meeting to the recorded file to provide ease of navigation for viewers.
6. Provide video in a format that prevents reproduction.
7. Ensure that presentation of literary, artistic or musical materials is not done in violation of copyright law.
8. Include on the website a statement that the official record of any meeting is the written meeting minutes approved by members of the County Commissioners or authority which held the meeting.

**Guidance for members of the public:**

1. By participating in public comment period of meetings of Boone County Commissioners or other meetings which are recorded, or by making comment on an item being discussed, you agree to be video recorded.
2. It is not intended that audience members during County Commissioners meetings or other public meetings be recorded, and the default position of cameras will be focused on Commissioner members and individuals speaking at the lectern, but by attending public meetings you understand and accept that you may be unintentionally recorded.
3. At the beginning of each meeting, the Commissioner President shall notify those present that the meeting will be live streamed on the internet and that the recording will be made publicly available on the County website, or the website of the body holding the meeting.
4. Notice that the meeting will be live streamed and recorded and will also be published on the meeting agenda.
5. Be aware that under state law, the official records of a meeting are the adopted written meeting minutes, not the recording.
6. Be aware that there may be situations where due to technical difficulties a live stream may not be available. While every effort will be made to ensure the live steaming and website operate smoothly, the County Commissioners are not responsible for, and cannot be held liable for, the failure of live streaming or on-demand video due to technical issues. Such issues may include the unavailability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.

Commissioner Beyer moved to approve the Video Policies and Procedures for livestreaming meetings. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

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**IN THE MATTER OF POLICY REGARDING WORKING ANIMALS ON COUNTY PROPERTY**

Bob Clutter, County Attorney, presented the policy on working animals on county property.

All service animals are permitted on County owned property and within County owned buildings. No pets or emotional support animals are permitted in County owned buildings.

K-9 units owned and controlled by the Boone County Sheriff's Office are subject to the policies and procedures enacted by the Sheriff's Office.

Working canines are permitted in County owned buildings ("Buildings") under the following circumstances:

- The working canine must be leashed and under the control of the handler any time they are in a public area of the Buildings, or in an area that may be accessible to the public.
- The working canine should be kenneled when not under the direct control of the handler.

- The working canine and its handler must have received a certification in the particular area of the functions it is to perform (e.g. therapy, detection of drugs, guns or electronics or other substances used in law enforcement activities).

Commissioner Beyer moved to approve the policy on working animals on county property. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

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### **IN THE MATTER OF CANINE OWNERSHIP CARE AND LIABILITY AGREEMENT**

Kent Eastwood, County Prosecutor, presented the Ownership and Care Agreement for Electronics Detection Canine – Hunter. kNot Today, the organization currently holding ownership and title rights to the Electronics Detection Canine will relinquish all ownership and title rights to the Boone County Prosecutor’s Office (BCPO) during the term of Darin Odier’s (Handler) employment, effective March 16, 2024. Darin Odier, Handler /BCPO Employee, agrees to assume all day-to-day responsibilities for the care, maintenance, and well-being of the Canine. This includes, but is not limited to, feeding, grooming, exercise, general veterinary care, and other routine activities. Handler agrees to keep Canine fully trained in accordance with accepted best practices for law enforcement electronic detection canines. In the event of Handler's separation from BCPO, whether voluntary or involuntary, BCPO agrees to immediately surrender ownership of the Canine to Handler. Upon separation, all responsibilities, risks, and liabilities associated with the Canine shall be transferred to Handler.

Commissioner Wolfe moved to approve the Ownership and Care Agreement for Electronics Detection Canine – Hunter.. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

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### **IN THE MATTER OF FACILITY THERAPY DOG**

Lauri Thompson, Director of Youth and Family Services / JDAI Coordinator, presented the request for a facility therapy dog – Walter.

Walter will be accessible to juveniles to provide comfort and support while testifying in court. Lauri will be Walter’s Handler. The budget for the Canine – Walter is fully funded by a JDAI Performance Grant. That also includes feeding, grooming, general veterinary care, training, and insurance.

Walter is currently in a six (6) month training program and is expected to graduate next month. He began the program at eight (8) weeks old. Lauri will begin training with Walter and the currently handler once Walter has successfully completed the program.

Commissioner Wolfe moved to approve the facility therapy dog. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

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### **IN THE MATTER OF CIRTA APPOINTMENT**

Commissioner Wolfe moved to appoint Mike Goralski, County Engineer, to the Central Indiana Regional Transportation (CIRTA) for a 1-year term. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

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**IN THE MATTER OF OLD BUSINESS**

**INSURANCE COMMITTEE APPOINTMENT**

Councilwoman Jennifer Hostetter requested to be removed from the Insurance Committee. She recommended appointing Councilman Dan Lamar.

Commissioner Wolfe moved to appoint Dan Lamar to the Insurance Committee. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

**BOONE COUNTY JUSTICE CENTER PROJECT UPDATES**

Michael Nielsen, Project Manager, presented the following updates for the Boone County Justice Center project:

We are over 52% completion of the project. Currently on schedule and within budget.

Safety	<ul style="list-style-type: none"><li>• We conducted meeting number 56 with our Owner-Architect-Contractor meeting this last week.</li><li>• 248 days without a recordable safety incident.</li><li>• Dewatering is underway at Unit B deep excavation site. Access to the area is restricted as we are still pumping water.</li></ul>
Issues	<ul style="list-style-type: none"><li>• No current issues</li></ul>
Milestones accomplished since last update	<ul style="list-style-type: none"><li>• We established the route for a new copper data run from Unit B infirmary to the existing IT room in room 137 – this will allow us to bring the infirmary and kitchen online sooner.</li><li>• We are working on items such as equipment procurement – examples are furniture, appliances, infirmary beds, kitchen equipment, etc. This allows us to lock in pricing and secure delivery.</li><li>• We completed door locking mechanisms meeting for all non-detention grade doors.</li><li>• Hagerman has installed QR codes in all the areas to help with tracking of “to do” items and quality control tracking.</li></ul>
Schedule milestones to be accomplished	<ul style="list-style-type: none"><li>• Continue to focus on kitchen area in secured area of Unit B.</li><li>• Unit C, Coroners Office, has interior walls now constructed.</li><li>• Looking at having the crane on site this week or next to lay the floor slabs in Unit C so we can start construction of the pre-booking area.</li></ul>

**TIMECLOCK PLUS PROJECT UPDATES**

Michael Nielsen, Project Manager, presented the following updates for the TimeClock Plus (TCP) project:

- Had a great meeting with HR, Auditor, GUTS, and I to discuss the completion of the TCP integration into CYMA and the new single payroll voucher. We are on track for the end of this month as promised to complete these two major tasks – single payroll voucher and integration.



## NEOGOV PLUS PROJECT UPDATES

Michael Nielsen, Project Manager, presented the following updates for the NeoGov project:

- Continues to attend weekly implementation meetings and trainings.

## K2M 20 YEAR NEEDS ASSESSMENT PROJECT UPDATES

Commissioner Wolfe announced that there was a great turnout for the K2M presentation of the 20-Year Needs Assessment Report that was presented at the special meeting on February 20th. Wolfe stated that this was not an effort to present projects that are already planned because they are not. The purpose of the study was to develop a 20-Year plan for the county facilities and space needs based on the population predictions that the county is facing. Wolfe appreciates the engagement and questions asked during the presentation. He also wanted to clarify that the Commissioners do NOT have the intention to sell the courthouse. The premise of including that in the study is to understand what the opportunity costs are if we do not make plans for offices in the future.

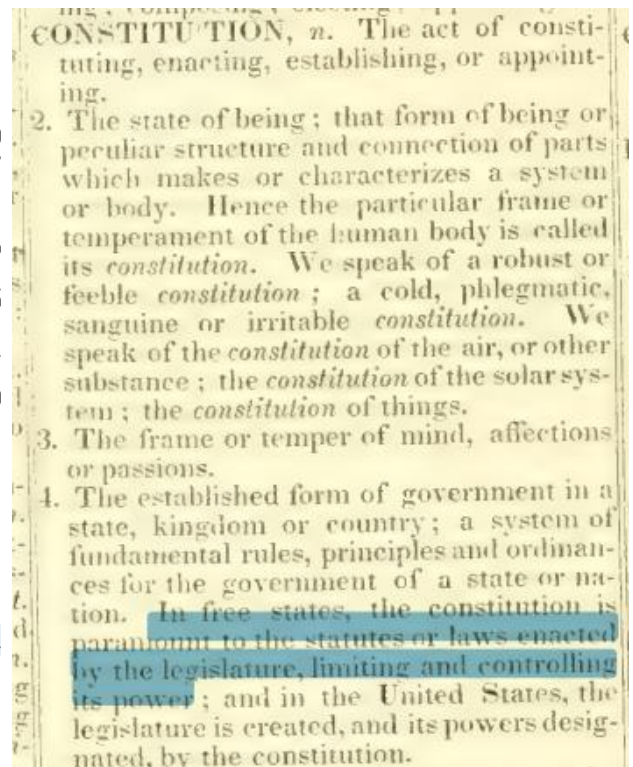
## DISCUSSION RELATED TO ELECTIONS

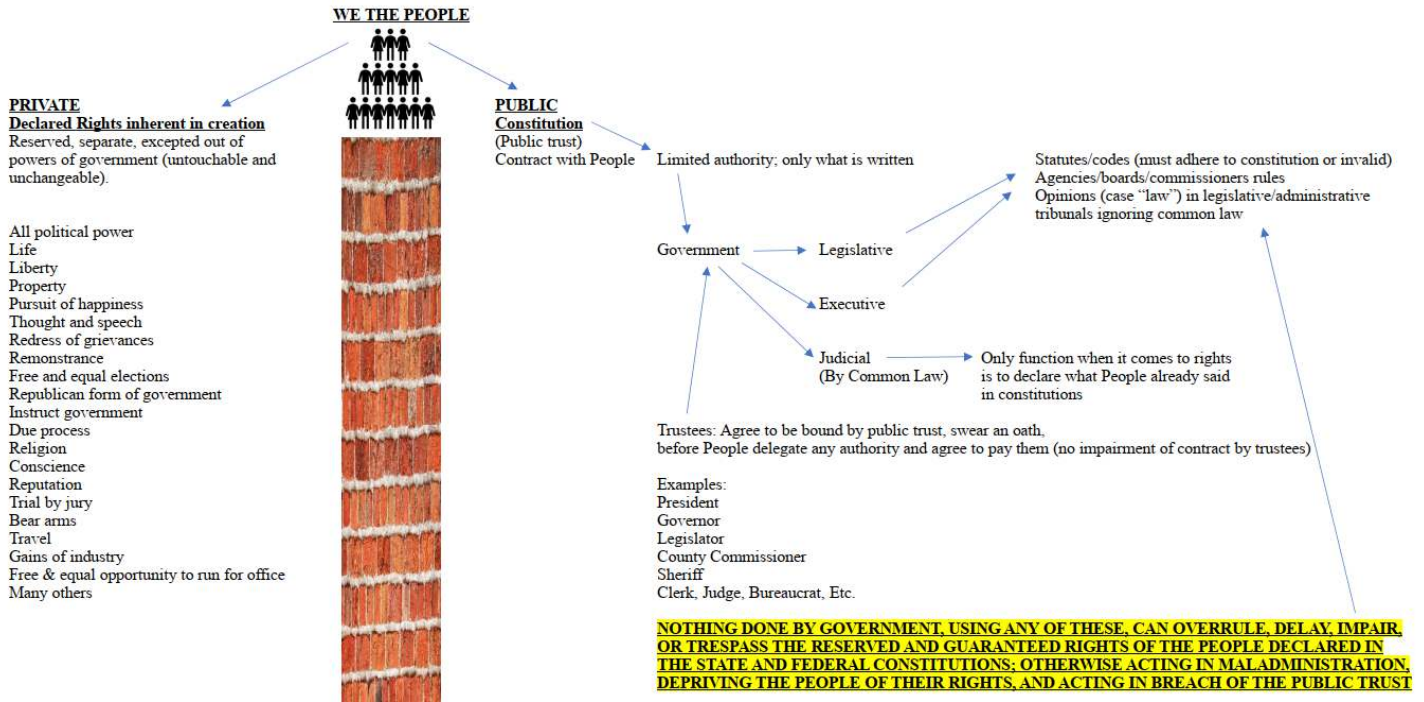
Charles Bookwalter, Boone County resident, wanted to discuss election integrity. The Election Board met last week to vote on candidate challenges. Eight (8) candidates were removed from the Primary Election ballot based on an unconstitutional law. They were challenged by the Republican Party Chair and Secretary. Bookwalter claims the Election Board did not provide due process for the candidates. Some candidates did not receive the paperwork until twelve (12) hours before the hearings. It is greatly concerning to Bookwalter that the Republican Party would work so hard to disenfranchise so many Hoosiers across the state of Indiana and only give us one option during the primary election. Those were all republicans challenged during last weeks hearings. Indiana is a republican state, and the primary election is the election. If the republican party removes a challenger from the primary, they have effectively decided the election. The numbers have proven that when that happens people will not come out to vote during the primary because there is no one to vote for as the election had already been determined by the party.

Commissioner Beyer presented the following slides:

### **LAW OF THE LAND. Due process of law, (q. v.)**

**By the law of the land is most clearly intended the general law which hears before it condemns, which proceeds upon inquiry, and renders judgment only after trial. The meaning is that every citizen shall hold his life, liberty, property, and immunities under the protection of general rules which govern society. Everything which may pass under the form of an enactment is not the law of the land. Sedg. St. & Const. Law, (2d Ed.) 475.**





**PREAMBLE.**

*TO THE END*, that justice be established, public order maintained, and liberty perpetuated; *WE*, the *People* of the *State of Indiana*, grateful to *ALMIGHTY GOD* for the free exercise of the right to choose our own form of government, do ordain this *Constitution*.

**ARTICLE 1.**

*Bill of Rights.*

**Article 1  
Section 1**

Section 1. WE DECLARE, That all people are created equal; that they are endowed by their CREATOR with certain inalienable rights; that among these are life, liberty, and the pursuit of happiness; that all power is inherent in the people; and that all free governments are, and of right ought to be, founded on their authority, and instituted for their peace, safety, and well-being. For the advancement of these ends, the people have, at all times, an indefeasible right to alter and reform their government.

**People have all power  
Government only has  
power delegated by  
People**

*(History: As Amended November 6, 1984).*

**Article 1  
Section 25**

Section 25. No law shall be passed, the taking effect of which shall be made to depend upon any authority, except as provided in this Constitution.

**No authority except  
in constitution**

**Article 4**  
**Section 7**

Section 7. No person shall be a Senator or a Representative, who, at the time of his election, is not a citizen of the United States; nor any one who has not been for two years next preceding his election, an inhabitant of this State, and, for one year next preceding his election, an inhabitant of the district whence he may be chosen. Senators shall be at least twenty-five, and Representatives at least twenty-one years of age.

**Citizenship**

**Inhabitant**

**Age**

*(History: As Amended November 6, 1984).*

Section 22. The General Assembly shall not pass local or special laws:

- Providing for the punishment of crimes and misdemeanors;
- Regulating the practice in courts of justice;
- Providing for changing the venue in civil and criminal cases;
- Granting divorces;
- Changing the names of persons;
- Providing for laying out, opening, and working on, highways, and for the election or appointment of supervisors;
- Vacating roads, town plats, streets, alleys, and public squares;
- Summoning and empaneling grand and petit juries, and providing for their compensation;
- Regulating county and township business;
- Regulating the election of county and township officers and their compensation;
- Providing for the assessment and collection of taxes for State, county, township, or road purposes;
- Providing for the support of common schools, or the preservation of school funds;
- Relating to fees or salaries, except that the laws may be so made as to grade the compensation of officers in proportion to the population and the necessary services required;
- Relating to interest on money;
- Providing for opening and conducting elections of State,

**No authority to regulate election of county/township officers.**

**No authority to pass policy conducting elections of State, county, township officers**

county, or township officers, and designating the places of voting;

IC 1-1-2-1

Hierarchy of law

Sec. 1. The law governing this state is declared to be:

First. The Constitution of the United States and of this state.

Second. All statutes of the general assembly of the state in force, and not inconsistent with such constitutions.

Third. All statutes of the United States in force, and relating to subjects over which congress has power to legislate for the states, and not inconsistent with the Constitution of the United States.

Fourth. The common law of England, and statutes of the British Parliament made in aid thereof prior to the fourth year of the reign of James the First (except the second section of the sixth chapter of forty-third Elizabeth, the eighth chapter of thirteenth Elizabeth, and the ninth chapter of thirty-seventh Henry the Eighth,) and which are of a general nature, not local to that kingdom, and not inconsistent with the first, second and third specifications of this section.

Formerly: Acts 1852, IRS, c. 61, s. 1.

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## IN THE MATTER OF STAFF REPORTS

- APC – Stephen Elkins
- Capital Investments / Facilities – Max Mendenhall
- Health Department – Lisa Younts / Abby Messenger
- Highway Department – Nick Parr
- Human Resources – Megan Smith
- IT Support – GUTS
- Other Elected Officials

*John Merson, President of Area Plan Commission presented the following item(s):*

- 1) A letter stating that the Boone County Area Plan Commission is requesting that the Commissioners enact a moratorium on large scale solar and wind alternative energy projects for a period of at least two (2) years. The moratorium will allow for the crafting and approval of a revised comprehensive plan that will guide the county for years to come.

The commissioners will take the recommendation under consideration.

*Nick Parr, Director of Highways presented the following item(s):*

- 1) **Functional Classification Change:** Requesting execution of a letter of concurrence to INDOT for the functional class change to 2 roads in the Whitestown area. They are seeking to upgrade CR 650 E (Main St) to a Minor Arterial from Whitestown Parkway to SR 32 and CR 500 E to a Minor Collector from CR 450 S to CR 300 S (Pierce St.)

Commissioner Wolfe moved to approve the functional classification change. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

- 2) **SR 38 Closure Des #2000625:** Requesting execution of an Unofficial Local Detour letter of Understanding for a road closure on SR 38 in Clinton County. SR 38 is anticipated to close near Kirklin 3/5/2024 and remain closed for 52 days. The official detour will be posted along SR 47 and US 421 and the ULD will be CR 700 E, CR 800 E and CR 900 N.

Commissioner Wolfe moved to approve Unofficial Local Detour letter of Understanding (Des No. 2000625) for SR 38 closure. Motion seconded by Commissioner Beyer; motion passed unanimously 3-0.

## IN THE MATTER OF DOCUMENT SIGNING

### 1) Veridus Group Letters of Recommendation and Draw Request 015:

- 051 – GMP Owner Contingency to add fire suppression hose valves (\$136,085.00)
- 052 – GMP Owner Contingency to add washer/dryer connections in the Coroner’s Garage (\$5,919.00)
- Draw Request 015 to GM Development for construction of BCJC (\$2,242,850.14)

Commissioner Beyer moved to approve the Veridus Group Letters of Recommendation and Draw Request 015. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

### 2) Claims Dockets – regular, prepaids, payroll, and insurance.

Commissioner Beyer moved to approve Budgetary Claims presented from the Auditor’s Office. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

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## IN THE MATTER OF MAIL

See (**Appendix #3**) for a list of mail opened by the Commissioners on this date.

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## IN THE MATTER OF ADJOURNMENT

With no further business, Commissioner Beyer moved to adjourn the Boone County Commissioners’ Meeting at 10:19 AM on Monday, March 4, 2024. Motion seconded by Commissioner Wolfe; motion passed unanimously 3-0.

# Boone County Community Corrections

127 W Main St. Suite 200  
Lebanon, IN 46052

## CY2024 ANNUAL REPORT



Michael Nance, Executive Director  
[mnance@co.boone.in.us](mailto:mnance@co.boone.in.us)

# TABLE OF CONTENTS

**AGENCY INFORMATION.....4**  
**Mission and Vision Statement.....5**  
**Advisory Board Members .....6**  
**County Commissioners .....7**  
**Organizational Chart .....7**  
**CY 2023 ANNUAL GOALS.....8**  
    **Total Number of Clients on Community Corrections Supervision ..... 9**

**PROGRAM POPULATION AND ANNAUL OVERVIEW 9**  
**IDOC Programmatic Audit ..... 10**  
    **Strengths: ..... 10**  
    **Areas of Improvement: ..... 10**

**CY2023 Demographic Data ..... 11**  
    **Total Cases Served by Level of Offense..... 11**  
    **Total Cases Served by Gender..... 11**  
    **Total Cases Served by Race..... 12**  
    **Total Cases Served by Risk Level..... 12**

**CY2023 DRUG TESTING ANALYSIS 13**  
**CY2023 TOTAL COST SAVINGS..... 14**

**COMMUNITY TRANSITION PROGRAM 15**  
    **Community Transition Program (CTP) ..... 15**  
    **Description and Target Population ..... 15**  
    **CY2023 CTP Cost Savings..... 17**

**HOME DETENTION ..... 18**  
    **Home Detention..... 18**  
    **Description and Target Population ..... 18**  
    **CY2023 Home Detention Cost Savings..... 21**

**WORK RELEASE ..... 22**  
    **Work Release..... 22**

Description and Target Population ..... 22

CY2023 Work Release Cost Savings..... 25

**SPECIALIZED DRIVING PRIVILEGES26**

    Specialized Driving Privileges..... 26

    Description and Target Population ..... 26

**FELONY DIVERSION .....27**

    Felony Diversion ..... 27

    Description and Target Population ..... 27

    CY2023 Felony Diversion Cost Savings ..... 29

**DRUG COURT .....30**

    Drug Court ..... 30

    Description and Target Population ..... 30

**PRETRIAL PROGRAM.....33**

    Pretrial Program ..... 33

    Description and Target Population ..... 33

    Three Year Trend: Pretrial Program Growth..... 36

    CY2023 Pretrial Program Cost Savings ..... 36

**CY2023 BUDGET INFORMATION ....37**

    Project Income Analysis ..... 37

    Project Income Future Use, Action Plan..... 37

**EVIDENCE-BASED PRACTICES .....38**

    Asses Actuarial Risk/Need ..... 38

    Enhance Intrinsic Motivation..... 38

    Target Interventions ..... 38

    Skill Train with Direct Practice ..... 40

    Increase Positive Reinforcement ..... 41



**Engage Ongoing Support in Natural Communities ..... 41**

**Measure Relevant Processes/Practices ..... 41**

**Provide Measurement Feedback ..... 42**

**QUALITY ASSURANCE .....43**

**CY2023 Client Exit Survey Results ..... 43**

**Additional Quality Assurance Measures ..... 43**

**PROJECTED CY2024 GOALS .....45**

# AGENCY INFORMATION

## Agency Description

Boone County Community Corrections provides several community-based programs that strive to provide evidence-based programming to individuals in our local criminal justice system and individuals transitioning from the Indiana Department of Corrections.

### **Boone County Community Corrections**

**127 W Main Street, Suite 200**

**Lebanon, IN 46052**

**765-482-2484**

**Fax: 765-483-4414**

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**Annette Bowden**

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**Program Coordinator**

**Katie DeVries**

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**Director of Operations**

**Matt Williams**

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## Mission and Vision Statement

The Boone County Community Corrections mission is to increase public safety by providing a cost-effective community-based alternative to incarceration by providing intensive supervision in combination with effective evaluation and providing evidence-based programs to motivate adult and juvenile offenders towards positive citizenship.

Boone County Community Corrections will be a leader in effective supervision and successful rehabilitation of correctional participants and will be recognized for the passion of its staff and partners by providing innovative technology and programs while improving public safety.

In CY2023, a directive was put into place that all staff members have the mission statement in their email signature and the mission statement is reviewed at every monthly staff meeting to adhere to recommendations given by IDOC during a programmatic audit. This allows staff to be familiar with and better adhere to BCCC's mission.

## Advisory Board Members

In order to comply with IC 11-12-2-2, BCCC has the following advisory board members:

<b><u>Title</u></b>	<b><u>Name</u></b>	<b><u>Organization</u></b>	<b><u>Board Position</u></b>
Pauper Council	David Truitt	Attorney	Chairman
Director	Matt Wilson	Boone Co. Mentoring	Vice-Chairman
Judge	Matthew Kincaid	Superior Court I	Member
Judge	Bruce Petit	Superior Court II	Member
Judge	Lori Schein	Circuit Court	Member
Sheriff	Tony Harris	Sheriff's Office	Member
Prosecutor	Kent Eastwood	Prosecutor's Office	Member
DCS Director	Nobuhle Harding	Dept. Child Services	Member
City Executive	Matt Gentry	Mayor of Lebanon	Member
County Council	Jennifer Hostetter	County Council	Member
Asst. Chief	Justin Culp	Juvenile Probation	Member
Chief	Steve Owens	Adult Probation	Member
Educational Administrator	Mark Butler	Lebanon Schools	Member
Private Correctional Facility	N/A	N/A	N/A
Mental Health Administrator	Dianna Huddleston	Aspire	Member
Ex-Offender	Brian Tharp		Member
Lay Person	Lynette Clark	Inwell	Member
Lay Person	Amber Rust	Freedom Church	Member
Lay Person	Kari Ragsdale	Retired Probation Officer	Member
Lay Person	Nancy Hendrickson	Jail Education	Member
Board Secretary	Ashley McClure	Community Corrections	Non-Voting

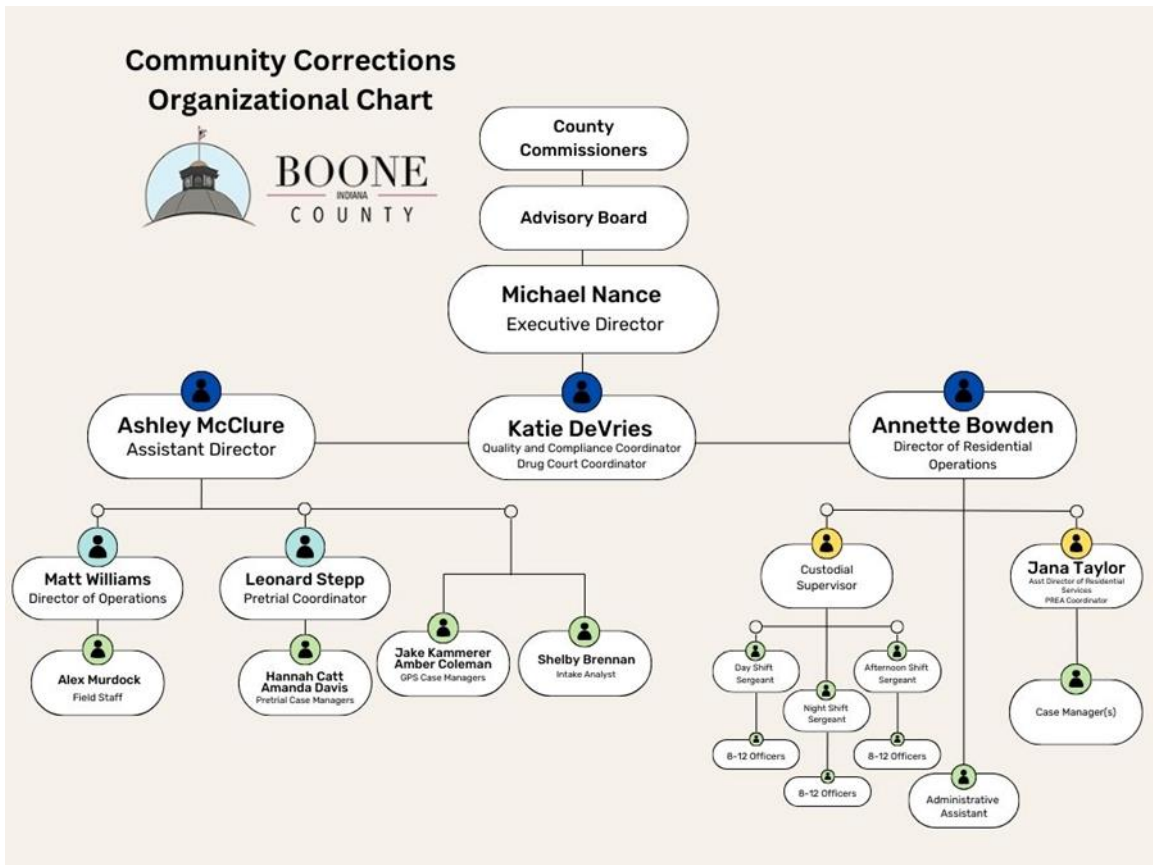
## County Commissioners

**Donald Lawson**  
[dlawson@co.boone.in.us](mailto:dlawson@co.boone.in.us)

**Jeff Wolfe**  
[jwolfe@co.boone.in.us](mailto:jwolfe@co.boone.in.us)

**Tim Beyer**  
[tbeyer@co.boone.in.us](mailto:tbeyer@co.boone.in.us)

## Organizational Chart



# CY2023 ANNUAL GOALS

Primary entity goal for this year is to receiving Office of Court Services certification of the Pretrial and Drug Court programs.

- Pretrial received provisional certification in Q4 of 2023 and Drug Court received provisional certification in Q3 of 2023. Drug Court is scheduled to undergo full certification on January 10 and 11 of 2024.

Secondary goals include measuring and achieving at least an 80% successful completion rate across all community corrections programs.

- For 2023, BCCC achieved an 86% successful completion rate across all programs.
  - Pretrial held an 89% completion rate for cases closed during CY2023.
  - All other programs (Home Detention, Work Release, Felony Diversion, Specialized Driving Privileges) held a 75% successful completion rate across all cases closed in CY2023.

Tertiary goals include establishing and beginning implementation of Continuous Quality Improvement practices within the department to examine program fidelity.

- For CY2023, staff input was used during quarterly meetings to evaluate how we can better adhere to evidence-based practices during our daily duties. Peer observations will be used more consistently in CY2024.
- BCCC implemented MRT in 2023 and in 2024 will implement a Abuse Intervention Program. Utilizing in-house services helps staff make more consistent referrals that adhere to the IRAS and any subsequent assessments used during case management appointments.

In 2023, BCCC continued to serve the community by supervising clients under eight different programs designed to serve a wide variety of offenders. Data listed below represents total participants served, all levels of offenses served across all programs, and basic demographic data for 2023.

# PROGRAM POPULATION AND ANNUAL OVERVIEW

## Total Number of Clients on Community Corrections Supervision *Three Year Trend*

	CY2021	CY2022	CY2023
<b>Total Participants Served*</b>	<b>1006</b>	<b>1283</b>	<b>1390</b>
<b>Home Detention</b>	<b>223</b>	<b>210</b>	<b>225</b>
<b>Work Release</b>	<b>N/A*</b>	<b>15</b>	<b>27</b>
<b>Community Transition Program</b>	<b>N/A*</b>	<b>5</b>	<b>2</b>
<b>Felony Diversion</b>	<b>85</b>	<b>72</b>	<b>67</b>
<b>Alcohol Monitoring</b>	<b>6</b>	<b>2</b>	<b>1</b>
<b>Specialized Driving Privileges</b>	<b>68</b>	<b>77</b>	<b>67</b>
<b>Pretrial</b>	<b>624</b>	<b>902</b>	<b>998</b>
<b>Drug Court</b>	<b>N/A*</b>	<b>N/A*</b>	<b>3</b>

\*Individuals may be less than component totals due to dual supervision and transfers.

\*N/A indicates data was not collected, and/or numbers were significantly impacted due to COVID-19 restrictions

Throughout 2023, the majority of programs that BCCC offers continues to grow.

The addition of Drug Court was established in Q3 and certification begins in Q1 of 2024. In order to adhere to best-practice standards, a program coordinator was developed who oversees drug court coordination and participant supervision, quality assurance for all BCCC programs, and daily tasks for the Sup II Court Drug and Alcohol Program.

In 2023, BCCC hired an additional Home Detention case manager and Pretrial case manager in order to maintain a manageable case manager to client ratio across all programs.

Unfortunately, due to construction at the jail, Work Release was again closed this year for an indefinite period of time. The Residential Director was tasked with travelling to other certified work release programs in order to continue to establish a sound policy and procedure manual for BCCC's Work Release facility that is estimated to be completed by Q2 of 2025.

## IDOC Programmatic Audit

April 2023, IDOC staff conducted a Correctional Program Checklist audit of our staff and programs, results for that are still pending; however, IDOC provided our staff with a list of strengths and areas where we may improve.

### Strengths:

1. IDOC found through staff interviews, client interviews, and review of policies and procedures that we have a quality staff. They referenced that it is clear that staff care about their job, care about their clients being rehabilitated, and are committed to providing evidence-based services. This strength is allegedly extremely rare for IDOC to be able to identify.
2. BCCC provides a strong array of sanctions and interventions to give to clients in order to attempt to intervene and correct behavior prior to having to file a violation of supervision with the court and recommend a change of placement.
3. Staff has continuous monthly training in evidence-based practices through our Residential Director, who uses a combination of team building and lessons given by the Carey Guide to discuss and reflect on how staff conducts their job on a daily basis.
4. BCCC utilizes a validated risk assessment tool and updates it per policy. Staff utilizes this tool to supervise clients per their risk level and gives great attention to detail to the risk assessment and supervises clients per those guidelines.
5. BCCC is able to collect, track, and analyze data on a consistent basis to report to local stakeholders.
6. Collaboration with community partners and establishing a good working relationship with treatment agencies, local partners, and staff is able to refer clients to target several areas of need.
7. Boone Co. has a supportive Advisory Board, this strength is allegedly extremely rare for IDOC to be able to identify.

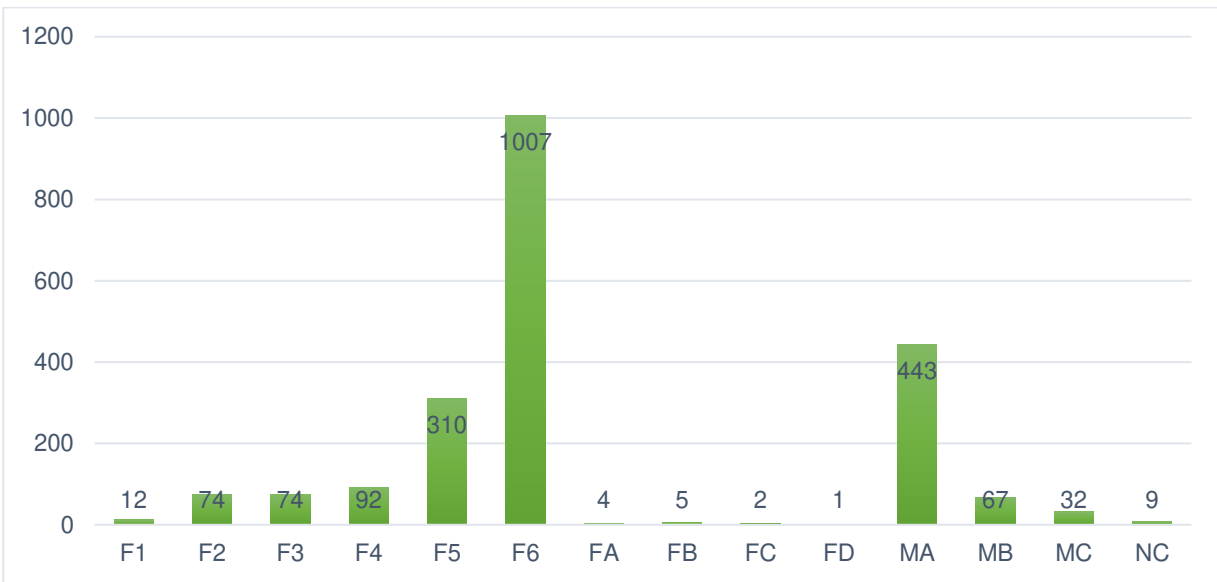
### Areas of Improvement:

1. Staff are recommended to use secondary assessments in order to screen for mental health, cognitive abilities, alcohol and drug abuse, internal/external motivation, etc.
2. Caseload assignments are informal, and are assigned on a rotating basis. Staff are recommended to consider the needs of the client verses the training and ability of the officer. IDOC was unable to give specific recommendations on how to act on this.
3. Staff was recommended to do quality assurance with external providers (sit in on classes to see what the clients are learning, etc.) which may be not feasible based on the policies, laws, and regulations in place by each individual treatment agency.



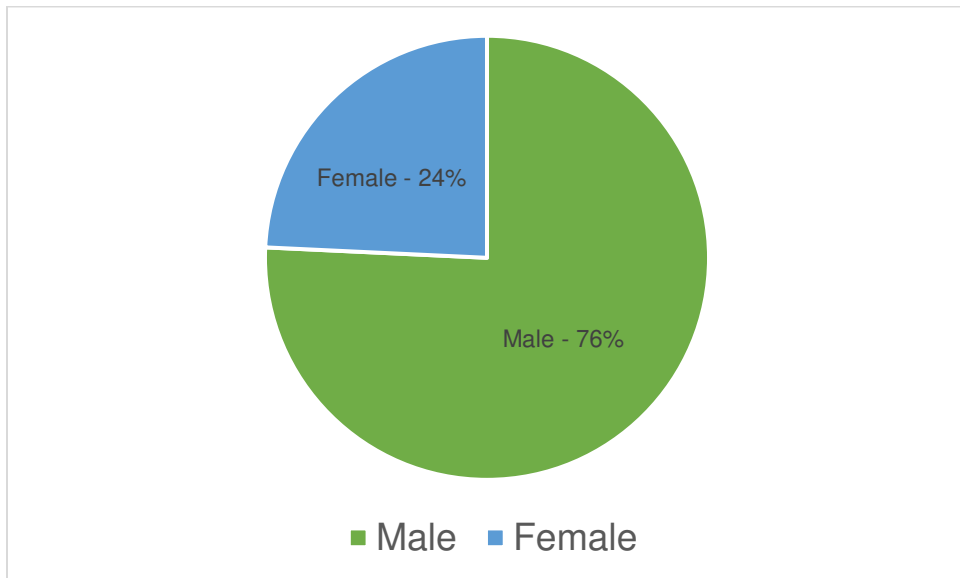
## CY2023 Demographic Data

### Total Cases Served by Level of Offense

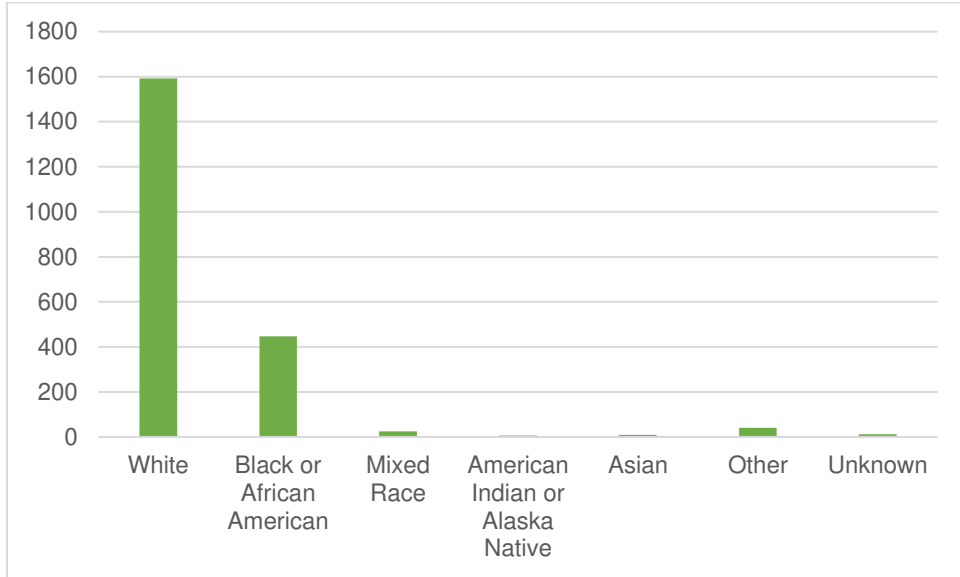


\*NC indicates there was no charge applicable, and these individuals were assigned to a specialized driving privilege that did not result from criminal charges.

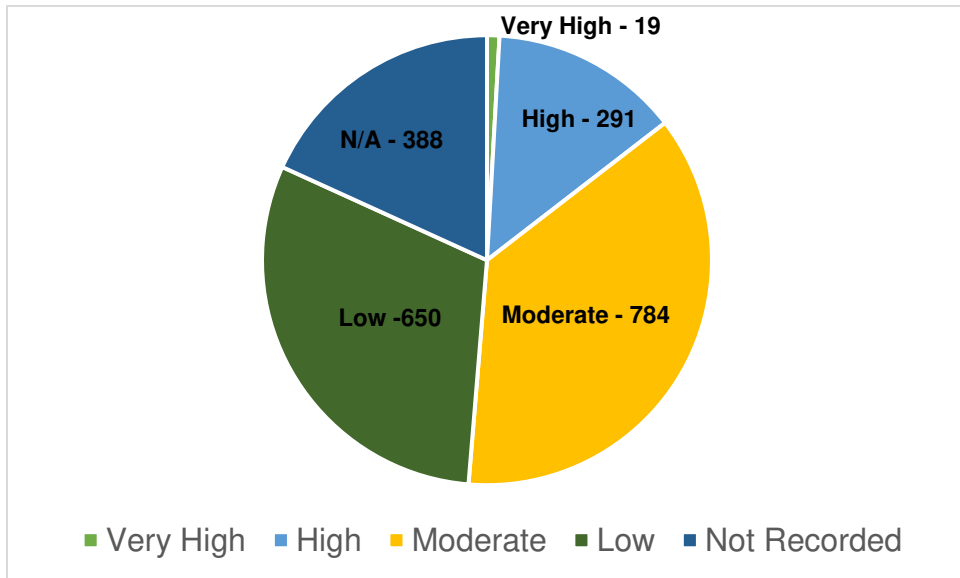
### Total Cases Served by Gender



### Total Cases Served by Race



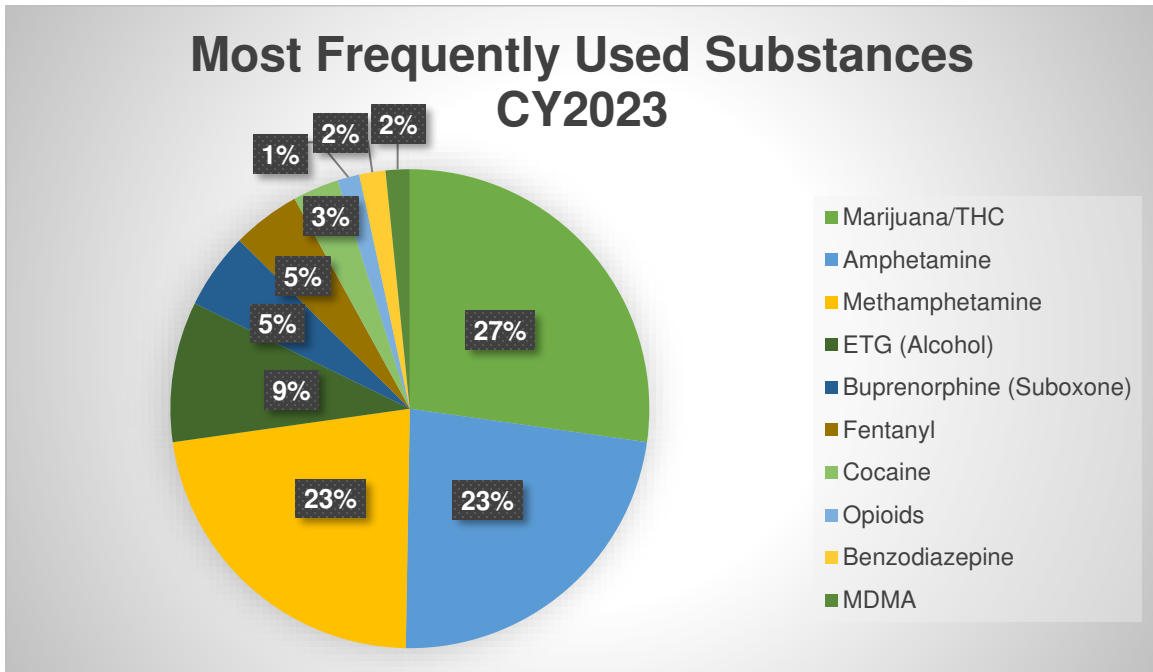
### Total Cases Served by Risk Level



# CY2023 DRUG TESTING ANALYSIS

In 2023, Boone County Community Corrections and Probation collected approximately 2,796 drug screens and of those 1,053 drug screens resulted positive (approximately 37%).

Drug	Total
Marijuana/THC	201
Amphetamine	170
Methamphetamine	166
ETG (Alcohol)	70
Buprenorphine (Suboxone)	38
Fentanyl	34
Cocaine	23
Opioids	11
Benzodiazepine	13
MDMA	12



# CY2023 TOTAL COST SAVINGS

<b>Program</b>	<b>Annual Cost Savings for CY2023</b>
Pretrial	\$10,780,012.50
Home Detention	\$1,671,410.20
Felony Diversion	\$838,168.84
Work Release	\$170,713.66
CTP	\$2,946.16

<b>Total savings of all components for CY2023</b>	<b>\$13,463,254.36</b>
<b>Total savings of all components for CY2022</b>	<b>\$10,871,051.56</b>
<b>Total Savings of all components for CY 2021</b>	<b>\$6,408,440.22</b>

**Grant and County General Funds Received**

County General – \$239,690.96

DOC Grant - \$422,202.99

OCS Grant - \$125,000

Total - \$786,893.95

**Savings less Grant and County (tax) dollars CY 2023**

\$12,676,360.41

Project Income Received - \$655,488.22

Project Income Disbursed - \$820,728.95

Project Income Balance 1/1/22 - \$696,547.51

Project Income Balance 12/31/22 - \$531,306.78

# COMMUNITY TRANSITION PROGRAM

## Community Transition Program (CTP) Description and Target Population

Boone County Community Correction’s Community Transition Program (CTP) serves male and female adult offenders who are being released from the Indiana Department of Corrections to the CTP as described under IC 11-8-1-5.

The CTP statute allows counties to develop a program that assists offenders being released from the IDOC while utilizing supervision and programming that supports community safety and promotes offender rehabilitation.

CTP clients are placed on either Home Detention or GPS monitoring depending on their risk level and transportation situation. Due to the closure of Work Release, a very small amount of clients were accepted into the CTP program.

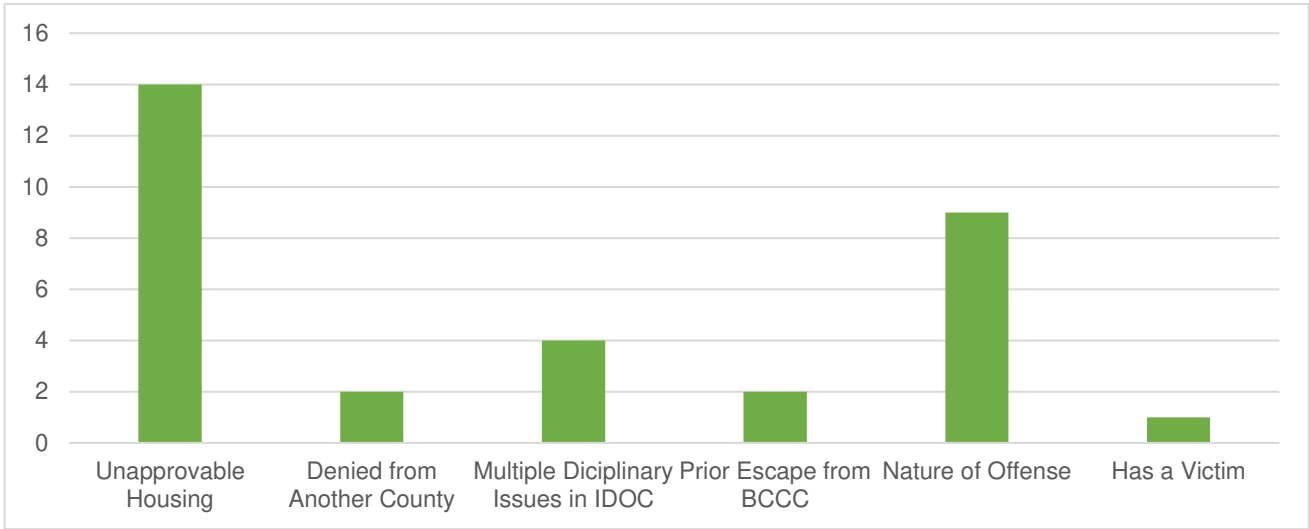
All CTP clients are given a case manager who completes a case plan that addresses goals relating to integrating safely back into society after being incarcerated.

### CTP CY2023

Unfortunately, due to the lack of a Work Release program, BCCC was unable to adequately supervise CTP requests sent to us by IDOC. The primary barrier for CTP requests is housing, and BCCC has a future model to utilize the residential facility and then utilize case management services to assist clients in securing their own individual housing.

Approved	Approved and Placed on Program	Denied	Denied and Placed on Program
1	1	19	0

### CY2023 CTP Denial Criteria



### CY2023 CTP Participant Demographic Data

Age	Sex	Race	Ethnicity	Risk Level
37	Female	White	Non-Hispanic	High

Level of Offense	Offense Type
F3	Dealing in Methamphetamine

Similar to CY2022, it is the goal of the department to utilize Work Release frequently in order to accept more CTP participants as the primary reason for denial in CY2023 was lack of appropriate housing. Since Work Release in Boone County will not be an option for CY2024, it is unlikely we will be able to accept very many CTP participants.

## CY2023 CTP Cost Savings

Average Length of Stay	56 days
Current Cost per Day (IDOC)	\$52.61
<b>Approximate Tax Savings<sup>1</sup></b>	<b>\$2,946.16</b>

<sup>1</sup> Total # of participants served x cost per day x average length of stay

# HOME DETENTION

## Home Detention Description and Target Population

BCCC Home Detention serves adult male and female clients who are:

1. Serving an executed jail/IDOC sentence
2. Serving executed time as a result of a probation violation
3. Placed on Home Detention as a term of probation
4. Placed on Home Detention as a term of drug court

This program serves moderate to high risk offenders convicted of any Level 2 – Level 6 felonies, with the exception of any low risk or low offense client who is placed on Home Detention by a Court Order.

Home Detention is also utilized to monitor male and female juvenile offenders at the request of the Court as an alternative to juvenile detention.

Clients are monitored using Electronic Monitoring GPS equipment that provides 24/7 monitoring and tracking abilities. Both field staff and case managers are responsible for reviewing client movements to ensure victim safety, public safety, and adherence to program rules. Clients receive differing intensities of field and case management contacts, dosage hours, and drug testing based upon their risk level and individual responsivity factors.

All moderate, high, and very high risk clients who are on the program for longer than 90 days will also have a case plan created to target their individual needs. Referrals to evidence-based programming are made by the case manager which includes treatment, peer support groups, employment interventions, and other community-based services.

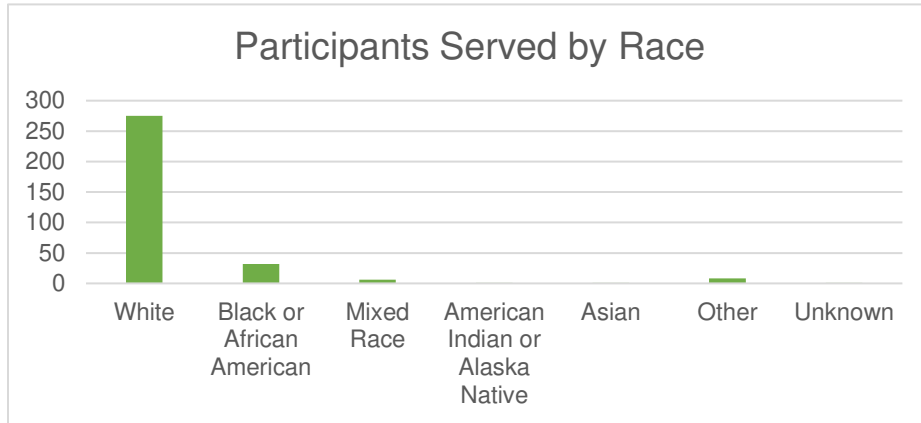
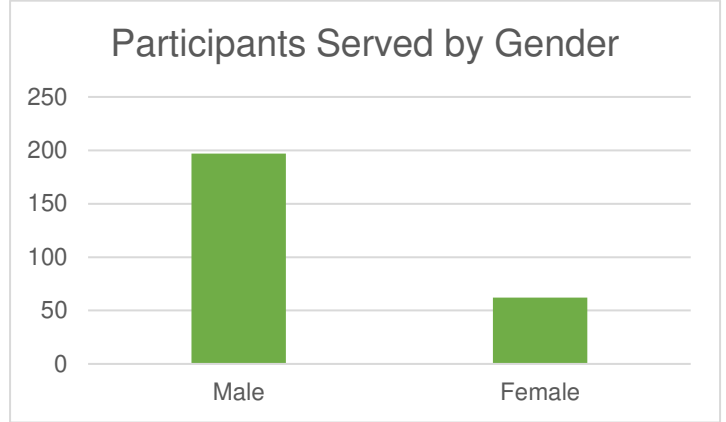
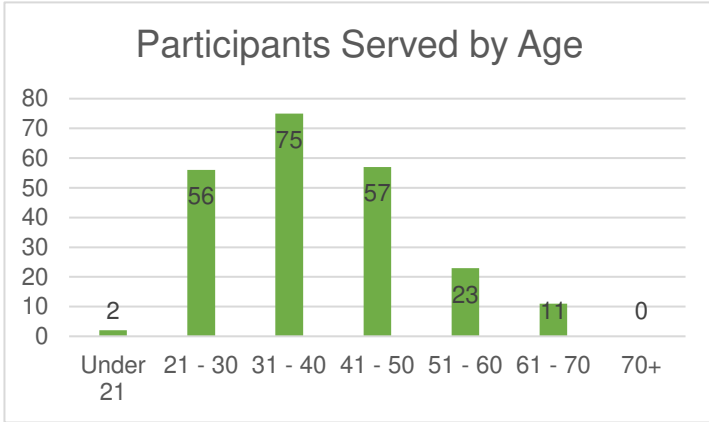
### CY2023 Home Detention Completion Rates

Completed	Released to Probation	Did Not Complete	Technical Violation	New Charge	Death	Return	Terminated – Placed in Residential Facility
133	3	21	12	4	2	2	3

In CY2023, Home Detention had approximately a 70% successful completion rate.

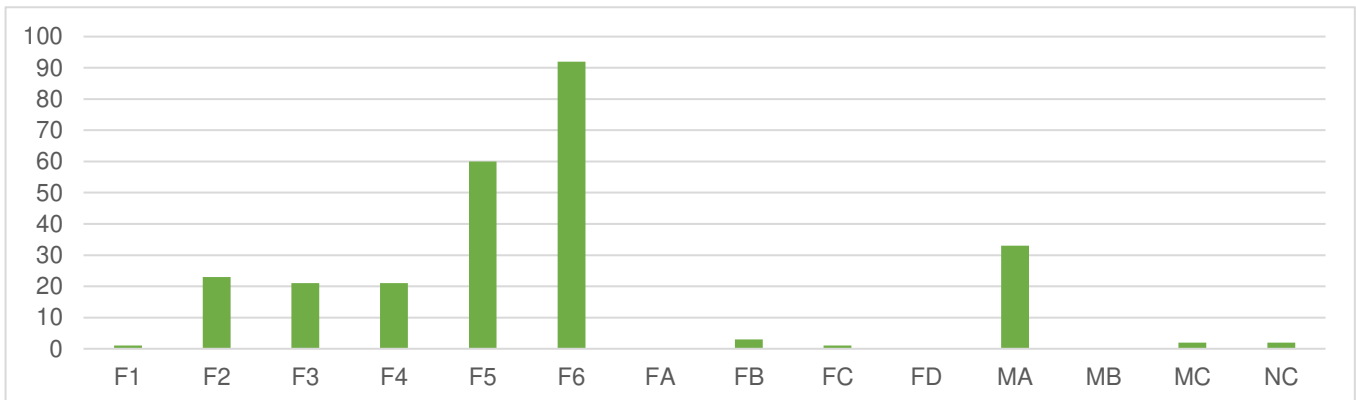


### CY2023 Home Detention Demographics



In CY2023, BCCC supervised more 21 – 30 year olds than years past. Trends are consistent in both the gender and race categories, and all other age ranges are similar to years past.

### CY2023 Home Detention Participants by Offense Level

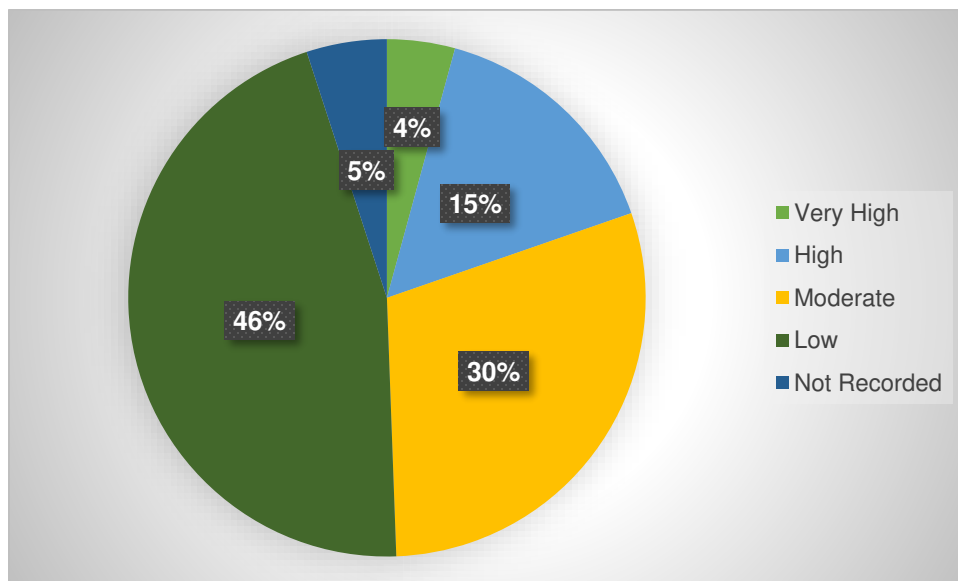


### CY2023 Home Detention Participants by Offense Type

Dealing Drug(s) Offenses	48
<b>Operating a Vehicle While Intoxicated</b>	<b>45</b>
<b>Possession of Drug/Syringe</b>	<b>38</b>
<b>Battery</b>	<b>26</b>
<b>Robbery/Burglary/Residential Entry</b>	<b>20</b>
<b>Sex Offenses</b>	<b>16</b>
<b>Unlawful Firearm Offenses</b>	<b>16</b>
<b>Theft/Auto Theft/Conversion</b>	<b>11</b>
<b>Resisting Law Enforcement</b>	<b>11</b>
<b>Intimidation/Invasion of Privacy</b>	<b>10</b>
<b>Driving While Suspended/HTV</b>	<b>9</b>
<b>Juvenile Specific Offenses</b>	<b>3</b>
<b>Non Support of a Dependent Child</b>	<b>1</b>

Number of offenses are less than component totals due to individuals having multiple criminal charges under one cause number. Highest level of offense(s) are calculated in this circumstance.

### CY2023 Home Detention IRAS Analysis



## CY2023 Home Detention Cost Savings

Average Length of Stay	130.74 days
Current Cost per Day (IDOC)	\$52.61
<b>Approximate Tax Savings<sup>2</sup></b>	<b>\$1,671,410.20</b>

### *HD Cost Savings Trend*

In CY2022, Home Detention had an approximate tax savings of \$1,623,960.21 so Home Detention saw an increase of approximately 2.9% of tax savings during CY2023.

<sup>2</sup> Total # of participants served x cost per day x average length of stay

# WORK RELEASE

## Work Release Description and Target Population

Work Release was in operation from January 1, 2023 to October 1, 2023. The program was closed due to construction project and the county's inability to have proper space for Work Release clients to be housed and all but two individuals were moved to Home Detention supervision in order for them to continue their progress on supervision. Work Release staff completed several trainings in CY2023, including the Jail 101 class, first aid, CPR, and AED training, Trauma Informed Care, and several PREA trainings. Staff was also able to collaborate with Hendricks County Work Release to be trained on searches (pat/frisk/strip), mechanical restraints, PREA, and facility medication management.

This program serves clients who are moderate to high risk offenders convicted of any Level 2-Level 6 felonies and can currently house up to 19 male clients. While in the program, clients will remain incarcerated and only be released to go to their place of employment or other activities pre-approved by their case manager.

Work Release, while open, was housed in the Boone County Jail, and when the Boone County Justice Center is completed BCCC will have a standalone Work Release facility. This will allow Work Release to serve a much larger population, including the addition of a female Work Release dorm, and will be able to better adhere to best practices and IACCAC rules and certifications for Work Release programs.

Clients are monitored using Electronic Monitoring GPS equipment that provides 24/7 monitoring and tracking abilities. Work Release staff are responsible for reviewing client movements to ensure victim safety, public safety, and adherence to program rules. Clients receive differing intensities of field and case management contacts, dosage hours, and drug testing based upon their risk level and individual responsivity factors.

All moderate, high, and very high risk clients who are on the program for longer than 90 days will also have a case plan created to target their individual needs. Referrals to evidence-based programming are made by the case manager which includes treatment, peer support groups, employment interventions, and other community-based services. Services were also provided in the Boone County Jail for program participants relating to therapy and medicated assisted treatment.

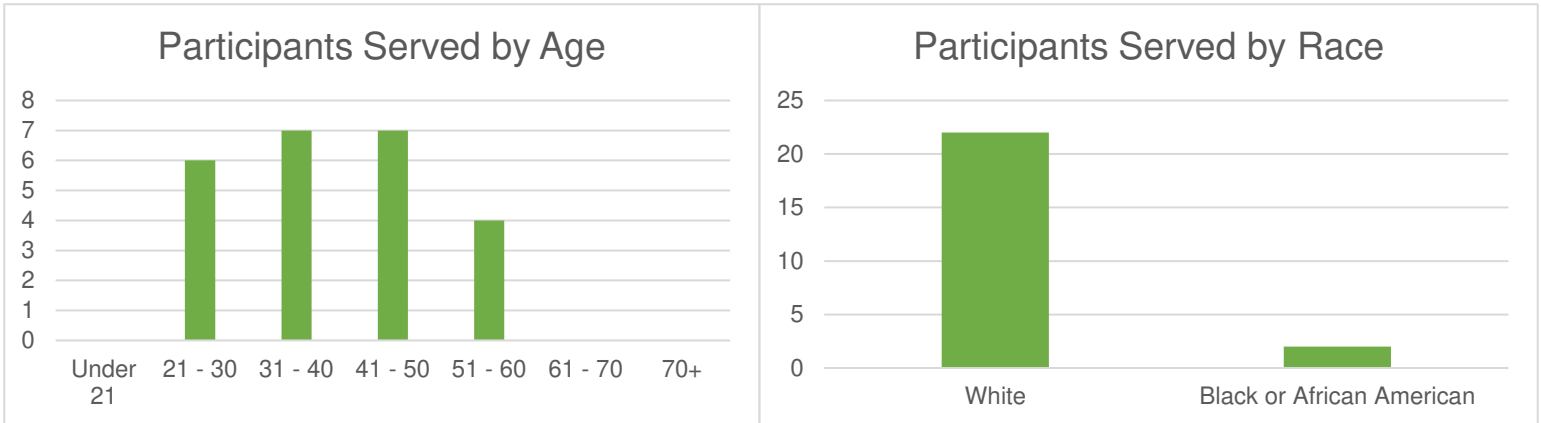
### CY2023 Work Release Completion Rates

Completed	Released to Probation	Did Not Complete	Technical Violation	Return
12	1	4	2	2

In CY2023, Work Release had approximately a 62% successful completion rate

Completion rates were affected by the Work Release construction closure, as some participants did not qualify for Home Detention and were returned to BCJ/IDOC and closed out unsuccessfully.

### CY2023 Work Release Demographics



### CY2023 Work Release Participants by Gender

One female was served as a transfer out to Hendricks County Work Release, and all other Work Release participants were male.

### CY2023 Work Release Participants by Offense Level

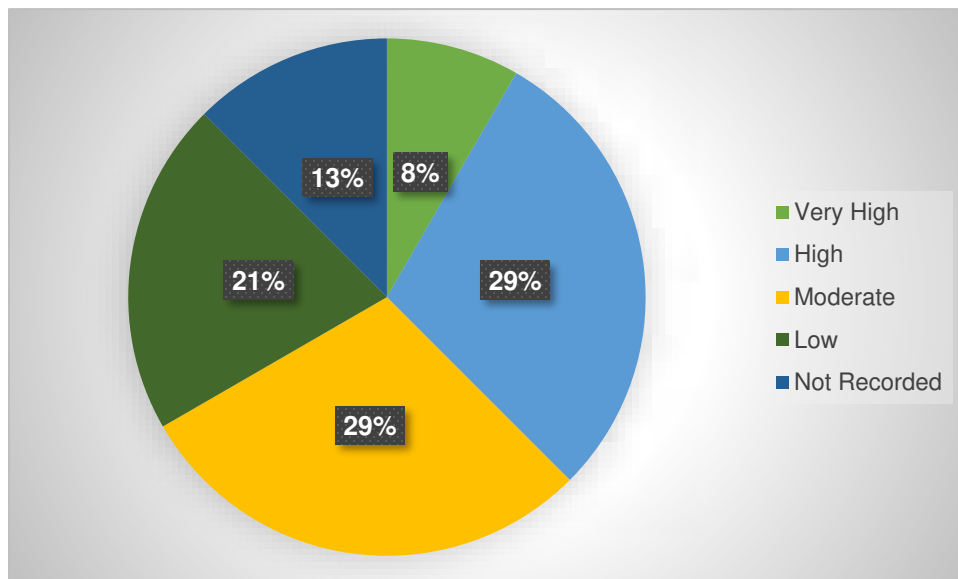


### CY2023 Work Release Participants by Offense Type

Possession of Drugs/Syringe	5
<b>Robbery/Burglary/Residential Entry</b>	<b>4</b>
<b>Illegal Possession of a Firearm</b>	<b>3</b>
<b>Battery</b>	<b>3</b>
<b>Drug Dealing</b>	<b>2</b>
<b>Operating a Vehicle While Intoxicated</b>	<b>2</b>
<b>Intimidation</b>	<b>1</b>
<b>Arson</b>	<b>1</b>
<b>Criminal Confinement</b>	<b>1</b>
<b>Child Molesting</b>	<b>1</b>
<b>Resisting Law Enforcement</b>	<b>1</b>
<b>Driving While Suspended</b>	<b>1</b>

Number of offenses are less than component totals due to individuals having multiple criminal charges under one cause number. Highest level of offense(s) are calculated in this circumstance.

### CY2023 Work Release IRAS Analysis



### CY2023 Work Release Cost Savings

Average Length of Stay	98.33 days
Current Cost per Day (IDOC)	\$52.61
<b>Approximate Tax Savings<sup>3</sup></b>	<b>\$170,713.66</b>

#### *Work Release Cost Savings Trend*

In CY2022, Work Release had an approximate tax savings of \$66,762.09 so Work Release saw an increase of approximately 155.7% of tax savings during CY2023.

<sup>3</sup> Total # of participants served x cost per day x average length of stay

# **SPECIALIZED DRIVING PRIVILEGES**

## **Specialized Driving Privileges Description and Target Population**

Boone County Community Correction's Specialized Driving Privilege serves adult male and female clients who are eligible for Specialized Driving Privileges per the Court.

Clients are referred to Total Court Services in order to have an ignition interlock installed, while clients are monitored using progress reports generated by Total Court Services. Any violations of an SDP Order are reviewed by a case manager and forwarded for review to the Prosecutor's Office.

### **CY2023 SDP Total Clients Served**

In CY2023, Boone County Community Corrections served 67 clients in the Specialized Driving Privilege program. Clients were placed on a Specialized Driving Privilege for an average of 159.83 days during CY2023.



# FELONY DIVERSION

## Felony Diversion Description and Target Population

Clients who qualify for Felony Diversion through the Prosecutor’s Office are supervised by Community Corrections staff. This program serves clients who have committed low level and/or non-violent felonies who are typically low to moderate risk. Additionally, clients typically must have no or an extremely limited criminal history to qualify for the program. If a client can complete the program by complying with the terms of their Order and supervision, then the client may have their felony dismissed at the end of their supervision.

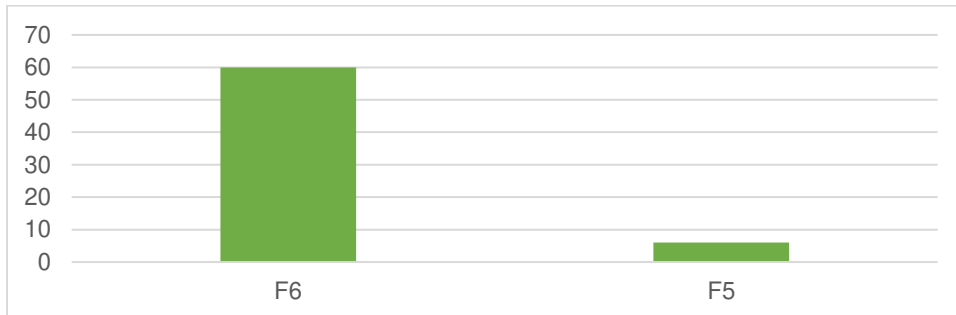
Having a felony dismissed opens several doors for clients, including but not limited to housing, education, and employment opportunities. This will ideally allow these clients to build a more productive and pro-social role within society.

Felony Diversion program participants are assigned a case manager and may be referred to community-based resources for substance abuse, anger management, or other therapeutical services.

### CY2023 Felony Diversion Total Clients Served

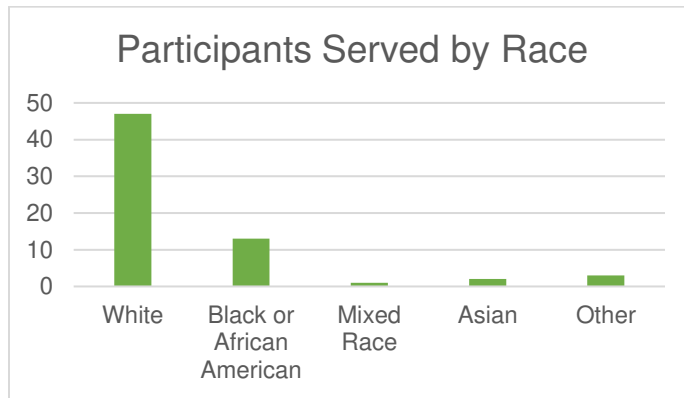
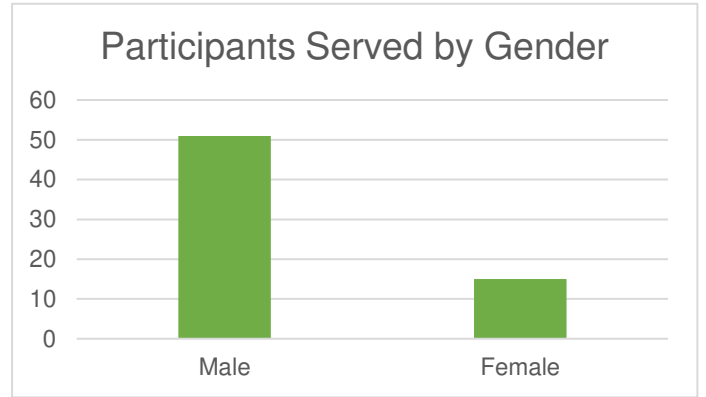
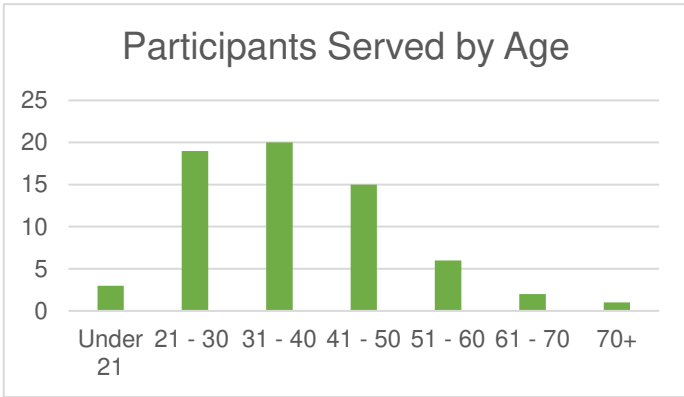
In CY2023, BCCC served a total of 67 clients on the Felony Diversion Program.

### CY2023 Felony Diversion Participants by Offense Level

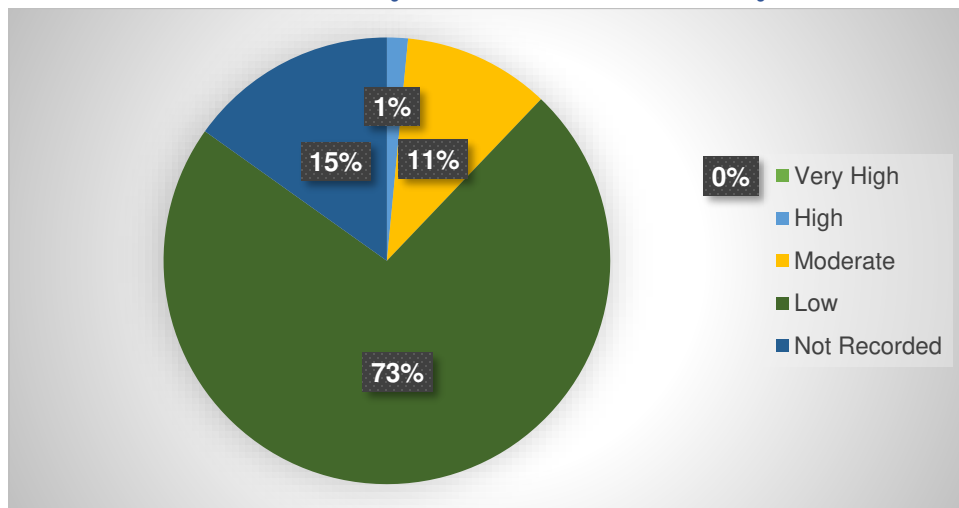


As presented by the data above, the majority of Felony Diversion program participants are Level 6 felons, which are subjected to potential incarceration. By conducting this program, Community Corrections not only saves local tax dollars by keeping program participants out of jail, but also serves these participants by referring them to treatment and supervising them to help reduce recidivism and teach life skills through case management sessions.

### CY2023 Felony Diversion Demographics



### CY2023 Felony Diversion IRAS Analysis



### CY2023 Felony Diversion Cost Savings

Average Length of Stay	241.39 days
Current Cost per Day (IDOC)	\$52.61
<b>Approximate Tax Savings<sup>4</sup></b>	<b>\$838,168.84</b>

#### *Felony Diversion Cost Savings Trend*

In CY2022, Felony Diversion had an approximate tax savings of \$770,122.01 so Felony Diversion saw an increase of approximately 8.8% of tax savings during CY2023.

<sup>4</sup> Total # of participants served x cost per day x average length of stay

# DRUG COURT

## Drug Court Description and Target Population

Boone County Drug Court is a newly established program in CY2023. Drug Court serves high risk/high need offenders who do not have a violent criminal history and are unable to successfully complete other types of community supervision due to non-compliance by way of substance abuse. Drug Court is voluntary, meaning the referred potential participant must agree to participate in the program during the screening process where they are advised of the intensity and level of commitment the program requires.

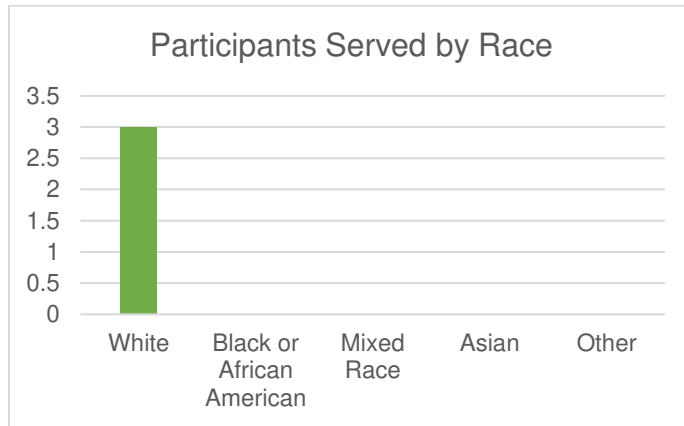
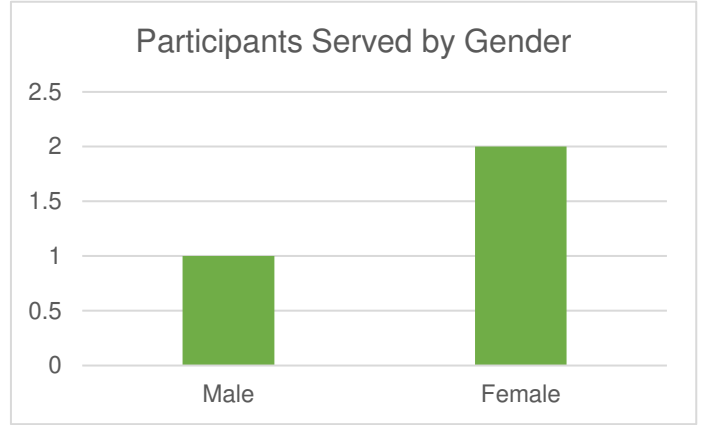
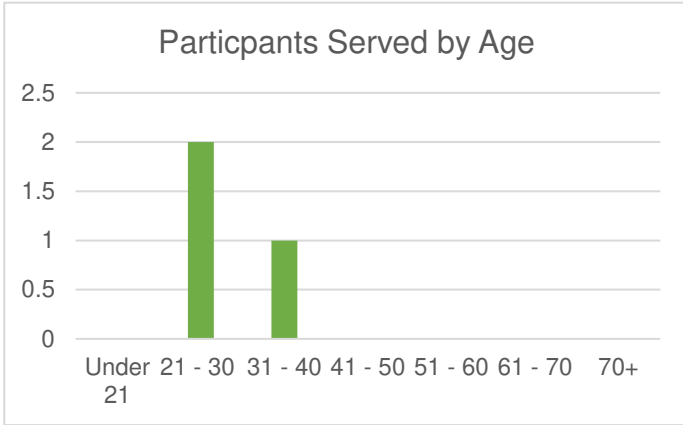
The incentive for completing Drug Court ranges from the participant having a violation dismissed, significantly less probation supervision time upon Drug Court completion, waived executed time, or having their charges dismissed. If a participant is unable to successfully complete Drug Court, they will be sent to either the Boone County Jail or Department of Corrections to serve the balance of their original sentence.

Drug Court operates under Circuit Court Judge Lori Schein and the program is comprised of collaboration by the following agencies: Boone County Community Corrections, Boone County Probation, Boone County Prosecutor's Office, Boone County Sheriff's Office, Zionsville Police Department, Aspire Indiana, Integrative Wellness, and local Defense Attorney Riley Parr. All participant supervision is conducted by Boone County Community Corrections.

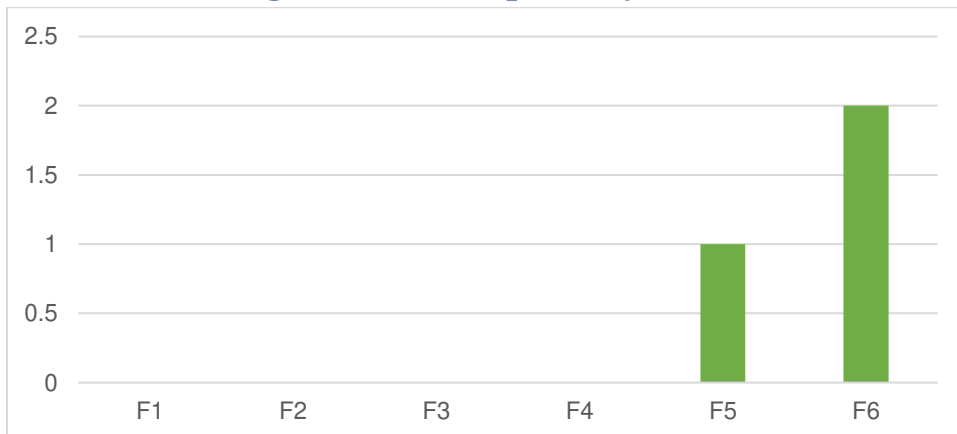
Participants are moderate, high, or very high risk and have a significant substance abuse issue and their case management heavily coincides with their individualized treatment plan. In earlier phases, participants are seen weekly and are on electronic monitoring and as they progress through phases, their supervision gets less intense and allows them to apply their learned life skills and coping skills under the accountability and guidance of the Drug Court team.

Drug Court received provisional certification from the Indiana Office of Court Services on February 23, 2023 and will receive full certification by Q1 of 2024. The first participant was admitted into the program on October 19, 2023.

### CY2023 Drug Court Demographics



### CY2023 Drug Court Participants by Level of Offense



### CY2023 Drug Court Participants by Offense Type

Operating a Vehicle While Intoxicated	1
<b>Burglary</b>	<b>1</b>
<b>Possession of Methamphetamine</b>	<b>1</b>

Number of offenses may be less than component totals due to individuals having multiple criminal charges under one cause number. Highest level of offense(s) are calculated in this circumstance.

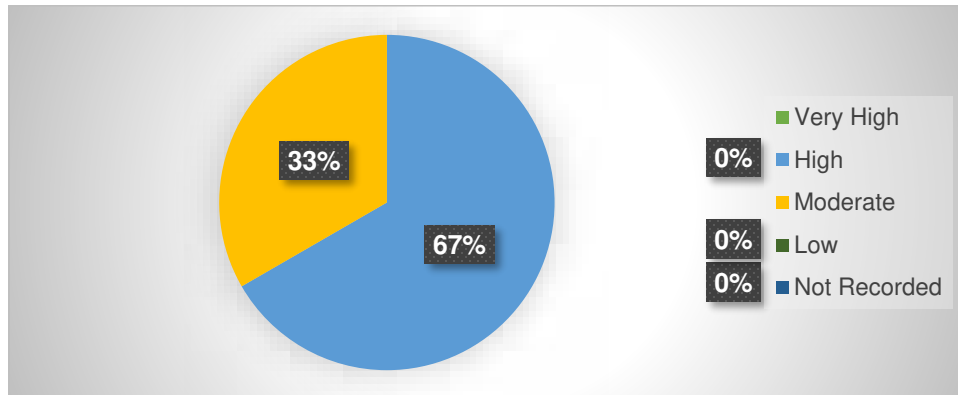
### CY2023 Drug Court Participants Reported Drug(s) of Choice

Marijuana	2
<b>Methamphetamine</b>	<b>2</b>
<b>Crack/Cocaine</b>	<b>1</b>
<b>Heroin</b>	<b>1</b>
<b>Synthetic Substance</b>	<b>1</b>

### CY2023 Drug Court Participants Drug Testing Analysis

Total Number of Drug Tests Administered	33
<b>Total Number of Positive Drug Tests</b>	<b>2</b>

### CY2023 Drug Court IRAS Analysis



# PRETRIAL PROGRAM

## Pretrial Program Description and Target Population

Boone County has utilized pretrial release conditions for several years. Defendants are released under pretrial supervision that has been Ordered by the courts with specific reporting requirements. Reporting requirements range from pretrial GPS monitoring, receiving text reminders for upcoming Court hearings and appointments, random drug testing, phone reporting, and treatment engagement.

In CY2023, the pretrial program had several accomplishments that will not only help their program, but all BCCC and probation programs across both departments. A second full-time pretrial case manager was hired and given an award by the department during an advisory board meeting for providing exceptional client services. The other pretrial case manager created an Abuse Intervention Program which was certified by the Indiana Coalition Against Domestic Violence and will begin providing in-house domestic violence services in 2024. BCCC’s pretrial coordinator began establishing a relationship with the Veteran’s Health Administration to help provide services to veterans in need who are placed in the criminal justice system.

The most significant accomplishment in CY2023 is the pretrial program receiving provisional certification on December 21, 2023.

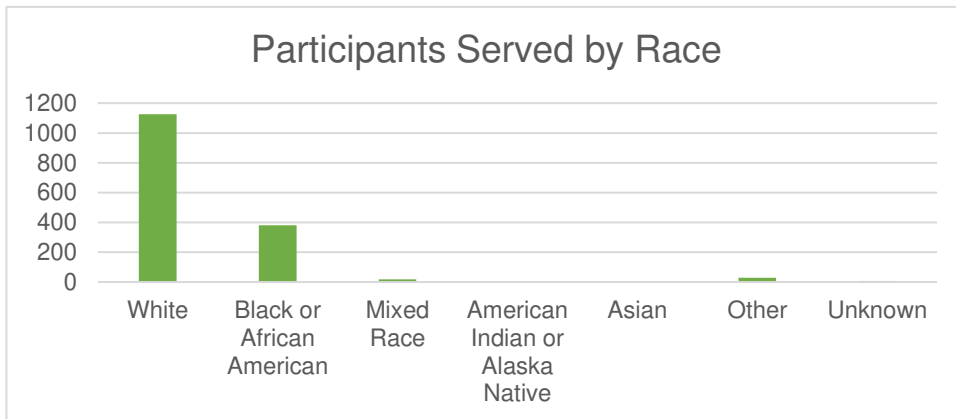
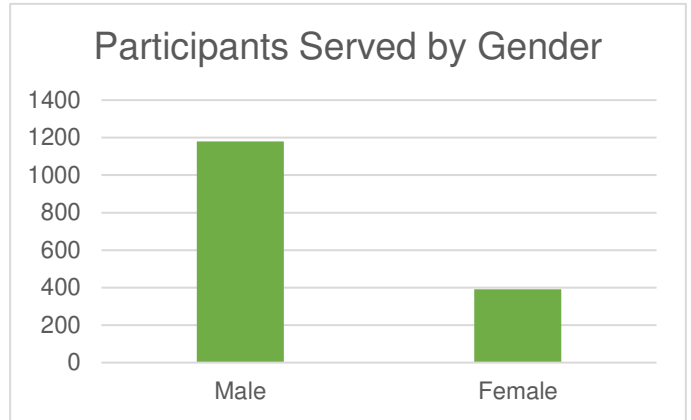
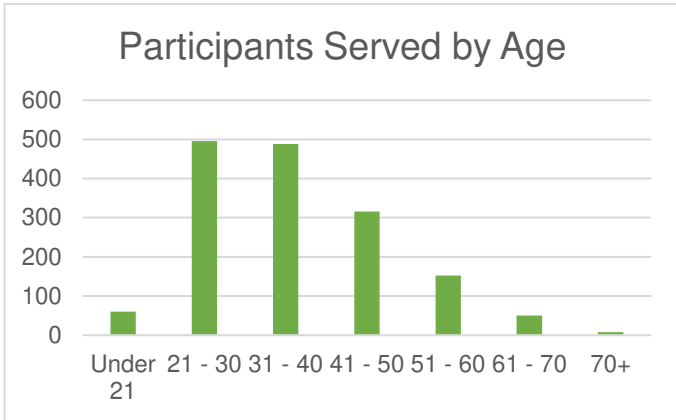
Overall, the pretrial program continues to rapidly grow each year, is able to obtain high successful completion rates, and secures significant tax savings for the county.

### CY2023 Pretrial Program Completion Rates

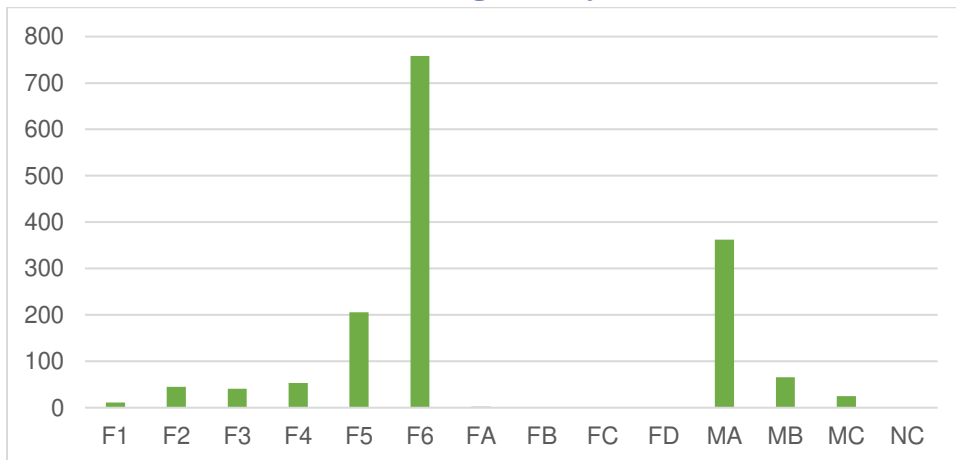
Completed	Intrastate Transfer Out	Absconded	Unsuccessful Termination	Deceased
562	1	48	12	2

**In CY2023, Pretrial had approximately a 89.9% successful completion rate**

### CY2023 Pretrial Program Demographics



### CY2023 Pretrial Program by Offense Level



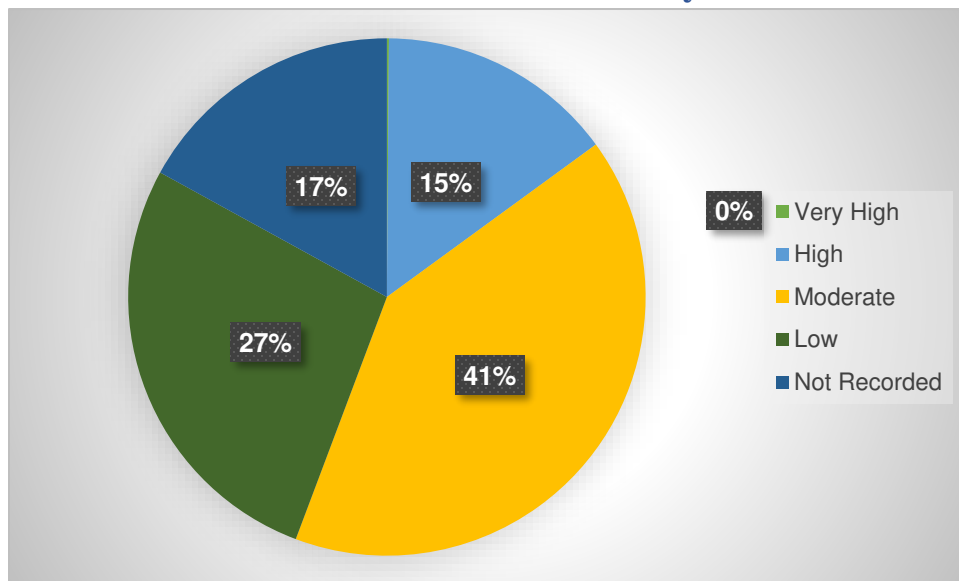


### CY2023 Pretrial Program by Offense Type

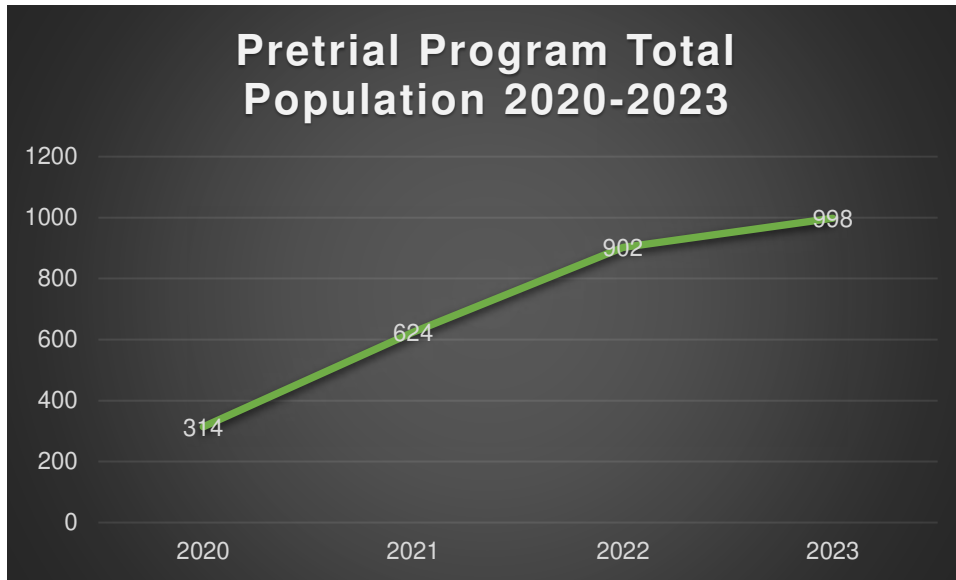
Person	300
<b>Property</b>	<b>193</b>
<b>Alcohol</b>	<b>10</b>
<b>Controlled Substances</b>	<b>462</b>
<b>Motor Vehicle</b>	<b>277</b>
<b>Weapons</b>	<b>63</b>
<b>Miscellaneous</b>	<b>47</b>
<b>Obscenity</b>	<b>4</b>
<b>Public Administration</b>	<b>94</b>
<b>Public Health</b>	<b>80</b>
<b>Weapons</b>	<b>63</b>
<b>Other</b>	<b>40</b>

Number of offenses are less than component totals due to individuals having multiple criminal charges under one cause number. Highest level of offense(s) are calculated in this circumstance.

### CY2023 Pretrial IRAS Analysis



### Three Year Trend: Pretrial Program Growth



### CY2023 Pretrial Program Cost Savings

Average Length of Stay	183.1 days
Current Cost per Day (BCJ)	\$37.50
<b>Approximate Tax Savings<sup>5</sup></b>	<b>\$10,780,012.50</b>

#### *Pretrial Cost Savings Trend*

In CY2022, Pretrial had an approximate tax savings of \$8,385,217.50, therefore Pretrial saw an increase of approximately 28.5% of tax savings during CY2023.

<sup>5</sup> Total # of participants served x cost per day x average length of stay

# CY2023 BUDGET INFORMATION

## **Project Income Analysis**

Project income collection was at an all time high in 2023. This can be attributed to staff focus on this area as well as using Evidence Based Incentives to motivate clients towards payment of their fees. Examples of this include allowing clients who are current on fees additional incentive time on major holidays. Project income spending in 2023 was much higher than average. This is a direct result of the purchase of field vehicles which are being used to conduct all K9, field contact, and on-call business of the department. This is an expense which will not occur at such volume annually, and it is anticipated that Community Corrections will operate our Project Income budget in the black in 2024.

## **Project Income Future Use, Action Plan**

Project income is paramount for the overall operations of Community Corrections. Project incomes provides salaries for approximately half the staff. Additionally, Project Income is used to pay vendors, specifically our GPS vendor which is our largest contract each year. A healthy PI budget should remain in place to ensure proper department operations and allow for future growth not funded by grants or local tax dollars. Positions paid by Project income should be revenue generating so that the position can be sustained long term. A known upcoming expense will be initial equipment needed to launch the residential center in 2025. Staff will need to be funded by the County, but other one-time expenses can be offset by Project Income.

## EVIDENCE-BASED PRACTICES

Boone County Community Corrections is committed to serving clients based off the Eight Principles of Effective Correctional Intervention.

### **Asses Actuarial Risk/Need**

Boone County Community Corrections has implemented the Indiana Risk Assessment System (IRAS). The department has 12 staff members who are certified to administer this assessment. All clients placed on Home Detention, Work Release, Community Transition Program, Drug Court, and Felony Diversion are assessed and case plans are developed for those who are moderate, high, or very high risk. All Pretrial clients are assessed using the Pretrial Release Tool (PAT). All clients are assessed in a timely manner and are reassessed annually.

Additionally, in 2023, Case Managers were trained on an impaired driving tool, secondary substance abuse assessment, and our intake analyst was IRAS trained in order to obtain risk level at the earliest possible stage in supervision.

### **Enhance Intrinsic Motivation**

Staff are encouraged to utilize and implement effective communication and motivational strategies, trainings, and techniques.

The Director of Residential Services is a certified trainer for the Carey Group Briefcase training which all staff participate in, no matter their position, each month.

All staff are expected to attend the Justice Services Conference, the IACCAC Conference, the ICCADS Fall Conference, and various virtual trainings presented by the Indiana Office of Court Services, IDOC, etc.

In 2023, 435 hours of training was completed across all Community Corrections staff members with 124.75 of those hours containing materials related to evidence-based practices.

### **Target Interventions**

1. Risk Principle – Case managers prioritize high risk clients when implementing supervision and treatment resources.

2. Needs Principle – Case plans and appropriate evidence-based interventions are targeted to the client’s most significant criminogenic need(s).
3. Responsivity Principle - To the best of their ability, case managers are responsive to temperament, learning style, motivation, culture, and gender when referring clients to programming.

All programs use their best efforts to keep higher risk clients from associating with lower risk clients.

All staff implement sanctions and incentives, and the department exceeds the 4:1 ratio of applying incentives to sanctions towards clients of all risk levels.

### CY2023 INCENTIVES, SANCTIONS, AND INTERVENTIONS

Incentives		
Name	Number	Percentage
Free UDS	2,356	75%
Verbal Praise	583	19%
Other Item	19	1%
Increase in Activity/Privilege	110	3%
Reduced Reporting	16	1%
Extended Home Pass	10	0%
Snack of Choice	7	0%
Social Praise	5	0%
Meal of Choice	2	0%
Modification of Supervision Conditions	2	0%
Gift Card	10	0%
Court Cash (Drug Court)	18	1%
Applause (Drug Court)	9	0%
Hand Shake	1	0%
<b>Total</b>	<b>3148</b>	<b>100%</b>

Sanctions		
Name	Number	Percentage
Verbal Reprimand	73	42%
Written Warning	42	24%
Increased Reporting	6	3%
Reduced Privileges	3	2%
Other	12	7%
Violation Filed	28	16%
Formal Administrative Hearing	6	3%
Lock Down	1	1%
Loss of Good Time Credit	1	1%
Drug Court Jail Sanction	1	1%
<b>Total</b>	<b>173</b>	<b>100%</b>

Interventions		
Name	Number	Percentage
Homework Assigned	17	30%
Referred for Treatment	15	26%
Intensive Case Management	5	9%
Referred for Classes	5	9%
In Office Workbooks	5	9%
Skill Building Activity	3	5%
Role Playing	2	4%
Violation Filed with Court	4	7%
Redwood Call In	1	2%
<b>Total</b>	<b>57</b>	<b>100%</b>

### **Skill Train with Direct Practice**

Boone County Community Corrections has approximately 21 evidence-based workbooks that case management staff utilize with their moderate to high risk clients.

Case management staff refer to credentialed, agency approved treatment providers and during appointments will use the above-mentioned workbooks, Carey Guides and BITs, or other agency approved resources to address criminogenic needs with skill practice while simultaneously addressing skill deficits.

Both case managers are trained in interviewing skills including motivational interviewing.

At least two times per year, case managers participate in peer reviewed appointments to address strengths and areas of improvement for all client interactions.

### **Increase Positive Reinforcement**

Staff practices positive reinforcement by awarding clients with a variety of incentives, including but not limited to verbal praise, free drug testing, fee waivers, written acknowledgement, and privilege time. Clients who are in good standing with their fees, program compliance, and case plan conditions are allowed privilege time while on the program to spend time with family and/or friends in a preapproved pro-social setting. At the successful conclusion of their program, clients are encouraged to submit an anonymous program survey in order to gather data regarding future program development.

### **Engage Ongoing Support in Natural Communities**

Clients are best served when they actively engage in pro-social support within their community.

Case managers, to the best of their abilities, encourage clients to participate in verified prosocial, family, and/or community activities while complying with the terms of their supervision. Clients with substance abuse issues are encouraged to attend local AA/NA meetings. Case managers are often giving clients extended privilege time passes in order to participate in local pro-social events.

Community Corrections partners with the local Economic Development Committee to host a strength-based employment class, “Maximizing Potential and Investing in Your Future” once per month. Clients who graduate this program receive a certificate, a fee waiver, and female clients receive an Empower-Her kit from Indianapolis Dress for Success which provides them with clothing, shoes, accessory and hygiene products that will help them grow in their workplace or feel presentable for future interviews.

### **Measure Relevant Processes/Practices**

Community Corrections believes that accurate and detailed documentation of case information, along with a formal and valid mechanism for measuring outcomes, is foundational for adhering to evidence-based practices.

Case managers, to the best of their ability, ensure clients participate in exit surveys, if possible, and the Quality and Compliance Coordinator will review any programming surveys or in-house training feedback surveys and present the data to staff during Continuous Quality Improvement (CQI) meetings.

CQI meetings were established in 2023 with all staff invited to attend in order to continue to develop our programs, create new programs, and cultivate an environment geared towards learning and growth.

### **Provide Measurement Feedback**

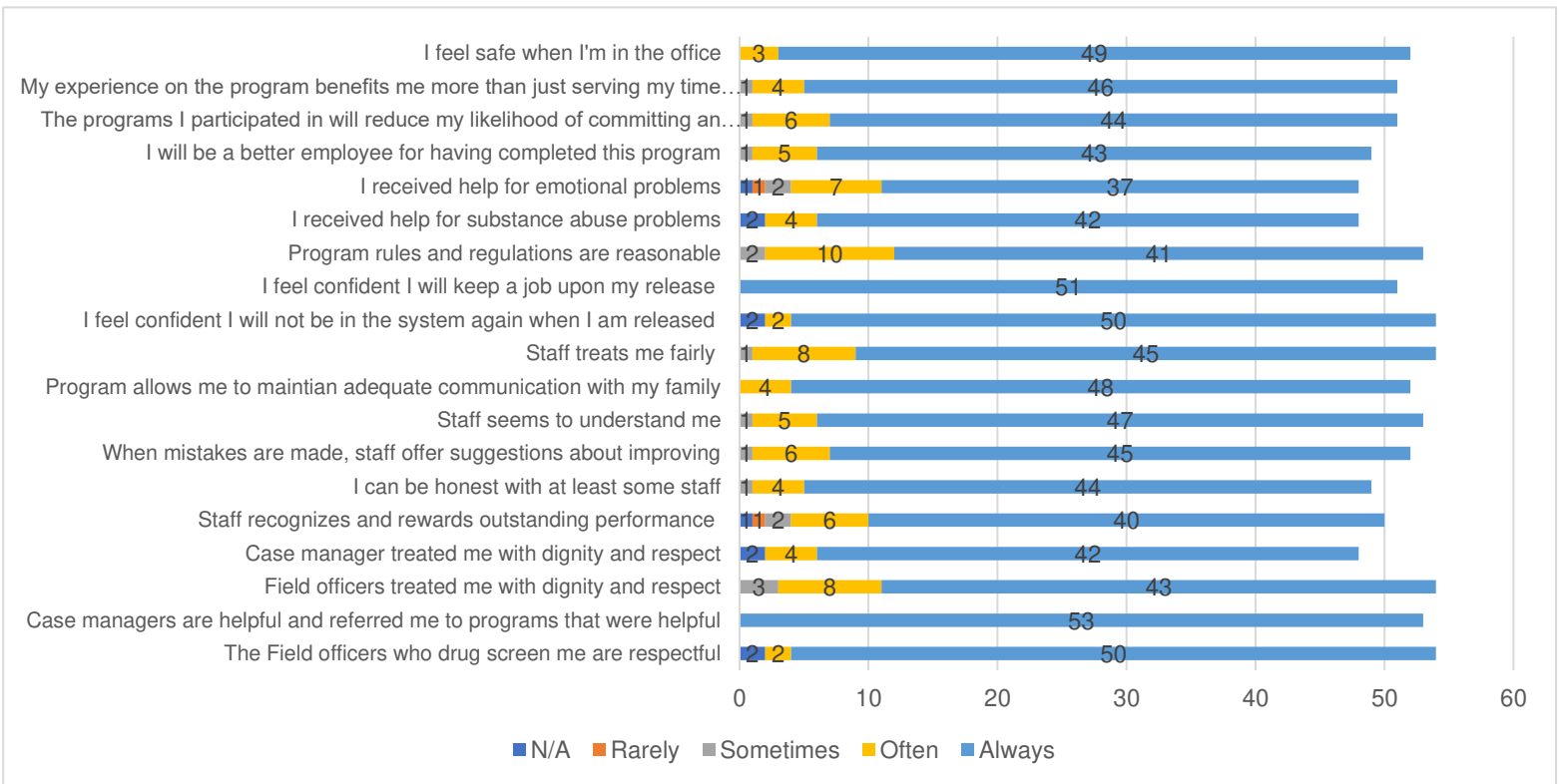
Currently, the agency collects data that has been reflected throughout this report to present to staff, the Advisory Board, community leaders, and the IDOC.



# QUALITY ASSURANCE

All clients participating in a Home Detention or Work Release program are encouraged to participate in an anonymous survey, collected electronically via the department lobby kiosk. For 2023, the primary response for all questions was “Always” indicating that the majority of clients feel as if they had a positive experience with the program.

## CY2023 Client Exit Survey Results



\*Question 2: My experience on the program benefits me more than just serving my time in jail  
 \*Question 3: The programs I participated in will reduce my likelihood of committing an offense in the future

## Additional Quality Assurance Measures

### Staff Peer Reviews

Each month, all case manager IRAS and Case Plans are reviewed to ensure that these measures are being completed within a timely manner for all Home Detention and Work Release clients.

Each month, all case managers have their caseloads analyzed for any missing appointments, and no future appointments.

Each month, all field officer contacts are reviewed and analyzed to determine whether or not field staff are meeting the required contact standards.

At least two times per year, case managers are directly observed by supervisory staff regarding adherence to evidence-based practices.

At least two times per year, each individual staff member who is IRAS certified is directly observed to promote adherence to inter-rater reliability within the department.

### **Data Collection**

Each month the following data is collected by the Quality and Compliance Coordinator:

1. Case closures
  - a. What was the client being supervised for and why was the case closed?
  - b. If the client was referred to treatment, were they successful or unsuccessful?
2. Violations filed
3. Administrative Hearings held, and their outcomes
4. Clients screened and approved for the program, but not placed on the program
5. "Violation not Filed" notes made by case managers

Each quarter the following data is collected by the Quality and Compliance Coordinator:

1. Sanctions, Incentives, and Interventions held by staff
2. Population(s) by offense level
3. Completion rates
4. Recidivism rates – any clients our agency supervised that were either arrested for new charges or a violation filed by probation/any other agency supervision.

## PROJECTED CY2024 GOALS

Due to changing IDOC performance measure requirements, BCCC is not required to report annual goals; however, BCCC would like to report that all goals projected last year were met:

1. The pretrial program received provisional certification.
2. Drug Court received provisional certification and implementation.
3. BCCC was able to implement an in-house MRT program.
4. CQI meetings were implemented, and consistent data collection was achieved.

In 2024, BCCC would like to see Drug Court and Pretrial fully certified and implement an in-house Abuse Intervention Program. Additionally, Work Release staff will be working diligently for preparation of the new Justice Center which will allow us space to house both males and females in a 24/7 Work Release facility. This preparation will include finishing the policies and procedures, forms, training schedule, and hiring for the facility will begin in Q4 2024 as long as the budget statuses are approved.