

Scott County Board of Supervisors  
June 25, 2019 8:00 a.m.

The Board of Supervisors met as a committee of the whole and pursuant to adjournment with Kinzer, Maxwell, Beck, Knobbe and Croken present.

Roger Schroepfer from Wold Architects and Engineers reviewed a study his firm made for space and staffing needs of the Juvenile Detention Center (JDC) and the County Jail, including the objectives, process and participants. He said the review included facility options and recommendations. He said the study objectives included asking how can the County Jail and JDC be responsive and cost-effective going forward, how big they should be, how much future expansion can be anticipated, how emerging technology would need to be built in and how much should be budgeted for present and future needs.

He said core planning group participants provided all necessary data and were there every step of the way. He said the group set goals, collected and analyzed the data for housing needs and space requirements going forward and looked at costs.

Alan Richardson from Justice Planners reviewed the JDC areas of the study. He said the group started by looking at the 10 year historic average daily population (ADP) in the JDC, and reported that up until 2016 the ADP was fairly steady, but in 2016 it started to jump and climb. He said the data included information on the number of bookings, the average length of stay and why juveniles were coming to the JDC in the first place. He said the group ran 12 different projection models to look at what JDC population could be over the next 20 years and the number of beds that would be needed. He said seven of the 12 models were chosen as reliable and their results were averaged together for the final ADP. He said projections were made in five year increments to 2037, which projected 64 bed spaces needed in 2037. He said the current capacity is 16 beds plus two beds in intake.

Supervisor Beck asked if the results were based on Scott County data and if national trends were considered.

Richardson said that national trends are a good benchmark, but the study is based purely on Scott County data and policies as well as the law. He said national trends are flatter and do not show significant increases.

He said the projected 64 beds formed the basis for determining what additional space is required beyond the current JDC, which includes space for additional staff, health and support services, program space, living units, and a courtroom. He said a courtroom would help to reduce transport and traffic in and out of the facility.

He said the study made a preliminary staffing analysis for an expanded or replacement JDC and reported on a breakdown of the recommended staffing for the JDC. He said Iowa law requires a ratio of youth to staff of five to one. He said to provide relief staffing

would require 1.26 positions for every staff counselor position. He said the study recommended phased increases, and in the year 2027 first phase the JDC would need 51 staff, including new positions for Assistant Director, administrative support and dedicated nurse and a total square footage of 20,500. He said a total of 66 staff would be needed in the final year 2037 phase.

Beck asked if there would be issues in hiring that many more staff than the current level.

Mary Thee, Human Resources Director, said that typically the County has not had a problem hiring JDC staff, and that JDC counselors tend to be social workers.

Supervisor Croken said his concern is the assumption of the increase in demand and that he hopes the Board is going to be as diligent and aggressive in seeking an inmate reduction plan as well as a Jail expansion plan.

Jeremy Kaiser, JDC Director, said the County is very committed to and will continue to be committed to diversion and alternative programs.

Richardson also reviewed the Jail Assessment and said a similar process was used in that assessment. He said the average daily population increased over the years and leveled off a bit before starting an uptick again in the past couple of years. He said 12 projection models were used, eight of which were considered valid and those results were averaged, which projected 484 bed spaces will be needed in 2037. He said the Jail currently has 365 bed spaces. He said the staffing relief factor for corrections officers is 1.18 and for sergeants is 1.25. He said the study recommends that currently the number of corrections officers should be increased to 70. He said under the expansion plan total staff would be 128, including 89 corrections officers and two new classification specialists. He said additional space and staffing could be added in phases. The additions would be two 48 bed pods and one 24 bed pod.

Croken asked Sheriff Lane if the Jail currently has 59 positions and if they are all filled.

Sheriff Lane answered that the number is at 60 right now with one over-hire.

Croken asked if we should be somewhere upwards of 70 for safe operation of the Jail.

Richardson said yes, that is the recommendation.

Supervisor Kinzer asked Kaiser what are the current work hours of JDC staff.

Kaiser said some are 8 hours and some are 10 hours.

Kinzer asked Lane if increasing the corrections staff level would alleviate some of the up to 16 hour days.

Lane said that even with 70 correctional officers the study maintains 12 hour shifts and puts three officers on a 12 hour power shift. He said this allows doubling staff in the three units during the waking hours of the inmates.

Schroepfer said the study looked at a number of options, summarized down to three basic ones. He said the study looked at very specific programming needs for the JDC, including added courtroom space to avoid transporting detainees, and the Jail, including special management and booking. He said the first option would be separate, expanded facilities at a cost of \$28,249,325; the second option would be combined, connected, and expanded facilities at a cost of \$36,766,275; and the third option would create a new JDC on a separate site, as well as a jail expansion at a cost of \$37,847,255.

Beck asked if the third option included the purchase cost of land.

Schroepfer said it did not include the cost of land.

Schroepfer also reviewed two short-term Jail options for booking and special management costing \$6,590,675.

Maxwell asked Schroepfer to define short-term.

Schroepfer said short term really means the most immediate need of the Jail, which will carry through to the long-term plans as well.

Maxwell asked if it was the recommendation to do this as soon as possible.

Schroepfer answered yes. He said that the core planning group recommended option three as well as short-term jail renovations in option B.

The Board recognized 18 employees for years of service, including the retirements of Thomas Behning for 16 years of service and Karen Payne for 32 years of service. Thirteen employees were recognized as Leadership Summit Graduates. The Board also recognized Brian Staszewski, Sheriff Deputy, as Employee of the Quarter.

Rhonda Oostenryk, Risk Manager, reviewed annual insurance renewals and introduced Jeff Young from Arthur Gallagher. She said she was pleased to announce that the average increase for the overall premiums was 2.1 percent while the national average was an eight percent increase.

Young said that this is an extremely good year for insurance renewal for Scott County. He said the driving forces in the insurance industry are auto rates and property rates and Scott County does not have a lot of claims and the claims are not severe. He said Rhonda, Mike Walton and Rob Cusack do an outstanding job in claims handling, which is reflected in the fact that this year's worker compensation policy is the second two-year policy in a row. He said two-year worker compensation policies are extremely rare.

Cristina Kuhn of Dorsey & Whitney LLP, bond counsel representative, gave Continuing Disclosure Training and Debt Compliance Training for the Board.

David Farmer, Budget and Administrative Services Director, said that the June 27th meeting will include discussion and review of General Obligation Bonds, including proceedings to take action on the Series 2019 Bonds, electronic bidding procedures, notice of bond sale and preliminary official statement.

Kuhn said the preliminary official statement is the story of the County and would need to be approved on Thursday to send to the market to sell bonds for the emergency communications system as well as the refunding of the Series 2009A Bonds.

Kuhn reviewed the requirements, rules and steps for which the County and administrative staff are responsible. She said her firm recommends that the County's official statement includes the language that you the County has not failed within the last five years to disclose anything needed to be disclosed. She said continuing disclosure must be filed annually.

Croken asked what consideration might go into not going with the low bidder.

Kuhn said, regarding the official statement, it could be if the bidder came back with an optional redemption term, like changing the number of years.

Angela Kersten, Assistant County Engineer, reviewed annual road rock and ice control sand quotes from the quarries from which the County typically buys. She said the quotes stayed the same or increased a little.

Kersten also reviewed annual ice and snow control salt bids. She said there was a slight decrease in price from last year by \$.24 per ton and the County purchases through the IDOT contract.

Kersten reviewed the request by the City of Blue Grass for a federal functional classification change on a section of East Telegraph Road from North Mississippi Street to East Mayne Street and on East Mayne Street from East Telegraph Road to US Highway 61. She said the request was based on an increase in traffic.

Kinzer said he had conversations about this with the Mayor and a city council member.

Barb Pardie, Fleet Manager, reviewed the request to purchase one Ford F-350, 4X4, and snow equipment for the Facilities and Support Services Department. The low bid for the Ford F-350 was from Reynolds Motor, East Moline, Illinois at \$30,138.80, and the low bid for the 2019 Western Pro Plus snow equipment with options was Aspen Equipment, Davenport, Iowa at \$12,416.00.

Kinzer noted that the truck was made in Kentucky.

Pardie also reviewed the request to purchase three new Ford Explorer Police Interceptors, Utility AWD for the Sheriff's Patrol Division overfill positions. She said they were able to piggyback on a recent purchase and that all of the bids received for the May 30, 2019 purchase were good for 60 days, so there was no need to solicit for new bids. The low bid from the purchase was Reynold's Ford at \$32,699.20 each for a total purchase cost of \$98,097.60.

Kinzer noted these vehicles were made at a Chicago plant.

Roxanna Moritz, County Auditor, reviewed the request to add .35 FTE to an elections clerk position in the Auditor's Office. She said the memo states the importance of hiring a full-time person to be engaged in the language and legalese of elections and training for the upcoming elections.

Maxwell said he supports this resolution.

Mary Thee reviewed the hiring of Mendell Smith for the position of Environmental Health Specialist in the Health Department at the entry level rate, the hiring of William Soseman for the position of part-time Custodial Worker in the Facility & Support Services Department at the entry level rate and the hiring of Jacob Altenhofen for the position of Desktop Support Technician in the Information Technology Department at step 7 (midpoint).

Matt Hirst, IT Director, added that Jacob would be a fantastic addition to the IT Department.

Lori Elam, Community Services Director, reviewed the annual contract renewal with Community Health Care (CHC) for primary health care for a total of \$302,067. She said the contract is for the same dollar amount as the last contract, that CHC will take patients referred to the agency by Community Services and will not charge co-pays for patients referred from Community Services.

Elam also reviewed a contract renewal with CASI for two programs, Outreach and Adult Day Center (Jane's Place) for a total of \$213,750. She said that CASI helps to keep seniors in their homes and out of more expensive nursing homes and provides supports to family members in keeping their senior members at home.

Elam also announced that the new Mobile Crisis Service will start in Scott County at the end of the week.

Jeremy Kaiser, Juvenile Detention Center Director, reviewed the Youth Transition Decision Making (YTDM) contract renewal with the Iowa Department of Human Services. He said the program consists of five meetings in which staff meet with youth that are currently placed in long-term facilities and put together a plan to reintegrate the youth back into their home environment, including school, work and

other types of activities. He said this program is required for youth over the age of 16 and is cost neutral. He said JDC has 11 open cases.

Croken asked what the success rate is.

Kaiser said that the JDC had a lull in referrals until this March so they have not been able to track outcomes, but he plans to report in upcoming quarterly reports with performance measures.

Croken asked Kaiser to what does he attribute a lack of referrals.

Kaiser said they receive referrals from Juvenile Court and that the Court just went through a long time of not placing anyone in group foster care or state training school who was over the age of 16. He said the age limit was lowered to age 15 and then JDC received 13 referrals in two months. He also said DHS is very committed to the program and wants to make sure to continue to train and build infrastructure with staff.

Knobbe asked if the decision to place the youth in long-term facilities is up to the court.

Kaiser answered yes and that typically the judge will offer community-based alternatives first, then the youth may stay in detention one, two or three times and be released back home and if they are continuing to commit crimes the long-term treatment facility is another step.

Kaiser also reviewed the Auto Theft Accountability contract renewal. He said the program is going very well and they have had five referrals, of which two have been successful so far, and are currently in the process of repairing their harm. He said the program receives one referral a week, which is about the volume he anticipated.

Croken asked how Kaiser defines success.

Kaiser said performance measures are in the contract. He said staff have to engage the offender and victim within 48 hours of referral and success is that the youth do not commit new crimes within six and twelve month time frames.

Knobbe asked about referrals that failed.

Kaiser said that two referrals failed, one was a very young offender who reoffended and the second was incarcerated in Illinois.

Kinzer asked about victims who do not want to participate in the program.

Kaiser said that not all victims want to participate, but that staff emphasize that this program may be the best option for receiving some kind of compensation from juvenile offenders. He said that the program has volunteer victim surrogates who can represent an actual victim with that person's permission. He said it is not only about the victim

because the youth needs to understand that they did not hurt just the person that they stole from but they are also hurt the community and also hurt their own family.

Croken asked about the capacity of staff to handle these cases.

Kaiser said that each case takes a different amount of time. He said that he pulls staff out of the detention facility to handle these cases and relies on part time staff to fill in for full time staff on other assignments. He said that demand has not yet surpassed capacity but could in the future.

Matt Hirst reviewed a draft quote for Microsoft software license maintenance from Insight and said he will be updating the resolution. He said that every three years IT goes through the process to renew the licensing contract with Microsoft, which is typically serviced through the State of Iowa contract with Insight. He said the final quote is \$493,527.74. He said software including Windows, Exchange, Office, Windows Server, SQL, and Terminal Services are the components upon which the technology environment at Scott County, SECC and Waste Commission is built. He said the biggest change is using cloud-based Office 365 which is based on user licensing and allows a user to have multiple devices on one license, instead of on site licenses which is based on each machine.

Mahesh Sharma reviewed a tax abatement request from the United States Postal Service.

David Farmer reviewed appropriations and authorized positions for FY20. He said that the County already adopted the budget in March but that this shows how the dollars are allocated across departments. With authorized FTE's, there are opportunities for changes to the numbers since the budget plan.

He noted that because the date of the Bond issuance was undecided it was not included in the budget or an amendment. He said since it will occur in July the Board can amend the budget in late July recognizing the actual proceeds of the bond and transfer the money to SECC.

He also said that the money for the Sheriff's Department for the overfill positions in the Jail and Patrol divisions remains in the non-departmental category. He said the Patrol dollars are waiting on completion of the staffing study. He said the money for the Jail positions can be moved from non-departmental in July during the budget amendment.

He said he is waiting for an email from Moody's regarding the County's bond rating. He said the current rating is AA1.

Sharma reviewed the routine items of the appointment of John Maxwell to Benefited Fire District #5 and a beer/liquor license renewal for No Place Special.

Moved by Croken, seconded by Maxwell at 11:14 a.m. a motion to adjourn. All  
Ayes.

---

Tony Knobbe, Chair of the Board  
Scott County Board of Supervisors

---

ATTEST: Roxanna Moritz  
Scott County Auditor