





# COMMUNITY CORRECTIONS

115 West 1<sup>st</sup>  
Hutchinson, Ks. 67501  
Phone 620-665-7042  
Fax 620-662-8613

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## Advisory Board Agenda July 20, 2023

Welcome Thomas Stanton

Approve Minutes Thomas Stanton

New Business Randy Regehr

1. FY'23 Budget Adjustments
2. FY'24 Carryover Reimbursement Budget
3. FY'23 Year-End Report
4. Funding Update and County Request

Closing Thomas Stanton

**Reno County Community Corrections**  
**Thursday, March 16<sup>th</sup>, 2023 4:00pm**  
**Advisory Board Meeting**

Attending from Advisory Board: Shannon Hauschild, Shawn McHaley, Erica Rivera, Tom Stanton

Others in attendance: Dawn Johnson

Absent: Brice Burlie, Judge Daniel Gilligan, Ray Hemman, Caroly Parson, Stephanie Springer, Elizabeth Allan, Lacy Stauffacher

- 1) Welcome to the Advisory Board meeting from Tom Stanton.
- 2) Since there are not enough board members in attendance today Tom Stanton will send the minutes from the last meeting out for approval.
- 3) No old business to address.
- 4) New business – Randy Regehr
  - A. Comprehensive Plan Grant Application – This is the adult and behavioral health grant. In FY '22 Community Corrections had a success rate of 67.5% and the goal is to increase that by 3% for FY '23. The second year of the QA grant begins July 1<sup>st</sup>. Most of the in-house coaching is being done by ISO II's Don Wilkins and Libertee Thompson. A large portion of the budget is personnel costs, offender housing, and drug testing supplies. There has been no movement in a request for additional funding from the state for the new year. Randy has asked the County for funding as well. Since there are not enough board members in attendance Tom Stanton will send details of this meeting out to the rest of the board for approval.
- 5) No other business to address.



Quarterly Grant Budget Amendment Report  
and Signatory Approval

Agency: 27JD

Fiscal Year: 2023

Reporting Period: Quarter 4

Grant Type: Adult Comprehensive Plan

Total Amendment: \$ 24,815.65

FROM			TO		
Category	Line Item	Amount	Category	Line Item	Amount
Operations		\$ 1,575.41	AISP Client Services		\$ 622.86
Equipment		\$ 15,731.43	Communications		\$ 6,010.58
Supplies		\$ 2,326.55	AISP Salary & Benefits		\$ 17,941.10
Training		\$ 5,103.22	Travel		\$ 162.07
BH Contractual		\$ 8.00	BH Client Services		\$ 79.04
BH Salary & Benefits		\$ 71.04			

Justification: Year-end budget adjustments so there are no negative categories.

**Agency Director**

My signature below certifies that I have reviewed and approved the budget amendment listed above.

Randy Regehr

Printed Name

Signature

Date

**Advisory/Governing Board Chair**

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

Thomas Stanton

Printed Name

Signature

Date

**Board of County Commission Chair (Host/Administrative County)**

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

Daniel Friesen

Printed Name

Signature

Date

**FY24**  
**ADULT CARRYOVER REIMBURSEMENT BUDGET SUMMARY**  
**Reno County Community Corrections**

Please attach a Budget Narrative to this document

<b>PERSONNEL SECTION</b>		
1A	ADMIN PERSONNEL CATEGORY	
	Salary	0.00
	Benefits	0.00
1B	NON-ADMIN PERSONNEL CATEGORY	
	Salary	116,611.04
	Benefits	49,289.58
<b>TOTAL PERSONNEL</b>		<b>165,900.62</b>
<b>AGENCY OPERATIONS SECTION</b>		
2A	TRAVEL CATEGORY	1,000.00
2B	TRAINING CATEGORY	1,000.00
2C	COMMUNICATIONS CATEGORY	2,000.00
2D	EQUIPMENT CATEGORY	2,000.00
2E	SUPPLIES/COMMODITIES CATEGORY	1,000.00
2F	FACILITY CATEGORY	500.00
2G	CONTRACTUAL CATEGORY	1,000.00
<b>TOTAL AGENCY OPERATIONS</b>		<b>8,500.00</b>
3A	CONTRACTS/CLIENT SERVICES CATEGORY	
<b>TOTAL CONTRACTS/CLIENT SERVICES</b>		<b>7,051.60</b>
<b>TOTAL CARRYOVER REIMBURSEMENT BUDGET</b>		<b>181,452.22</b>



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### Adult Comprehensive Plan Grant Program Goals

**Goal 1:** Achieve or maintain a success rate of 75% or higher; or improve last fiscal year's rate by at least 3%.

**Objective 1:** At least 75% of terminated clients will not be sentenced to prison.

The year-end success rate was 78.7% with 177 successful completions and 48 people revoked to prison.

**Objective 2:** Implement an electronic appointment reminder system for clients.

We began work on this project late in FY'22 and completed most of its implementation early in FY'23. We are using Uptrust, a system originally designed for public defenders to be able to keep defendants advised of court dates and reduce failure to appear warrants. Uptrust is being used by all officers and proving to be very helpful. A primary benefit is the increased communication between officers and people on supervision. We believe the appointment reminders are also reducing missed appointments. We are currently not able to put data to this assumption due to problems with the KDOC data management system, Athena. Prior to Athena, the previous system was able to produce reports on the number of missed and attended appointments, but we are currently unable to collect this data.

**Goal 2:** Improve Agency Culture

**Objective 1:** Develop values and a vision statement for the agency.

Our plan included working with all officers and supervisors to develop the values and vision statement. Some discussion of this took place in the first quarter among the supervisory staff. There was a focus on the High-Performance Organization training several of us had completed and how this impacted the development of the statements. During the second quarter our focus turned towards training refreshers for staff and preparation for a KDOC program review. The program review consumed much of the time for staff meetings in the second and third quarters of the year. Overall, training staff on other topics to improve their skills took priority over this goal and the goal was not accomplished this fiscal year.



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### **Goal 3: Improve Agency Efficiency**

#### **Objective 1: Move towards going paperless.**

We really started working on this goal in the second half of FY'22 which gave us a head start. While technical aspects of the goal were a focus, so was the overall way officers do business. The traditional way paper files were used was likely the largest hurdle to be overcome. This idea and the vision of moving to being fully paperless and using laptop computers to testify in court was shared with staff. Staff who are less skilled in the use of technology found this quite daunting. We had a couple officers pilot the use of signature pads and by the end of the second quarter all officers were using them. A great deal of progress was made in transitioning from printing or copying documents to saving them electronically. The courts have started allowing our officers to file documents electronically which has been very beneficial. We have also fully moved to saving closed files electronically rather than in paper form. There was much progress made in this objective and work will continue as we improve and become more efficient in this area.

## Juvenile Policy Updates

### Policy 1.02

The following job description requirements were added:

- A. Three years of staff supervision and related administrative experience and two years of experience working with youth and families.
- B. Demonstrated administrative ability and leadership.
- C. Be 21 years of age or older.
- D. Be qualified to access any Kansas Criminal Justice Information System Data.
- E. Not be registered on the Kansas adult or child abuse registry.
- F. Possess a valid driver's license.

### Policy 1.03

Job description qualifications were added to the policy. These were already included in the County job descriptions but were added to policy.

### Policy 2.03

The requirement of a valid driver's license was added to policy.

### Policy 3.01

The following topics were added to the list of orientation topics:

- Courtroom protocol (providing testimony, appearance, addressing the court, ect.)
- Confidentiality of juvenile records
- Staff workplace and field safety and security issues
- Recognition, signs, and symptoms of child abuse and suicide
- Conflict resolutions and de-escalation techniques
- Universal precautions (hazardous materials, exposure to bodily fluids and contaminants, urine analysis procedures, ect.)
- Mandated reporting
- Sexual harassment
- Community resources
- Evidence-based approaches





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## Policy 6.22

Documentation of searches and contraband was added. The requirement of physical searches being done by law enforcement was added to the policy. Staff will only do physical searches if directed and observed by law enforcement.