

7th Judicial District Department of Correctional Services

ANNUAL REPORT

Fiscal Year 2004

July 1, 2003- June 30, 2004

This Annual Report is prepared pursuant to Section 905.4 of the Code of Iowa. The report includes an overview of fiscal year 2004, proceedings of the Board of Directors, fiscal statements, and statistics illustrative of the Department's general workload and case activities.

Additional information about the Department of Correctional Services may be obtained by contacting:

James Lee Wayne, District Director
Department of Correctional Services
605 Main St.
Davenport, Iowa
563-322-7986

Also available for review is the Department's Budget and related information.

LEWIS TODTZ
Chairman
Board of Directors

JAMES LEE WAYNE
District Director

ANNUAL REPORT

FISCAL YEAR 2004

TABLE OF CONTENTS

Highlights and Major Events in Fiscal Year 2005	1
Key Statistical Information.....	2
Summary of Meetings of the Board of Directors	6
2003 - 2004 Board of Directors.....	8
Table of Organization.....	9
Financial Reports.....	10
Balance Sheet	10
Comparison of Actual Revenues and Expenditures to Budget	11
Comparative Statement of Revenues and Expenditures.....	13

Highlights and Major Events in Fiscal Year 2005

Community Resource Center Building Concerns

During the 2004 session of the Iowa Legislature funding was approved for relocation or repairs related to the CRC building which houses the Department's Work Release Center and field and administrative offices. The appropriations legislation completed near the end of the session and signed later by the Governor provides funding for the relocation work as follows: for FY05 - \$3 million and for FY06 and FY07 - \$3.75 million each fiscal year.

The Department will begin again the process of locating a site for relocation. The site that was selected and was the basis for the funding request is no longer available for our use. A key consideration will be location since that affects accessibility by offenders and operational costs in many different ways.

Offenders in Prison

Since October of 2000 the number of offenders in Iowa Prisons committed from the Seventh Judicial District has decreased. In October 2000 there were 1081 offenders in prison from the 7th Judicial District and that number decreased to as low as 1011, rose to 1064 on July 1, 2003, and has decreased again to 1,058 as of July 1, 2004. Over approximately a four year time period the number of persons in prison from this District has decreased by 2.13% and over the same timeframe the entire prison population has increased by 9.68%. Although there are many factors that contribute to and affect this issue, it is indicative of the effort in this District to make wise use of the resources for incarceration and utilize alternatives whenever possible.

Drug Court

The Drug Court program experienced the first graduates from the program. Offenders in the drug court program are provided supervision and services as an alternative to prison commitment. Most offenders in the program would likely have been sent to prison if not allowed to participate in the Drug Court program. It takes each offender approximately 18 months to complete the program successfully. Unfortunately many do not succeed but are provided many opportunities for success.

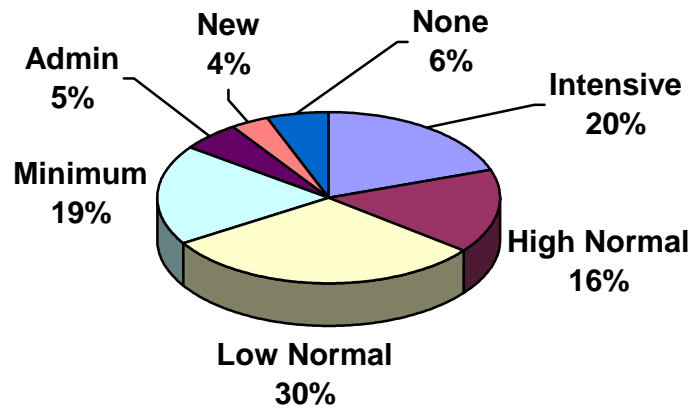
Budget Shortfalls and Staff Shortage

Budget shortfall due to reduced state support and funding has resulted in significant staff reductions for the Department. The Department has had to reduce staffing levels by over 10% since the start of FY 2001. At the same time as the reductions, the expectations of the Department have increased both by workload, services provided, and expected performance level. Staffing has been reduced in almost all areas and programs of the Department with residential and administration suffering significant reductions. The class of position which has been affected the most is the Secretary positions with almost 50% reduction in positions. Layoffs have been avoided by elimination of positions that have been vacated by normal attrition.

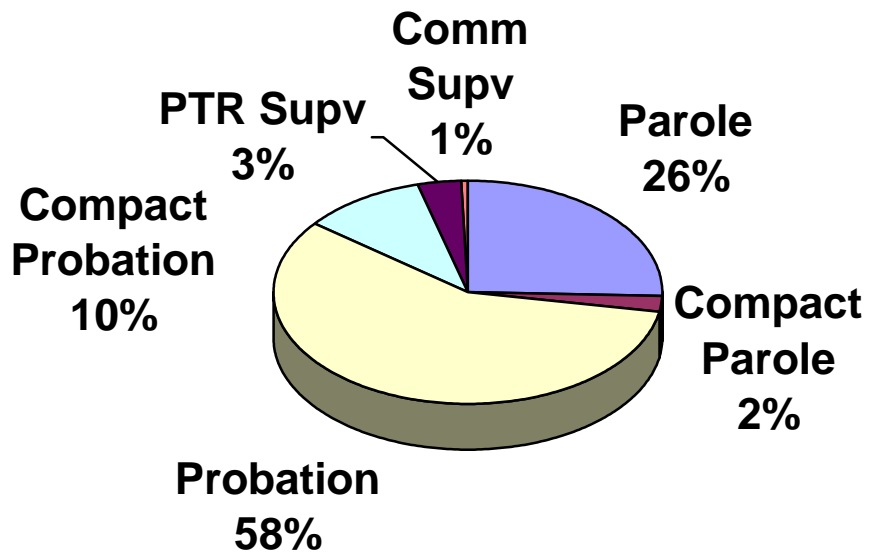
Key Statistical Information

The following information was obtained from the Criminal Justice Data Warehouse and ICON (Iowa Corrections Offender Network – offender database system used by District Departments and the Department of Corrections).

- **Restitution Collection:** Restitution information is not available for this fiscal year at this time. This Department discontinued collection of that information with plans for that data to be provided from the Data Warehouse with the use of Iowa Court Information System and ICON data.
- **Pretrial Release Investigations:** The Department completed 4,839 investigations of the 17,263 that were completed statewide. This represents an increase of almost 700 for this district and a smaller increase for the entire state. This Department completed 28% of the pretrial investigations conducted last year.
- **Presentence Investigations:** 907 investigations were completed by 7th District Department staff of the total 8,659 completed statewide. Investigations completed in this District were 8 less than the prior fiscal year but statewide the decrease was over 1,000. This District completed 10.5% of the investigations conducted in Iowa in FY04.
- **Enrollment Fees** for probation and parole supervision were collected from offenders in the amount of \$205,135 (increase of \$10,216 or 5%) that offsets the public expense to supervise offenders.
- **Assessment and Reassessments:** 1,851 LSI assessment and reassessments were completed. The LSI (Level of Services Inventory) is an assessment tool used by Department staff to assess and classify offenders for the purposes of case planning and risk management. The higher score represent a higher risk and need for supervision and services. 521 Jessness assessments were completed. Jessness Inventory is another assessment tool used as part of case planning and supervision. 3,532 Iowa Risk Assessments and Reassessments were completed. The Iowa Risk Assessment is used to determine the appropriate level of supervision and for workload and staffing purposes.
- **Field Supervision Offenders:** 1,778 offenders were on active field supervision on pretrial, probation, or parole supervision as of June 30, 2004. This is an increase of 97 and represents a 6% increase in the past fiscal year and represents a continuing trend of increased workload. Statewide there were 27,696 offenders under supervision. The level of supervision classification of offenders is shown graphically in the following chart. The Department provides a different level of supervision to different offenders based upon the risk of that offender. The “None” level represents offenders under supervised Pretrial Release who are not classified with the same system as probation and parole offenders.

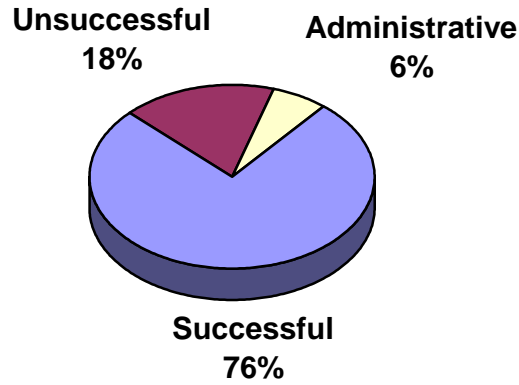


The supervision status of the offenders under supervision at the end of the fiscal year is shown below. Compact supervision is supervision transferred from another state to Iowa.

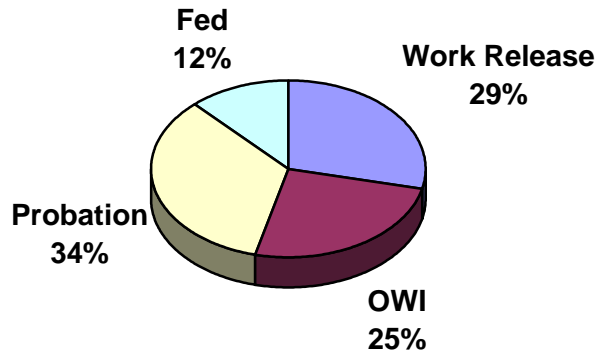


Fiscal Year 2004 Annual Report

The following chart represents the reason for closure for field supervision closures during FY04. Successful includes discharge from supervision, unsuccessful includes revocations due to technical violations or new crimes, and administrative includes amended charges, special court orders, and death.

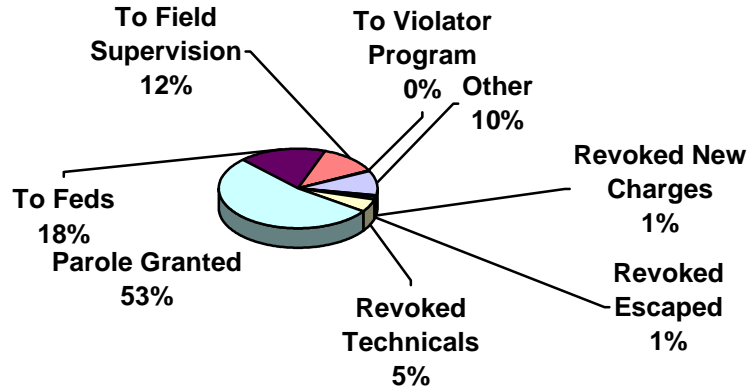


- **Residential Supervision:** 143 offenders were residents of either the Work Release Center or Residential Corrections Facility as of June 30, 2004. The two facilities have a combined capacity of 145. Statewide there were 1,459 residing in residential programs and the 7th District total represents 10% of the statewide total. The program breakdown of the 143 residents were: 41 on Work Release, 36 were in the OWI program, 49 as a condition of probation, and 17 were offenders placed by the Federal Bureau of Prisons.



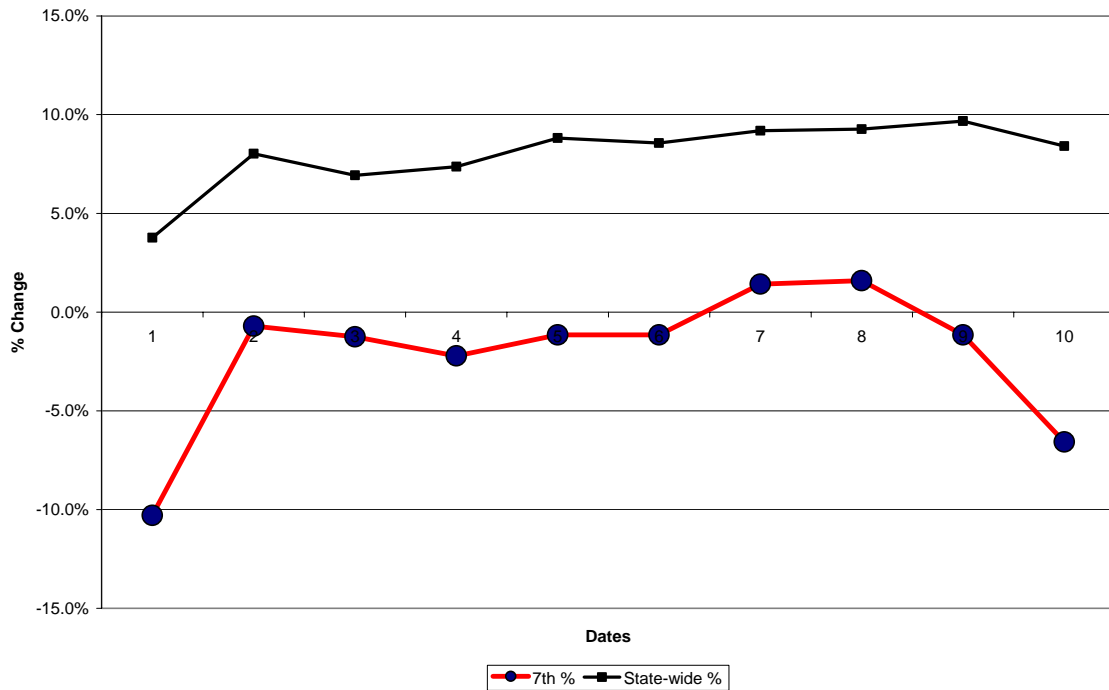
Fiscal Year 2004 Annual Report

The following graph represents the reasons for the 309 residential closures that occurred in FY04.



- **Commitments to Prison:** The following chart shows offenders in an Iowa prison from the 7th Judicial District and the total prison population over the same time period. While the state prison population has increased, the number of offenders in prison from this judicial district has decreased..

Percent Change in Prison Population from October 2000



Summary of Meetings of the Board of Directors

The Department's Board of Directors meets monthly on the morning of the second Friday of each month except when meetings are rescheduled or cancelled as approved by the Board or Board Chairperson. This is a brief summary of key items considered and significant actions taken at each meeting.

July 2003

- ❖ Approved Fiscal Year 2004 Budget
- ❖ Approved Contracts for Services for FY 2004

August 2003

- ❖ Reviewed first draft of Fiscal Year 2005 Budget Request
- ❖ Approved contract with DOC for FY2004

September 2003

- ❖ Adopted resolutions honoring Dave Maehr and Otto Ewoldt for years of service on the Department's Board of Directors

October 2003

- ❖ Discussed status of Department request for funding relocation of the Work Release and Field Offices with Department of Corrections Director Gary Maynard
- ❖ Director Maynard reviewed the "Charter" agency status with Board members
- ❖ Began complete review of all Department Policies and Procedures which will be completed by review of a part of the Policies and Procedures manual at each meeting until the entire manual has been reviewed
- ❖ Approved 3 year renewal of office in Muscatine for Department field offices

November 2003

- ❖ Approved FY2003 Annual Report
- ❖ Approved FY2005 Budget Request
- ❖ Approved contract with Scott County for community service program.
- ❖ Approved the performance evaluation of Director Jim Wayne and a pay increase for him

December 2003

- ❖ Discussed State of Iowa budget status
- ❖ Received a certificate of accreditation from the Department of Corrections
- ❖ After adjournment, Board Members attended the Christmas Luncheon sponsored by the Employee Goodwill Fund.

January 2004

- ❖ Elected officers and executive committee for 2004
- ❖ Approved budget amendment for FY2004 budget
- ❖ Presentation by Probation and Parole Officers Renee Behr and Bill Miller on the CALM program which they provide.

February 2004

- ❖ Discussed Governor's budget recommendations including recommendation for funding facility relocation
- ❖ Approved Policy revisions regarding Department public information and cost to be charged when reproduction is requested by the public
- ❖ Approved letter to Representative Jim VanFossen requesting his support for legislation which would extend the timeframe for expenditure of already appropriated funding for rent for current facility

Fiscal Year 2004 Annual Report

March 2004

- ❖ Discussed budget and legislative issues
- ❖ Approved application for continuation of Drug Court program grant
- ❖ Discussed current Board member vacancy

April 2004

- ❖ Approved Policies and Procedures for new Work Release Center Transition Phase
- ❖ Discussed Legislative and Appropriation Issues
- ❖ Presentation by Drug Court Probation and Parole Officers on pupilometer to test offenders for possible drug usage

May 2004

- ❖ Reviewed legislation that had been passed by the recent session of the Iowa Legislature
- ❖ Discussed passed legislation providing funding for relocation of Davenport Work Release Center and Department offices
- ❖ Approved payment of travel and registration costs from Drug Court grant for Judge Smith and Probation and Parole Officer Mike Fitzsimmons to attend National Drug Court Conference in June in Milwaukee.

June 2004

- ❖ Considered contracts for services for Fiscal Year 2005 and approved contracts
- ❖ Discussed approved funding for facility relocation and potential sites
- ❖ Adopted and approved a new mission statement for the Department of “Protect the Public, the employees, and the offenders” which has been adopted as the new mission statement for the Iowa Department of Corrections by new Director Maynard.

In addition to the above stated items, the Board at all meetings, reviewed and took action when appropriate on items related to the workers compensation claims against the State of Iowa, lawsuits filed against building owner, Community Resources Corporation and the cross claim against the State of Iowa, and other relevant issues related to the indoor air quality at the 605 Main Street building, remedial actions, and relocation of those operations.

Monthly Reoccurring Actions

- ❖ Review and approve monthly fiscal reports
- ❖ Approval of minutes from previous meeting and set next meeting date
- ❖ Approval of District Director’s expense claim when needed
- ❖ Receive reports and other information for information purposes and future consideration

2003 - 2004 Board of Directors

Lewis Todtz, Board Chairman

Supervisor from Clinton County

John Oberhaus, Vice-Chairman

Supervisor from Muscatine County

LeRoy Moeller

Supervisor from Cedar County

Greg Adamson

Supervisor from Scott County

Jan Jackson

Judicial Appointee

Bob Petersen

Citizen Board Appointee

Esther Dean

Citizen Board Appointee

Kathy Laird

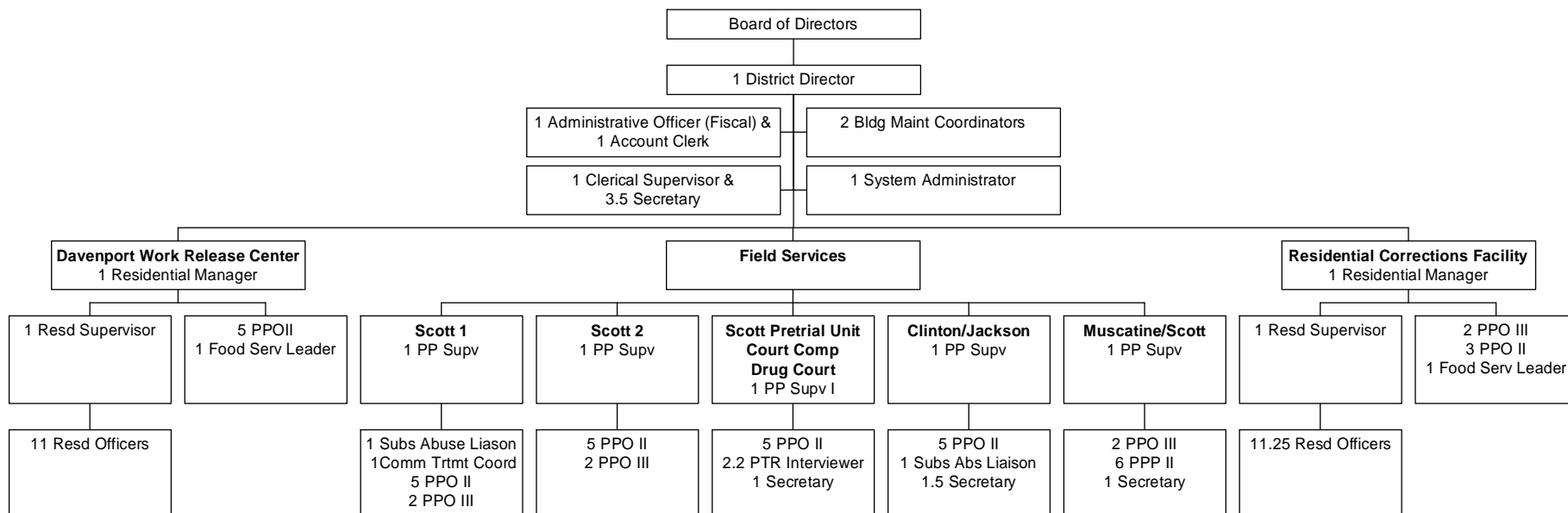
Judicial Appointee

J.C. Engel

Supervisor from Jackson County

Table of Organization

Seventh Judicial District Department of Correctional Services Table of Organization July 2004



Financial Reports

SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

Balance Sheet

June 30, 2004

ACCOUNT GROUPS

	GENERAL FUND	GENERAL FIXED ASSETS	GENERAL LONGTERM OBLIGATIONS
ASSETS			
Cash and Investments	178,628	0	0
Accounts Receivable	112,528	0	0
Prepaid Expense	0	0	0
Fixed Assets	0	1,349,053	0
Amount to be provided for retirement of long-term obligations	0	0	744,841
TOTAL ASSETS	<u>291,156</u>	<u>1,349,053</u>	<u>744,841</u>
LIABILITIES			
Accrued Payroll	196,931	0	0
Accounts Payable	67,366	0	0
Due to State Treasurer	44	0	0
Compensated Absences	0	0	744,841
Obligations Under Capital Lease Agreements	0	0	0
TOTAL LIABILITIES	<u>264,341</u>	<u>0</u>	<u>744,841</u>
FUND EQUITY			
Investment in Fixed Assets	0	1,349,053	0
Unreserved Fund Balance	26,815	0	0
TOTAL FUND EQUITY	<u>26,815</u>	<u>1,349,053</u>	<u>0</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>291,156</u>	<u>1,349,053</u>	<u>744,841</u>

SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
Comparison of Actual Revenues and Expenditures to Budget
For Year Ended June 30, 2004

<u>REVENUES BY SOURCE</u>	ACTUAL	BUDGET
State POS	5,536,221	5,536,221
Intrastate Transfer	132,000	132,000
Interest	5,640	20,010
Residential Client Fees	300,782	284,700
Work Release Client Fees	104,532	122,611
Federal Client Fees	507,890	458,736
OWI Client Fees	174,660	166,440
County Support	139,486	139,486
Enrollment Fees	205,135	219,848
Federal Pass Thru	124,520	126,178
Batterers Education Program Fees	63,561	66,130
Miscellaneous Income	19,284	14,580
Total Revenues	7,313,711	7,286,940

<u>EXPENDITURES BY SOURCE</u>	ACTUAL	BUDGET
State POS	5,536,133	5,536,221
Interest	5,640	20,010
Residential Client Fees	299,944	284,700
Work Release Client Fees	104,532	122,611
Federal Client Fees	492,120	458,736
OWI Client Fees	170,679	166,440
County Support	139,486	139,486
Enrollment Fees	205,135	219,848
Federal Pass Thru	124,520	126,178
Batterers Education Program Fees	63,561	66,130
Miscellaneous Income	13,102	14,580
Intrastate Transfer	132,000	132,000
FY03 Carry Forward Funds	0	0
Total Expenditures	7,286,852	7,286,940

SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES CORRECTIONAL SERVICES
YTD EXPENDITURE REPORT JUNE 30, 2004

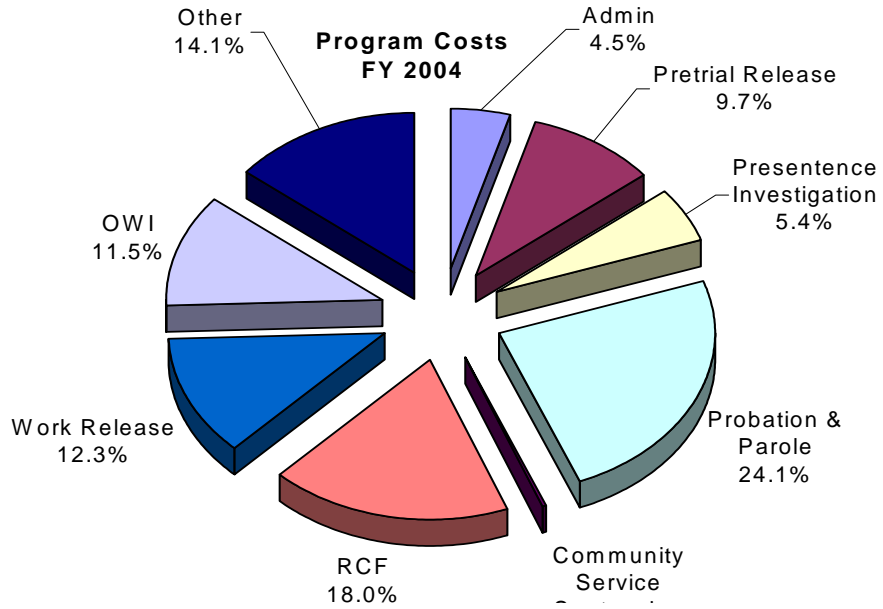
	1110	1120	1130	1140	1150	1160	1170	1180	1200	1210	1220	1260	1270	1310	
Account Class/Program	Admin	PTR	PSI	PA/PB	CSS	RES	WR	OWI	TASC	DRUG COURT	VIOL	SO	BEP	ISP	TOTAL
101 Personnel Services	307,384	652,621	323,021	1,615,940	0	1,070,498	670,585	598,866	193,089	162,615	144,662	147,134	89,170	150,960	6,126,545
202 Personal Travel	1,214	977	3,295	4,060	0	3,355	2,359	1,623	3,868	1,589	2,283	370	357	464	25,814
203 Vehicle Operation	0	0	0	0	0	23,253	13,975	7,663	0	0	0	0	0	6,315	51,206
301 Office Supplies	3,146	9,189	4,992	11,936	0	7,657	6,501	3,941	875	0	871	142	172	1,765	51,187
302 Bldg Maint Supplies	0	597	792	2,316	0	3,502	5,601	3,237	0	0	0	0	0	14	16,059
304 Prof & Sci Supplies	0	3,421	0	13,795	0	2,165	1,202	2,991	4,000	1,500	1,600	0	0	1,500	32,174
306 Housing & Subsist Supp	0	0	0	0	0	8,055	12,165	8,130	0	0	0	0	0	0	28,350
308 Other Supplies	0	0	0	0	0	4,095	565	469	0	0	0	0	0	0	5,129
311 Food	0	0	0	0	0	88,073	72,592	47,164	0	0	0	0	0	0	207,829
401 Communications	1,022	3,327	2,620	7,465	0	6,229	1,767	1,170	500	0	0	0	0	959	25,059
402 Rentals	6,674	12,386	35,920	52,386	0	4,195	50,058	34,696	2,000	0	0	0	0	728	199,043
403 Utilities	5,709	3,861	5,248	17,818	0	34,343	28,066	20,788	1,000	0	0	0	0	114	116,947
405 Prof & Sci Services	0	0	660	950	22,566	388	16,593	96,351	0	0	0	19,140	65,165	0	221,813
406 Outside Services	0	879	1,097	3,287	0	4,822	6,185	4,598	1,000	0	0	0	0	20	21,888
407 Intrastate Transfer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
409 Outside Repairs & Services	0	0	0	0	0	1,440	2,282	1,612	0	0	0	0	0	0	5,334
414 Reimburse Other Agencies	0	51	0	153	0	192	38	90	0	0	0	55	118	60	757
416 ITS Reimbursements	1,235	18,933	8,119	21,826	0	6,257	4,167	4,446	2,842	0	0	0	795	1,852	70,472
417 Workers Compensation	300	970	1,732	5,194	1,104	2,275	1,200	1,000	350	250	200	200	150	200	15,125
501 Equipment	0	0	0	0	0	17,215	0	0	7,106	1,344	0	0	0	0	25,665
503 Equip: Non-inventory	0	0	0	184	0	4,667	0	0	727	0	0	0	0	0	5,578
504 Data Processing Inventory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
505 Data Processing Non-Inventory	3,291	168	7,939	107	0	5,684	0	0	0	1,189	955	0	0	0	19,333
602 Other Exp & Obligations	0	0	0	0	0	15,467	78	0	0	0	0	0	0	0	15,545
604 Securities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
901 Capitals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	329,975	707,380	395,435	1,757,417	23,670	1,313,827	895,979	838,835	217,357	168,487	150,571	167,041	155,927	164,951	7,286,852

SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

Comparative Statement of Revenues and Expenditures

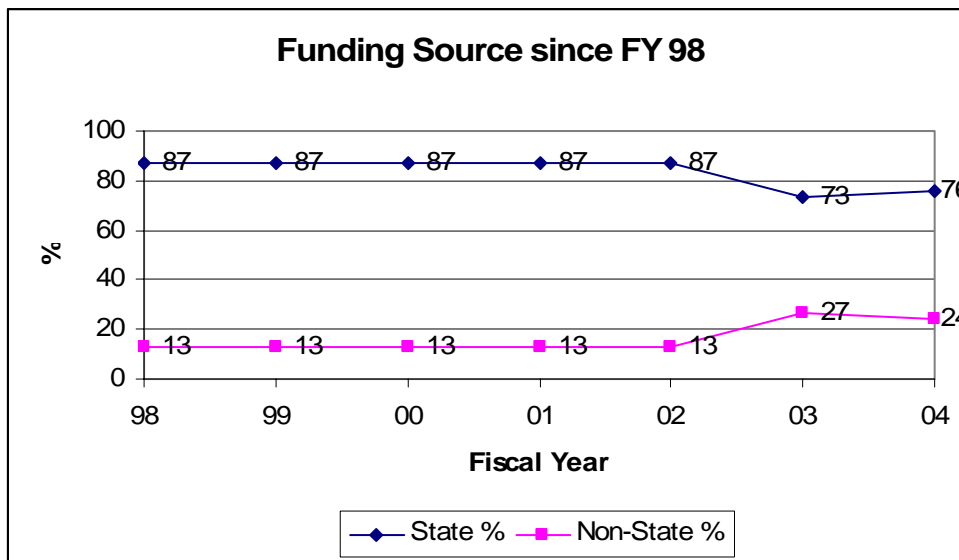
For Year Ended June 30, 2004

	2004	2003	2002
General Fund Balance Beginning of Year	0	164,188	162,037
Revenues by Source:			
State Purchase of Service	5,536,221	5,061,406	5,159,647
Intrastate Transfer	132,000	99,000	124,268
Interest	5,640	12,246	37,686
Client Fees	579,974	551,856	529,353
County Support	139,486	152,728	123,881
Enrollment Fees	205,135	194,919	183,013
Batterer Education Program Fees	63,561	67,030	66,386
Federal Work Release Contract	507,890	439,667	450,436
Drug Court Program Grant	124,520	105,476	0
RCF Transition Phase Program	0	0	42,905
Miscellaneous Income	19,284	41,101	14,472
Total Revenues	7,313,711	6,725,429	6,732,047
Expenditures by Program:			
Administration	329,975	301,779	354,731
Pretrial Release	707,380	656,733	567,627
Pre-Sentence Investigation	395,435	406,546	391,305
Parole & Probation	1,757,417	1,602,874	1,555,360
Community Service Sentencing	23,670	45,394	52,589
Residential Corrections	1,313,827	1,284,906	1,320,259
Work Release	895,979	862,047	837,621
OWI	838,835	828,505	760,933
TASC	217,357	154,710	167,743
Drug Court	168,487	141,246	0
Violator	150,571	137,270	128,968
Sex Offender	167,041	163,960	147,354
Batterers Education	155,927	148,758	138,245
Intensive Supervision	164,951	151,077	142,150
Total Expenditures	7,286,852	6,885,805	6,564,885
Other Uses of Funds			
Reversion to State	44	3,812	165,011
General Fund Balance End of Year	0	0	164,188



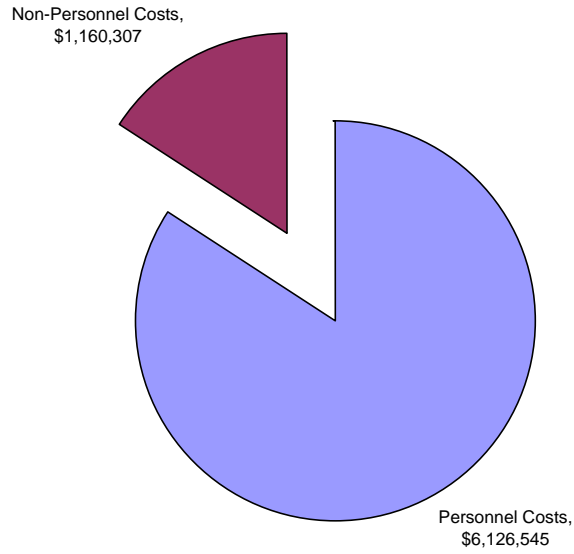
The above chart shows the percentages of expenditures by cost allocation program that the Department utilizes.

The chart below indicates the change over the last 7 fiscal years in the relationship of state funding and non-state funding. Other sources of funds include grants, resident rent, offender enrollment fees, program fees, and miscellaneous.

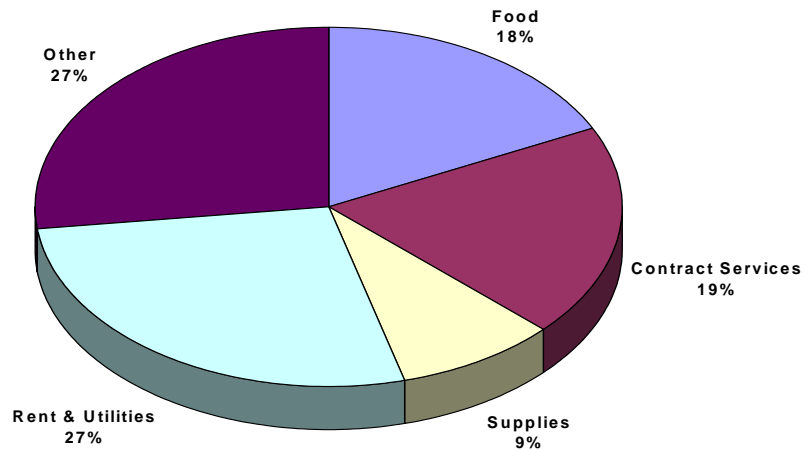


This charts below shows the percentage of costs comparison with personnel expenses (salary and benefits) versus non-personnel expenses and the major categories of non-personnel expenses.

Comparison of Personnel to Non-Personnel Expenses

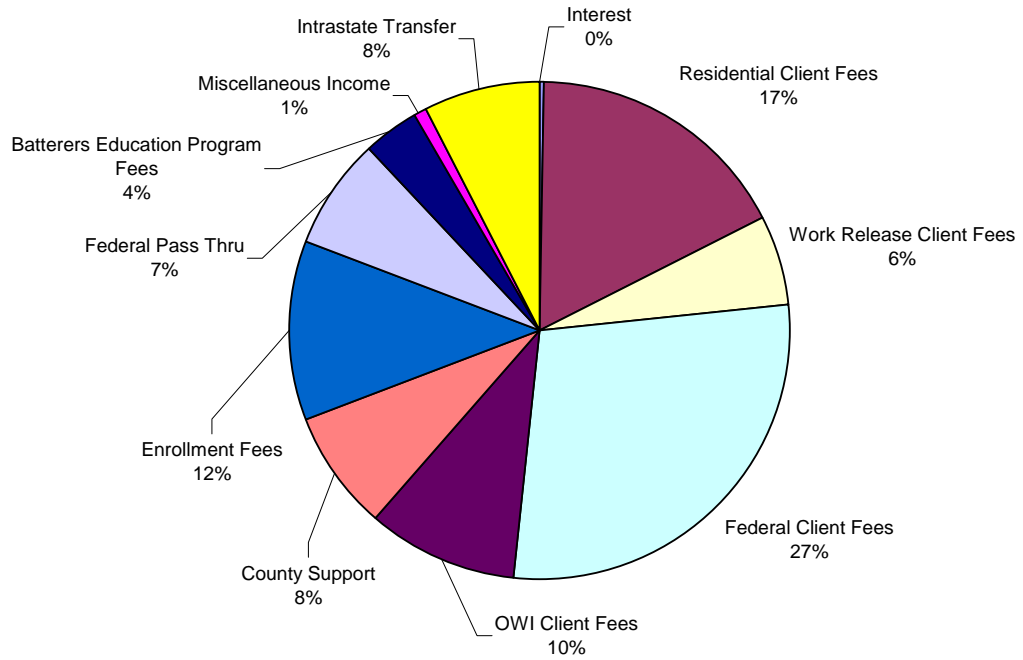


Non-Personnel Cost by Type FY 2004



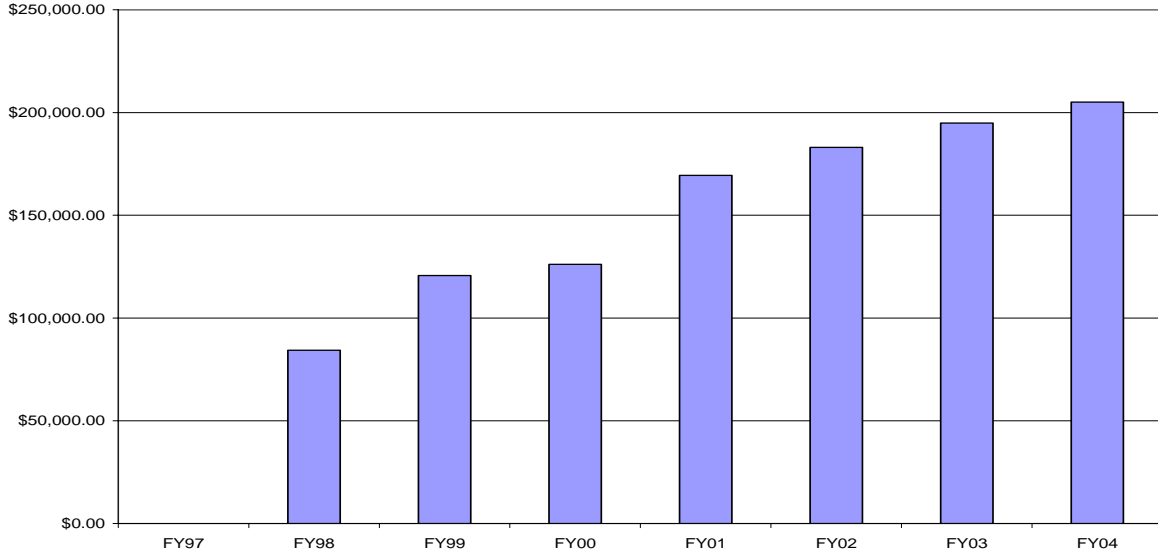
This chart below indicates the source of non-state appropriated funds expended by the Department in Fiscal Year 2004. As shown, the majority of the non-state funds are funds collected from offenders.

FY2004 Non-State Funds Expenditure by Source



The chart below shows the significant increase in enrollment fees paid by offenders placed on probation or parole since the fees was established by state law effective in FY98. The amount of the fee was also increased during that timeframe. Department employees make a concerted effort to collect enrollment fees since they are a significant factor in funding the Department's operations as state funding has been limited in the last few years.

Enrollment Fee Income FY1997 - FY2004



The chart below shows the significant increase in rent paid by residents and paid by the Federal Bureau of Prisons for residential services for federal offenders. This represents the increasing cost of operations paid for by the residents and the increased income from the BOP which reduces beds available for state corrections system offenders.

Resident Rent and Federal Contract Income FY96 - FY04

