

**7th Judicial District Department of Correctional Services**

# **ANNUAL REPORT**

**Fiscal Year 2007**

**July 1, 2006- June 30, 2007**

This Annual Report is prepared pursuant to Section 905.4 of the Code of Iowa. The report includes an overview of fiscal year 2007, 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

The Department's Budget and related information is also available for review.

**Esther Dean**  
**Chair**  
**Board of Directors**

**James Lee Wayne**  
**District Director**

# **ANNUAL REPORT**

**FISCAL YEAR 2007**

## **TABLE OF CONTENTS**

<b>Highlights and Major Events in Fiscal Year 2007</b>	<b>1</b>
<b>Key Statistical Information</b>	<b>3</b>
<b>Summary of Meetings of the Board of Directors</b>	<b>8</b>
<b>2006 - 2007 Board of Directors</b>	<b>10</b>
<b>Table of Organization</b>	<b>11</b>
<b>Financial Reports</b>	<b>12</b>

## Highlights and Major Events in Fiscal Year 2007

### Relocation of the Davenport Work Release Center and Field Offices

The Department decided on a site for relocation to the former “Sears” store location at the west end of downtown Davenport. That site was near a site the Department had pursued, but was unable to purchase sufficient parcels to obtain that site. Considerable neighborhood and public opposition arose to that site and in November 2006, the Board of Directors decided to discontinue development of that site. The leased site at 605 Main Street the Department has used since 1987 was purchased from the Community Resource Corporation. In February 2007, the Board decided to pursue the existing site for development and started the planning process and acquisition of the adjoining parking lot. As of the end of the fiscal year, a purchase agreement for the parking lot had been finalized and work was proceeding to obtain the necessary special use permit to expand at our current 605 Main Street location. The drawing below shows the planned new building looking northwest from the corner of 6<sup>th</sup> and Main Streets.



  
LARRISON & ASSOCIATES  
architects

  
DEPARTMENT OF CORRECTIONAL SERVICES  
SEVENTH JUDICIAL DISTRICT

### Re-entry Program

State appropriated funding was provided for the addition of a Re-Entry Coordinator for each Judicial District Department and 3 of the correctional institutions. The position was filled by the selection of Angie Morris who was a counselor at the Work Release Center. The intent of the program is to improve the re-entry planning for offenders being released from prison and to accelerate the release process once parole or work release is approved.

## Fiscal Year 2007 Annual Report

The program development has been slower than desired due to the delay in hiring for institutional re-entry coordinators. This has provided the opportunity to develop new ideas at the local level. The Department is participating in a bi-state re-entry consortium which is sponsoring a resource fair for offenders in both Iowa and Illinois.

### **Electronic GPS Monitoring of Sex Offenders**

With increased funding and staffing, the electronic monitoring of sex offenders has increased to include active Global Position System monitoring. All sex offenders with victims that were minors are monitored via this system. Two probation and parole officers were selected to implement and manage that program for the entire District; they are responsible for installation and hookup for all applicable offenders and respond to any violation that the system reports. They also review the movements of the offenders periodically.

### **Offenders in Prison**

Since October of 2000, the number of offenders in Iowa Prisons committed from the Seventh Judicial District has increased by 2.31%. In October 2000, there were 1127 offenders in prison from the 7<sup>th</sup> Judicial District and that number decreased to as low as 1011, rose to 1064 on July 1, 2003, decreased again to 1,058 as of July 1, 2004, decreased further to 1033 in June 2004 and as of July 1, 2007, had risen to 1,153. Over approximately a seven year time period the number of persons in prison from this District has increased by only 2.31%; but over the same timeframe, the entire prison population has increased by 12.16%. 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.

### **Salary Adjustment**

The Department usually receives state funding from two appropriations: one operational appropriation to this Department and one as a share of an appropriation for salary adjustment, which is then allocated by the Department of Management. The salary adjustment appropriation allocation is usually less than the real cost of personnel cost increases required by collective bargaining contracts. The impact being a budget reduction since the costs increase whether funded or not, so other areas are reduced to balance the budget. FY2007 was hopefully the first of many years where the salary adjustment was equal with the projected increases.

## Key Statistical Information

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

- **Pretrial Release Investigations:** Conducted by this Department to provide information to the Court regarding a defendant and the appropriate conditions for release. The number of investigations varies due to several factors including the number of arrests. Over 90% of the investigations are conducted in Scott County due to the staffing level of the program in Scott County.

<b>FY 2003</b>	<b>4,165</b>
<b>FY 2004</b>	<b>4,839</b>
<b>FY 2005</b>	<b>4,627</b>
<b>FY 2006</b>	<b>4,567</b>
<b>FY 2007</b>	<b>4,184</b>

- **Presentence Investigations:** PSI's are prepared to provide information to the Court about the offender for the purpose of sentencing and to gather pertinent information for later use in corrections.

<b>FY 2003</b>	<b>915</b>
<b>FY 2004</b>	<b>907</b>
<b>FY 2005</b>	<b>950</b>
<b>FY 2006</b>	<b>960</b>
<b>FY 2007</b>	<b>985</b>

- **Enrollment Fees** are collected from offenders under probation and parole supervision to offset the public expense to supervise the offenders.

<b>FY 2003</b>	<b>\$194,919</b>
<b>FY 2004</b>	<b>\$205,135</b>
<b>FY 2005</b>	<b>\$202,150</b>
<b>FY 2006</b>	<b>\$182,705</b>
<b>FY 2007</b>	<b>\$216,526</b>

- **Assessments and Reassessments:** 1,763 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. 480 Jessness assessments were completed. Jessness Inventory is another assessment tool used as part of case planning and supervision. 3,555 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.

<b>LSI</b>	<b>FY2006</b>	<b>1, 763</b>
	<b>FY2007</b>	<b>1,858 Average Score 26.42</b>

Fiscal Year 2007 Annual Report

**Jessness      FY2006      480**  
**FY2007**

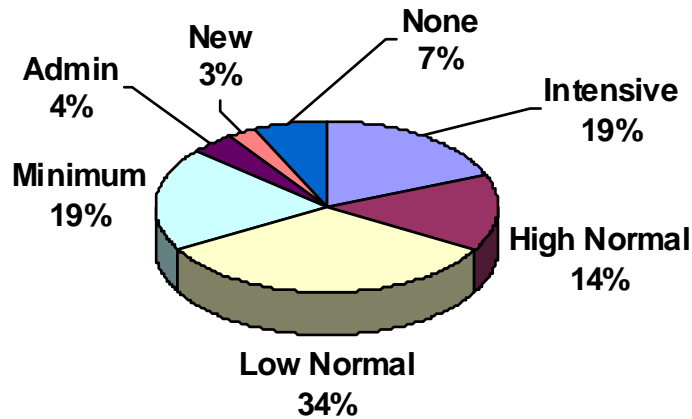
**Iowa Risk Assessments and Re-Assessments**

**FY2006      3,555**  
**FY2007      3,557**

- **Field Supervision Offenders:** 1,712 offenders were on active field supervision on pretrial, probation, or parole supervision as of June 30, 2007. This represents a slight increase. Statewide there were 28,174 offenders under supervision, which was a slight decrease.

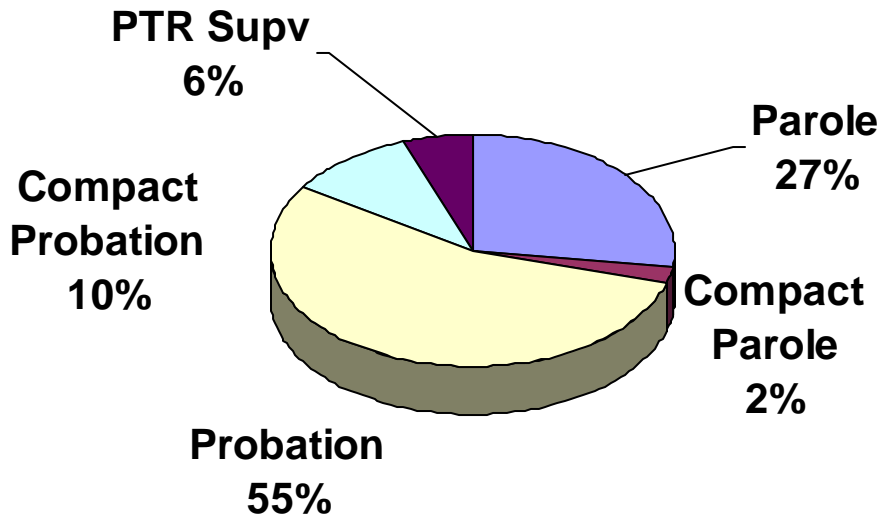
**FY 2003      1,681**  
**FY 2004      1,778**  
**FY 2005      1,728**  
**FY 2006      1,697**  
**FY 2007      1,712**

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.

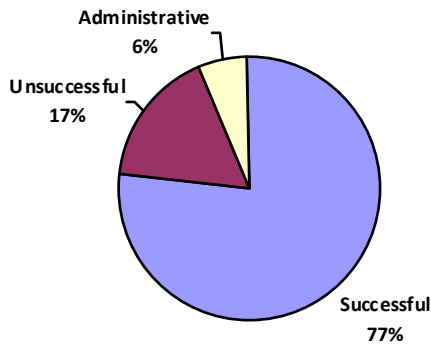


Fiscal Year 2007 Annual Report

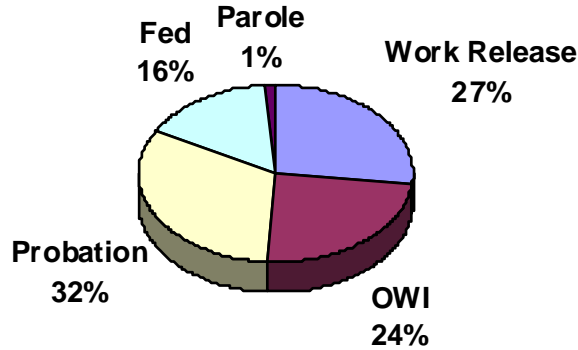
The supervision status of the offenders under supervision at the end of the fiscal year is shown below. Compact supervision is supervision transferred from another state to Iowa.



The following chart represents the reason for closure for field supervision closures during FY07. 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.

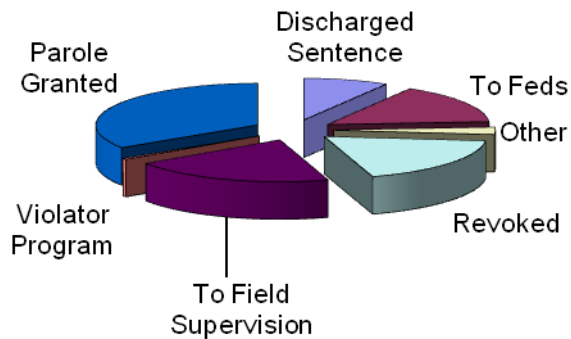


- **Residential Supervision:** 141 offenders were residents of either the Work Release Center or Residential Corrections Facility as of June 30, 2007. The two facilities have a combined capacity of 145. The program breakdown of the 141 residents were: 38 on Work Release, 34 were in the OWI program, 45 as a condition of probation, 2 as a condition of parole and 22 were offenders placed by the Federal Bureau of Prisons.



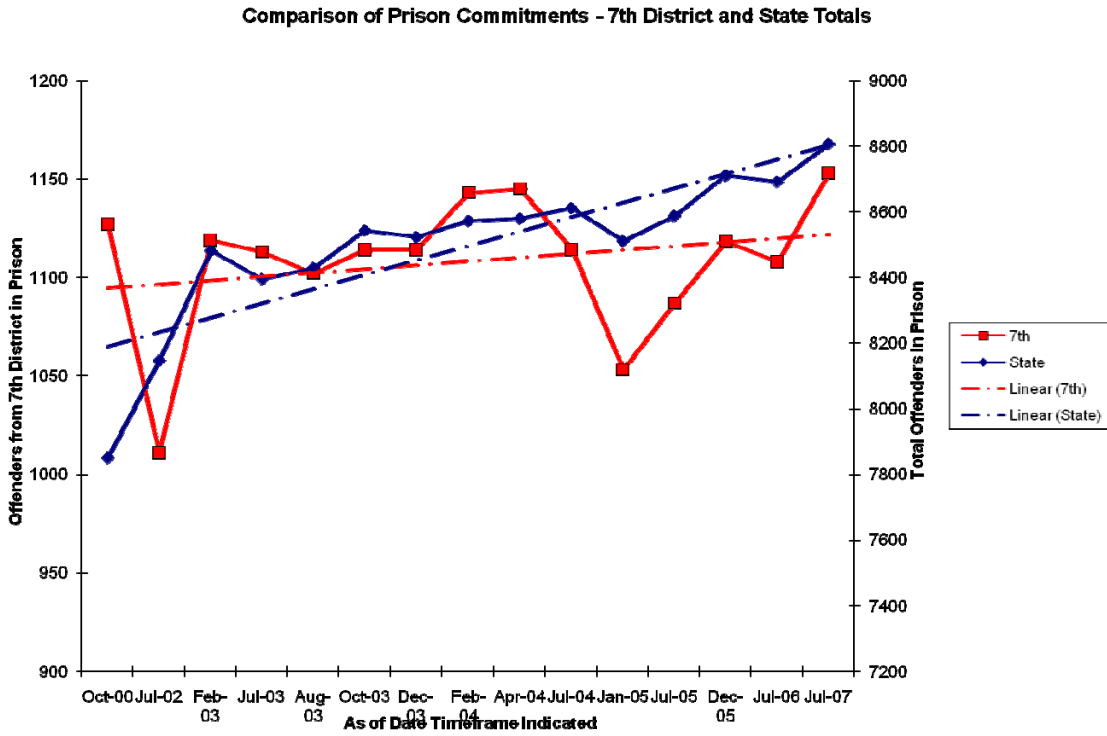
The following graph represents the reasons for the 470 residential closures that occurred in FY07.

**Residential Closures FY07**





- **Commitments to Prison:** The following chart shows offenders in an Iowa prison from the 7<sup>th</sup> Judicial District with the red line and the scale on the left hand side and the total prison population over the same time period with the blue line and the scale on the right vertical axis. The respective colored dot-dash line reflects the trend line developed from the data. Note that the blue line is on a steeper slope than the red line.



## 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 2006

- ❖ Recognized DOC Employee Award winner from the District
- ❖ Discussed site options and issues with DOC Director Maynard
- ❖ Approved service contracts for FY07
- ❖ Approved FY 2007 Budget
- ❖ Approved Salary Increase Plan of Non-contract staff for FY07

### August 2006

- ❖ Discussed relocation site issues and reply from Governor Vilsack regarding use of eminent domain
- ❖ Approved new Policies and Procedures on implementation of the requirements of the Prison Rape Elimination Act (PREA)
- ❖ Approved attendance at Federal Bureau of Prisons contractor's conference

### September 2006

- ❖ Approved purchase offers for the former Sears store property
- ❖ Received State Auditor's Report for fiscal year 2005

### October 2006

- ❖ Meeting cancelled

### November 2006

- ❖ Approved draft Annual Report for FY06
- ❖ Heard input from neighbors and others regarding the planned site at the former Sears store – Board approved termination of plans for that site

### December 2006

- ❖ Presentation by Department staff regarding the implementation of active GPS monitoring of sex offenders
- ❖ Completed District Director's Performance Evaluation
- ❖ Recognized Board members who were leaving the Board

### January 2007

- ❖ Elected officers and executive committee for 2007
- ❖ Discussed Legislative Issues
- ❖ Discussed relocation site options and approved negotiations for purchase of the adjoining Priester parking lot property
- ❖ Formed a Building Committee to work on site plans

### February 2007

- ❖ Discussed relocation sites and issues
- ❖ Discussed legislative issues

### March 2007

- ❖ Discussed status of offers for purchase of the Priester parking lot to create a site for new construction
- ❖ Reviewed a summary of approved change in the union contract with AFSCME
- ❖ Discussed legislative issues
- ❖ Watched a demonstration of the use of the GPS electronic monitoring system

## Fiscal Year 2007 Annual Report

### **April 2007**

- ❖ Received status report on pending relocation site property purchase offers
- ❖ Discussed potential legislation and appropriations
- ❖ Presentation on RCF operations from Residential Manager McCulloh

### **May 2007**

- ❖ Discussed status of offer to purchase property needed for new building plans and approved a higher counter offer limit
- ❖ Discussed the FY09 Budget Request and process

### **June 2007**

- ❖ Based upon approval of a purchase offer for purchase of the Priester Parking lot, the Board discussed the next steps to be taken
- ❖ Discussed status of passed legislation and appropriations
- ❖ Discussed FY08 Budget plans
- ❖ Approved non-contract pay increases for FY08

### **Monthly Reoccurring Actions**

- ❖ Review and approve monthly fiscal reports
- ❖ Review and approval of contracts and agreements when appropriate or required
- ❖ Approval of minutes from previous meeting and set next meeting date
- ❖ Approval of District Director's expense claim when needed
- ❖ Review and adopt budget requests, budgets and budget amendments
- ❖ Receive reports and other information for informational purposes and future consideration

## **2006 - 2007 Board of Directors**

---

---

**Esther Dean, Board Chairperson**

Supervisor from Muscatine County

**John Oberhaus, Board Chairperson**

Supervisor from Muscatine County to December 31, 2006

**Kathy Laird, Vice-Chairperson**

Judicial Appointee

**Greg Adamson**

Supervisor from Scott County to December 31, 2006  
Citizen Board Appointee from January 12, 2007

**Larry Minard**

Supervisor from Scott County from January 1, 2007

**LeRoy Moeller**

Supervisor from Cedar County

**Dennis Starling**

Supervisor from Clinton County from January 1, 2007

**Lewis Todtz**

Supervisor from Clinton County to December 31, 2006

**Elston Howard**

Judicial Appointee

**J.C. Engel**

Supervisor from Jackson County to December 31, 2006

**Steve Flynn**

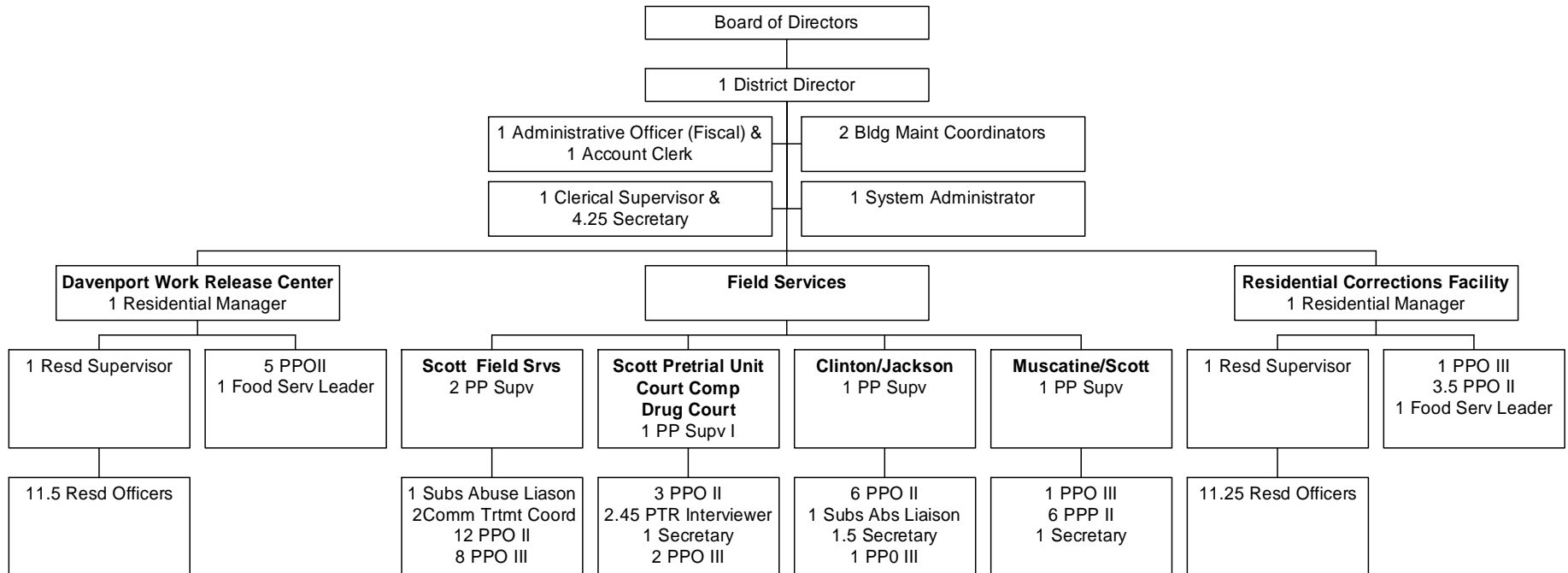
Supervisor from Jackson County from January 1, 2007

**Bob Petersen**

Citizen Board Appointee

# Table of Organization

## Seventh Judicial District Department of Correctional Services Table of Organization June 2007



# Financial Reports

## Balance Sheet

June 30, 2007

	ACCOUNT GROUPS		
	GENERAL	GENERAL	GENERAL
	FUND	FIXED	LONGTERM
		ASSETS	OBLIGATIONS
<b>ASSETS</b>			
Cash and Investments	298,724	0	0
Accounts Receivable	77,366	0	0
Prepaid Expense	0	0	0
Fixed Assets	0	1,757,354	0
Amount to be provided for retirement of long-term obligations	0	0	864,730
<b>TOTAL ASSETS</b>	<b>376,090</b>	<b>1,757,354</b>	<b>864,730</b>
<b>LIABILITIES</b>			
Accrued Payroll	279,554	0	0
Accounts Payable	96,536	0	0
Due to State Treasurer	0	0	0
Compensated Absences	0	0	864,730
Obligations Under Capital Lease Agreements	0	0	0
<b>TOTAL LIABILITIES</b>	<b>376,090</b>	<b>0</b>	<b>864,730</b>
<b>FUND EQUITY</b>			
Investment in Fixed Assets	0	1,757,354	0
Unreserved Fund Balance	0	0	0
<b>TOTAL FUND EQUITY</b>	<b>0</b>	<b>1,757,354</b>	<b>0</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>376,090</b>	<b>1,757,354</b>	<b>864,730</b>

**SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES**  
**Comparison of Actual Revenues and Expenditures to Budget**  
**For Year Ended June 30, 2007**

	<b>ACTUAL</b>	<b>BUDGET</b>
<b><u>REVENUES BY SOURCE</u></b>		
State POS	6,516,029	6,516,029
Intrastate Transfer	242,865	354,232
Interest	53,028	10,500
Residential Client Fees	319,826	306,600
Work Release Client Fees	123,359	127,638
Federal Client Fees	546,703	534,637
OWI Client Fees	196,328	183,960
County Support	156,805	156,801
Enrollment Fees	216,526	216,374
Federal Pass Thru	0	0
Batterers Education Program Fees	72,427	65,000
Miscellaneous Income	9,423	8,200
<b>Total Revenues</b>	8,453,319	8,479,971
<b><u>EXPENDITURES BY SOURCE</u></b>		
State POS	6,516,029	6,516,029
Interest	53,028	10,500
Residential Client Fees	319,826	306,600
Work Release Client Fees	123,359	127,638
Federal Client Fees	546,703	534,637
OWI Client Fees	196,328	183,960
County Support	156,805	156,801
Enrollment Fees	216,526	216,374
Federal Pass Thru	0	0
Batterers Education Program Fees	72,427	65,000
Miscellaneous Income	9,423	8,200
Intrastate Transfer	242,865	354,232
FY06 Carry Forward Funds	11,122	11,122
<b>Total Expenditures</b>	8,464,441	8,491,093

### Expenditures by Class and Budget Organization

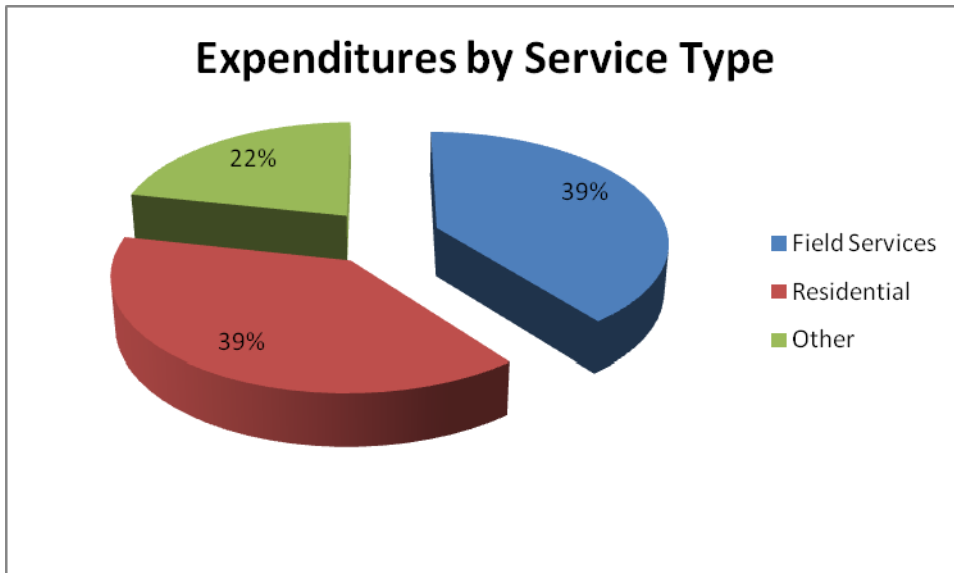
	<b>1110</b>	<b>1140</b>	<b>1160</b>	<b>1200</b>	<b>1210</b>	<b>1220</b>	<b>1260</b>	<b>1270</b>	<b>1310</b>	
<b>Account Class/Program</b>	<b>Admin</b>	<b>Field Services</b>	<b>Residential</b>	<b>TASC</b>	<b>DRUG COURT</b>	<b>VIOL</b>	<b>SO</b>	<b>BEP</b>	<b>ISP</b>	<b>TOTAL</b>
101 Personnel Services	323,999	3,076,110	2,478,074	277,274	170,718	152,313	473,791	80,112	172,131	<b>7,204,522</b>
202 Personal Travel	1,953	12,455	6,970	1,361	13	728	6,148	401	1,232	<b>31,261</b>
203 Vehicle Operation	0	0	23,221	0	0	0	0	0	7,278	<b>30,499</b>
301 Office Supplies	5,718	28,885	15,778	519	0	500	863	2,163	2,064	<b>56,490</b>
302 Bldg Maint Supplies	0	5,720	12,855	0	0	0	0	0	3	<b>18,578</b>
304 Prof & Sci Supplies	0	4,792	6,636	1,972	1,601	1,074	0	0	722	<b>16,797</b>
306 Housing & Subsist Supp	0	0	9,669	0	0	0	0	0	0	<b>9,669</b>
308 Other Supplies	0	0	5,097	0	0	0	0	0	0	<b>5,097</b>
311 Food	0	0	301,135	0	0	0	0	0	0	<b>301,135</b>
401 Communications	1,081	15,342	9,474	100	100	100	815	1,000	664	<b>28,676</b>
402 Rentals	1,586	61,626	13,832	0	0	0	0	3,000	131	<b>80,175</b>
403 Utilities	6,275	33,417	84,355	4,750	0	0	0	3,000	151	<b>131,948</b>
405 Prof & Sci Services	0	31,434	120,526	0	0	0	11,945	56,348	0	<b>220,253</b>
406 Outside Services	0	6,435	21,804	0	0	0	0	0	25	<b>28,264</b>
407 Intrastate Transfer	0	0	0	0	0	0	0	0	0	<b>0</b>
409 Outside Repairs & Services	0	0	25,278	0	0	0	0	0	0	<b>25,278</b>
414 Reimburse Other Agencies	3,189	5,184	2,188	850	253	127	632	1,439	161	<b>14,023</b>
416 ITS Reimbursements	1,308	48,902	14,441	0	3,210	0	0	2,444	1,963	<b>72,268</b>
417 Workers Compensation	300	6,335	4,375	350	250	200	200	150	200	<b>12,360</b>
501 Equipment	0	0	110,731	0	0	0	15,189	0	0	<b>125,920</b>
503 Equip: Non-inventory	0	1,854	2,864	0	0	0	2,542	0	0	<b>7,260</b>
510 Data Processing	15,487	1,501	5,040	1,034	0	0	3,491	0	0	<b>26,553</b>
602 Other Exp & Obligations	0	0	16,815	0	0	0	0	0	0	<b>16,815</b>
604 Securities	0	0	0	0	0	0	0	0	0	<b>0</b>
901 Capitals	0	0	600	0	0	0	0	0	0	<b>600</b>
<b>TOTAL</b>	<b>360,896</b>	<b>3,339,992</b>	<b>3,291,758</b>	<b>288,210</b>	<b>176,145</b>	<b>155,042</b>	<b>515,616</b>	<b>150,057</b>	<b>186,725</b>	<b>8,464,441</b>



# Comparative Statement of Revenues and Expenditures

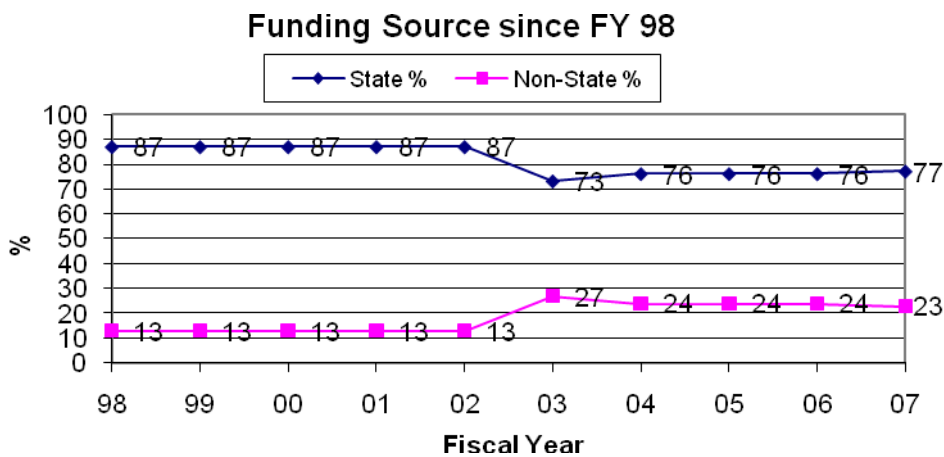
For Year Ended June 30, 2007

	2007	2006	2005	2004
<b>General Fund Balance Beginning of Year</b>	11,122	16,868	26,815	0
 <b>Revenues by Source:</b>				
State Appropriations	6,516,029	6,148,378	5,713,009	5,536,221
Intrastate Transfer	242,865	232,000	132,000	132,000
Interest	53,028	11,229	8,095	5,640
Client Fees	639,513	614,948	606,416	579,974
County Support	156,805	151,247	142,636	139,486
Enrollment Fees	216,526	182,705	202,150	205,135
Batterer Education Program Fees	72,427	66,359	58,983	63,561
Federal Work Release Contract	546,703	500,443	496,059	507,890
Drug Court Program Grant	0	132,232	124,834	124,520
Miscellaneous Income	9,423	8,112	11,046	19,284
<b>Total Revenues</b>	<b>8,453,319</b>	<b>8,047,653</b>	<b>7,495,228</b>	<b>7,313,711</b>
 <b>Expenditures by Program:</b>				
Administration	360,896	378,581	343,181	329,975
Field Services	3,339,992	3,096,030	2,967,699	2,883,902
Residential Corrections Services	3,291,758	3,236,283	3,090,996	3,048,641
TASC	288,210	246,000	239,256	217,357
Drug Court	176,145	192,598	174,855	168,487
Violator	155,042	170,335	159,324	150,571
Sex Offender	515,616	347,575	195,066	167,041
Batterers Education	150,057	145,061	141,287	155,927
Intensive Supervision	186,725	229,814	178,411	164,951
<b>Total Expenditures</b>	<b>8,464,441</b>	<b>8,042,277</b>	<b>7,490,075</b>	<b>7,286,852</b>
 <b>Other Uses of Funds</b>				
Reversion to State	0	11,122	15,100	44
<b>General Fund Balance End of Year</b>	<b>0</b>	<b>11,122</b>	<b>16,868</b>	<b>26,815</b>



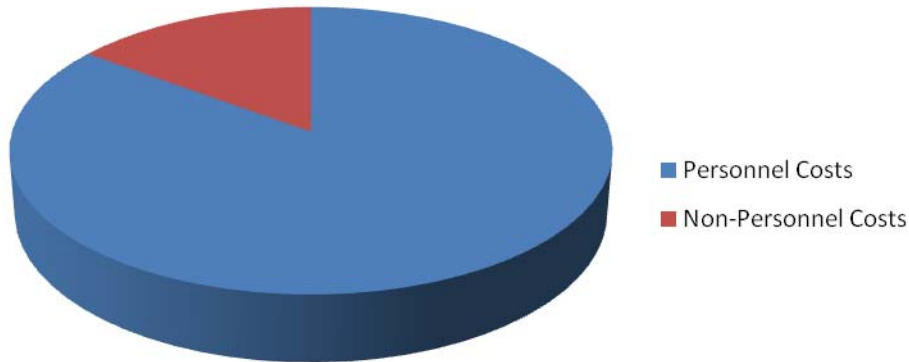
The above chart shows the percentages of expenditures by major grouped cost allocation programs that the Department utilizes. It shows the comparison of the expenditures for residential programs, field services and all other cost areas.

The chart below indicates the change over the last 10 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. The percentage state funding level has remained constant since the large decrease in 2003.

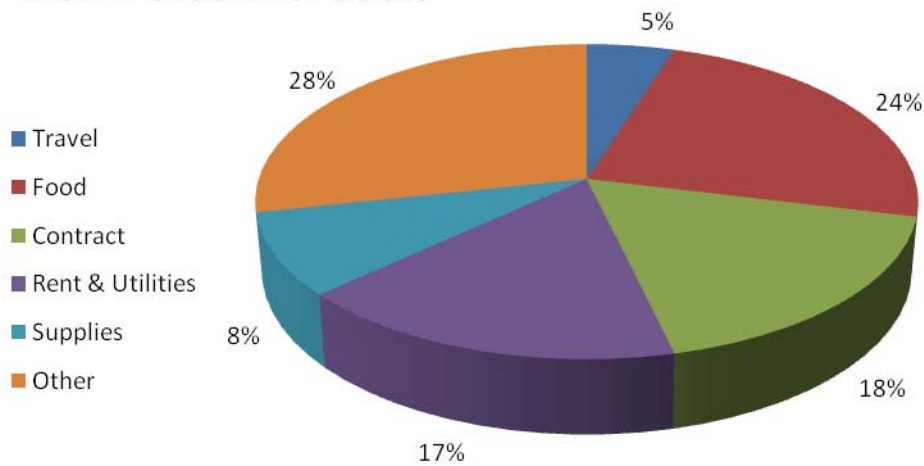


This charts below shows the percentage of costs comparison with personnel expenses (salary and benefits) versus non-personnel expenses and the major categories of non-personnel expenses. The first chart clearly shows that personnel expenses are the Department's biggest expense and the largest non-personnel cost is cost of operational space.

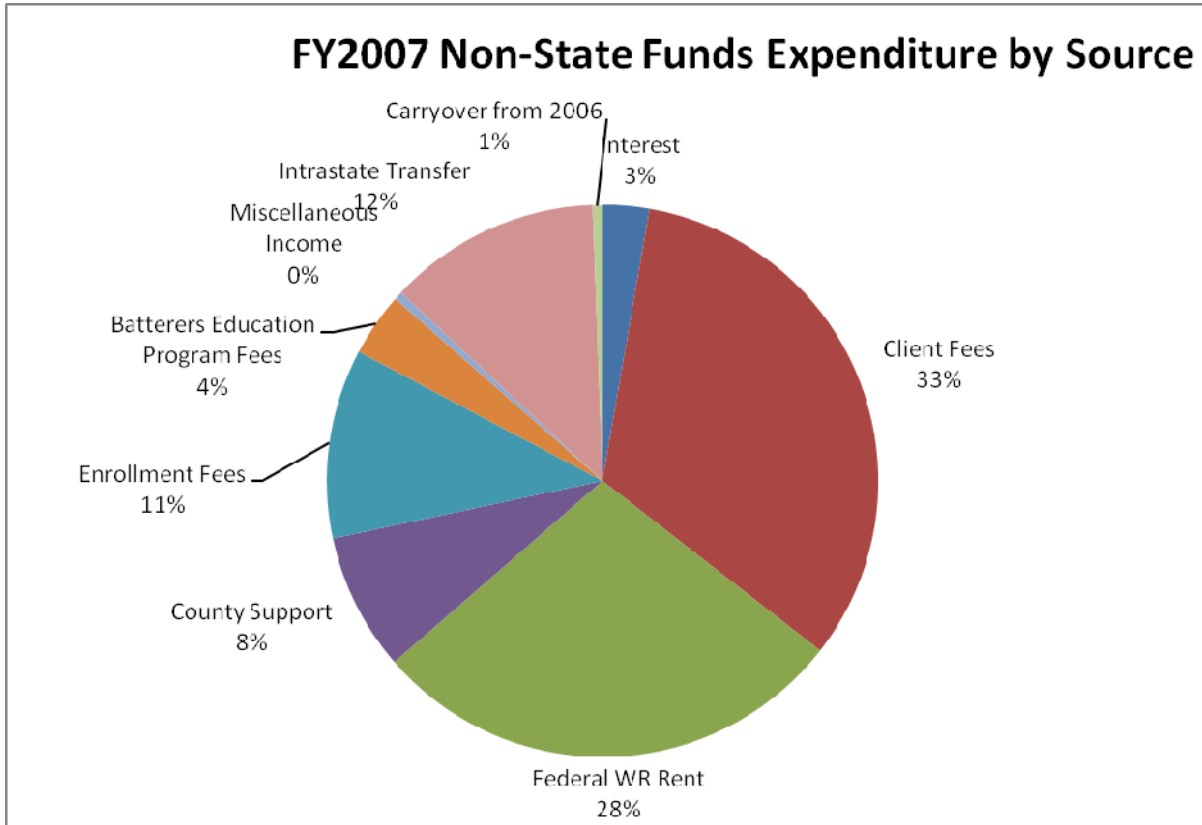
### FY07 Personnel & Other Costs



### Non-Personnel Costs

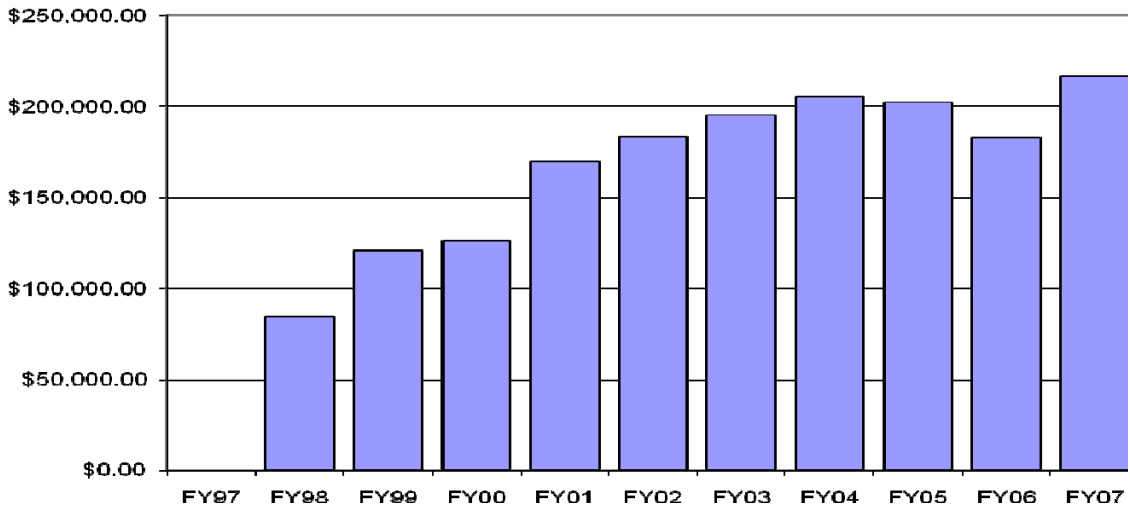


This chart below indicates the source of non-state appropriated funds expended by the Department in Fiscal Year 2007. As shown, the majority of the non-state funds are funds collected from offenders.



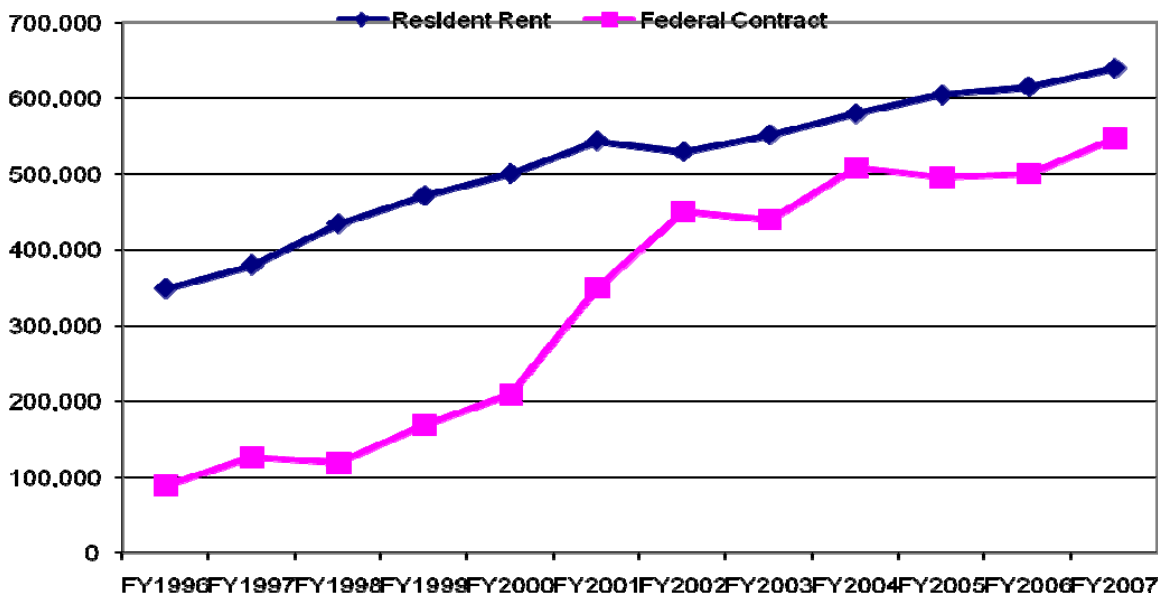
The chart below shows the increases in enrollment fees paid by offenders placed on probation or parole since the fee was established by state law effective in FY98. The amount of the fee also increased during that timeframe and has been increased again effective July 1, 2006. Department employees make a concerted effort to collect enrollment fees since they are a significant factor in funding the Department's operations but have not been able to increase collection in the last two fiscal years.

**Enrollment Fee Income FY1997 - FY2007**



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 paid income increased due to the increase in daily rent rate.

**Resident Rent and Federal Contract Income FY96 - FY07**



**Capital Projects Fund (New Building)  
Summary Through June 30, 2007**

Total Appropriation = \$10,500,000

<u>Class</u>	<u>Description</u>	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>	<b>Totals Through June 30, 2007</b>
<u>Revenues</u>					
204R	Intrastate Transfers In (drawdowns)	11,190	53,863	412,259	<b>477,312</b>
501R	Return of Sears bldg earnest money	0	0	5,000	<b>5,000</b>
501R	Refund of CRC Maint Funds	<u>0</u>	<u>0</u>	<u>55,265</u>	<b>55,265</b>
	Total Receipts	11,190	53,863	472,524	<b>537,577</b>
<u>Expenditures</u>					
901	Engineering/Architect Fees	11,190	48,863	15,716	<b>75,769</b>
901	Purchase of Buildings -Sears bldg	0	0	6,536	<b>6,536</b>
901	Purchase of Buildings -CRC bldg	0	5,000	390,000	<b>395,000</b>
901	Purchase of Buildings -fees related to bldg purchase	0	0	1,382	<b>1,382</b>
901	Purchase of Buildings -parking lot earnest money	<u>0</u>	<u>0</u>	<u>5,000</u>	<b>5,000</b>
	Total Expenditures	11,190	53,863	<u>418,634</u>	<b>483,687</b>
	Fund Balance			<u>53,890</u>	<b>53,890</b>
	Total Appropriation				<b>\$10,500,000</b>
	Total Drawn Down				<b><u>\$477,312</u></b>
	Remaining Appropriation				<b>\$10,022,688</b>
	CRC Maint Fund Returned less items not reimb				<b><u>53,890</u></b>
	Total Funds Available				<b><u>\$10,076,578</u></b>