

# ANNUAL REPORT EIGHTH DISTRICT



2023

# The Year in Review

Dear Reader:

This document reflects activities of the Eighth Judicial District Department of Correctional Services from July 1, 2022 through June 30, 2023.

In my eighteenth year as District Director, a major change was under foot. The Iowa Legislature passed Senate File 514, a 1,500 page document that reduced the number of cabinet-level government agencies from 37 to 16. As part of that "Alignment," the eight community based corrections districts were placed under the direct supervision of the Iowa Department of Corrections.

Change is never easy. And the process of change can be a rocky road. But to quote a colleague of mine, "New coach, same team." And our team of dedicated staff in the Eighth District has the same mission: safer communities, fewer victims, reduced crime, providing opportunities for change, the list goes on and on.

We highlight our team members in these reports because they are the lifeblood of everything we do. I want to personally thank the entire staff of our District. Their ideas, work ethic, and commitment are responsible for our successes. I am proud of them.

This report also includes insights into what we do. Several initiatives are highlighted, but they just touch the surface of the work that makes our department successful. If anyone wishes to review the finite details of our expansive daily operations, they can do so upon request.

I want to thank our Board of Directors for their many years of service, and ask them to continue being our conduits in the community in their new advisory capacity. I also want to thank DOC Central Office, primarily Deputy Director Sally Kreamer and Director Beth Skinner, who have provided leadership and healing to the process of the alignment.

Respectfully,



Daniel T. Fell  
District Director



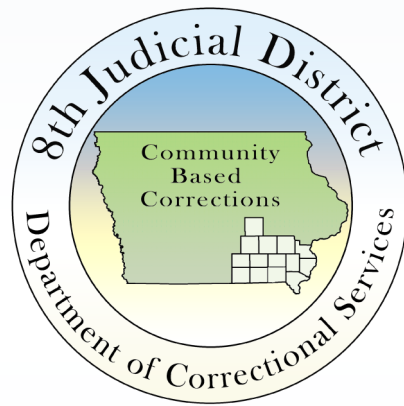
DANIEL T. FELL  
District Director

**"We Make a Difference!"**



# Annual Report

# 2023



Daniel T. Fell, District Director

Prepared by Kim Bradfield, Melanie Imhoff, and Linda Norton.

## On the Cover

Eighth Judicial District staff members are Systems Administrator Kim Bradfield, Residential Manager Daryl Lambert, Secretary Misti Novak, Residential Officer Oluwatosin Adedrian, Probation Parole Officer Morgan Coleman, Residential Officer Joshua Huffine, Accounting Technician Themis McMahon and HRU Officer Brad Evinger.

*Photo by Kim Bradfield*

## Mission Statement

### VISION

An Iowa with no more victims.

### MISSION

Providing An Opportunity

For Change

### BELIEFS

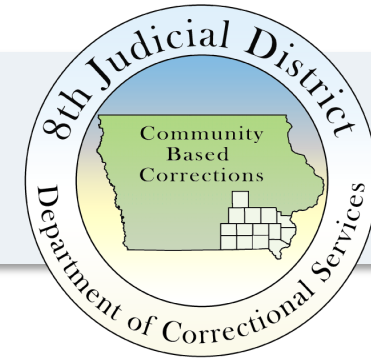
We BELIEVE that people can change; that our efforts help make people safer; that every person should be treated with dignity and respect; and that we must work as a team if we are to succeed.



VINCE REMMARK

Assistant District Director

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# History

## The Eighth Judicial District

1970s to June 30, 2023

The Eighth Judicial District Department of Correctional Services is an independent public agency, with a board of directors, created and established under Chapter 905 of the Code of Iowa to provide community correctional services to fourteen counties in Southeast Iowa: Appanoose, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Monroe, Poweshiek, Van Buren, Wapello, and Washington.

Community-based Corrections was established in the Burlington and Ottumwa areas in the early 1970s as part of a pilot project funded through the federal Law Enforcement Assistance Act. At that time, services were also provided by the Division of Corrections within the Iowa Department of Social Services.

In 1977, the Eighth Judicial District Department of Correctional Services was established and assumed all

community corrections functions in the District with the exception of state parole and work release. That same year the District's first community residential correctional facility opened in Burlington.

On July 1, 1984, the Legislature turned over the administration of state parole and work release to the district departments from the State Department of Corrections. In May of 1991, a second residential correctional facility opened in Ottumwa. In addition, community-based corrections expanded which allowed the District to create a dedicated treatment services division. As of June 30, 2023, 106 staff members provide comprehensive adult community corrections supervision and programming to 2,419 clients.

# DOC Strategic Plan

Treatment & Programming



## Strategic Planning

The 3 Core Priorities

Security & Safety

Reentry

The 5 Target areas:

- Train and Empower
- Reduce Risk & Increase Protective Factors
- Reduce Barriers
- Continuous Quality Improvement
- Reducing racial disparities and increasing a diverse workforce



## In Memorium—Candace Collins

Candace was a strong and motivated professional. She had an infectious and unselfish personality. Candace carried an attitude with her that was bigger than life. Candace worked in a professional climate that might be considered intimidating by many. However, it never intimidated her, backing away from a challenge was not who she was. Through her career she worked diligently to earn and maintain the trust and respect from co-workers and cooperating agencies. Candace was well known for her comprehensive knowledge of the criminal justice systems as well as all other related social service agencies.

Candace graduated from Western Illinois University, in 1996, with a Bachelors of Social Work (BSW). Her career began, in Illinois, with Lutheran Family Services, as an advocate. She then moved to Burlington and managed a Domestic Abuse Shelter. Her career path would then take her to Young House Family Services, as the assistant director of the Christamore Treatment Facility. Then, in 2003, she joined the staff of the Iowa State Penitentiary, as a Social Worker II, in the newly formed Clinical Care

Unit. In 2010, Candace shifted her career path, yet again, by becoming a Probation Parole Officer with the 8th Judicial District, Department of Correctional Services, in Burlington. Finally she transitioned into the position of Community Treatment Coordinator within the 8th Judicial District.

Candace learned to build and foster solid working relationships in a professional setting. She was a trusted and confident asset to every agency she worked with. Her passion for her work was unwavering and the degree of professionalism that she demonstrated throughout her entire career will never be forgotten. A memorial scholarship award has been set up in Candace's name which will proudly serve to represent her legacy within the community. Candace had a very high regard for the value of education and an even higher regard for helping others push beyond barriers. She would undoubtedly be delighted to have a scholarship dedicated to her life's work and to help empower female students find opportunities in the social services or criminal justice fields.



In honor of Candace and her love for the Mississippi River, staff gathered for a luncheon at the Port of Burlington.





Alisha White  
Probation/Parole Officer

## The Huge Impact of an Officer Believing in a Client

By: Dustin Briscoe, Success Reporter

*Believe!*

In sports, coaches lift their athletes up. Coaches believe in their players even when the players don't believe in themselves. Coaches know that not everyone they coach is starting on a level playing field. Some of their athletes are faster than others or can throw a ball harder or can jump higher than other players. But one of the most important traits that coaches notice, besides the innate talent of some athletes, is effort. Coaches foster their players' efforts to help them become better versions of themselves. That approach is very similar to what we strive for in probation and parole case management. We know that our clients come to us from all walks of life with different stories, backgrounds, talents and difficulties. With a coaching mentality, our Probation Parole Officers recognize and applaud our client's efforts to become better versions of themselves. And we recognize that change is incremental. Generally speaking, when a success report is sent in I review it and begin the process of formulating a story. I compile a list of questions I

may need to have answered or points that may need clarification. This story was submitted and I felt it just needed to be shared verbatim. No clean ups, no polishing, just the importance of believing in someone putting forth effort. Raw and pure. Probation Parole Officer Alisha White recently received the following text from one of her clients: *Thank you. You believed in me when EVERYONE else had given up, I had felt thrown away. You gave me hope and I had obstacles, like the ALJ, then my hair, but because you believed in me and went hard for me I knew I had to go even harder for you. I had accepted a long time ago what people thought of me, they saw a failure, when I heard you talk to the ALJ I knew you didn't see a failure when you looked at me and I could NOT let you down. When I was down everyone walked away but you reached your hand out to me and helped me up. I will never forget that Alicia. Thank you!*





# BRF Clients Give Back to Others

By: Dustin Briscoe, Success Reporter

The holidays should be a joyous time of year. But for some who are less fortunate or who find themselves alone, the holidays can be a trying time to say the least. It is no different for the clients that we supervise in our residential facilities. Life isn't exactly easy for them as they work to find stability and transition back into the community. But because of some of our clients at the Burlington Residential Facility (BRF), this holiday season was a little brighter for themselves, and also for others.

When considering all of the above, Residential Officer (RO) Pre'Osha Waller, contacted a local senior living center to ascertain if they would accept handmade Christmas cards from our residents to distribute in their facility. Waller stated, "I thought it would be nice for the clients to give back to the community in some way, and with the holidays approaching, what better way to do so." Waller was pleased to find out that the senior living center would be happy to receive cards from our residents.

RO Waller gathered the necessary materials to start making cards and a large group of clients volunteered to participate in the project. With the help of Residential Officers Kevin Suchomski and Oluwatosin Adediran, the work began. During the course of this project, Waller received quite a bit of positive feedback from the clients. A couple of the residents expressed to her, "How cool it was that they could do something for people who might not have family sending them cards or visiting them during the holidays." Client-made cards from BRF were sent to three local facilities, including Bickford Senior Living, Oakview Nursing and Rehabilitation and Ridgeview Assisted Living. In all, over 150 cards were sent to these three facilities.

The potential benefits of this type of project are numerous, but two things really stood out as having the potential to have an immediate impact on

clients. First, RO Waller noted the interaction between the clients and residential staff was a very positive benefit of this project. Waller stated, "I personally enjoyed this opportunity because it allowed me to talk with the clients and see a different side of them, and I can tell they liked it when the RO's were engaging in the process alongside of them." Interactions like this can have the benefit of breaking down stereotypes and barriers that often feed the cycle of recidivism in the criminal justice system.

Secondly, RO Waller noted the positive attitudes and the willingness of the clients to participate in this project. "I am proud of the clients who stepped up and engaged in a pro-social activity, working together to take part in giving back and not once thinking of themselves," she said. This is the type of project that can start to foster the change that we hope to see in the clients we supervise. Giving to others with no expectation of anything in return is a powerful act that can and does impact lives for both parties.





## SWEARING IN CEREMONY

*I will bring honor to my profession by maintaining the highest standard of conduct at all times when interacting with clients, fellow employees, and the public.*



At the beginning of Fiscal Year 2023, the District's Coaching Committee recommended that all current staff be given the opportunity to be "sworn in." The Committee believed this would be a great way for our employees to be recognized for the important work they do each and every day in the criminal justice system. Director Fell coordinated with Chief Judge Myron Gookin of the 8<sup>th</sup> District, and on July 22, 2022, fifty-two District staff members were sworn in using the District's Employee Creed.

Judge Gookin commented after the ceremony that, "What you do, truly makes a difference and on behalf of the Court, I want to say thank you for being committed professionals." Speaking to those in attendance, Director Fell stated, "to the family members here today, I say thank you very much. Your support, caring, and understanding, are what allows your loved ones to be so dedicated to our work."

A similar ceremony was held in December, 2022, in Burlington for newly hired staff and an event for Ottumwa's new staff is currently being planned.



# STAFF





## Meet the Leadership Team



**Front row** - left to right: Daryl Lambert-Residential Manager | Daniel Fell-District Director | Vince Remmark-Assistant District Director

**Second row**- left to right: Colby Kreiss-Probation/Parole Supervisor | Kurt Rosenberg-Treatment Services Manager | Nicole Harbison-Residential Supervisor | Linda Norton-Executive Officer | Nicholas Baker, Probation/Parole Supervisor

**Third row**- left to right: Charles Severs-Residential Supervisor | Patrick Lacy-Division Manager

# Yearbook

Who's Who

The future belongs to us



Oluwatosin Adediran, Residential Officer  
Kollin Alfred, Executive Officer  
Cody Allen, Probation Parole Officer  
Zach Allsup, Probation Parole Officer  
Valerie Annis-Lanman, Administrative Officer  
Kelly Ashton, Probation Parole Officer  
Ronnie Ashton, Probation Parole Officer



Nicole Ayala, Probation Parole Officer  
Bryce Bachman, Residential Officer  
Jaime Baker, Com. Treatment Coordinator  
Nicholas Baker, Probation Parole Supervisor  
Sa'Quiriez Baker, Residential Officer  
Roy Balbort, Residential Officer  
Rayshawn Baylark, Residential Officer



Matt Blanco, Probation Parole Officer  
Marian Borah, Residential Officer  
Kim Bradfield, Systems Administrator  
Paula Bragg, Residential Officer  
Jennifer Brereton, Probation Parole Officer  
Dustin Briscoe, Probation Parole Officer  
Jesse Brown, Probation Parole Officer



Colton Campbell, Residential Officer  
Teri Carr, Secretary  
Nicholas Clayton, Residential Officer  
Morgan Coleman, Probation Parole Officer  
Jonathan Deen, Lead HRU Officer  
Katie Detrick, Probation Parole Officer  
Dena DeVore, Secretary



Donna Dobson, Residential Officer  
Kristina Eckert, Probation Parole Officer  
Lindsay Epperson, Com. Treatment Coordinator  
Brad Evinger, HRU Officer  
Daniel Fell, District Director  
Nicole Fenton-Smith, Residential Officer  
Anthony Forthenberry, Residential Officer



Monica Garcia Lopez, Residential Officer  
Sundi Glasgow, Probation Parole Officer  
Stephanie Hale, Com. Treatment Coordinator  
Nycole Harbison, Residential Supervisor  
Jeffrey Hasley, Residential Officer  
Dalton Henry, Probation Parole Officer  
Ashley Hocker, Secretary



Don Houk, Residential Officer  
Lisa Houk, Residential Officer  
Joshua Huffine, Residential Officer  
Tracie Huffman, Residential Officer  
Adam Humble, Probation Parole Officer  
Rob Humphrey, Probation Parole Officer  
Melanie Imhoff, Administrative Assistant



Jerry Jacobs, Residential Officer  
Faye Jones, Secretary  
Heather Jones, Probation Parole Officer  
Jason Jones, HRU Officer  
Holly Kappel, Cook  
Travis Kirkland, Residential Officer  
Paige Klinedinst, Residential Officer



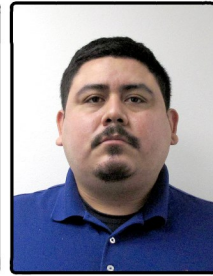
Mike Knotts, Residential Officer  
Colby Kreiss, Probation Parole Supervisor  
Linda Kruse, Food Service Leader  
Patrick Lacy, Division Manager  
Daryl Lambert, Residential Manager  
Shawn LaRue, Probation Parole Officer  
Justin Leffler, Probation Parole Officer



Brandi Lloyd, Probation Parole Officer  
Brian Major, Residential Officer  
Lynne Marquardt, Probation Parole Officer  
Thilea McGill, Secretary  
Themis McMahon, Accounting Technician  
Christin Munson, Com. Treatment Coordinator  
Adam Nichols, Residential Officer



Clinton Nichols, Probation Parole Officer  
 Mariah Nichols, Residential Officer  
 Linda Norton, Executive Officer  
 Misti Novak, Secretary  
 Jordan Nuno, Residential Officer  
 Stacy Oden, Residential Officer  
 JoAnn Oetken, Secretary



Jeff Price, Probation Parole Officer  
 Lana Reed, Probation Parole Officer  
 Vince Remmark, Assistant District Director  
 Greg Riley, Probation Parole Officer  
 Jonathan Robbins, Probation Parole Officer  
 Ted Robinson, Residential Manager  
 Rigoberto Rodriguez-Infante, Residential Officer



Kurt Rosenberg, Treatment Services Manager  
 Chris Ryland, Probation Parole Officer  
 Michael Schakel, Probation Parole Officer  
 Logan Scholtus, Residential Officer  
 Derek Schwandt, Probation Parole Officer  
 Charles Severs, Residential Supervisor  
 Judy Shepherd, Food Service Leader



Dakota Simmons, Probation Parole Officer  
 Christina Smith, Com. Treatment Coordinator  
 Mark Smith, Probation Parole Officer  
 Steven Smith, Probation Parole Officer  
 Mandi Spencer, Secretary  
 Jason Steil, Probation Parole Officer  
 Kevin Suchomski, Residential Officer



Stacy VanAntwerp, Residential Officer  
 Pre'Osha Waller, Residential Officer  
 Kevin Ward, Probation Parole Officer  
 Alisha White, Probation Parole Officer  
 Brenda Zahner, Probation Parole Officer



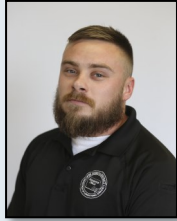
## New Employees



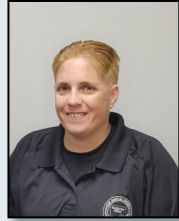
Rayshawn Baylark



Marian Borah



Colton Campbell



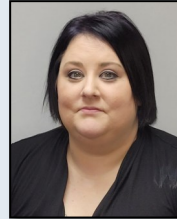
Donna Dobson



Brad Evinger



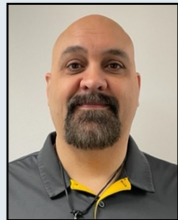
Anthony Forthenberry



Monica Garcia Lopez



Stephanie Hale



Joshua Huffine



Jerry Jacobs



Travis Kirkland



Paige Klinedinst



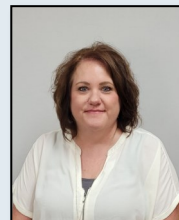
Brian Major



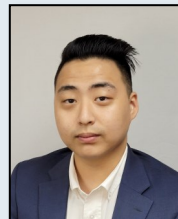
Christin Munson



Misti Novak



Mandi Spencer

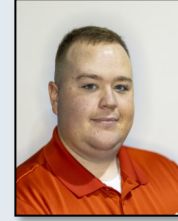


Kevin Suchomski

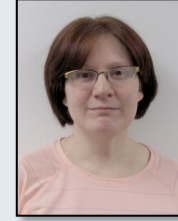
## Promotions



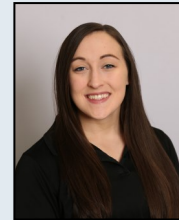
Nicole Fenton-Smith



Dalton Henry



Holly Kappel



Brandi Lloyd



Themis McMahon



Stacy Oden



Kurt Rosenberg

## Retiree



Probation/Parole Officer Gary Sanders began his career with the District on May 26, 1995 in the Oskaloosa Office. Gary later transferred to the Ottumwa Field Office where he continued with the District for a total of 27 years before retiring.

# Years of Service



Chris Ryland  
(20 years)



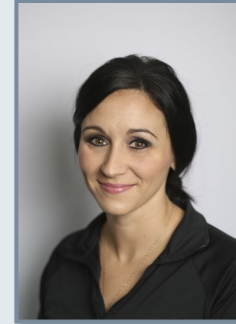
Steve Smith  
(20 years)



Jaime Baker  
(15 years)



Matt Blanco  
(15 years)



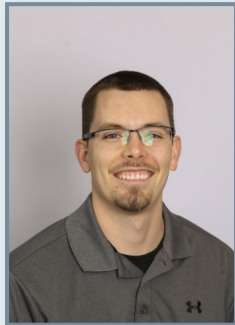
Morgan Coleman  
(15 years)



Adam Humble  
(15 years)



Mark Smith  
(15 years)



Cody Allen  
(10 years)



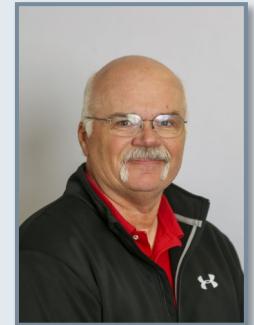
Teri Carr  
(10 years)



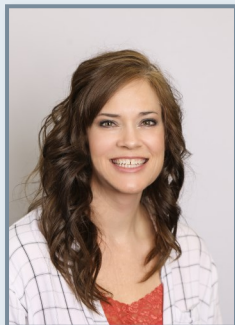
Lindsay Epperson  
(10 years)



Michael Schakel  
(10 years)



Kevin Ward  
(10 years)



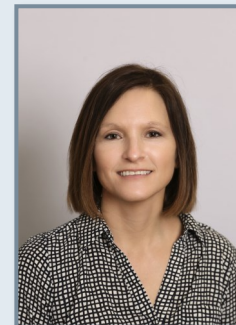
Brenda Zahner  
(10 years)



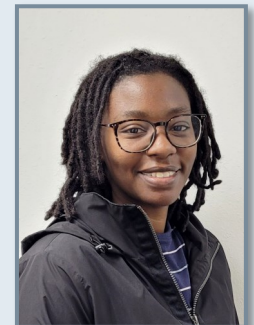
Kollin Alfred  
(5 years)



Dena DeVore  
(5 years)



Thilea McGill  
(5 years)



Pre'Osha Waller  
(5 years)

# Staff Awards



## EMPLOYEE OF THE YEAR

PPO II Cody Allen is known for being as “solid” as they come in our business. Cody is hard-working, dedicated, and truly cares about our work and his client’s success. A terrific case manager who coaches the clients he supervises, he’s also a team player who cares about his coworkers. A self-starter who completes his work accurately and on time, Cody is a trusted professional and an outstanding representative of our department.



## COACH OF THE YEAR

Residential Supervisor Chuck Severs uses every opportunity he has to coach our clients, and also serves as ‘the coach’ for his team of Residential Officers at the Burlington Residential Facility. A role, and a philosophy, that he fully embraces. If you spend any time with him, it is obvious that Chuck wants everyone around him to flourish and succeed. And he works very hard to make sure that WINNING is commonplace.



## MANAGER OF THE YEAR

Residential Manager Daryl Lambert works hard, every day, to increase our chances of success. A true leader by all measurements, he not only orchestrated and oversaw all the changes and improvements made at the Burlington Facility over the last year, but he did so while making sure that BRF continued to run effectively and efficiently. Never too busy to lead by example, his staff know that he puts them first.



## NEWCOMER OF THE YEAR

Residential Officer Oluwatosin Adediran is dedicated and committed to the mission of our District. Tosin treats people with respect. And whether it is with staff or clients, he has genuine conversations because he cares about them and their success. No matter if he is doing assessments, facilitating groups, or doing the daily tasks of a Residential Officer, Tosin takes great pride in his work and does his best.

## VOLUNTEER OF THE YEAR

Secretary Dena Devore has selflessly volunteered countless hours of her time for many years in order to make a difference in her community. Dena has participated in the Christmas Store, the Food Bank of Iowa, and many other fundraisers and charities. She is a regular blood donor, and also ‘works the polls’ come election time. Additionally, she has organized events for staff at the Ottumwa Facility, sharing her passion to help with others.



## TEAM EXCELLENCE

The entire District staff was chosen as the team excellence award winner.



## Employee of the Quarter

Secretaries **Ashley Hocker** of Fort Madison and **JoAnn Oetken** of Burlington were both cited for, "doing a tremendous job keeping us afloat through an unprecedented time of clerical transition. Both went above and beyond, doing even more than usual, while also training other new secretaries."

Administrative Assistant **Melanie Imhoff** was chosen as the Employee of the 2nd Quarter. She was cited for going above and beyond the call on a regular basis, for always being attentive and helpful to others, and for being firmly committed to the well being of our staff, and the success of the District.

RO **Pre'Osha Waller** was selected as the Employee of the 3rd Quarter. Her citation read, "Her efforts and ideas have not only boosted staff morale, but have greatly assisted our clients. She has also performed admirably on our Coaching Committee and truly believes that it is the 'small steps' that ultimately provide an opportunity for change.

PPOII **Steve Smith** received the Employee of the Quarter Award. The citation read, "Steve always puts his best foot forward, whether interacting with other staff, clients, the public, or our community stakeholders; and his actions have built a solid reputation for himself, and for our Department."

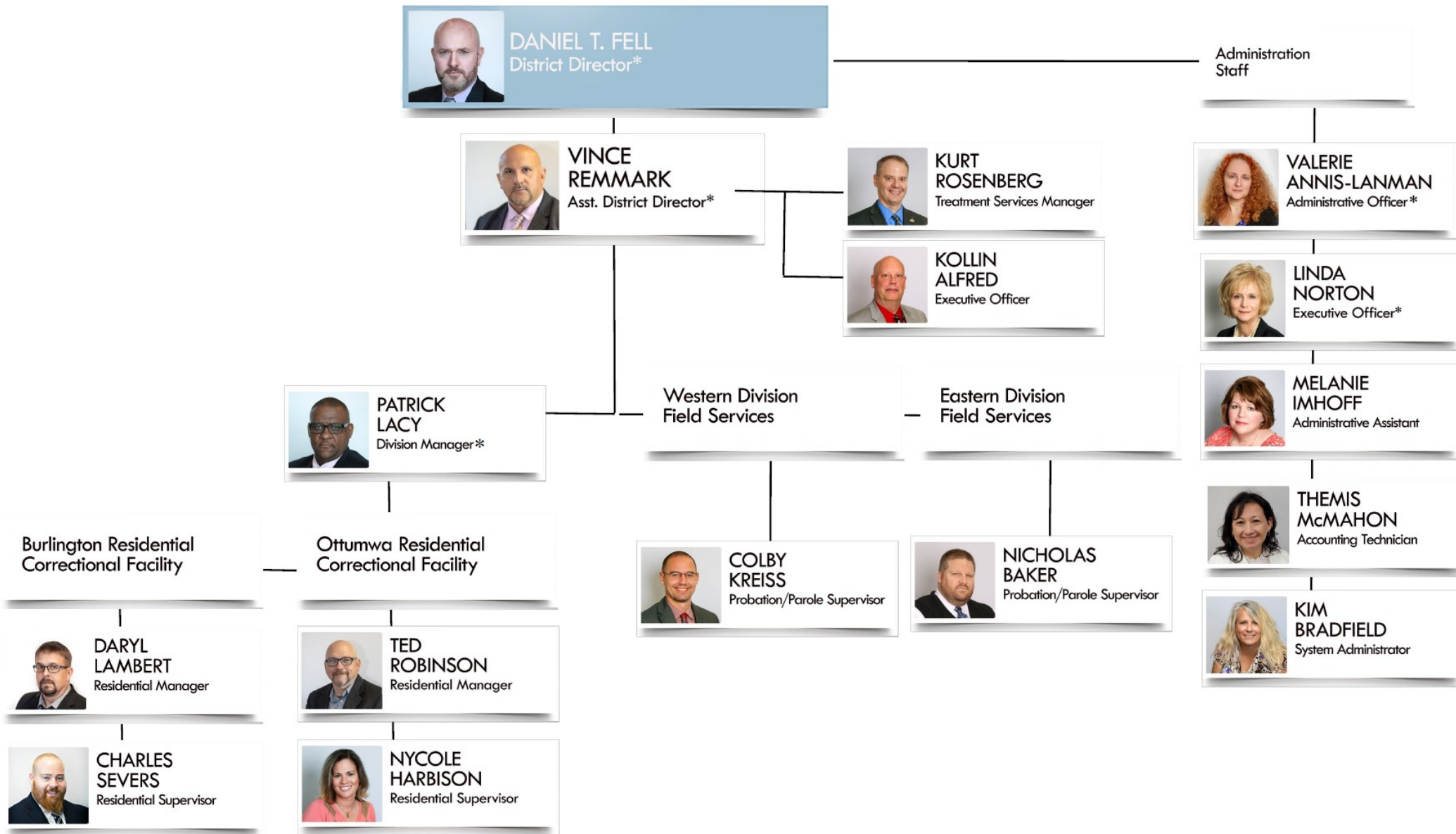
## Day In and Day Out

ORF's Food Service Leader, **Judy Shepherd**, was recognized as a Day In Day Out Performer. Judy was cited as being innovative, industrious, and conscientious. The amazing work she has done keeping our 'cost per meal' to appx. \$1 is quite frankly incredible in the world we live in today. Her special meals for luncheons when we have meetings at ORF are also consistently raved about.



# ORGANIZATION CHART

# Agency




\* Denotes Executive Management Team Member

# Field Services




**DANIEL T. FELL**  
District Director



**VINCE REMMARK**  
Asst. District Director

## Eastern Division Field Services



**NICHOLAS BAKER**  
Probation/Parole Supervisor


### Secretary (3 FT)

Ashley Hocker  
JoAnn Oetken  
Mandi Spencer

### Probation/Parole Officers (12 FT)

Cody Allen  
Zach Allsup  
Dustin Briscoe  
Katie Detrick  
Sundi Glasgow  
Rob Humphrey  
Heather Jones  
Lynne Marquardt  
Jonathan Robbins  
Chris Ryland  
Alisha White  
Brenda Zahner

## Western Division Field Services



**COLBY KREISS**  
Probation/Parole Supervisor

### Secretary (4 FT)

Teri Carr  
Faye Jones  
Thilea McGill  
Misti Novak

### Probation/Parole Officers (15 FT)

Nicole Ayala  
Matt Blanco  
Jesse Brown  
Morgan Coleman  
Adam Humble  
Shawn LaRue  
Brandi Lloyd  
Clint Nichols  
Jeff Price  
Lana Reed  
Greg Riley  
Michael Schakel  
Steve Smith  
Jason Steil  
Kevin Ward

# Residential Services



**DANIEL T. FELL**  
District Director




**VINCE REMMARK**  
Asst. District Director



**PATRICK LACY**  
Division Manager

Burlington Residential Correctional Facility

Ottumwa Residential Correctional Facility



**DARYL LAMBERT**  
Residential Manager  
PREA Compliance Manager



**CHARLES SEVERS**  
Residential Supervisor



**NYCOLE HARBISON**  
Residential Supervisor



**TED ROBINSON**  
Residential Manager  
PREA Compliance Manager

**Food Service (1 FT)**  
Linda Kruse, Food Service Leader

**Residential Officers (10 FT, 8 PT)**

- Oluwatosin Adediran
- Marian Borah
- Paula Bragg
- Anthony Forthenberry
- Jerry Jacobs
- Mike Knotts
- Rigoberto Rodriguez-Infante
- Kevin Suchomski
- Pre'Osha Waller
- Sa'Quiriez Baker (PT)
- Roy Balbort (PT)
- Rayshawn Baylark (PT)
- Colton Campbell (PT)
- Nicholas Clayton (PT)
- Tracie Huffman (PT)
- Paige Klinedinst (PT)

**Residential Officers (11 FT, 4 PT)**

- Bryce Bachman
- Donna Dobson
- Nicole Fenton-Smith
- Lisa Houk
- Joshua Huffine
- Travis Kirkland
- Adam Nichols
- Jordan Nuno
- Stacy Oden
- Logan Scholtus
- Stacy VanAntwerp
- Monica Garcia Lopez (PT)
- Jeffrey Hasley (PT)
- Don Houk (PT)
- Brian Major (PT)
- Mariah Nichols (PT)

**Secretary (1 FT)**  
Dena DeVore

**Food Service (2 FT)**  
Judy Shepherd, Food Service Leader  
Holly Kappel, Cook



**DANIEL T. FELL**  
District Director

# Special Services



**VINCE REMMARK**  
Asst. District Director

**High Risk Unit**

Probation/Parole III  
Jonathan Deen  
Brad Evinger  
Jason Jones



**KURT ROSENBERG**  
Treatment Services Manager

Iowa Domestic Abuse Program

**CTC (1 FT)**  
Jaime Baker

Sex Offender Treatment Program

**Probation/Parole III (6 FT, 2—.50)**  
Kelly Ashton  
Ronnie Ashton  
Jennifer Brereton  
Kristina Eckert (.50)  
Justin Leffler (.50)  
Derek Schwandt  
Mark Smith  
**Probation/Parole II (1 FT)**  
Dalton Henry

Reentry Program

**CTC (3 FT)**  
Lindsay Epperson  
Stephanie Hale  
Christin Munson

Mental Health Supervision Program

**Probation/Parole II (1 FT)**  
Dakota Simmons  
**CTC (1 FT)**  
Christina Smith

Drug Court

**Probation/Parole III (2—.50)**  
Kristina Eckert (.50)  
Justin Leffler (.50)



# Staff Quick Facts

*As of June 30, 2023*

## Number of Employees by Location

Burlington	38
Ottumwa	38
Central Region	14
Western Region	7
Eastern Region	<u>9</u>
<b>Total</b>	<b>106</b>

## Number of Employees by Job Type

Administrative Staff	7
Supervisory Staff	9
Residential Officers	34
Probation Parole Officers	27
Special Services	17
Secretarial Staff	8
Food Service	<u>4</u>
<b>Total</b>	<b>106</b>

## Diversity of Workforce

Female	45%
People of Color	9%

## Executive Staff

Daniel T. Fell,  
District Director

Vince Remmark,  
Assistant District Director

Patrick Lacy,  
Division Manager

Linda Norton,  
Executive Officer

Valerie Annis-Lanman,  
Administrative Officer

# TRAINING REPORT

## TOP TRAININGS ATTENDED

- > Personal Safety
- > PREA Training
- > Professional Issues, Code of Conduct, Works Rules & Ethics
- > Naloxone
- > Preventing Sexual Harassment CBC
- > Diversity Basics: Foundations
- > MRT Training
- > Use of Force
- > DCS Fire Prevention and Safety
- > Hazard Communications and Right to Know

TOTAL TRAINING HOURS COMPLETED **4,049.25**



Staff members attending the American Probation Parole Association's winter regional conference in Omaha, Nebraska.



**John Hughes**  
Chairperson  
(Executive Committee)

## Board of Directors

**Dee Sandquist**  
(Executive Committee)  
Board of Supervisors  
Fairfield, IA 52556

**Shane McCampbell**  
Board of Supervisors  
Burlington, IA 52601

**Mark McGill**  
Board of Supervisors  
Centerville, IA 52544

**Ron Fedler**  
Board of Supervisors  
Ft. Madison, IA 52627

**Steve Wanders**  
Board of Supervisors  
Oskaloosa, IA 52577

**Jeff Tindle**  
Board of Supervisors  
Montezuma, IA 50171

**Darren Batterson**  
Board of Supervisors  
Ottumwa, IA 52501

**Fred Snakenberg**  
Board of Supervisors  
Sigourney, IA 52591

**Chad White**  
Board of Supervisors  
Mt. Pleasant, IA 52641

**Ron Bride**  
Board of Supervisors  
Bloomfield, IA 52537

**Chris Ball**  
Board of Supervisors  
Wapello, IA 52653

**John Hughes**  
Chairperson  
(Executive Committee)  
Board of Supervisors  
Albia, IA 52531

**Alex Richards**  
Board of Supervisors  
Keosauqua, IA 52565

**Stan Stoops**  
Board of Supervisors  
Washington, IA 52353

*Judiciary Members:*

**Stacy Weber, Sheriff**  
Lee Co. Law Center  
Montrose, IA 52639

**Crystal Cronk, Judge**  
(Executive Committee)  
Fairfield, IA 52556

*Citizen Members:*

**Pastor Richard Dutzer**  
(Executive Committee)  
Burlington, IA 52601

**Robert Waugh**  
Vice Chairperson  
(Executive Committee)  
Libertyville IA 52567

# Summary of the Board of Directors Meetings

The Department's Board of Directors meet on the second Wednesday in January, June, September and December. In the interim between meetings, the Executive Board can meet to ensure business is handled promptly. This is a brief summary of key items and significant actions taken at each meeting.

## **September, 2022:**

- FY 2022 Budget Update
- FY 2023 Budget Update
- Review of Auditor's Report
- Success Reporter Presentation
- Plans for Employee Appreciation Day

## **December, 2022:**

- Leadership Academy Presentations
- FY 2023 Budget Update
- Policy Approval – Use of Restraints
- Retention Bonus Approval
- Director's Evaluation

## **January, 2023:**

- Election of Officers
- Employee Information – Passing of Candace Collins
- Success Story – BRF Christmas Card Program
- District Overview
  - Review of 2022 Annual Report
  - Approval of Table of Organization
- Review of Bylaws
- Review of Weighted Vote Procedure
- Budget Update
- Summary of Director's Evaluation & Announcement of Proposed Realignment Bill
- Leadership Academy Projects Update

## **June, 2023:**

- Thank You from Director Fell & Roadmap to the Future
- Leadership Academy Projects Update
- Flooring Contract for Burlington Facility
- Service Appreciation Luncheon

# OPERATIONAL DETAILS

Eighth Judicial District  
Agency #: 228-A08

Class #	1110	1140	1160	1210	1250	1260	1270	1310	1320	Total
Description	Admin.	PB/PA	Residential	Drug Court	Restorative Justice	SOTP	IDAP	HRU	M/ISP	
POS Funds	1,001,417	3,324,051	2,346,366	67,299	80,209	605,000			7	8,167,194
Federal Pass Through Funds	0	0	0							59,144
Federal Grants	0									2,975
Interest										341
										58

Class #	Description	1110 Admin.	1140 PB/PA	1160 Residential	1210 Drug Court	1250 Restorative Justice	1260 SOTP	1270 IDAP	1310 HRU	1320 M/ISP	PP6	Total
101	Personal Services	757,904	3,421,657	2,682,045	64,575	88,966	681,535	231,210	435,731	96,112		8,150,835
202	Personal Travel	6,990	5,801	12,567	149		3,685	1,743				22,338
203	Vehicle Operations	2,477	2,039	489			50					31,315
205	Out of State Travel	2,855	1,061	4,746			4,707					8,312
301	Office Supplies	4,322	10,107	501	1,378		358	97				19,639
302	Bldg. Maintenance Supply	626	3,957	6,316								20,872
304	PROF/SCI Supplies	11,879		42,274								42,274
304	Housing/SUBS Supplies			2,580								163
305	Other Supplies		3,970	120	164,085				1,236			8,676
308	Food		5,855	21,058	8,449	4						164,085
311	Uniforms		32,992	100,943	41,460							2,551
312	Communications		4,204	1,000	9,300				632			38,322
401	Rentals		19	7,178	1,964				2,551			178,295
402	Utilities		7,604	3,394	973				2,225			124,816
403	Profess/Scientific/Contract		688	457	7,648				157			81,362
405	Outside Services		173	7,350	3,447				529			28,792
406	Advertising		88,603		531				157			2,429
408	Outside Repair/Services		9,454						4,690			32,361
409	Reimburse Other Agencies									45		105,908
414	ITS Reimbursements											9,454
416	Equipment		3,521	10,066								3,447
501	Office Equipment		506	5,070	33,819							141,118
502	Non-Inventory Equipment		4,226	2,271	3,167,114							10,529
503	Data Processing											72,715
510	Other Expenses											41,260
602	Total Budget		1,004,392						80,209	741,269	238,591	457,583
999												103,267

Special Services

Probation/Parole

Residential

Return to Report

# Client Quick Facts

*As of June 30, 2023*

## **Field Services**

Probation (includes compact)	1,584
Parole (includes compact)	321
Pretrial Release w/Supervision	214
Special Sentence	171
<b>Field Services Sub-Total:</b>	<b>2,290</b>

## **Residential Facilities**

Probation (includes compact)	54
Parole	11
Work Release	47
Special Sentence	16
OWI Continuum	1
<b>Residential Facilities Sub-Total:</b>	<b>129</b>

**District Total** 2,419

## **Field Services**

Felony	1,573
Aggravated Misdemeanor	304
NCIC	196
Special Sentence	173
Other	44
<b>Field Services Sub-Total:</b>	<b>2,290</b>

## **Residential Facilities**

Felony	96
Aggravated Misdemeanor	11
Special Sentence	20
Other	2
<b>Residential Facilities Sub-Total:</b>	<b>129</b>

**District Total** 2,419

# Office Locations

## Fairfield Administrative Office

### **Jefferson and Van Buren Counties**

1805 W. Jefferson, P.O. Box 1060

Fairfield, IA 52556

641-472-4242 & 641-472-9966 Administration fax

641-209-8252 Fax

## Centerville

### **Appanoose County**

205 W. Van Buren

Centerville, IA 52544

641-472-4242 & 641-209-8252 Fax

## Oskaloosa

### **Mahaska and Poweshiek Counties**

211 High Avenue East

Oskaloosa, IA 52577

641-472-4242 & 641-209-8252 Fax

## Ottumwa

### **Davis, Keokuk, Monroe and Wapello Counties**

1315 N. Court Street

Ottumwa, IA 52501

641-472-4242 & 641-209-8252 Fax

## Burlington

### **Burlington Residential Facility**

835 Valley

Burlington, IA 52601

319-753-5179 & 641-209-8252 Fax

## Burlington

### **Des Moines and Louisa County**

214 N. 4<sup>th</sup>, Peterson Building, Suite 2A

Burlington, IA 52601

641-472-4242 & 641-209-8252 Fax

## Ft. Madison

### **North Lee County**

823 Avenue G

Ft. Madison, IA 52627

641-472-4242 & 641-209-8252 Fax

## Washington

### **Washington County**

2175 Lexington Blvd.

Washington, IA 52353

641-472-4242 & 641-209-8252 Fax

## Ottumwa

### **Ottumwa Residential Facility**

245 Osage Dr.

Ottumwa, IA 52501

641-682-3069 & 641-209-8252 Fax

## Mt. Pleasant

### **Henry County**

1200 E. Washington

Mt. Pleasant, IA 52641

641-472-4242 & 641-209-8252 Fax

## Keokuk

### **South Lee County**

1508 Morgan

Keokuk, IA 52632

641-472-4242 & 641-209-8252 Fax

# Appendices



## FY 2023 Revenue Sources

<b>Class #</b>	<b>1110</b>	<b>1140</b>	<b>1160</b>	<b>1210</b>	<b>1260</b>	<b>1270</b>	<b>1310</b>	<b>1320</b>	<b>FY 23</b>
<b>Description</b>	<b>Admin.</b>	<b>PB/PA</b>	<b>Residential</b>	<b>Drug Court</b>	<b>SOTP</b>	<b>IDAP</b>	<b>HRU</b>	<b>MHSP</b>	<b>Total</b>
POS Funds	1,527,281.71	3,658,448.42	2,761,955.39	113,737.15	655,158.81	97,986.80	329,012.66	95,197.06	<b>9,238,778.00</b>
Intra-State Transfers	4,844.25	20,774.09	17,816.13	538.25	3,498.63	269.13	1,614.75	538.25	<b>49,893.48</b>
Interest	27,770.70	-	107.85	-	-	-	-	-	<b>27,878.55</b>
Enrollment / Supervision Fees	-	194,393.49	76,738.83	-	85,397.86	51,039.53	-	-	<b>407,569.71</b>
Rent, Refund/Reim	-	95.00	981,512.35	3,342.88	-	-	-	-	<b>984,950.23</b>
Sale of Equipment	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	19,869.54	-	-	-	-	-	<b>19,869.54</b>
Balance Brought Forward - Local	-	339,932.52	739,575.88	-	-	-	-	-	<b>1,079,508.40</b>
<b>Total Revenue</b>	<b>1,559,896.66</b>	<b>4,213,643.52</b>	<b>4,597,575.97</b>	<b>117,618.28</b>	<b>744,055.30</b>	<b>149,295.46</b>	<b>330,627.41</b>	<b>95,735.31</b>	<b>11,808,447.91</b>

# FY 2023 Expenditures

## Appendix 2

		1110	1140	1160	1210	1260	1270	1310	1320	FY23
Class	Description	Admin.	PB/PA	Residential	Drug Court	SOP	IDAP	HRU	MHSP	Total
101	Personal Services	1,277,562.56	3,715,844.56	2,728,014.90	108,976.35	698,777.81	147,614.30	266,218.32	88,623.99	9,031,632.79
202	Personal Travel	12,947.33	14,189.01	3,745.67	-	5,171.18	1,095.00	1,678.47	-	38,826.66
203	Vehicle Operations	-	1,458.11	9,911.93	-	-	-	22,395.07	-	33,765.11
205	Out of State Travel	1,508.47	3,520.37	1,518.62	-	6,573.23	-	996.46	-	14,117.15
301	Office Supplies	8,948.42	14,007.80	16,339.01	-	8,654.12	86.48	72.18	85.95	48,193.96
302	Bldg. Maintenance Supply	905.59	6,119.73	2,763.42	-	-	-	-	-	9,788.74
304	PROF/SCI Supplies	-	9,630.15	9,552.03	-	-	-	-	-	19,182.18
306	Housing/SUBS Supplies	-	-	63,922.45	-	-	-	-	-	63,922.45
308	Other Supplies	2,976.52	1,845.33	504.12	-	-	-	29,847.21	-	35,173.18
311	Food	-	-	201,371.35	-	-	-	-	-	201,371.35
312	Uniforms	-	-	1,638.50	-	-	-	4,643.78	-	6,282.28
401	Communications	12,030.92	21,865.73	11,696.05	-	-	-	3,390.32	-	48,983.02
402	Rentals	45,128.63	119,033.77	6,635.85	-	-	-	-	-	170,798.25
403	Utilities	-	33,846.33	120,613.41	-	-	-	-	-	154,459.74
405	Profess/Scientific/Contracts	8,967.50	2,098.50	2,844.94	8,625.00	13,649.00	-	-	6,672.00	42,856.94
406	Outside Services	23,903.62	7,456.79	64,043.66	16.93	47.00	-	95.00	82.00	95,645.00
408	Advertising	4.93	-	677.00	-	-	-	-	-	681.93
409	Outside Repairs/Services	430.11	508.80	40,289.83	-	-	-	-	-	41,228.74
414	Reimburse Other Agencies	24,634.36	3,539.80	3,748.40	-	592.32	78.63	235.89	78.63	32,908.03
416	ITS Reimbursements	35,886.54	-	-	-	-	-	-	-	35,886.54
501	Equipment	5,206.20	10,412.40	185,023.69	-	7,905.00	-	-	-	208,547.29
502	Office Equipment	5,765.77	14,986.17	2,939.17	-	-	372.14	-	192.74	24,255.99
503	Non-Inventory Equipment	-	1,196.37	13,410.87	-	-	-	-	-	14,607.24
510	Data Processing	85,920.55	22,572.88	35,862.21	-	2,611.43	-	1,054.71	-	148,021.78
602	Other Expenses	7,168.64	7,654.57	70,129.59	-	74.21	48.91	-	-	85,075.92
901	Capital Improvements			106,982.25						106,982.25
	<b>Total Budget</b>	<b>1,559,896.66</b>	<b>4,011,787.17</b>	<b>3,704,178.92</b>	<b>117,618.28</b>	<b>744,055.30</b>	<b>149,295.46</b>	<b>330,627.41</b>	<b>95,735.31</b>	<b>10,713,194.51</b>