



Jackson County Jail Advisory Committee
Jackson County Courthouse
201 West Platt Street
Maquoketa, Iowa 52060

MEETING MINUTES

DATE: August 10, 2017

TIME: 5:00 p.m. – 6:00 p.m.

LOCATION: Jackson County Courthouse

Roll Call: Members Present: Sheriff's Office - Russ Kettman, Steve Schroeder; District Judge – Nancy Tabor; Jail –Mark Pape, Administrator, Adam Pape; Dept of Corrections – Rene Behr; Board of Supervisors—Larry McDevitt, Jack Willey, and Mike Steines; County Attorney's Office—Sara Davenport; Jackson County Emergency Management—Lyn Medinger; Jackson County Farm Bureau—Ryan Kilburg; Citizen members—Tiffany Mangler, Mike Delaney, Dick Kunau and Jon Thoms. Guests Present: Mike Kuane, Bellevue resident.

The meeting was called to order by Steve Schroeder at 5:00 p.m.

I. Introductions

II. Informational Materials:

Proposed By-Laws

Proposed Confidentiality Policy

III. Presentation and Remarks

Remarks by Mike Kuane concerned citizen regarding his employment and academia experience in the area of corrections and he offered any assistance that the committee might need.

IV. Action Steps:

The Committee unanimously voted to make "Jackson County Jail Advisory Committee" the official name of the committee.

Motion by Tabor, second by Kettman to elect Steve Schroeder as the Chair of the committee for a one year term commencing immediately. Motion passed by unanimous vote.

Motion by Kettman, second by Medinger to elect Sara Davenport as Secretary for an indeterminate term commencing immediately. Motion passed by unanimous vote.

Motion by Thoms, second by Mangler to have the Chair or Secretary be the Committee liaison to the Jackson County Board of Supervisors. Motion passed by unanimous vote.

Motion by Schroeder, second by Mangler to authorized Jackson County IT employee

Bjorn Beck design a webpage for the committee and link it to the Jackson County government website. Motion passed by unanimous vote.

Motion by Kilburg, second by Davenport to have the logo identified as #2 (white, yellow and black) to be the official logo for committee business and have the logo identified as #3 (black and white) used for stationary. Motion passed by unanimous vote.

Discussion regarding additions and revisions to the By-Laws and Confidentiality Policy was had. Corrections will be made to the documents, and a final vote on their adoption will be held at our next scheduled meeting.

Discussion was discussed regarding the need for a part-time coordinator to be paid through county funds to assist the committee with all logistics, outreach and liaison efforts. An ad hoc committee of Thoms and Kilburg was appointed to develop a job description and make salary and hour recommendations to the committee at the next scheduled meeting.

The discussion on the RFP for the needs assessment was tabled until the next meeting.

V. Next Meeting date:

A doddle poll will be circulated to determine the next date and time for meeting and said date and time will be made public at least 24 hours prior to the meeting starting time.

VI. Adjournment

Meeting adjourned at 6:24 p.m.

Respectfully submitted by:

Nancy Tabor

Ad-hoc Committee Recorder