

Albert G. and Sara I. Reuben Engagement Center

Board of Directors – Meeting Agenda

9:00 AM, January 14, 2016 at Indiana Interchurch Center, 1100 W 42nd Street, Indianapolis, IN 46208

- I. Call to order and Meeting Process Reminder – Carl Rochelle
- II. Roll call from roster – Julie Fidler
- III. Approval of the minutes – Board Members Motion: Nick Ball Second: Johnnie Underwood, unanimous passed
- IV. Director Report – Carl Rochelle
 - MOU with Eskenazi is in process. Carl will be using this to develop a staffing plan and schedule which will also inform the budget for the center
 - MCSO meeting was very successful and a decision was made that the desired door could be used by the REC for access. There will need to be some variances and it will need to be made ADA compliant. The Architect is working on this with his code consultant.
 - Web, email and social media addresses have been reserved so that there is not a significant cost later.
- V. Existing Task Group updates
 - a. Success Metrics – Johnnie Underwood
 - There is not one software tool to track ALL aspects that will need to be input/monitored. It doesn't exist. We are looking at Eskenazi EPIC, HMIS and others that will have to have information entered into them regularly.
 - Possibilities exist with IUPUI, U-Indy and Marion universities to incorporate interns and capstone projects into data collection and evaluation.
 - We should have universal portability with a release of information
 - Electronic Medical Records (EMR's) and Institutional Review Board (IRB) will be utilized to the extent practicable and to ensure that we are getting data even if a release is not obtained. This allows us to "blind" the data (remove all personally identifying information) and still aggregate and use the data and to allow us to publish reports based on who we are seeing/serving in the aggregate while not identifying individuals so we can get a true picture for planning and resource deployment.
 - There should be a formal comment period on these metrics (CHIP and the City to post and solicit comment for 30 days) followed by formal board adoption and Public Safety Approval
 - These metrics are a living document; they will refine and/or change over time.
 - b. Design and Construction – Alan Witchey
 - Alan clarified that the funds from the Reuben Family Trust are intact and available in their entirety.

- The Design process is going forward with bid packages expected within the next several weeks. The Bid process will require 30 days and Julie (as DPS Project Manager) is coordinating with City Purchasing and the Architect to follow that process.
- June opening is a real possibility but there was never a firm date set. The original March 30 date was always a goal, not a hard opening date.
- MOU's with CHIP and with Building Authority have been negotiated and are in process to execute. That is anticipated within the next 30 days to be completed.
- The "Door Move Project" will be separated out and executed first to allow for contractors to move personnel and materials under the bid process. It also requires a very specialized contractor to move. The design team is working with the MCSO to make sure that happens according to what they need for the secure facility.
- The Design Committee needs an Executive Sponsor from the Board.
- CHIP has funding for furnishings, promotion and training.
- It was suggested that there should be a succession of Grand Opening events to include open houses for service providers at multiple times across several days and that a Grand Opening formal event planning process needs to begin to be executed. This may need to be a work group (Alan and Julie have already agreed to work on this).

c. IMPD General Order – Suggested Modifications from IMPD – Flow Chart – TBD

- With the departure of Commander Hofmann, Chief Roach will take over duties related to getting the General Order changed. This will involve review by IMPD Planning and approval by the Command Structure. Carl and Julie will work with him on this.

d. Jail Transfer Task Group – TBD

- With the change in MCSO designees' this committee will be sponsored and led by Charnette Garner from MCPO.

e. Services Work Group-Andrea DeMink- Executive Sponsor, Julie Fidler-Facilitator

- This group has a scheduled (1/19) meeting and the goals of the group are:
 Determine what services we have, need and where gaps exist. Determine the process for referrals. Develop a comprehensive MOU that includes what REC will commit to and what provider will commit to (all agencies will be expected to provide some service or support for clients they intend to help get admitted). Hold a meeting with providers to ascertain what is needed and what each agency will commit to and the process for other agencies to become partners in the future under minimum standards and expectations to be developed.

VI. Unfinished business – Members NONE

VII. New business – Members

a. Board member voting – Carl Rochelle

- Bill Moreau was nominated for President and Johnnie Underwood was nominated for Vice Chair. This was properly moved and seconded and both were elected unanimously by voting members. (motion: Jan, second Nick)

b. Future meeting dates, times, locations – Carl Rochelle

- Carl will send a calendar invitation. It was felt by the Board that bi-weekly meetings would be best for the foreseeable future.

VIII. Good of the order – Members NONE

IX. Public comment – Guests

- There was one guest who commented that he appreciated the work and effort by the Board. Guests are listed on the sign in sheet.

X. Adjournment – Carl Rochelle