



ADMINISTRATION
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(319) 292-1279 FAX (319) 291-3947

TO: First Judicial District Department of Correctional Services Board of Directors

FROM: Ken Kolthoff, District Director

DATE: December 14, 2018

RE: Board of Directors' Meeting

The First Judicial District Department of Correctional Services Board of Directors will meet:

Friday, December 14th, 2018

10:00 a.m.

Independence Public Library

805 E. 1st Street

Independence, Iowa 50644

If you are unable to attend, please notify Board Secretary Janet Harms by email janet.harms@iowa.gov or work phone (319) 292.1279 and notify your alternate as soon as possible.

**Copies: Board of Directors
 1st District Employees
 DOC: Jerry Bartruff, Sally Kreamer, Johana Jerden
 Robin White, AFSCME
 News Media
 1st District Website
 Board File**

Agenda

**FIRST JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES
BOARD OF DIRECTORS' MEETING
10:00 AM, Friday, December 14, 2018**

Location:	Independence Public Library, 805 E. 1st Street, Independence, IA
Meeting called by:	Frank Magsamen, Chair
Note taker:	Janet Harms, Board Secretary
Please bring:	Previous Meeting Minutes & Advisory Committee Reports

Agenda Topics

1. Call to Order
2. Roll Call/Introductions
3. Agenda Approved As Received/Amended
4. Approval Of Previous Meeting Minutes
5. Public Forum
6. Approval of FY '19 Year-to-Date Analysis Report
7. Approval of FY '19 Budget Amendment
8. Approval Of Personnel Policy Updates
 - a. Travel Reimbursement
9. Approval of Changes to the Table of Organization
10. Federal BOP Contract
11. Purchase/Installment of Windows for the Waterloo Residential Correctional Facility
12. Approval of By-Laws Amendment
13. Director's Report
14. Advisory Committee Reports
15. Old Business
 - a. Question on insurance coverage for embezzlement
16. New Business
 - a. Annual Report for FY '18
 - b. Recognition of Board Members
17. Adjournment

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Committees of the Board may meet under the provisions of Chapter 21.4(2) & (3) of the Code of Iowa, there being good cause.