

**Skagit County Jail Finance Committee**  
**September 12, 2019**

**Meeting Minutes**

The meeting was opened at 9:00 a.m. and the Committee members acting on behalf of the respective entities for the meeting in attendance were:

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| 1) Anacortes – Steve Hogle       | 6) County – Melinda Miller              |
| 2) Burlington – Mayor Sexton     | 7) County – Commissioner Janicki        |
| 3) Mount Vernon – Doug Volesky   | 8) Sheriff's Office – Sheriff McDermott |
| 4) Sedro-Woolley – Doug Merriman | 9) Chair Gregg Davidson                 |
| 5) County - Trisha Logue         |   |

Also present were: *Johanna Crane, PFM Financial Advisors LLC; Elizabeth Christensen, Sheriff's Office; Deanna Randal-Seacrest, Sheriff's Office; Michele Long, Sheriff's Office; Mayor Julia Johnson, City of Sedro-Woolley; Susan Mussleman, Consultant; Tony Harrah, Skagit Labor Dems*

A letter from Tony Harrah was provided to the Committee members.

Meeting Minutes: The minutes from the July 18, 2019 meeting was provided.

**To Do:** Johanna to delete the last sentence in section D2f of the Rules and Procedures and provide to the Committee at next meeting.

**Action:** It was moved and seconded to approve the minutes from the meeting of July 18, 2019. Approved by a unanimous vote.

Multi-year staffing discussion: Discussion was led by Deanna Randal-Seacrest. Jail staff is looking at bringing in civilian labor for the booking area. Jail staff looked at a few jails around the area. Snohomish County uses civilians in booking and release. Beginning in 2020 the plan is to begin working with the guild to formulate a pilot program to see if it is a good way to go. The next phase would be to add in employees: 6 staff working 8 hour shifts with 24 hour coverage. Deputies working in booking and release get diverted to other areas in the jail when needed creating opportunities for entry error. Civilians wouldn't get interrupted which would reduce entry errors. Deputies would be placed back in the pods and help with transports. Wages for civilians would be a little less expensive. The plan would be to implement civilians into booking and release over a few years.

Jail Model reflecting the multi-year jail staffing plan: The jail model without the multi-year staffing plan was provided by Susan Musselman. The assumptions haven't changed much since the last update. The most significant change was the addition of the 2020 budget. The jail model with multi-year staffing model was provided adding in \$700,000 in 2021 and thereafter. The model doesn't include any added contribution once the RSA drops below the allowed threshold. Information regarding the RSA was provided. The model shows the RSA dropping below the allowed threshold in 2021 and partners would need to budget additional costs in 2022 and assess in 2023. There was discussion about what would be good to see in future model updates – a column to show the impact of additional contributions. The agreement was written as a look back rather than a look forward when it comes to the RSA. The idea of a look ahead is a good discussion to have at a future meeting.

Budget discussion and Committee recommendation: Discussion was led by jail staff. The 2020 preliminary budget was provided. The total for salaries and wages assumes the jail is fully staffed. A conversation is needed with Naphcare to see if they will need any additional staffing. The overtime figure seem to be double counted if it is assumed the jail is fully staffed. It was recommended to lower the overtime figure to reflect full staffing.

**Action:** It was moved and seconded to recommend the draft budget as proposed with revisions to the overtime figure. Commissioner Janicki abstained from voting. Approved five to two.

The two partners who opposed said they needed more time to digest and that there were too many numbers that were different. Can't continue to spend at a higher level when sales tax revenue is leveling off. Add further discussion to the next meeting agenda.

Operations update: Don Marlow provided an update. The daily average population is 260-270. The weekends are usually slightly higher.

Chair communication: The next meeting is scheduled for October 24, 2019 at 9:00 a.m. at the Skagit County Commissioners Hearing room. Move future standing meetings to the third Thursday at 9:15 a.m.

Agenda items to include an accreditation update, budget discussion, 2020 work plan. Future agenda item in January 2020 will include an RSA discussion.

Updated representative letters were requested to be sent to Johanna for the January 2020 meeting.

*MINUTES APPROVED 10/24/2019*