

Skagit County Jail Finance Committee
August 27, 2015

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 Hoglund | 6) County – Lisa Janicki |
| 2) Burlington – Bryan Harrison | 7) County – Tim Holloran |
| 3) Mount Vernon – Alicia Huschka | 8) Sheriff Will Reichardt |
| 4) Sedro Woolley – Eron Berg | 9) Chair Mark Venn |
| 5) County - Trisha Logue | |

Also present were: *Susan Musselman, Public Financial Management; Johanna Roodzant, Public Financial Management, Inc.; Charlie Wend, Sheriff's Office; Elizabeth Raines, Sheriff's Office; Kevin Rogerson, City of Mount Vernon; and Melinda Miller, Skagit County Prosecutor.*

There were introductions of the members and other people present.

Agenda: The agenda was provided.

Action: It was moved and seconded to approve the agenda. Approved by a unanimous vote.

Meeting Minutes: The minutes from the July 9, 2015 meeting were provided.

Action: It was moved and seconded to approve the minutes from the meeting of July 9, 2015. Approved by a unanimous vote.

Project Update: Marc Estvold provided an update to the project. Clean up on site has begun. The County doesn't have the grant from DOE in hand yet but looking at mid-October to receive the grant from DOE. Marc provided a handout summarizing the five construction bids that were received. Lydig Construction was the low bidder. Lydig built SCORE, a large facility in eastern Washington and in California. There was a discussion on the alternate that were included in the bid. The bid came in \$250,000 under budget. A revised budget was provided, with some line items revised since the bid came in lower. Lydig will be given notice to proceed on October 1, 2015. They have 540 days to reach substantial completion.

Jail Model Update: Susan Musselman provided an update on the jail model. Susan provided handouts of the jail model. A column was added for equipment replacement costs. If there are savings in the project we could reduce the amount available for the project and use it to reduce operations costs. There was discussion regarding how many staff was needed for the number of beds.

To do. Sheriff Reichardt to bring staffing report for discussion at next meeting.

Mental Health Facility: Tim Holloran led a discussion regarding the anticipated closure of a mental health facility. The County hired a consultant to look at a recovery plan that the State will accept. The conclusion is there needs to be a facility located in Skagit and Whatcom Counties. The funding source would be capital funding with some coming from the State. If more than 16 beds it would be ineligible for Medicaid funding. There will be a joint meeting on November 10, 2015.

Review of Medical Procedure/Cost. Sheriff Reichardt and Melinda Miller provided an update on the status of the medical procedure/cost amendment. Melinda has received executed copies of the amendment number 2 from all parties except the City of Burlington. It is on their Council agenda for August 27, 2015. Once Melinda receives amendment number 3 from all parties she will send signed copies.

To do. Hold another sub-committee meeting to discuss how to make the system work.

Jail Transition Team: Charlie Wend led a discussion regarding forming a jail transition team. The transition team will be named next week. Starting with a two member team and can add staff members as needed.

They will begin reviewing building operations, how to distribute staff and other procedures. They will work on recruiting trained officers from other locations.

Jail Outsourcing update: Sheriff Reichardt reported that there are currently 2 inmates in Chelan County. The north-end population is at 117 inmates. They will look at potentially changing the criteria on which inmates can be sent to Chelan County in order to send more to Chelan.

Report on Tax Collection into the Jail Fund: Elizabeth Raines provided an update on the tax collection into the jail fund. March 2015 through July 2015 is 8.5% ahead of same time last year.

Chair communication: The next meeting is scheduled for October 8th at 9:00 a.m. in the Crane Room.

Proposed Agenda Items for October 8th:

- Approval of agenda and minutes
- Project update led by Marc Estvold
- Budget and staffing presentation led by Sheriff Reichardt and Jackie Brunsen
- Fit for Jail discussion led by Sheriff Reichardt and Melinda Miller
- Jail transition team led by Charlie Wend
- Jail outsourcing update led by Sheriff Reichardt
- Tax collection update led by Jackie Brunson
- Chair communication by Mark Venn

APPROVED 10/8/2015