

**Skagit County Jail Finance Committee**  
**March 17, 2016**

**Meeting Minutes**

The meeting was opened at 8:15 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’s Office – Sheriff Will Reichardt |
| 4) Sedro Woolley – Eron Berg     | 9) Chair Mark Venn                           |
| 5) County - Trisha Logue         |  |

Also present were: *Johanna Roodzant, Public Financial Management, Inc.; Susan Musselman, Public Financial Management, Inc.; Charlie Wend, Sheriff’s Office; Elizabeth Raines, Sheriff’s Office; Deanna Randall-Secrest, Sheriff’s Office; Darcy Swetnam, City of Anacortes; 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 January 21, 2016 meeting were provided.

**Action:** It was moved and seconded to approve the minutes from the meeting of January 21, 2016. Approved.

Project Update: Sheriff Reichardt provided an update to the project. There have been no new change orders. A few walls are up and welded into place. There will be two mock cells built to work out how the plumbing fixtures should be laid out to allow for maintenance. There will be a site tour on April 8<sup>th</sup> at 1:00 p.m. The project is on schedule.

**To do.** Johanna to email the link to the recording of the project update from the March 7, 2016 Skagit County Commissioners meeting.

Review of Jail Model: Susan Musselman led a discussion regarding the review of the jail model. Susan provided a few handouts. The first handout showed the 2015 FTE jail cost and 2016 FTE jail budget. In 2014, the number of projected needed FTEs for 2016 was 67.5. The second handout showed the new jail staffing plan for 2016 through 2018. The number of staff in 2016 was included in the budget. The staffing plan fully staffs the jail to work regardless of number of inmates. Population not a huge driver of how many staff is needed. The higher population means more inmates going to court so more transportation and maybe medical. Judges are a huge driver in inmate population. Judges have been involved with the discussions. The third handout was the key assumptions for the model and the updated model. We did look at the historical staffing component in connection with the County contribution. There was discussion regarding the RSA. The model is assuming no money from the State Legislature.

**To do.** Johanna to email the DLR Group August 2014 Report to the committee.

Jail Outsourcing update: Sheriff Reichardt reported that there are currently 3-4 inmates in Chelan County.

Report on Tax Collection into the Jail Fund: Jackie Brunson provided an update on the tax collection into the jail fund. Handout was provided showing the usage of jail by agency. It was requested to show numbers as well as the percentages. A handout was provided showing the Jail Fund expense report and the Jail Fund revenue report. It was requested to have the County contribution and the Cities portion separated out in the revenue fund.

Chair communication: The next meeting is scheduled for May 12<sup>th</sup> at 8:15 a.m. in the Commissioners Hearing Room. Add to the agenda update on the report from the Cities regarding the alternative programs to be led by Sheriff Reichardt; discussion of bed rates model including information regarding bed rental rates to be led by Sheriff Reichardt; and discussion on behavioral health to be led by Tim Holloran.

Proposed Agenda Items for May 12<sup>th</sup>:

- Approval of agenda and minutes
- Project update led by Marc Estvold
- Update on the report from Cities regarding the alternative programs led by Sheriff Reichardt
- Discussion of bed rates model led by Sheriff Reichardt
- Behavioral Health discussion led by Tim Holloran
- Jail outsourcing update led by Sheriff Reichardt
- Tax collection update led by Jackie Brunson
- Chair communication by Mark Venn

*APPROVED 5/12/2016*