

**Skagit County Jail Finance Committee**  
**November 10, 2016**

**Meeting Minutes**

The meeting was opened at 9:15 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 Crane, PFM Financial Advisors LLC; Charlie Wend, Sheriff’s Office; Jackie Brunson, Sheriff’s Office; Elizabeth Christensen, Sheriff’s Office; Peter Donovan, City of Mount Vernon; Marc Estvold, Project Manager*

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 September 9, 2016 meeting were provided.

**Action:** It was moved and seconded to approve the revised minutes from the meeting of September 9, 2016. Approved by a unanimous vote.

Project Update: Marc Estvold provided an update to the project. There have been no significant change orders. From a budget standpoint there is an estimated 16% risk to the contingency and 28% of the contingency left. Site work is almost done; 68% complete on the project. The retention pond was hydro-seeded and completed in October. As part of the Ecology permit we put in seven water monitoring wells. A sample was taken on Thursday and expect results the next week. Final claim is expected in the end of February with final completion in June.

Report on Tax Collection into the Jail Fund: Jackie Brunson provided an update on the tax collection into the jail fund. It was decided that Jackie Brunson will email the report each month to the Committee members and it will be removed from the agenda.

2017 Budget Discussion: Jackie Brunson led a discussion on the 2017 budget. The staffing handout was provided. The bed day usage handout was provided. The Medical handout was provided. The budget handout was provided. The operational numbers in the budget are the numbers used in the model. The preliminary budget will be available November 21, 2016 and is expected to be adopted on December 19, 2016.

**Action:** It was moved and seconded to approve the 2017 budget. Lisa Janicki abstained from voting, otherwise approved by a unanimous vote.

Jail Model Update: Trisha Logue led a discussion on the jail model. The jail model and assumptions handout was provided. The new bed rates for non-partners is not taken into account in the model. The Department of Corrections does not pay for housing due to Legislative policy. It was requested to add to the jail model a column showing actual ADP with and without programs and see the jail model twice a year.

**To do:** Susan to add a column showing actual ADP with and without programs to the jail model and present an updated jail model in six months.

Discussion of Capital Component in bed rates: Sheriff Reichardt led a discussion on including a capital component in bed rates. SCORE is sending documentation on their formula for calculating the capital component in bed rates. Keep on agenda.

Report on imbedded social worker: Alicia Huschka provided a report on the City of Mount Vernon's imbedded social worker program. It will be a two year pilot program and will work with non-profits for housing and mental care. The City of Mount Vernon is looking at four to six weeks to hire the social worker and will be doing rigorous back-ground checks.

Jail Outsourcing update: Sheriff Reichardt reported that we have a few inmates at Snohomish County.

Chair communication: The next meeting is scheduled for January 19<sup>th</sup> at 8:15 a.m. in the Commissioners Hearing Room. Peter Donovan will be filling in for the City of Mount Vernon until the new finance director is hired.

Proposed Agenda Items for January 19<sup>th</sup>:

- Approval of agenda and minutes
- Project update led by Marc Estvold
- Discussion of capital component in bed rates led by Sheriff Reichardt
- Behavioral Health discussion led by Tim Holloran
- Jail outsourcing update led by Sheriff Reichardt
- Chair communication by Mark Venn

*APPROVED 1/19/2017*