

Skagit County Jail Finance Committee
January 11, 2018

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 – Lisa Janicki |
| 2) Burlington – Bryan Harrison | 7) County – Tim Holloran |
| 3) Mount Vernon – Doug Volesky | 8) Sheriff's Office – Sheriff Will Reichardt |
| 4) Sedro-Woolley – Eron Berg | 9) Chair Gregg Davidson |
| 5) County - Trisha Logue | |

Also present were: *Johanna Crane, PFM Financial Advisors LLC; Deanna Randall-Secret, Sheriff's Office; Elizabeth Christensen, Sheriff's Office; Don Marlow, Sheriff's Office; Jackie Brunson, Sheriff's Office; Marc Estvold, Project Manager; Julia Johnson, Mayor, Sedro-Woolley*

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 November 9, 2017 meeting were provided.

Action: It was moved and seconded to approve the minutes from the meeting of November 9, 2017. Approved by a unanimous vote.

Project/Operations Update: Marc Estvold provided an update to the project. There are a few change orders left. The budget is very similar to what was provided in November estimating about \$600,000 in contingency left.

Discussion of Capital Component for outside agencies: Sheriff Reichardt led a discussion on the capital component for outside agencies. Handouts were provided. There is no criteria to define a high maintenance inmate. The jail classify inmates but inmate behavior drives how much time staff spend with each inmate. There was discussion on what the bed rate should be and what the value is on selling beds to outside agencies. The various fees and bed rates should be looked holistically. Financial analysis needs to be done before we change rates. The booking fee is \$40 and needs to be revisited. Booking fee needs to be based closer to actual cost of deputies. Booking rate can be set annually. Should have ready for fall. Should include costs incurred for releases as well.

To do: Elizabeth Christensen will send a letter to the outside agencies to set bed rates at \$140 plus \$50 for general population, \$200 plus \$50 for high maintenance to be effective March 1, 2018.

To do: PFM to work with jail staff to develop and recommend bed rates, booking fees and capital component fees, tied to the jail model. Have it ready for the May meeting.

Action: It was moved and seconded PFM work with jail staff to develop and recommend bed rates, booking fees and capital component fees. Approved by a unanimous vote.

Booking report update: Sheriff Reichardt led a discussion on the booking report update. Handouts were provided. Most of the turndowns are low type warrants and first time issuances. The jail takes all DUI warrants now. Average daily population is about 210. The Department of Corrections population has gone up.

Discussion of plan for what the Committee would like to accomplish in 2018: Gregg Davidson led the discussion. The Committee would like to accomplish the following:

1. Overview of Jail Operations – 45 minutes to 1 hour
 - a. tour of jail operating
 - b. what is included in 2018 budget
 - c. Organization chart
 - d. How jail is staffed
 - e. How does booking to release work
 - f. How are inmates classified
 - g. Medical operations
 - h. What programs are offered/ consider new programs
 - i. Staff time
 - j. How does the turndown process work
2. Important factors for NaphCare?
 - a. Staff to develop work plan to gain clinic accreditation within 18 months, Committee to review the plan
 - b. Alternative plans for medical care
 - i. Review options for care provider
 - ii. Review with Committee in 18 months
 - c. Medical metrics to overview performance
 - d. What are we as partners required legally to provide to inmates
 - e. Behavioral Health – severity of those issues
 - f. Senate Bill 5593
 - i. Re-evaluate after NaphCare has been in place
 - ii. Question of resetting partners medical costs
 - g. Medical Goals
 - i. Fit for jail
 - ii. How much we treat versus sending inmate to hospital
3. Discussion of attracting outside agencies
4. Watch ADP trends
5. Programing
 - a. What are we going to put in
 - b. What is it effecting

To do: Jail staff to develop a 45 minute to 1 hour presentation of jail operations include an organization chart, how the jail is staffed, booking to release, classification, medical, programs, staff time, turndown process and have it tied to budget.

Discussion of the frequency of meetings and what reports should be sent out monthly: Gregg Davidson led this discussion. It was decided to keep having meetings every other month. Accreditation may lead to additional meetings. The May meeting will include a discussion on the jail model and fee model, NaphCare presentation and alternative medical.

To do: Johanna Crane to send reports with the meeting agenda and minutes.

Chair communication: The next meeting is scheduled for March 8, 2018 at 9:00 a.m. at the Skagit County Community Justice Center.

Proposed Agenda Items for March 8th:

- o Approval of agenda and minutes
- o Jail Operations presentation led by Sheriff Reichardt
- o Chair communication by Gregg Davidson

MINUTES APPROVED 3/8/2018