

**Skagit County Jail Finance Committee**  
**September 5, 2018**

**Meeting Minutes**

The meeting was opened at 3:30 p.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 – Doug Merriman | 9) Chair Gregg Davidson                      |
| 5) County - Trisha Logue         |  |

Also present were: *Johanna Crane, PFM Financial Advisors LLC; Elizabeth Christensen, Sheriff's Office; Don Marlow, Sheriff's Office; Jackie Brunson, Sheriff's Office; Don McDermott, Sheriff's Office; Amie Tidrington, Skagit County Corrections; Jill Boudreau, City of Mount Vernon Mayor; Susan Musselman, Susan Musselman LLC*

Budget discussion: Jackie Brunson will provide an updated budget at the September 13, 2018 meeting. There are minor revisions. There was some discussion on how adding eight staff would impact the rate stabilization account ("RSA"). It was requested to have Susan Musselman provide an updated model that includes the jail staffing request.

**To-do:** Susan Musselman to update the jail model to include the jail staffing request.

Review bed rates and booking fees: Susan Musselman led a discussion the methodology to set booking fees and a review of the RSA. Handouts were provided. The rate stabilization account handout was prepared pre-2019 budget request. There will need to be some thought into how to make the RSA more recession proof. There was discussion on how to correctly staff for the number of inmates and the choice of the healthcare system. Add RSA discussion to the 2019 work plan.

Susan provided a handout showing the booking fee methodology. It has four different methodologies. Susan provided a recommendation of calculating booking fee based on staffing costs for two full time booking officer, calculate fee based on estimate of actual costs for time spent on each booking (currently estimated at 80 minutes) increased by 30%, average those two numbers and divide by number of bookings. There was a motion to charge a \$201 booking fee for non-partners. Motion died due to no second. There was further discussion on what the goal is for the partner booking fee. Add partner booking fee to the September 13, 2018 agenda.

**To-do:** Johanna Crane to pull up minutes regarding the partner booking fee and work program discussion and send to Sheriff's staff.

**Motion:** It was moved and seconded to charge a \$175 booking fee for non-partners to be effective January 1, 2019. Approved.

Chair communication: The next meeting is scheduled for September 13, 2018 at 8:00 a.m. at the Skagit County Commissioners Hearing room.

The remaining 2018 work plan:

- o County staff to look at work plan to figure out who does what and when for NaphCare research
- o County has reached out for third party to look at other options for medical
- o Accreditation is worked on daily at medical – could get an update from medical
- o Sheriff to send out email to committee to request staffing questions in advance of special meeting
- o What is the minimum need for K pod – what amount of time for k pod that would help NaphCare

Proposed Agenda Items for September 13th:

- Approval of agenda and minutes
- Project/Operations update led by Marc Estvold
- Budget discussion led by Jail Staff
- Booking Report led by Sheriff Reichardt
- Chair communication by Gregg Davidson

*MINUTES APPROVED 9/13/2018*