

Skagit County Jail Finance Committee
September 13, 2018

Meeting Minutes

The meeting was opened at 8:00 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 – Doug Merriman | 9) Chair Gregg Davidson |
| 5) County - Trisha Logue | |

Also present were: *Johanna Crane, PFM Financial Advisors LLC; Don Marlow, Sheriff's Office; Jackie Brunson, Sheriff's Office; Don McDermott, Sheriff's Office; Deanna Randall-Secret, Sheriff's Office; Amie Tidrington, Skagit County Public Health; Eron Berg, City of Sedro-Woolley; Steve Sexton, City of Burlington Mayor*

Project/Operations update: Sheriff Reichardt provided an update. Contracted with a landscaping company. Work with outside counsel continues regarding the bunk issues. Cornerstone has been in repeatedly working through the intercom issues. There was an issue with the inmate phones. The company replaced the phones. District Court has requested to have court on Monday and Tuesday and trials on Friday. This would require some shifting of security. There was some discussion regarding issues with inmate/attorney confidentiality.

To-do: Trisha Logue to check on retainage.

Budget discussion: Jail staff led a discussion on the budget. The budget that was provided included the 8 FTE in the supplemental column. It is anticipated that with the addition of staff it will have a reduction in overtime due to more flexibility in staffing. The expectation is to have the eight FTE hired by next spring. There was robust discussion on the need for the additional FTE and the impact on the budget and jail model. The Commissioners have built in a hiring freeze so the Sheriff's office must explain why they need more staff. An updated jail model was provided that included a 10% sales tax increase for 2018 and a conservative 2% increase going forward. There was discussion on if it was part of the Committees duty to recommend a budget to the Commissioners. There was a motion to recommend the support of the eight FTE increase in staffing as the budget is presented. The motion died due to no second. There was a second motion for the group to recognize the need for an increase in staffing to recommend some increase in staffing of one to eight FTE. The motion died due to no second. Add further discussion on the eight FTE request to the next meeting agenda. It was requested that the Sheriff's office provide a report showing how it would look for the jail by increasing staff incrementally.

To-do: Jail staff to provide report showing how it would look for the jail by increasing staff incrementally at the next meeting.

Motion: It was moved and seconded to recommend the base budget plus the RFID request and remain silent on the eight FTE request. Approved with one opposed. Commissioner Janicki abstained.

Partner booking fees: Sheriff Reichardt led a discussion the partner booking fees. Handouts were provided. There was discussion on the partner programs and the incentive to have those programs. The booking fee is based on one FTE not on number of bed days. The \$40 booking fee was calculated a long time ago based on how long it took to book an inmate. There was discussion on reviewing partner alternative work programs each year at the March meeting and looking at what other programs partners could use. The goal of these programs is to divert inmates from using beds. There was a motion to charge an \$80 booking fee for partners. The motion died due to no second. There was further discussion on alternative work programs and how they should measure the incentive. The March 2019 review needs to include a review of 2017 alternative programs. A subcommittee needs to get together to discuss what other alternative programs could be included and how to measure the incentive.

Motion: It was moved and seconded to charge a \$60 booking fee for partners that does not have an approved alternative program in place. Approved with one opposed. Bryan Harrison abstained.

Booking report update: Sheriff Reichardt led an update. Handouts were provided. Plan is to review NaphCare in 2019. Staffing levels are standing in the way of accreditation.

Chair communication: The next meeting is tentatively scheduled for November 15, 2018 at 9:00 a.m. at the Skagit County Commissioners Hearing room. May need to reschedule the meeting.

Proposed Agenda Items for November 13th:

- Approval of agenda and minutes
- Operations discussion led by Jail Staff
- Budget discussion to include 8 FTE led by Jail Staff
- NaphCare accreditation discussion led by Amie Tidrington
- Booking Report led by Sheriff Reichardt
- Chair communication by Gregg Davidson

MINUTES APPROVED 10/31/2018