

**Skagit County Jail Finance Committee**  
**May 9, 2019**

**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 – Absent            | 6) County – Melinda Miller              |
| 2) Burlington – Mayor Sexton     | 7) County – Tim Holloran                |
| 3) Mount Vernon – Mayor Boudreau | 8) Sheriff’s Office – Sheriff McDermott |
| 4) Sedro-Woolley – Doug Merriman | 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; Annette Lindquist, Sheriff’s Office; Michele Long, Sheriff’s Office; Amie Tidrington, Skagit County Public Health; Doug Volesky, City of Mount Vernon*

Meeting Minutes: The minutes from the March 14, 2019 meeting was provided.

**Action:** It was moved and seconded to approve the minutes from the meeting of March 14, 2019. Approved by a unanimous vote.

Function of the Committee discussion: Handout of the Interlocal was provided. Commissioner Janicki requested the discussion to be held at the next meeting.

Budget timing discussion: Discussion was led by Gregg Davidson. If the Committee sets booking fees early enough then the City of Burlington can build the fees into their budget. Plan is to stick with early September for a review of an early preliminary budget. It was discussed that it would be helpful to have a multi-year staffing plan for the jail. The jail model should include the multi-year staffing plan.

**To do:** Jail staff to put together a preliminary multi-year staffing plan for the July meeting.

Direct/Indirect supervision discussion: Discussion was led by jail staff. Handouts were provided. Cameras document incidents inside cells or pods but they do not prevent the incidents. The jail was designed to have officers in the pods. Direct supervision is more efficient but more expensive. There will need to be a gradual switch to direct supervision. With the addition of four staff then two would be put in medical and two in the mental health pod. Holding interviews every four weeks. Jail standards are changing everywhere.

**To do:** Jail staff to send to the committee members the balance in the RSA.

Operations update: Don Marlow provided an update. The average jail population is 255. Would prefer to have population down to 240 during the retrofit. Good communication with the City police chiefs on who needs to be booked. The bunk retrofit is on track. Started on N pod with the first pod done tomorrow. The plan is to be done the first part of July. Looking into ways to streamline the opioid treatment process. Medical assistance treatment is a requirement through ADA. Working on a grant to help cover counseling. Plan to educate the inmate on their in jail options and provider options.

Chair communication: The next meeting is scheduled for July 18, 2019 at 9:00 a.m. at the Skagit County Commissioners Hearing room.

*MINUTES APPROVED 7/18/2019*