

Skagit County Jail Finance Committee
May 10, 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 Høglund | 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; Susan Musselman, PFM Financial Advisors LLC; Marc Estvold, Project Manager; Deanna Randall-Secrest, Sheriff's Office; Elizabeth Christensen, Sheriff's Office; Don Marlow, Sheriff's Office; Jackie Brunson, Sheriff's Office; Amie Tidrington, Skagit County Corrections*

Meeting Minutes: The minutes from the March 8, 2018 meeting were provided.

Action: It was moved and seconded to approve the minutes from the meeting of March 8, 2018. Approved by a unanimous vote.

Project/Operations update: Marc Estvold provided an update on the project. To date the project is \$1 million under budget. A one year warranty walk with the architect and builder occurred. They are working through a warranty punch list. The metal bunkbed issue is still being worked through with the County and legal. The intercom company has been out a few times working through the bugs. All contractors have been very responsive. There will be a warranty walk for security electronics in June.

Jail Model update: Susan Musselman provided an update on the jail model. Handouts of the model and assumptions were provided. The model remains very much the same as the November model. Strong 2018 revenues. There was discussion about generating revenue to keep the RSA above the threshold. Discuss outside agencies booking fees and bed rate formula at the September meeting

To-do: Jail staff to provide to Johanna Crane data on actual body numbers (pull out the agencies that don't pay) one week in advance of next Committee meeting.

Booking report update: Sheriff Reichardt led a discussion on the booking report update. Handouts were provided. A new state law requires the jail to take all DUI warrants. There was discussion regarding the health and wellness report. Each inmate is screened for fit for jail before booking and then the inmate gets a physical after they are booked. Jail staff are working on pre-release MAT options (opioids and other drugs). Most of the turndowns are out of County warrants.

To-do: Jail staff to label reports congruently.

Chair communication: The next meeting is scheduled for July 19, 2018 at 8:00 a.m. at the Skagit County Commissioners Hearing room.

Proposed Agenda Items for July 19th:

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

MINUTES APPROVED 7/19/2018