

Skagit County Jail Finance Committee
October 8, 2015

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 – Not present | 6) County – Lisa Janicki |
| 2) Burlington – Bryan Harrison | 7) County – Tim Holloran |
| 3) Mount Vernon – Alicia Huschka | 8) Sheriff’s Office – Not present |
| 4) Sedro Woolley – Eron Berg | 9) Chair Mark Venn |
| 5) County - Trisha Logue | |

Also present were: *Susan Musselman, Public Financial Management; Johanna Roodzant, Public Financial Management, Inc.; Charlie Wend, Sheriff’s Office; Deanna Randall-Secrest, Sheriff’s Office; Marc Estvold, Project Manager; Jim Darling, Maul Foster Alongi; Justin Clary, Maul Foster Alongi; and Yen-Vy Van, Maul Foster Alongi.*

There were introductions of the members and other people present.

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 August 27, 2015 meeting were provided.

Action: It was moved and seconded to approve the minutes from the meeting of August 27, 2015. Approved by a unanimous vote.

Budget and Staffing Presentation: Jackie Brunson led a presentation on the budget. Handouts were provided showing the approved, modified 2015 budget; the 2016 base budget request and the 2016 supplemental budget request. The supplemental budget request is for additional staffing of nine correctional deputies. There was a request to see an additional column to see what was modified in the prior budget.

Charlie Wend led the discussion on staffing needs of the jail. Handouts were provided. The sheriff’s office worked with DLR to get a model of staffing needs. The transition team will look at how the jail will run, where best to put officers and determine where inmates can move freely without supervision. The committee would like to see a narrative that describes how the staff is spread out and what the programs are. Define the level of service that the jail currently runs, what is needed to run the new jail and what does the sheriff’s office want.

To do. Jackie Brunson and Trisha Logue will email out the revised budget including a column of what was modified in the prior budget. Tim Holloran and Charlie Wend to work on what the mission is, ie: what we have now, what we need for the new jail and what we want for the new jail.

Report on Tax Collection into the Jail Fund: Jackie Brunson provided an update on the tax collection into the jail fund.

Jail Transition Team: Charlie Wend led a discussion regarding forming a jail transition team. The transition team has been identified, they are just waiting on the Sheriff’s sign-off.

Project Update: Marc Estvold provided an update to the project. They are working through the contract process. The contract will be brought to the Commissioners for approval on Monday. Permits will be in place this week or next week. Ground breaking will be in early October. Maul Foster Alongi is the consultant for the environmental clean-up. They provided handouts. The clean-up is complete. The Department of Ecology has agreed to pay for 90% of the environmental clean-up. Tim Holloran provided

a handout showing the Truck City remedial action plan, breaking down the grants and costs. The intent is to apply for the full 90% of the total clean-up costs.

Jail Outsourcing update: Charlie Wend reported that there are currently 4 inmates in Chelan County. The north-end population is at 110 inmates. Snohomish County sent a draft contract to take inmates. Snohomish County lost the DOC contract.

Senate Bill 5593 Discussion: Eron Berg led a brief discussion regarding Senate Bill 5593. The main issue is the state clearly articulated the reimbursement rate if you don't have an agreement. Melinda Miller is going to look at the language in our agreement. A decision will need to be made to use the default or change our agreement to match the default.

To do. Melinda Miller will look at the language in the agreement. Discuss at next meeting.

Chair communication: The next meeting is scheduled for November 12th at 9:00 a.m. in the Commissioners Hearing Room.

Proposed Agenda Items for November 12th:

- Approval of agenda and minutes
- Project update led by Marc Estvold
- Behavior Health discussion led by Tim Holloran
- Fit for Jail discussion led by Sheriff Reichardt
- Senate Bill 5593 discussion led by Eron Berg
- Jail outsourcing update led by Sheriff Reichardt
- Tax collection update led by Jackie Brunson
- Chair communication by Mark Venn

APPROVED 11/12/2015