

Skagit County Jail Finance Committee
July 19, 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 Hoglund | 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;; Deanna Randall-Secrest, Sheriff's Office; Elizabeth Christensen, Sheriff's Office; Don Marlow, Sheriff's Office; Jackie Brunson, Sheriff's Office; Juanita O'Neill, Sheriff's Office; Amie Tidrington, Skagit County Corrections; Darcy Swetnam, City of Anacortes Mayor*

Meeting Minutes: The minutes from the May 10, 2018 meeting were provided.

Action: It was moved and seconded to approve the minutes from the meeting of May 10, 2018. Approved by a unanimous vote.

Eron Berg from the City of Sedro-Woolley introduced Doug Merriman who will be taking over as the City of Sedro-Woolley's committee member.

Project/Operations update: Tim Holloran provided an update on the project. The metal bunkbed issue is still being worked through with the County and legal. The warranty issues are being worked through.

Budget discussion: Jackie Brunson provided an update on the budget. Handouts were provided. There was discussion regarding the need to have 15 minute checks on the high maintenance inmates and the physical distance for jail staff. The budget includes a staff increase of 8 deputies and Guardian RFID System program to help deputies track inmates. Deanna Randall-Secrest and Juanita O'Neill from the Sheriff's office provided a presentation on the Guardian RFID System. The jail staff needs to do due diligence on the annual costs. There was discussion regarding the budget request to add eight deputies. The County intends to keep Susan Musselman on contract to keep up on the model. There was a request to pull Susan in earlier to update model to see the impact of adding new staff. The RFID tracking system is a good investment.

To-do: County staff to draft a scope of services for Susan Musselman and to request availability for a special meeting to discuss bed rates and booking fees.

Booking report update: Sheriff Reichardt led a discussion on the booking report update. Handouts were provided. Nothing new to report. Population always increases in the summer.

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