

Skagit County Jail Finance Committee
July 18, 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 – Steve Hoglund | 6) County – Melinda Miller |
| 2) Burlington – Mayor Sexton | 7) County – Commissioner Janicki |
| 3) Mount Vernon – Doug Volesky | 8) Sheriff's Office – Sheriff McDermott |
| 4) Sedro-Woolley – Eron Berg | 9) Chair Gregg Davidson |
| 5) County - Trisha Logue | |

Also present were: *Johanna Crane, PFM Financial Advisors LLC; Elizabeth Christensen, Sheriff's Office; Don Marlow, Sheriff's Office; Amie Tidrington, Skagit County Public Health;*

Meeting Minutes: The minutes from the May 9, 2019 meeting was provided.

Action: It was moved and seconded to approve the minutes from the meeting of May 9, 2019. Approved by a unanimous vote, Steve Hoglund abstained as he was absent from the May 9th meeting.

Function of the Committee discussion: Handout of the Interlocal was provided. Discussion was led by Commissioner Janicki. Discussion was centered on what the Committee members should and should not be voting on. The members agree that the flow of communication has been great and makes budgeting easier. The Rules and Procedures document is in conflict to the Interlocal to a certain extent. Section D2f gives more power to the Committee than what is in the Interlocal. It was moved to delete the last sentence in section D2f. The intent is to still bring the financial information to the Committee as an informational agenda item. It was requested to make the agenda more specific regarding what is for discussion and what needs action.

Action: It was moved and seconded to amend the Skagit Jail Finance Committee Rules and Procedures to delete the last sentence in section D2f. Approved by a unanimous vote.

Multi-year staffing discussion: Discussion was led by Don Marlow. Jail staffing level is three shy of when the jail opened. The goal is to have staffing levels full by end of September. There is no plan to request for additional staff in 2020. The goal is to go from 57 to 65 positions. Other facilities use civilian staff in booking and release area. Civilian staffing costs more up front but lower in the long-term. The cost factor is almost zeroed out hiring eight civilians to six officers. The Sergeants are on board with the concept but would still need to discuss with the union. There was discussion on the billing system the jail uses. The Spillman System is cumbersome to use as a billing system. Other agencies don't use Spillman for billing. Jail staff will look into what other agencies are using. The jail model was provided although it did not include the multi-year staffing plan. The preliminary 2020 budget, multi-year staffing plan and jail model need to be married together.

To do: Jail staff to look into what other agencies use for billing systems.

To do: Jail staff to provide Susan Musselman the preliminary 2020 budget and multi-year staffing plan to include in jail model for the September 12, 2019 meeting.

Operations update: Don Marlow provided an update. Handout was provided. The bunk issue has been resolved. Booking restrictions will stay in place through September until staffing level is higher. The average population is 265 a day.

Chair communication: The next meeting is scheduled for September 12, 2019 at 9:00 a.m. at the Skagit County Commissioners Hearing room.

MINUTES APPROVED 9/12/2019