

# INMATE WELFARE COMMITTEE MEETING – MINUTES

Tuesday, January 24, 2017

0900 Hours

Main Conference Room – Ridgehaven

## ATTENDANCE:

A/S Miller, DSB

Cmdr. Ingrassia, DSB

Capt. Clamser, EMRF

Capt. Duke, GBDF

Capt. Flynn, SDCJ

Capt. Frierson, LCDRF

Capt. Madsen, DSD

Capt. Pena, RMDF

Capt. Schroeder, VDF

Lt. Glick, SBDF

Lt. MacLyman, DSD

Sgt. Manning, DSD

Sgt. Wilson, RSD

Christine Brown-Taylor

Van Dao, Fin Svcs

Vincent Devera, Fin Svcs.

Burma Dunn, Public Member

Alisanne Guido, ISD

David King, ISD

Heather Rice, Budget

- I. **CALL TO ORDER:** Commander Ingrassia called the meeting to order at 0902 hours.
- II. **APPROVAL OF MINUTES:** **MOTION** made and seconded (Schroeder/Pena) to approve the minutes dated December 13, 2016. **MOTION CARRIED TO APPROVE.**
- III. **OLD BUSINESS:**
- A. **2<sup>nd</sup> Quarter Financial Report** – Alisanne Guido  
Jail Stores Commissary expenditures ending December 31, 2016 and revenues ending December 16, 2016 were displayed and reported; did not receive revenue numbers for last two weeks due to holiday. Expenditures and revenues exceed previous year; sales up 16%. New slides were introduced; Jail Stores Revenue (by facility) and Sales by Facility.
- The ADA Units by Comparison slide was shown, discussion followed.
- B. **FY 2017-2018 Inmate Welfare Budget** - Alisanne Guido  
Inmate Welfare Fund expenditures and revenues for the first two quarters were reported. Expenditures and Revenues are on track to be lower than previous fiscal year due to fewer projects, reduction in newspaper cost and reduction in the educational and vocational contracts.
- No funding requests or reductions (only realignments) in any of IW org's.
- Inmate Welfare will continue funding for Project In-Reach for \$130K for the next fiscal year; up from \$100K last year, added administrative staff and expanding the services. Captain Clamser suggested expanding the Project In-Reach program to LCDRF; discussion followed.
- Inmate Welfare Fund – FY 2017-2018 Proposed Budget Summary was reported.
- IV. **NEW BUSINESS:**
- A. **Atlantis Commissary Application Proposal** – David King  
A proposal for an application to be created for the S-phone was introduced to replace the Scan-tron; scanners are obsolete and time consuming for storekeepers to process orders. In the future, adding the S-phone in all housing units will also have other potential uses such as video visits. Additional information was provided by Captain Clamser. Captain Clamser will give a Securus presentation at the next Inmate Welfare Committee meeting.

V. **ACTION ITEMS**

- A. **Approval of the 2<sup>nd</sup> Quarter Financial Report:** MOTION made and seconded (Schroeder/Duke) to approve the 2<sup>nd</sup> Qtr. Financial Report. **MOTION CARRIED TO APPROVE.**
- B. **Approval of the FY 2017-2018 Inmate Welfare Budget:** MOTION made and seconded (Clamser/Frierson) to approve the FY 17/18 Inmate Welfare Budget. **MOTION CARRIED TO APPROVE.**
- C. **Approval of the Atlantis Commissary Application for \$11,850:** MOTION made and seconded (Clamser/Duke) to approve the Atlantis Commissary Application. **MOTION CARRIED TO APPROVE.**

VI. **OFF AGENDA:**

**Christine Brown-Taylor** – Expressed interest in the area behind the Print Shop for future needs and to expand programs; PSG has said they will not be using the space, will continue to research.

**Cmdr. Ingrassia** – Posed the question, moving forward, is the high fund balance what we wish to maintain or are we being too conservative? A discussion followed.

**ADJOURNMENT:** 0950 Hours

**NEXT MEETING:** TUESDAY, MARCH 28, 2017  
0900 HOURS  
RIDGEHAVEN – MAIN

Submitted By: Holly Adams-Fallone