

INMATE WELFARE COMMITTEE MEETING – MINUTES

Tuesday, February 28, 2017

0900 Hours

Main Conference Room – Ridgehaven

ATTENDANCE:

A/S Miller, DSB	Capt. Madsen, DSD	Burma Dunn, Public Member
Cmdr. Brown, DSB	Capt. Pena, RMDF	Alisanne Guido, ISD
Cmdr. Hernandez, DSB	Capt. Schroeder, VDF	Kathy Hernandez, IPD
Cmdr. Ingrassia, DSB	Sgt. Manning, DSD	David King, ISD
Capt. Clamser, EMRF	Sgt. Wilson, RSD	Heather Rice, Budget
Capt. Duke, GBDF	Christine Brown-Taylor, RSD	Sanford Toyen, Legal
Capt. Flynn, SDCJ	Rebecca Cardenas, RSD	Jenny Tyson, RSD
Capt. Frierson, LCDRF	Vincent Devera, Fin Svcs.	

I. **CALL TO ORDER:** Commander Brown called the meeting to order at 0900 hours.

II. **APPROVAL OF MINUTES:** MOTION made and seconded (Frank/Frierson) to approve the minutes dated January 24, 2017. **MOTION CARRIED TO APPROVE.**

III. **OLD BUSINESS:**

1. **Securus Overview – Captain Clamser**

An overview of the Securus inmate telephone contract since inception (2012) was presented on a PowerPoint. Other capabilities offered by Securus were discussed. Commander Brown asked Captain Clamser to contact Sgt. Kathy Cruz who is currently researching the Mail Guard system, to compare and decide the best direction to take.

IV. **NEW BUSINESS:**

A. **Informational:**

1. **Jail Stores Enterprise Fund Budget – Alisanne Guido**

A PowerPoint was presented on the FY 2017/2018 Jail Stores Enterprise Fund Proposed Budget; Requests for Services and Supplies were reviewed, the Proposed Budget Summary and FY 2016/2017 Adopted Budget were compared and discussed.

2. **Inmate Welfare Strategic Plan – Alisanne Guido**

As recommended by the Grand Jury, a strategic plan was developed. Additional items will be added as the DSB strategic plan is completed. Short term and long term needs for inmates and programs currently in place were shown on a PowerPoint.

3. **Jail Stores Pricing – Christine Brown**

Pricing of 7-11 convenience stores will be compared and used to standardize the commissary's percentage structure. Gift packs will also be reviewed.

4. **Jail Stores Transaction Fee – Alisanne Guido**

Due to county statute regarding service fees, the current e-commerce website transaction fee will be reduced. Commander Brown requested a chart for the next meeting on how this will impact the fund.

5. Stepping Up Staff Funding Request – Christine Brown

A request was made to temporarily fund two positions for the Reentry Services Division; a Program Coordinator and Administrative Secretary I, for the Stepping Up Initiative until permanent funding is identified. A discussion followed.

6. Food Services Division – Christine Brown

A request was made to provide Food Services Division with their own inmate welfare budget, similar to the facilities, for use in purchasing specialized items and equipment for the culinary arts program.

7. Expanded Job Center Funding – Jenny Tyson

A PowerPoint was presented on the Job Center at East Mesa Reentry Facility; eligibility, workshops, program goals, total served to date and other data. A request was made to continue funding the Job Center along with the San Diego Workforce Partnership. Questions arose regarding funding from Workforce Partnership; discussion followed.

B. Action:

1. Jail Store Enterprise Fund Budget

MOTION made and seconded (Clamser/Schroeder) to approve the Jail Stores Enterprise Fund Budget. **MOTION CARRIED.**

2. Stepping Up Staff Funding

MOTION made and seconded (Pena/Clamser) to table the funding request for two positions associated with the Stepping Up Initiative until the next IWC meeting. **MOTION TABLED.**

3. Food Services Division

MOTION made and seconded (Dunn/Frierson) to establish an Inmate Welfare budget for Food Services Division to be used for the culinary arts programs. **MOTION CARRIED.**

4. Expanded Job Center Funding

MOTION made and seconded (Duke/Pena) to table request for extending the Job Center funding pending additional information. **MOTION TABLED.**

V. **OFF AGENDA:** None

ADJOURNMENT: 1026 Hours

NEXT MEETING: **CHAIR: CAPTAIN CLAMSER**
TUESDAY, MARCH 28, 2017 AT 0900 HOURS
RIDGEHAVEN – MAIN CONFERENCE ROOM