

# INMATE WELFARE COMMITTEE MEETING - MINUTES

Tuesday, August 22, 2017  
Main Conference Room - Ridgehaven

## ATTENDANCE

### **Voting Members Present:**

Cmdr. Hernandez, DSB	Capt. Flynn, SDCJ	Lt. Banks, VDF
Cmdr. Ingrassia, DSB	Capt. Frierson, LCDRF	(for Capt. Schroeder)
Capt. Clamser, EMRF	Lt. Buchanan, GBDF	Lt. Glick, SDBF
	(for Capt. Duke)	Christine Brown-Taylor, RSD

### **Voting Members Absent:**

A/S Miller, DSB	Capt. Duke, GBDF	Burma Dunn, Public Member
Cmdr. Brown, DSB	Capt. Schroeder, VDF	

### **Other Guests:**

Capt. Madsen, DSD	Michelle Aguinaldo, RSD	Heather Rice, Budget
Sgt. MacLyman, DSD	David King, Commissary	Steven Tamayo, RSD
Sgt. Manning, DSD	Eunice Ramos, MSB	Lori Taylor, RSD

- I. **CALL TO ORDER:** Christine Brown called the meeting to order at 0905 hours.
- II. **APPROVAL OF MINUTES:** MOTION made and seconded (Flynn/Clamser) to approve the minutes dated June 27, 2017. **MOTION CARRIED TO APPROVE.**
- III. **INTRODUCTION:** Lori Taylor, Account Clerk - Reentry Services Division and Eunice Ramos, new Chief Finance Officer for Management Services was introduced.
- IV. **OLD BUSINESS:**

#### A. **Update on Grossmont Contract & Psych/Social Contract - Michelle Aguinaldo**

RFP for Academic & CTE (vocational programs) closed in December 2016; submitted Source Selection Committee (SSC) report in February, entered contract negotiations in March and after revisions, submitted to County Counsel last week. An Economy & Efficiency (E&E) Study is now required on all new contracts which will cause further delay.

Second RFP was divided into two lots. Lot 2; opportunity for vendors to propose new psych/social classes was canceled and separate RFP was submitted. Lot 1 for existing psych/social classes; intent to award was given to Healthy Relationships California, currently in the process of executing the contract and will need E&E.

Steven Tamayo explained that the E&E study shows that using an outside contractor is more *economical and efficient* than using county staff.

Michelle Aguinaldo indicated the current contract, due to expire the end of August, has been extended three times. If another extension is needed, it will be granted. The portion of the new Grossmont contract for psych/social classes ended last fiscal year; currently without classes and will wait until new contract is executed.

Christine Brown commented that the contract process has been a lengthy one.

**B. Commissary Pricing Update - David King**

The new commissary contract is in effect with 175 items; 14 items had a price increase of approximately \$.10 with 27 items being reduced approximately \$.10. Christine Brown added that comparison pricing will be done annually.

**C. Job Center Update - Christine Brown**

Reentry Services Division is still working on funding for the joint power agreement. HHSA has a contract with Workforce Partnership. There are two options under consideration; piggy back onto existing contract with an amendment or use the same authority to create a new contract. Hope to have an answer by the next meeting.

**V. NEW BUSINESS:**

**A. Informational**

**1. 4<sup>th</sup> Quarter Financial Report - Steven Tamayo**

**Jail Stores Commissary** (ending June 30, 2017) - Actual vs. Budgeted Revenues; 98% collected with 2% remaining. Revenues by facility; increase at all facilities with commissary having record revenues this fiscal year. Actual vs. Budgeted Expenditures; 100% expended with 0% remaining. Transfer from Jail Stores to Inmate Welfare Fund will be done quarterly.

**Inmate Welfare Fund** (ending June 30, 2017) - Actual vs. Budgeted Revenues; 83% collected with 17% remaining. 4% reduction in total revenue which is offset by 6% reduction in expenditures allowing for increase in net revenue of 35%. The commissary is the largest revenue source with 52% of revenues for the Inmate Welfare Fund. ADA Units by Comparison (by facility) was shown.

**2. Academic and Psych/Social Additional Funding Request - Michelle Aquinaldo**

A funding request for additional funds to support Academic and Psych/Social contracts was presented.

**3. Print Shop Screen Print Dryer Funding Request - Steven Tamayo**

A funding request to replace 20+ year old failing Screen Print Dryer at the Print Shop was presented; 15 year warranty is included.

**4. Laptops for LCDRF and GBDF Funding Request - Patricia Ceballos**

A funding request for 30 laptop computers for college courses being offered at LCDRF and 19 laptop computers for an expanded population at GBDF being offered the High School Equivalency (HSE) was presented. Laptops are needed for HSE testing.

**B. Action**

1. Approval of **4<sup>th</sup> Quarter Financial Report**: MOTION made and seconded (Clamser/Frierson) to approve. MOTION CARRIED TO APPROVE.
2. Approval of **Additional Funds for Academic and Psych/Social Contract**: MOTION made and seconded (Clamser/Flynn) to approve. MOTION CARRIED TO APPROVE.
3. Approval of **Funding Request for Print Shop Screen Dryer**: MOTION made and seconded (Frierson/Flynn) to approve. MOTION CARRIED TO APPROVE.

4. Approval of **Funding Request for Laptops for LCDRF and GBDF**: MOTION made and seconded (Frierson/Flynn) to approve. **MOTION CARRIED TO APPROVE.**

VI. **OFF AGENDA:**

**Christine Brown** - The list of classes and providers is available on the Reentry Services Website. As new classes are added, the list will be updated.

**Captain Clamser** - Securus was contacted in regards to adding S Phones in every module, which will eventually negate the need for Scan-tron once commissary app is created. The S Phone will allow for commissary ordering and video visitations. Purple Communications is working with Securus on an app for the hearing impaired. Contract Manager, Keith Spears was contacted on the possibility of modifying the current contract.

**Christine Brown** - Inquired about the RFI for Mail Guard. Captain Clamser responded that it closes at the end of the month. Captain Madsen asked if the current space being held at the COC was still needed. Commander Ingrassia recommended that Commander Brown be contacted.

It was agreed that the captain chairing the DSB Managers' Meeting would also chair the Inmate Welfare Committee meeting during their scheduled month.

**ADJOURNMENT:** 0950 Hours

**NEXT MEETING:** Tuesday, September 26, 2017 at 0900 hours  
Main Conference Room - Ridgehaven  
**Chair: Captain Clamser**