

INMATE WELFARE COMMITTEE MEETING – MINUTES

Tuesday, October 25, 2016, 2016

0900 Hours

Main Conference Room – Ridgehaven

ATTENDANCE:

A/S Miller, DSB	Capt. Madsen, DSD	Christine Brown-Taylor, RSD
Cmdr. Brown, DSB	Capt. Pena, RMDF	Van Dao, Fin Svcs
Cmdr. Ingrassia, DSB	Capt. Schroeder, VDF	Burma Dunn, Public Member
Capt. Duke, GBDF	Lt. Kneeshaw, DSD	Alisanne Guido, ISD
Capt. Clamsler, EMRF	Lt. Wicklander, SBDF	Heather Rice, Budget
Capt. Flynn, SDCJ	Sgt. Manning, DSD	Sanford Toyen, Legal
Capt. Frierson, LCDRF	Sgt. Wilson, RSD	

- I. **CALL TO ORDER:** Commander Brown called the meeting to order at 0903 hours.
- II. **APPROVAL OF MINUTES:** **MOTION** made and seconded (Schroeder/Flynn) to approve the minutes dated September 27, 2016. **MOTION CARRIED.**
- III. **OLD BUSINESS:** None
- IV. **NEW BUSINESS:**

1. **1st Quarter Financial Report – Alisanne Guido**

Jail Stores – FY 2016/2017 revenues and expenditures were briefed and compared to last year; on target to be within budget. There has been an increase in revenues in e-commerce, likely due to the increase in inmate population.

Commander Brown has requested that David King research the possibility of selling gift packs to inmates to send for birthdays, holidays, etc.

Inmate Welfare Fund – Statement of Revenues, expenditures and changes in fund balances for the quarter ending September 30, 2016, were reviewed and compared with FY 2015/2016. Expenditures and revenue are within budget. The highest revenue is from commissary profits. The largest change in expenditures is the reduction in cost for books & publications due to the newly negotiated UT newspaper contract.

ADA Units by Comparison – Christine Brown

A facility ADA Units by Comparison chart was shown on a slide and discussed. Grossmont will be evaluating individual classes for any issues that might be causing a drop in attendance at some facilities.

2. **Inmate Welfare Fund/Audit/Strategic Plan – Christine Brown**

The Grand Jury has recommended; strengthening internal controls, audit the Inmate Welfare Fund regularly and to include the regular audits to the Strategic Plan. Auditor and Controller (A/C) recommends an audit be conducted every 3 years unless required by the penal code. The cost for A/C to do the audit is \$189/hr., an outside contractor \$200/hr.

The Audit Process, Process Steps and a sample Timeline for a 2017 audit was shown and explained. After a discussion, a decision was made to conduct an audit every three years, unless otherwise determined. This will be added to the bylaws and the Strategic Plan.

3. **Grossmont Contract Extension – Christine Brown**

The Grossmont contract will be extended until June 30, 2017. The RFP is still in Purchasing and Contracts (P&C). P&C expects it to be out in a couple of weeks. There will be two separate contracts; psych/social and education/vocation. A request will be made for the psych/social to be awarded in March.

4. **Review and Approval of Bylaws – Christine Brown**

The bylaws were emailed to the committee for review for any updates/changes; two minor changes were received from Captains Pena and Clamser, changes and audit language will be incorporated into the bylaws and sent to vote via email.

V. **ACTION ITEMS**

1. **Approval of Bylaws**

MOTION made and seconded (Dunn/Pena) to **table** Approval of Bylaws until all edits are made. **MOTION CARRIED TO TABLE.**

2. **Approval of 1st Quarter Financial Report**

MOTION made and seconded (Schroeder/Wicklander) to approval 1st Quarter Financial Report. **MOTION CARRIED.**

VI. **OFF AGENDA:**

Christine Brown – AB 920 was discussed. Commander Brown would like a plan developed on how this will be implemented, to stay consistent.

A meeting was held with Work Force Partnership regarding the job center at East Mesa; the grant funding the center ends in October 2017. Funding to continue the program is being discussed.

Alisanne Guido – Wells Fargo Bank called regarding an increase in disputed charges in the merchant account; a lengthy discussion followed. Financial Services is putting together an action plan on a response to Wells Fargo.

Van Dao – Inquired on the time frame of the JIMS replacement. Commander Brown responded that it has been budgeted for, but still needs a lot of work to begin the planning process. It will take a few years but committees are being convened to work toward this project.

Commander Brown – A brief update was given on an AB 2012 committee that is looking to ramp up our Prison Industry within the jails.

Currently looking at the inmate worker modules and turning them Incentive Based Housing. It is time to grow the reentry program.

ADJOURNMENT: 0950 Hours

NEXT MEETING: Due to the upcoming holidays the November meeting has been canceled and the December meeting will be held on:

**TUESDAY, DECEMBER 13, 2016
1030 HOURS
RIDGEHAVEN – MAIN**