

Prison Board Meeting Minutes
June 16, 2021 2:30 p.m.
Commissioner Conference Room

Board Present: Commissioner Benjamin Kafferlin, Commissioner Tricia Durbin, Commissioner Jeff Eggleston, Sheriff Brian Zeybel, and District Attorney Robert Greene

Staff Present: Pamela Matve, Chief Clerk, Kim Exley, Human Resource Administrator, and Kaylan Miller, Lisa Hagberg, Finance Director, Deputy Warden Rusty Barr, Carrie Swanson, and Attorney Nathaniel Schmidt

Citizens Present: Holly Rapp, DHS, and Brian Ferry (WTO)

Meeting called to order by Commissioner Benjamin Kafferlin at 2:30 p.m.

Announcements: Commissioner Benjamin Kafferlin announced that the meeting is being recorded.

Public Comments/Special Presentations

Holly Rapp, DHS, gave a brief update on her position over the past year. She explained the services of the DCI Restoration Center and stated that there is no one there from Warren County. She stated that with forensic case clients, housing is the largest barrier.

Commissioner Benjamin Kafferlin asked if her case load has changed since covid and Holly stated, no, her case load is consistently 20 or more clients

Executive Session – 3:02 to 3:20

Approval of Minutes

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to approve the minutes from April 20, 2021. Motion carried unanimously.

Finance Report: Lisa Hagberg, Finance Director stated that expenses have been inline except for the overtime last month. The overtime from January to April was the about the same as it was for May.

Commissioner Benjamin Kafferlin stated that Warden Jon Collins will address this in the Wardens Report.

Motion was made by District Attorney Robert Greene, seconded by Commissioner Jeff Eggleston to approve the finance report. Motion carried unanimously.

Old Business - None

Warden's Report

Warden Jon Collins emailed the stats for February and March 2021:

	Total Inmates Male	Total Inmates Female	Average Population	Work Release	Housed for other facilities	Housed by other facilities	Sentenced Inmates County	Sentenced Inmates State	Total Community Service Hours
April	73	14	87	3	8	2	14	12	93.5
May	78	13	91	5	5	2	14	14	22

Warden Jon Collins addressed the overtime issue for May, stating that they had sent three Correction Officers to the academy. Full time officers must complete the training within one year of becoming full time; with COVID we could not send anyone so we are trying to get them through the training. That led to some overtime, along with the fact that they are short staffed. He then stated they will have 2 officers going to academy in August and 2 in October.

Warden Jon Collins stated that they have been actively trying to hire staff with no luck. The jail has two full time positions open at this time; and by the end of June, it may be three.

PIMCC was discussed as to if the county should become full members rather than an associate member. Warden Jon Collins stated that the associate membership gets us reviews on our outpatient invoices from the hospital and full membership would include in patient invoice review. He went on to state that recently we received an invoice from Warren General and the charge was \$7,582.00; this was sent to PIMCC and our final amount that we owed was \$17.12.

Warden Jon Collins went onto state that the full membership also gives the oversight of medical services to make sure we are doing everything that we need to do.

Commissioner Benjamin Kafferlin stated that the first thing is that the Commissioners would need to pass a resolution, then pass an ordinance with a public hearing; we will get things started on our end.

Attorney Nathaniel Schmidt asked if PIMCC has templates available to which Commissioner Benjamin Kafferlin stated yes.

Commissioner Jeff Eggleston then stated that he would like the Warden and his staff to know how much the Commissioners appreciate everything he and his staff are doing.

Capital Projects - None

New Business:

Lisa Hagberg, Finance Director reviewed the statistics of the Trinity Food Service Program and stated it would be a wash for the county; she does not see additional expenses. Lisa then stated that the solicitor stated we will have to go out for bid.

Commissioner Benjamin Kafferlin stated asked if there is any value added, and if so then it would be advantageous for us to move forward.

Commissioner Jeff Eggleston asked if the employees currently in the jail are pension eligible to which Warden Jon Collins stated yes.

Warden Jon Collins stated that the benefit of this is that right away we have the benefit of a 24/7 dietician, and they would also take one current kitchen staff onto their payroll as supervisor. And as employees quit, they would hire the staff. While we would oversee any issues, Trinity would take care of the discipline.

Warden Jon Collins went onto state that while we currently deal with five or six vendors to get the best cost on food, those would all go away and Trinity would be responsible for the food purchases; most likely from their own warehouse.

Attorney Nathaniel Schmidt explained why this needs to go out for bid. He then stated that there is real benefit in the consulting services they provide.

Announcements and/or Comments

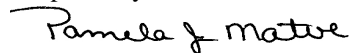
Next Meeting Date: August 17, 2021 at 2:30 p.m.

Adjournment

With nothing further motion was made by Commissioner Jeff Eggleston, seconded by District Attorney Robert Greene to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 3:00 p.m.

Respectfully Submitted,



Pamela J. Matve
Chief Clerk

