

**DETENTION CENTER COMMISSION
MINUTES OF MEETING
August 10, 2017**

The Detention Center Commission met this date at 3:30 P.M., in the Union Parish Police Jury meeting room, Union Parish Courthouse Annex, Farmerville, Louisiana. Present were: Lanny Parker (UPPJ), Charles Sawyer (UPPJ), Dusty Gates (Union Parish Sheriff) and Chief Bim Culbertson (Town of Farmerville). Absent: John Belton (District Attorney).

Mr. Parker called the meeting to order and welcomed everyone. Mr. Sawyer led the group in prayer. Roll call was taken. Mr. Parker asked if anyone in the audience would like to register for public comment. No one registered for public comments.

Motion made by Chief Culbertson, seconded by Mr. Sawyer and declared adopted by Roll Call vote to approve the agenda with one addition:

8 Deputy Warden Comments

Motion made by Chief Culbertson and seconded by Sheriff Gates to adopt the minutes of the June 22, 2017 meeting. Motion carries unanimously.

TWP Director's Comments:

There are 86 inmates in the work release program. Nine inmates are approved for the work release program and will start soon. There are two inmates that are approved and are waiting on birth certificates. Room and board for the month of August to date is **\$44,010.12**; which includes one pay period from Foster Farms and two from Thomas Nursery. There are five inmates in the screening process. The TWP program should have 100 inmates by the end of August.

The Secretary/Treasurer gave a brief update on the TWP audit process. This is not a financial audit, but basically an audit of the procedures for TWP. Mrs. Stanley has a four-page list of what is expected on the Annual TWP Agreed Upon Procedures Audit Guide. The information should be gathered and made available for the auditor.

2016 Audit Findings:

The Secretary/Treasurer gave a report on the findings at the Detention Center. There were two findings regarding the Detention Center.

- **Detention Center deficit** - The Detention Center has been operating at a deficit for several years. At the end of 2015 the fund deficit was \$838,523.00. The fund deficit for the year 2016 was \$793,357.00. The deficit was smaller at the end of 2016 – a difference of \$45,166, but the police jury transferred more money at the end of 2016. The Detention Center does not have a tax to support it so the only source of revenue is the DOC inmates and TWP program.
- **Inmate Welfare Fund** – Failure in Controls over Disbursements. Sixty disbursements were tested for the year 2016. (1) There were issues with invoices or receipts not being able to be located for five of the disbursements. Whenever a check is written proper

documentation should be attached such as the invoice and/or receipt and PO documentation. (2) For approximately twenty-five of the disbursements, no one signed the invoice or receipt to confirm that the goods or service were received. Some of the disbursement errors were from the previous business manager. The auditors spoke with the business manager and their recommendations will be followed. **No action taken.**

Britt's Distributing Presentation:

Jeff Britt and Ian Williamson with Britt's Distributing presented a proposal regarding the commissary and a Jail Management System. Together they own Britt's Commissary and Inmate Financial Services. Britt's Distributing will furnish a Jail Management System through Golden Eagle Law Enforcement Systems. The current system in place for commissary and inmate welfare is the vault system. The vault system can interface with the Jail Management System. This means that the accounting for Inmate Welfare is compatible. The system includes Inmate Commissary Module, Photo Imaging/Mugshot Module, Barcode Scanner Module, Inkless Signature Capture Option and a Fingerprint scanner option. Britt's Distributing will provide the software for the Jail Management System, two work stations and a server upgrade (or new server). Britt's Distributing will also cover the yearly maintenance fees of \$3,950.00 as long as Britt's Distributing remains the commissary supplier. There will be no cost to the Detention Center.

Deputy Warden Comments:

Currently the DOC count is 246 and the parish count is 123. DOC count has been high and steady. We are holding inmates for other detention centers and getting paid. The profit from the phone system was \$12,274.63. The profit from commissary was \$19,965.99.

Motion made by Mr. Sawyer and seconded by Sheriff Gates for Commission to enter into executive session for personnel/security issues. Roll call vote: YEAS 4, NAYS 0, ABSENT 1.

Motion made by Chief Culbertson, seconded by Mr. Sawyer for Commission to come out of executive session and to return to meeting; no action taken in executive session. Roll call vote: YEAS 4, NAYS 0, ABSENT 1.

Motion made by Chief Culbertson, seconded by Mr. Sawyer to accept Britt's Distributing proposal contingent upon contract specifications in writing which will include two computers, one server upgrade and no yearly maintenance fee; and authorize the chairman to sign any necessary documents. Motion carries unanimously.

There being no further business to come before the commission, Mr. Parker declared the meeting adjourned upon motion by Chief Culbertson, seconded by Mr. Sawyer, on this the 10th day of August 2017.

Lanny Parker, Chairman
Paula Strickland Sec-Treasurer