

**DETENTION CENTER COMMISSION  
MINUTES OF MEETING  
March 1<sup>st</sup>, 2018**

**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), Jerry W. Taylor (UPPJ) and Chief Bim Culbertson (Town of Farmerville). Absent: Dusty Gates (Union Parish Sheriff) and John Belton (District Attorney).**

Mr. Parker called the meeting to order and welcomed everyone. Mr. Parker 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. Taylor and declared adopted by Roll Call vote to approve the agenda with no additions.**

**Motion made by Mr. Taylor and seconded by Chief Culbertson to adopt the minutes of the Thursday, January 11, 2018 meeting. Motion carries unanimously.**

**Transitional Work Program Director's Report** – The room and board for February is **\$79,603.05**. The total number of offenders in work release as of today, March 1<sup>st</sup>, is 77 offenders. Ten (10) offenders have been approved for work release and once their birth certificates and ID are obtained they will start to work. Four (4) inmates are in the screening process. As soon as the four (4) inmates paperwork has been submitted to DOC they will be approved for work release. Several offenders have been removed from the program due to mojo and cell phones. Warden Copes states that his goal is to have 100 inmates in TWP. Mrs. Stanley states that 59 of the offenders in the work release program have been provided by the Louisiana Employment Opportunity group.

**Warden's Comments** – Currently there are 100 parish/pretrial inmates and 221 DOC inmates. The state invoice for January was approximately \$148,750. That includes probation holds and state inmates. Last year we booked in 953 people (643 – Union Parish Sheriff's Department; 172 – Farmerville PD; 31 – Bernice; 21 – Marion; 18 – Louisiana State Police; 10 – Junction City; 39 – Court ordered; 19 - Probation and Parole).

Warden Copes states that food costs have increased significantly. We were at \$2.45 a day per inmate and now we are at \$2.80 a day per inmate. Warden Copes has contacted Lamm Foods and they are trying to reduce the food costs. The program we have now tells you what ingredients are needed to cook and how much to use. Unfortunately, the program does not take into consideration what we have to do for work release. The TWP program offenders require four sandwiches a day. In order to try and combat the rising food costs, Warden Copes would like to hire a kitchen supervisor part time. The supervisor would work 20 hours a week and would help to keep the costs down. Warden Copes has worked with this person before and she is really good at cutting costs. We have already increased the number of workers in the kitchen and they have been watching the inmates closely to prevent food theft. **Motion Mr. Taylor,**

**seconded by Chief Culbertson, to hire a part time kitchen worker at \$14.00 an hour not to exceed 20 hours a week. Motion carries unanimously.**

A discussion was held on several projects Warden Copes is working on. They include the following.

- **Training** - Warden Copes thinks it will be more cost effective to do the training in house. He looked into an academy in Monroe. It is a thirteen (13) week academy for \$1,100. He cannot do without the employees for that length of time.
- **Cell phones** – Cell phones are a huge problem at the Detention Center. Cell phones are confiscated constantly. There is a company that will purchase the confiscated cell phones. Warden Copes has already sent sixteen (16) cell phones to see how much they will give us for them. They will pay as much as \$300 for a cell phone. Most of the ones that have been confiscated are flip phones and will probably not generate that much. In the past we have been destroying them. The money that we receive for the confiscated cellphones can be put into Inmate Welfare. Chief Culbertson would like to see the paperwork before we send any more cell phones to the company.
- **Trash pickup** – Warden Copes suggests that the state handle trash pickup on state highways. He says Wade Correctional Facility will pick up on the state highways. Mr. Parker and Mr. Taylor state that they would like to see the trash picked up on parish roads and utilize the inmate labor. Warden Copes states that if the Detention Center were to start picking up trash on parish roads then an additional vehicle and guard will be needed. Warden Copes states that it does not matter if trash pickup is on the weekends or during the week. It boils down to not having the man power.
- **Radios** – Warden Copes is in the process of getting quotes for a new radio system. The system the Detention Center is using is old and several of the radios don't work. The system is a 400 system and sometimes it will not reach in the facility. Warden Copes is concerned about the safety of the officers. He is concerned about a disturbance breaking out and no one hearing the distress call. He will present the quotes to the commission at a later meeting.
- **Garden** – Warden Copes would like to start a garden which should also help with the kitchen costs. His thoughts are that he will put the garden on the hill. He has an employee in mind that he can transfer to supervise the inmates.
- **Basement** – Warden Copes would like to clean out the basement and make a hobby room for the inmates. This has been in the planning stage for several months. There have been a few setbacks because the employee who is in charge of the cleanup has been out sick. Hopefully that project can be started soon.

**Electronic Gates** – A brief discussion was held on the purchase of electronic gates. Chief Culbertson is of the opinion that the roof repair should take priority over the purchase of the gates. **No action taken.**

**Origin Bank CD** – A brief discussion was held on the CD located at Origin Bank. The Certificate of Deposit was opened on February 23, 2011 using Inmate Welfare Funds. The CD is renewed on a month to month basis. **Motion Mr. Taylor, seconded by Chief Culbertson to close the Certificate of Deposit – Account # 0006015289 and transfer the funds to the Inmate Welfare account. Motion carried unanimously.**

**RelaDyne Fuel Card** – The Secretary/Treasurer gave a brief report concerning the use of the Visa that was used to make fuel purchases locally. During the course of the police jury’s audit a credit card sample was pulled. The Detention Center Visa card was picked to be audited. On one particular day there were multiple charges made during the day at a local convenience store. Three purchases were definitely fuel, but one purchase did not specify whether it was fuel or grocery items. The tickets were not signed, no vehicle mileage was specified, nor was any vehicle information listed on the ticket. The purchases were made during the early afternoon when the pumps at the road barn were open and should have been utilized. A fuel card at RelaDyne was suggested. The fuel would be gotten at the bulk plant and at the same price the road department pays. The fuel card would be used only if the road department pumps were unavailable. Mr. Taylor and Chief Culbertson expressed concerns about the card being misused. Warden Copes has a policy in place where all vehicles should be filled up at the end of the day at the road barn. The Town of Farmerville has a bulk card and Chief Culbertson said before they can use it they have to call in the miles, which vehicle they are filling up and how many gallons. Chief Culbertson asks would it be better to give everyone their own card so it can be traced back to the individual who used it. Chief Culbertson said the card would have a pin number and management can keep up with the pin number. Warden Copes was asked to come up with a plan of action on how the card/cards would be used. **No action taken.**

**Motion made by Chief Culbertson and seconded by Mr. Taylor for Commission to enter into executive session for personnel/security issues. Roll call vote: YEAS 3, NAYS 0, ABSENT 0.**

**Motion made by Chief Culbertson and seconded by Mr. Taylor for Commission to come out of executive session and to return to meeting; no action taken in executive session. Roll call vote: YEAS 3, NAYS 0, ABSENT 0.**

**There being no further business to come before the commission, Mr. Parker declared the meeting adjourned upon motion by Chief Culbertson, seconded by Mr. Taylor, on this the 1<sup>st</sup> day of March, 2018.**

Lanny Parker, Chairman  
Paula Strickland Sec-Treasurer