

**DETENTION CENTER COMMISSION
MINUTES OF MEETING
March 21st, 2019**

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 (Union Parish Police Jury), Jerry W. Taylor (Union Parish Police Jury), Dusty Gates (Union Parish Sheriff) and Chief Bim Coulberson (Town of Farmerville). Absent - John Belton (District Attorney).

Mr. Parker called the meeting to order and welcomed everyone. Sheriff Gates led the group in prayer. Roll call was taken. Mr. Parker asked if anyone in the audience would like to register for public comment to speak. Mr. Parker asked the commission to remember the family of Doris Popwell, who recently passed away.

Motion made by Chief Coulberson, seconded by Mr. Taylor and declared adopted by Roll Call vote to approve the agenda with the following addition:

6A Discuss and take action, if necessary, regarding video visitation.

Motion made by Chief Coulberson and seconded by Sheriff Gates to adopt the minutes of the Thursday, January 17th, 2019 meeting. Motion carried unanimously.

Transitional Work Program Director's Report – The room and board as of March 21, 2019 is **\$94,769.75**. The room and board for February was **\$116,838.29**. Foster Farms and Thomas Nursery both have one pay period left in the month of March. Mrs. Stanley anticipates that by the end of March the room and board should be approximately \$135,000. As of today, eleven offenders are approved for work release. Currently there are ninety-four (94) work release offenders; sixty-eight (68) of those offenders are LEO's. Concordia Parish sent thirty-eight (38) inmates for temporary housing due to overcrowding in their facility. Seven (7) of those inmates have been submitted for the work release program. If they are approved then those inmates can stay in the program and we will send someone back to Concordia Parish in their place.

Warden's Comments – Warden Hanson states that the facility is doing good. The side gate is up and going. The overtime has been an issue and measures have been taken to address it. There should be a significant drop in overtime in the next couple of pay periods. Thirty-eight (38) inmates were received from Concordia Parish. Concordia Parish is overflowing and we will hold their inmates until they can get them back except for the ones that are approved for work release. The inmates should be at our facility for a lengthy time. The Union Parish Detention Center has a total of 363 inmates. Out of those 363 inmates, 260 are DOC, 95 are parish detainees and 8 are parish stickouts. The maximum number of inmates the Detention Center can hold is 388.

A brief discussion was held on video visitation. Warden Hanson, the Secretary/Treasurer and Deputy Warden Adams sat through a webinar concerning video visitation. The company covers thirty-three (33) facilities. There would be several machines placed in the dormitories. There is

absolutely no cost to the facility at all. The equipment is free and the company will service the machines. The detention center profit would be 20% of the returns. The videos can be monitored while they are chatting and the videos are kept on a local server for 90 days. The company would maintain a backup for up to a year. Video visitation would basically eliminate contraband being brought into the facility. The facility would be able to pre-approve the video callers and if a caller was not on the list then that call would not be approved. The cost is .25 per minute and a one-time \$2.00 service fee. Sheriff Gates said a lot of facilities are going to video visitation. Warden Hanson was asked to get two additional quotes. **No action was taken.**

The Secretary/Treasurer gave a preliminary 2018 audit update. The auditors were in house the week of March 4, 2019. They expressed concerns with the following:

- Excessive overtime
- Time clock – potential for buddy punching
- Missing \$900 – why was the money in Mrs. Albritton’s drawer
- Lack of internal controls
- Bank statements – more than one person should be reviewing

The Secretary/Treasurer also requested that the Business Manager furnish a monthly report that includes the commissary profit, phone card profit and inmate welfare bank account balance.

A brief discussion was held concerning a refund for Jermaine Girod. Mr. Girod contacted Warden Hanson to let him know that the Detention Center had inadvertently held room and board out of his last check when they should not have. Mr. Girod called Mrs. Stanley, TWP Director and she would not refund his room and board. Mr. Taylor questioned Mrs. Stanley as to who is responsible for notifying Foster Farms when an inmate is released. Mrs. Stanley admitted that she is the responsible party. **Motion Sheriff Gates, seconded by Mr. Taylor to refund Jermaine Girod the amount of \$143.48 for room and board. Motion carried unanimously.**

Motion Mr. Taylor, seconded by Chief Coulbertson to allow Brad Calvert to conduct excessive force training and inmate rights training. Motion carried unanimously.

The Secretary/Treasurer presented three (3) quotes for a new timeclock. (1) Mitrefinch, (2) Time Rack and (3) Swipeclock. Time Rack and Swipeclock were recommended by Kenneth Folden & Company. Mr. Folden’s company processes the payroll for the Union Parish Police Jury and the Union Parish Detention Center. Both companies will integrate with the program that Mr. Folden uses. The Secretary/Treasurer reported that Time Rack seemed to be a better fit for what the Detention Center needed. **Motion Chief Coulbertson, seconded by Sheriff Gates to purchase a timeclock from Time Rack and authorize Lanny Parker, Chairman, to execute any necessary documents. Motion carried unanimously.**

Motion Chief Coulbertson, seconded by Mr. Taylor to remove Margie Albritton from the signature cards at Origin Bank and add Bailey Jordan as an authorized signer to the Union Parish Detention Center signature cards at Origin Bank and allow the execution of all necessary documents for this purpose. Authorization for the other personnel already listed on the bank signature cards is to remain in effect. Motion carried unanimously.

Motion made by Chief Coulbertson and seconded by Sheriff Gates for the Commission to enter into executive session for the purpose of discussing personnel/security issues. Roll call vote: YEAS 4, NAYS 0, ABSENT 1.

Motion made by Chief Coulbertson and seconded by Sheriff Gates for the 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.

There being no further business to come before the commission, Mr. Parker declared the meeting adjourned upon motion by Chief Coulbertson, seconded by Mr. Taylor, on this the 21st day of March, 2019.

Lanny Parker, Chairman
Paula Strickland, Secretary/Treasurer