

**DETENTION CENTER COMMISSION
MINUTES OF MEETING
JULY 11, 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) and Dusty Gates (Union Parish Sheriff). Absent – John Belton (District Attorney and Chief Bim Coulberson (Town of Farmerville).

Mr. Parker called the meeting to order and welcomed everyone. Mr. Taylor 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.

Motion made by Sheriff Gates, seconded by Mr. Taylor and declared adopted by Roll Call vote to approve the agenda as written.

Motion made by Mr. Taylor, seconded by Sheriff Gates to adopt the minutes of the Thursday, May 23, 2019 meeting. Motion carried unanimously.

Transitional Work Program Comments – Jessica Shoemaker, Administrative Captain, addressed the Commission regarding the Transitional Work Release Program. Room and board for the month of June was **\$71,135.96**. As of today, the room and board for July is \$40,216.66. Foster Farms has one pay period left for the month of July and Thomas Nursery has three pay periods remaining. By the end of July, the room and board is anticipated to be approximately \$75,000. There are seventy-one (71) TWP offenders in the program. Out of those seventy-one (71), fifty (50) are LEO's (Louisiana Employment Opportunity). There are eleven (11) approved for the program and they are scheduled for orientation. Another individual is also approved for the program, but he was born out of state and the facility is in the process of obtaining his birth certificate. Eight (8) offenders are in the process of being screened.

Warden Hanson said the TWP numbers are down due to inmates trying to introduce contraband/drugs into the facility. During the months of May and June thirty-four (34) offenders were removed from the program for contraband/drugs. Synthetic marijuana is the majority of the problem. Warden Hanson said more shakedowns and drug testing are being done than before to keep the facility free of contraband/drugs. When the offenders are caught, they are being held accountable. Currently the Detention Center is approved for one hundred (100) work release inmates, but Warden Hanson has submitted a request to increase that amount to one hundred and fifty (150).

Warden's Comments – The Detention Center is housing three hundred and eighty-two (382) inmates. Fourteen (14) inmates are stick outs which means they are being housed at a mental health facility or drug facility. Fifteen (15) female parish inmates are being housed by Bayou Dorcheat Facility in Minden, Louisiana. Out of the three hundred and eighty-two (382) inmates, two hundred and ninety-seven (297) are DOC and ninety-five (95) are parish inmates.

The overtime has increased due to the work release inmates at Foster Farms, increased inmate shakedowns, security working the church services and making sure the shifts are staffed appropriately. Warden Hanson reports that the trash pick-up is going fairly well. There have

been several issues with air conditioning and general maintenance of the vehicles that are being used. The facility is running with four security vacancies. There is a significant turnover rate. It is hard to find dependable people. There is now a mandatory forty (40) hour training for cadets. New employees are assigned to a Major for training. After they have completed their training they are assigned a shift.

A part-time RN who has previous correctional experience has been hired to train the new RN. Two pill officers have been trained regarding medication and the complaints have been drastically reduced. In a short amount of time the Hunts Pizza has generated approximately \$2,335.00 for the Inmate Welfare Fund. The pizza is very popular with the inmates.

The Secretary/Treasurer gave a brief update on the video visitation contract. Tracy Houck is still reviewing the proposed contract. Mr. Houck has a few issues with the contract and would like to review the contract further. The Secretary/Treasurer will contact him and let him know that the commission is wanting to expedite this matter. In addition to video visitation the system could also be used for video arraignment. **No action taken.**

The Secretary/Treasurer presented the 2018 audit findings. There were three findings for the Detention Center.

2018-001 – Detention Center Commission Deficit.

The Detention Center had \$2,729,603 in revenues and \$3,034,956 in expenditures. The Detention Center fund ended the year with a balance of \$45,073. The police jury transferred \$400,000 to the Detention Center fund. If the police jury had not transferred the \$400,000 then the Detention Center would have ended up with a negative fund balance. The Detention Center should be able to operate within its available resources and not depend on the police jury for transfers.

2018-002 – Excessive Overtime Pay at the Detention Center

The Secretary/Treasurer reported that a new time clock has been installed with a biometric fingerprint scanner. Warden Hanson receives reports that alert him to any employees who are approaching overtime. Warden Hanson also receives the overtime reports after each pay period. By having these tools in place, the excessive overtime should decrease.

2018-003 – Cash Missing from the Detention Center

There was an incident involving \$900.00 in cash missing from the business managers office. The previous business manager was severely lacking in the establishment and enforcement of internal controls. She was known to leave her door unlocked on several occasions. This issue has been addressed and proper controls have been established.

There was also an AUP note regarding the deposits being made at the Detention Center. It involves a lack of segregation of duties, not having one person work up the deposit and the same person then take the deposit to the bank. The Secretary/Treasurer spoke with Mrs. Shoemaker and discussed the importance of segregation of duties.

Two of the 2017 findings were not repeated. (Detention Center Purchasing and Disbursements; Quotes for Vehicle Purchased by Detention Center Commission). **No action taken.**

A brief discussion was held on the purchase of a new vehicle for the Detention Center. Warden Hanson is requesting a new 15 passenger van for the Detention Center. The two recently purchased vans are in good condition, but the remainder of the vehicles at the Detention Center are not in good shape. Inmates are being taken to court out of the Parish, taken to work release and medical appointments. A van needs to be left on compound in case of an emergency and/or to cover all basic trips. The Secretary/Treasurer reported that the Detention Center can piggy back off the City of Alexandria and purchase a 15-passenger van for \$28,773.00 or an 8-passenger van for \$24,424.80. The Secretary/Treasurer will check the availability of vans on state contract and report back to the commission. **Motion Sheriff Gates, seconded by Mr. Taylor to table the discussion on the vans until the Secretary/Treasurer can obtain additional information. Motion carried unanimously.**

Warden Hanson addressed the Commission and stated that the facility is currently using Golden Eagle for a Jail Management System. The system is outdated and there are a lot of problems with the software. There is no maintenance being provided to the facility. Currently the Detention Center is using an excel spreadsheet for a roster. The excel spreadsheet is not integrated with Vault (inmate accounting) and there is a lot of room for human error. Cody Ibanez, with Correct Commissary addressed the Commission regarding an updated Jail Management system. Mr. Ibanez has been working for LaSalle Management/Corrections for the last five (5) years. A Jail Management System keeps up with everything inmate related such as inmate financial activities/transactions, grievances and commissary transactions. Correct Commissary is willing to provide a jail management system at no cost provided that Correct Commissary is able to manage the commissary. There would be an annual software maintenance fee of \$5,500. The maintenance fee is a standard fee. A server will be provided in addition to the jail management software. There are two types of agreements. Mr. Ibanez presented a proposal for a sixty (60) month agreement or a forty-eight (48) month agreement. The commission asks Mr. Ibanez for a complete breakdown of what expenses the Detention Center will be facing. No action taken.

Motion made by Sheriff Gates and seconded by Mr. Taylor for the Commission to enter into executive session for the purpose of discussing personnel/security issues. Roll call vote: YEAS 3, NAYS 0, ABSENT 2.

Motion made by Sheriff Gates and seconded by Mr. Taylor for the Commission to come out of executive session and to return to the meeting; no action taken in executive session. Roll call vote: YEAS 3, NAYS 0, ABSENT 2.

There being no further business to come before the commission, Mr. Parker declared the meeting adjourned upon motion by Mr. Taylor, seconded by Sheriff Gates, on this 11th day of July, 2019.

**Lanny Parker, Chairman
Paula Strickland, Secretary/Treasurer**