

**DETENTION CENTER COMMISSION
MINUTES OF MEETING
NOVEMBER 14, 2019**

The Detention Center Commission met this date at 11:00 A.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. 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 to speak.

John Hawkins with Louisiana Employment Opportunity addressed the commission and said he is doing his best to keep the facility full of work release eligible inmates. Mr. Hawkins goal is to maintain no less than 130 work release inmates at the facility.

Mr. Taylor asked the commission to pray for Sunny Elkins who was recently diagnosed with cancer.

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

Motion made by Chief Coulberson, seconded by Sheriff Gates to adopt the minutes of the Tuesday, October 1st, 2019 meeting. Motion carried unanimously.

Transitional Work Program Comments – Jessica Shoemaker, Administrative Captain, addressed the Commission regarding the Transitional Work Release Program. There are currently one hundred ten (110) TWP inmates participating in the work release program. One hundred six (106) of those inmates are employed at Foster Farms, two (2) are employed at Thomas Nursery and two (2) are employed at Dubach Deer Factory. The two (2) employed at the deer processing plant are in the process of transferring to Foster Farms. Sixty-eight (68) of the TWP participants are LEO's. There are ten (10) TWP potentials recently approved for the transitional work program. As of September 30, 2019 the room and board was \$125,776.93. As of October 31, 2019 room and board was \$127,077.99. Foster Farms has one pay period left for the month of November, Thomas Nursery has three pay periods remaining and Dubach Deer Factory has one pay period left. By the end of November the room and board is anticipated to be approximately \$135,000. The DOC state invoice income for September 2019 was \$207,656.34. The DOC state invoice income for October 2019 was \$204,159.67.

Warden's Comments – The Detention Center count for the month of October averaged 406 inmates. There are 309 DOC and 97 parish inmates. There are also 12 stick outs who are participating in various rehab programs and 26 female inmates who are being housed in Madison Parish. Food costs for the month of September were \$18,085. Food costs for the month of October were \$30,559. With the count we have that breaks down to \$2.61 per day per inmate.

Overtime for September was \$18,855.86 and overtime for the month of October was \$15,814.28. There are three (3) security vacancies at the facility. Commissary profit for the month of October was \$17,920. Securetec is scheduled to start the installation of the locking system on December 12, 2019 and they are requesting to work a couple of Saturdays if needed. Securetec would like to finish the installation before Christmas. The hobby craft building is up and running. A policy has been prepared and the buy/sell agreements have been drafted. The policy mirrors the DOC policy. The facility is in need of wood products for the inmates to use. John Hawkins said he could check with Don Barron Construction and get some leftover product. Sheriff Gates also has an individual who might be willing to donate some cypress wood. Warden Hanson said he has also collected a dozen bicycles for the inmates to work on. Warden Hanson has an employee who is monitoring phone usage in the dorms. He has come up with a graph that depicts phone usage. What this means is that if phone usage is down then cell phones are likely to be in the dorms. Cody Ibanez with Correct Solutions is loaning the facility an electronic device that detects cell phones. If the inmates are using contraband cell phones that is cutting down on the DC phone profit. *Mr. Taylor questions the warden on how many out of state phone calls are being placed.* Warden Hanson does not know how many out of state phone calls are being placed. The Secretary/Treasurer said that the Detention Center does not receive any money for out of state calls.

Tiger Correctional Services has contacted the Secretary/Treasurer and is requesting that the Detention Center open two new bank accounts. This will allow the new commissary system to start with zero balances and not have the several years worth of inmate balances transferred to the new system. The balances on the old system are less than a dollar in most cases. **Motion Chief Coulbertson, seconded by Mr. Taylor to open two new accounts for the Detention Center entitled Union Parish Detention Center Inmate Banking #3 and Union Parish Detention Center Transitional Work Program Offender Trust Account #3. The same people who are currently on the signature card will remain. Motion carried unanimously.**

The Secretary/Treasurer presented the 2020 proposed Detention Center budget and the 2019 proposed revised budget. She reported that the budgets have been presented to the Union Parish Police Jury Finance Committee, but will not be adopted until December 19, 2019. The state fund income and TWP income are based on analyzing previous years and on what has been generated for the year 2019. There is a large increase in other salary. Other salary includes everyone but the warden. In your packet you have a chart which shows how the salaries and overtime have increased from 2018 to 2019. I compared from January 2018 to October 2018 and then from January 2019 to October 2019. We have spent an additional \$315,537.61 in salaries and an additional \$83,584.82 in overtime. The overtime was an audit finding in 2018 and I anticipate the auditors will be looking at it closely for the 2019 audit. When Warden Hanson was hired in 2019 he created a few new positions which have led to the significant increase in salaries. The additional staff includes an administrative captain, records supervisor, HR/payroll, security major, full time LPN and a part time RN. The Detention Center already had a full time RN. The police jury transferred the maintenance supervisor position to the detention center so there have been additional costs associated for him. The litter patrol was reinstated which resulted in the hiring of a correctional officer to oversee the patrol. There have also been extra officers hired for the Foster Farms nightshift. The Secretary/Treasurer would like to work with the warden to come up with a solution to alleviate most of the overtime.

The professional fees increased from 2018. An outside agency is processing payroll for the jury and the detention center. Those payroll processing fees, W2 preparation fees and insurance reconciling fees are now allocated to each fund. There were additional expenses this year for materials/supplies for building/grounds. The AC repair fees were higher than previous years. Additional fence repairs were needed. A contractor was hired to repair numerous plumbing issues before the DOC inspection was performed. There was not enough time for the Maintenance Supervisor to perform the needed repairs.

The medical bills had a substantial increase compared to previous years. There has been a large expense for dental fees that we normally do not have. To date approximately \$30,000 has been spent on dental fees. The Secretary/Treasurer has spoken with the warden and there was some confusion as to the approval process for dental work. That issue has been resolved. There has also been an abnormal amount spent on pre-hire physicals. There have been 84 pre-hire physicals performed to date. Anytime a pre-hire physical is performed it costs \$150. Compared to previous years that is very excessive.

The food budget increased slightly due to the number of inmates at the facility. There is a large increase in clothing, supplies, maintenance and budgeting for females. This is due to the females being housed in other facilities. The retirement contribution has increased from 11.5 percent to 12.5 percent.

Motion Sheriff Gates, seconded by Mr. Taylor to accept the 2020 proposed operating budget for the Detention Center and the 2019 proposed revised budget for the Detention Center. Motion carried unanimously.

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 4, NAYS 0, ABSENT 1.

Motion made by Mr. Taylor and seconded by Chief Coulbertson 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 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 Sheriff Gates, on this 14th day of November, 2019.

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