

**DETENTION CENTER COMMISSION  
MINUTES OF MEETING  
November 7<sup>th</sup>, 2023**

**The Detention Center Commission met this date at 2:30 P.M. in the Union Parish Police Jury meeting room, Union Parish Courthouse Annex, Farmerville, Louisiana. Present were: Brenda Abercrombie (Union Parish Police Jury), A.J. Ford (Union Parish Police Jury), Dusty Gates (Union Parish Sheriff), and Chief Bim Coulberson (Farmerville Chief of Police). Absent: John Belton (Union Parish District Attorney). Also present: Warden Adams and Lisa Salley, Business Manager.**

Sheriff Gates called the meeting to order and welcomed everyone. Mr. Ford led the group in prayer. Roll call was taken. Sheriff Gates asked if anyone in the audience would like to register for public comment to speak.

**Motion made by Chief Coulberson, seconded by Mr. Ford and declared adopted by unanimous vote to approve the agenda as written.**

**Motion made by A.J. Ford, seconded by Chief Coulberson to adopt the minutes of the Thursday, July 6<sup>th</sup>, 2023 meeting. Motion carried unanimously.**

**Transitional Work Program Director's comments.**

Mrs. Salley gave a brief update. Mrs. Salley stated that Charles Gray was hired at the end of July, completed approximately 90 days and then submitted his resignation. Captain Banks and Mrs. Salley have once again split the duties and are now operating the department. There are five TWP employers: Packers Sanitation, House of Raeford, Union Parish Police Jury, Thomas Nursery and the Trash Guys. There are 41 TWP workers participating in the Work Release Program.

TWP Account – Cash in Bank Balance - \$147,794.96  
Inmate Welfare – Cash in Bank Balance - \$428,649.15  
Inmate Welfare/Commissary – Cash in Bank Balance - \$64,601.70

The phone profits for July, August and September are listed below:

- July - \$3,953.09
- August - \$2,955.02
- September - \$2,471.09

The video visitation profits for July, August and September are listed below:

- July - \$5,891.58
- August - \$5,718.32
- September - \$ 5,314.30

The commissary, Christmas sales and e-cig profits for the month were approximately \$32,000.00. This is a typical transfer. The transfer is normally between \$30,000 and \$35,000.

Mr. Creed questioned the Commission as to whether they thought the phone commission was low. Mr. Creed also questioned the low numbers in the TWP program. Mr. Creed questioned who was responsible for getting the TWP inmates on the program. Mr. Creed asked Warden Adams what has contributed to the lack of inmates for the program. Warden Adams attributed the lack of TWP inmates to inmates being released and inmates being removed from the program.

Sheriff Gates asked what the next step would be to get a TWP Director. Sheriff Gates asked that the position be advertised and perhaps someone with a business or accounting background should be sought out.

### **Warden's Comments.**

Warden Adams reported on the following:

- DOC inmates 285
- Pretrial inmates 106
- All shifts have at least 6 officers; one shift has 7 officers
- Staff continues to request a raise
- Visited with Lincoln Parish facility regarding garden and craft shop

### **TWP Audit Update.**

The Secretary/Treasurer reported that an audit engagement letter was received by email on September 22<sup>nd</sup> and then forwarded to all commission members. Jewell Freeman, Department of Public Safety & Corrections is conducting the TWP audit. Ms. Freeman said there is no money missing, but inmate accounts are not reflecting the correct balance. In the initial letter, Ms. Freeman states that the audit should be completed by 12/29/23. Unfortunately, there have been some technical issues with Ms. Freeman having access to Tiger's system. Those issues have been resolved. Until the audit is completed, the facility can't receive any new TWP inmates.

The objectives of the audit are as follows:

- Resolution of an unreconciled balance in the Offender Trust Account (OTA) in the Tiger accounting system
- Make sure all TWP inmate funds are accounted for
- Did fees/expenditures get assessed accurately
- Correct accounting

Mrs. Salley stated that when Mrs. Stanley retired, she and Captain Banks assumed the duties of the TWP Director. They were both so focused on getting inmates for the program that the accounting portion was not immediately balanced. All of the checks were being deposited, but there was an additional step needed to finalize the transaction. Mrs. Salley was unaware of that final step because she had never been taught. Once she realized that an additional step was needed, she turned to doing that. The bank statements have always balanced, but the Tiger program was not balancing. As of today, Tiger is out of balance less than \$20.00. The \$20.00 has been tracked back to October/November of 2022. Once that is corrected then it will balance.

The software has been in place since January of 2021. Mrs. Salley said the software is not an issue. Once Mrs. Salley reached out to Tiger, they have been a huge help.

### **Tiger Food Services.**

Bryan Hall with Tiger Food Services addressed the Commission regarding operations, staffing, head counts and invoicing. Mr. Hall stated that Tiger's costs have increased by 60 – 70% since they have been handling the facility. Tiger implemented a cost increase in June or July of 2023. The plate cost includes three (3) staff members hourly rates and their benefits.

Mr. Hall stated that they are having issues with a large number of trays being short after the count is taken. Mr. Hall stated they are also having issue with cases of water coming up missing. The facility is now being charged for the missing water as well as the extra trays that are being needed.

### **Financial Update.**

The Secretary/Treasurer presented a brief financial update for the year. The Secretary/Treasurer addressed the following:

- DOC income
- TWP income
- Investment account
- Employee count
- Various expense accounts

**Motion made by Mrs. Abercrombie and seconded by Chief Coulbertson 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 Mr. Ford 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.**

Public comments were made by Johnny Creed during the meeting.

**There being no further business to come before the commission, Sheriff Gates declared the meeting adjourned upon motion by Chief Coulbertson, seconded by Mr. Ford, on this 7<sup>th</sup> day of November, 2023.**

**Sheriff Dusty Gates, Chairman  
Paula Strickland, Secretary/Treasurer**