

**DETENTION CENTER COMMISSION
MINUTES OF MEETING
January 14th, 2025**

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: Glenn Hutto (Union Parish Police Jury President), Nathan Pilgreen (Union Parish Police Jury), Sheriff Dusty Gates (Union Parish Sheriff) and John Belton (Union Parish District Attorney). Absent: Chief Bim Coulberson (Farmerville Chief of Police). Also present: Warden Adams and Lisa Salley (Union Parish Detention Center Business Manager).

Election of Officers

Motion Mr. Hutto, seconded by Mr. Pilgreen to re-appoint Sheriff Dusty Gates as the UPDC Commission Chairman. There were no other nominations and Sheriff Dusty Gates was declared the Chairman.

Sheriff Gates called the meeting to order and welcomed everyone. Mr. Pilgreen 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 Mr. Hutto, seconded by Mr. Pilgreen and declared adopted by unanimous vote to approve the agenda with the addition of the following items:

- #9 Food cost increase**
- #10 Approval for Eastlease, LLC contract**

Motion made by Mr. Pilgreen, seconded by Mr. Hutto to adopt the minutes of the November 5th, 2024 meeting. Motion carried unanimously.

Mr. Belton enters the meeting at 3:45 PM.

The Secretary/Treasurer presented the proposed 2025 Union Parish Detention Center budget and the proposed 2024 amended budget. The budget was presented to the Union Parish Police Jury Finance Committee on December 3rd, 2024. The Union Parish Police Jury adopted the budgets as a whole on December 30th, 2024, but the Union Parish Detention Center Commission must adopt the Detention Center Budget. The Secretary/Treasurer reported that the DOC/state income and TWP income are based on analyzing revenues and expenses from previous years and on what has been generated for the year 2024. The following items were discussed as it related to the budget preparation:

- Commissary profit transfer line item
- UPDC projected income
- Clothing reimbursement for TWP
- Number of employees
- Utilities
- Materials/Supplies for building and grounds
- Medical expenses current and previous years
- Food increase
- Inmates housed at other facilities
- Training and travel increase
- Health insurance increase

- Potential Police Jury transfer
- Overtime for 2024

Motion Mr. Pilgreen, seconded by Mr. Hutto to accept the 2025 proposed operating budget for the Detention Center and the 2024 proposed amended budget for the Detention Center. Motion carried unanimously.

Warden's Comments.

Warden Adams reported on the following:

- DOC inmates – 269
- Pretrial inmates – 95
- Commissary, phone cards and HomeWAV profit for the month

TWP/Business Manager's Comments.

Mrs. Salley reported on the following:

- TWP Workers 50
 - Fayette – 1
 - Trash Guys – 4
 - UPPJ – 1
 - PSSI – 4
 - HOR – 40
- 1 inmate is ready to go to work
- 2 out of state inmates need birth certificates

A brief discussion was held regarding the amendment to Tiger's Food Service Agreement. Based on the Consumer Price Index, there will be a 4% increase in meals and costs of goods. The 4% increase will go into effect January 14th, 2025 and end on October 1st, 2025. The amendment presented to the Commission states that prices will be evaluated each anniversary date. **Motion Mr. Pilgreen, seconded by Mr. Hutto to accept the Food Service Agreement as presented and authorize Sheriff Gates to sign the necessary documents. Motion carried unanimously.**

A brief discussion was held regarding the lease for a commercial grade washer. **Motion Mr. Pilgreen, seconded by Mr. Hutto to enter into a lease agreement with Eastlease, LLC for a commercial grade washer to be used at the Detention Center. Motion carried unanimously.**

Motion made by Mr. Pilgreen and seconded by Mr. Belton 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. Pilgreen and seconded by Mr. Hutto 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.

A brief discussion was held regarding the Commissary proposals. Five proposals were previously received from the following:

- Britt's Distributing
- Correct Commissary
- Correctional Food Services
- Forecomm Solutions
- Tiger

Sheriff Gates stated that all proposals were good. Sheriff Gates further stated that any one of the companies listed above would be good for the facility.

Motion Mr. Belton, seconded by Mr. Hutto to terminate the current commissary contract with Tiger, provide a thirty (30) day notice and enter into a contract with Correct Commissary. Motion carried unanimously.

In accordance with Union Parish Police Jury Ordinance 549, time for public comment was given. No public comments were made.

There being no further business to come before the commission, Sheriff Gates declared the meeting adjourned upon motion by Mr. Belton, seconded by Mr. Hutto, on this the 14th day of January, 2025.

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