

**Central Falls Detention Facility Corporation Meeting Minutes**  
**Monday, August 17, 2015**  
**Wyatt Detention Facility Training Building**  
**935 High Street**  
**Central Falls, RI 02863**  
**5:30 P.M.**  
**TDD/TTY 401-727-7450**

A meeting of the Central Falls Detention Facility Corporation was held on the above date in the Training Building at 5:30p.m.

1) Call to order/Roll call

Present: Chairman Gallant  
Director Gonsalves  
Director Gardner

Absent: Director Dinerman  
Director Silva

2) Pledge of Allegiance

3) Public Comment  
No public comment.

4) Approval of 7/16/15 minutes

Motion by Director Gonsalves to amend the draft minutes provided to BOD members for financial clarification. Legal fees in the amount of \$154k are for former counsel that was in place prior to the current Board of Directors' appointments. These fees are under review by the Board of Directors and current legal counsel (PLDW). Motion seconded by Director Gardner. All were in favor. Motion passed.

Motion by Director Gonsalves to approve the amended minutes of the 7/16/15 meeting; seconded by Director Gardner. All were in favor. Motion passed.

5) New Business

A. Report of the CFO

The Report of the CFO was presented by Warden Martin because CFO Cuzzupe was not present at the meeting.

The following is a brief summary of the financial results for Central Falls Detention Facility Corp. for the period ended June 30, 2015.

**REVENUE**

Total revenue for the month was approximately \$1.5 MM.

Revenue for the month was unfavorable to budget by \$140k. The budgeted ADP was 500 for the month compared to the actual of 450.

YTD Revenue is \$8.7 MM, \$989k unfavorable to budget.

## OPERATING EXPENSES

Total operating expenses for the month were approximately \$1.5MM.

Total operating expenses for the month were \$5k unfavorable to the budget.

### *Salaries and Fringe*

Total salaries and fringe were approximately \$1.1MM, \$54k unfavorable to budget attributable to higher than expected wages of \$54K.

### *Inmate Care Expenses*

Total inmate care expenses were approximately \$122k, \$5k favorable to budget. This was attributable to lower than expected medical supplies expense of \$5k.

### *Direct & Administrative Expenses*

Total direct and administrative expenses were approximately \$164k and were \$9k favorable to budget due to lower than expected bondholder legal fees of \$17k and in-house legal fees \$22k. \$25k accrual of Forbearance Agreement payment, consulting fees of \$3k, recruiting fees of \$1k, and employee screening of \$1k.

### *Insurance Expense*

Total insurance expenses were approximately \$46k, \$6k favorable due to a quarterly adjustment made to the general liability expense.

### *Building & Utility Expenses*

Total building and utility expenses were approximately \$127k, \$30k favorable to budget. This was due to lower than expected heating and electrical costs of \$29k and lower refuse removal costs of \$1k.

## OPERATING INCOME

Operating income for the month was a loss of \$77k, \$145k unfavorable to budget. The decrease is the primary result of the shortfall in revenue related to the lower than anticipated ADP and additional operating expense.

## NON-OPERATING REVENUE/EXPENSE

Non-Operating Expenses for the month were \$774k, \$23k favorable to budget. The variance is due to how I calculated the interest when preparing the budget and lower than anticipated depreciation expense.

## CHANGE IN NET ASSETS

Change in net assets for the month was a decrease of \$851k compared to a budgeted decrease of \$730k.

## CASH

The following are the cash balances in the trustee accounts as of June 30, 2015:

### US BANK

General Revenue Fund	\$ 1,501,476
Debt Service Fund	\$ 0
Debt Service Reserve Fund	\$ 122,408
Capital Improvement Fund	\$ 4
Operations & Maintenance Fund	\$ 674,848
Fees & Expenses Fund	\$ 165,077
Bondholder Account	\$ 2,270,652

### BANK OF AMERICA

Operations & Maintenance	\$ 14,444
Vendor Payments	\$ 302,779
Payroll	\$ 12,122

Motion by Director Gonsalves to accept the CFO's report; seconded by Director Gardner. All were in favor. Motion passed.

## B. Report of the Warden

Warden Martin presented the following information:

- The detainee count today is 476 with an expected end of day count of 479. The average ADP in July was 474 compared to an average ADP of 450 in June. The average ADP year-to-date is 449. The average ADP in 2014 was 504.
- In July, we had 127 admissions with 114 releases for a positive variance of 13 additional detainees.
- Suicide hours for 2015 year-to-date cost us approximately \$67,275.
- FTE (staffing) was 155.40. We currently have 14 employees on leave, with four of them paid and ten unpaid.
- We have 133 Correctional Officer positions authorized; 108 positions are filled; 98 Officers are active; 25 positions are vacant.
- For Sergeants, we have 20 authorized positions; 11 positions are filled; 9 positions are vacant. For Lieutenants, we have 5 authorized positions; 3 positions are filled; 2 positions are vacant. For Captains, we have 5 authorized positions; 4 positions are filled and one position is vacant.
- Class 37 – There are 21 candidates remaining in the process who will move on to the psychological testing.
- Interviews were conducted for the Director of the Professional Standards Unit. We were pleased with the quality of the candidates that we were interviewed. At the end of that process, we selected David Tomasso to fill the position. David has over twenty (20) years with the Coventry Police Department where he retired at the rank of Detective Captain. We're excited to have him on-board.
- We posted for an Administrative Assistant to be shared between Linda St, Pierre, Chief of Support Services and the Training Department and for a part-time Human Resources Assistant so that we can get some support on-board for those departments.
- We had two promotions this month. Gregory Richard was promoted to the position of Chief of Security. He was the only candidate that applied. Jacob Sullivan, a Lieutenant, was promoted to the position of Captain.
- In regards to efficiencies and cost-savings, since the last Board meeting we've conducted some restructuring within the overall operations of the facility creating some opportunities for entry-level positions. We eliminated the position of Director of Training and Staff Development and replaced that with a Training Coordinator. We changed the Training Instructor position from a Sergeant position to a Correctional Officer position. We did some modifications in the Professional Standards Unit by under-filling some of those positions. Additionally, we had some significant savings in a contract that we've used over the past six months. In total, we had a net savings for the corporation of \$127,943.
- In regards to the retention piece, these changes (above) created some opportunities for staff at the Correctional Officer and Sergeant level to get into other venues. If they are interested in the intelligence piece or the training side of the house, there are now opportunities there for them to expand their knowledge.
- We continue to review facility operations. We had several fairly good recommendations by staff. We are vetting them out as we go.
- There were three minor detainee-on-detainee incidents this month. No weapons were involved. The incidents were isolated to specific detainees and went no further.
- Community Outreach –
  - We had the Ser Jobs, community-based program students on-site working with our staff in the Maintenance and Programs areas. The students kept a journal of the

things they learned as they went along. Mr. Clifford did a great job of organizing that. We had a graduation for those seven (7) students last week. Warden Martin and Mayor Diosa participated in the ceremony with a presentation to the students.

- On August 4<sup>th</sup>, we participated in National Night Out at Jenks Park. We handed out information about the facility and candy to the kids. We had CERT equipment there for the kids and community members to look at and try on. Staff to include, Ms. Pouliot, Major Richard, Sergeant Richard, and Officer Diaz, did a great job. This appeared to be well received. We're certainly trying to embed ourselves in the community.
- We are conducting a back-to-school backpack drive to benefit some of the children of Central Falls.
- Chief St. Pierre is creating a community page on the website where we will be able to post pictures and information about our community involvement. She is doing a great job with that.
- Capital Projects –
  - We received the ballistic vests.
  - Server-upgrade is on-going. We expect to have that completed by the end of September.
  - We are putting together our capital project “wish list” for next year. Warden Martin has asked all department heads to forward all requests to him.
- Marketing – Warden Martin stated that we are planning a luncheon with various stakeholders in late September to do some introductions of the Executive team and to try to garner some additional business.
- Forbearance payment has been made to the City of Central Falls.

Chairman Gallant asked when the bondholders' tour was scheduled to take place. Warden Martin said that he believed it was scheduled for September 16<sup>th</sup>, but he would have to confirm that date. Chairman Gallant said that he was unsure whether he'd be able to attend, but that PLDW would be available.

Chairman Gallant asked if the 500 ADP that was used in the budget was because that is the number it would take to sustain the facility. Warden Martin said that he believed that the number was used because it was close to the average ADP at the time the budget was developed.

Motion to accept the Warden's Report made by Director Gardner; seconded by Director Gonsalves. All were in favor. Motion passed.

#### 6) Ratification of payment made to the City of Central Falls pursuant to the Forbearance Agreement.

Chairman Gallant explained that CFO Cuzzupe had accrued the amount of \$99,500 for payment to the City of Central Falls over several months. When the Board approved the payment, it was his understanding that they were doing so per the forbearance agreement. He wished to clarify this for the record, by having the Board ratify payment to the City of Central Falls per the forbearance agreement so that the record is clear. IN doing so, the Board will authorize Mr. Cuzzupe to present payment to the City of Central Falls in the amount of \$99,500 per the forbearance agreement in concert with Mr. Cuzzupe's 7/16/15 report.

Motion made by Director Gardner to ratify payment to the City of Central Falls per the forbearance agreement; seconded by Director Gonsalves. All were in favor. Motion passed.

Chairman Gallant asked for a motion to go into Executive Session pursuant to R.I.G.L. § 42-46-5(a)(2) for the purpose of discussing pending contract negotiations and budget planning for the same; pending arbitrations regarding disciplinary matters and disciplinary rules and regulations for staff; and to receive an update on the Inmate Phone RFP by PLDW and R.I.G.L. § 42-46-5(a)(3) for the purpose of

receiving an operational report from the Warden to discuss the internal review of recent inmate assault, security procedures review, and open positions throughout the facility.

Motion made by Director Gardner to go into Executive session; seconded by Director Gonsalves. Directors Gardner and Gonsalves, and Chairman Gallant voted affirmatively to go into Executive session. Motion passed.

7) Executive Session pursuant to RIGL § 42-46-5 for the following purposes:

- A. R.I.G.L. § 42-46-5(a)(2) for the purpose of discussing pending contract negotiations and budget planning for the same; pending arbitrations regarding disciplinary matters and disciplinary rules and regulations for staff; and to receive an update on the Inmate Phone RFP by PLDW.
- B. R.I.G.L. § 42-46-5(a)(3) for the purpose of receiving an operational report from the Warden to discuss the internal review of recent inmate assault, security procedures review, and open positions throughout the facility.

Motion to return to open session made by Director Gardner; seconded by Director Gonsalves. All were in favor. Motion passed.

Motion to seal the minutes of Executive Session made by Director Gardner; seconded by Director Gonsalves. Director Gardner, Director Gonsalves, and Chairman Gallant voted affirmatively to seal the minutes. Motion passed.

9) Adjournment

Motion to adjourn made by Director Gardner; seconded by Director Gonsalves. All were in favor. Motion passed.