

Central Falls Detention Facility Corporation Meeting Minutes
Monday October 19, 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 5:30 p.m.

1) Pledge of Allegiance

2) Call to order/Roll call

Present: Chairman Gallant
Director Gonsalves
Director Silva
Director Gardner

Absent: Director Dinerman

3) Public Comment

Chairman Gallant stated that Director Dinerman had moved out of the city and there was now a vacancy on the Board. He requested that the Mayor appoint a new board member.

Former Mayor Thomas Lazieh asked for the status of the following:

1. What was the graduation date for Class 37 cadets?
2. Were there any discussions with other states in the region that would lead up to additional detainees being placed at the Wyatt that would increase the average daily population?
3. Mr. Lazieh inquired about the current financial status of the corporation.
4. Mr. Lazieh asked if a replacement had been found for Ms. Pouliot who was taking another position within state government.
5. Mr. Lazieh asked if there were any pending lawsuits from previous boards and if there were cases in court or under appeal.

Chairman Gallant stated he would have the Warden put together some bullet points for Mr. Lazieh. Mr. Gallant stated further that under the open meetings act, he could not speak to Mr. Lazieh's specific questions because they were not on the agenda.

4) Approval of Minutes 9/21/15

A motion was made by Director Gardner to accept the minutes of the 9/21/15 meeting and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

5) New Business

A. Report of the CFO

CFO Cuzzupe presented the following:

The following was a brief summary of the financial results for Central Falls Detention Facility Corp. for the period ended August 31, 2015.

REVENUE

Total revenue for the month was approximately \$1.6 million dollars

Revenue for the month was unfavorable to budget by \$18 thousand dollars. The budgeted average daily population was 500 for the month compared to the actual average daily population of 483.

The year to date revenue was \$11.9 million dollars which was \$1.1 million dollars unfavorable to the budget.

OPERATING EXPENSES

Total operating expenses for the month were approximately \$1.5 million dollars. Total operating expenses for the month were \$27 thousand dollars unfavorable to the budget.

Salaries and Fringe

Total salaries and fringe were approximately \$1.0 million dollars. This was \$7 thousand dollars favorable to budget and attributable to lower than expected payroll taxes of \$7 thousand dollars.

Inmate Care Expenses

Total inmate care expenses were approximately \$114 thousand dollars which was \$15 thousand dollars favorable to budget. This was attributable to lower than expected professional services expenses of \$3 thousand dollars, inmate food services of \$2 thousand dollars, inmate clothing expenses of \$3 thousand dollars and inmate programs and education of \$2.5 thousand dollars.

Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$157 thousand dollars and were \$6 thousand dollars favorable to the budget. This was due to lower than expected bondholder legal fees of \$40 thousand dollars. Higher than expected

expenses included a payment for the Forbearance Agreement payment of \$16,666 thousand dollars and consulting fees of \$15 thousand dollars.

Insurance Expense

Total insurance expenses were approximately \$50 thousand dollars which was \$5 thousand dollars favorable to budget due to policies renewing at a lower premium.

Building & Utility Expenses

Total building and utility expenses were approximately \$144 thousand dollars which was \$14 thousand dollars favorable to budget. This was due to lower than expected gas and electrical costs.

OPERATING INCOME

Operating income for the month was \$158 thousand dollars which was \$27 thousand dollars favorable to budget due to the operating expenses being lower than budgeted.

NON-OPERATING REVENUE/EXPENSE

Non-Operating Expenses for the month were \$777 thousand dollars which was \$19 thousand dollars favorable to budget. The variance was due to how Mr. Cuzzupe calculated the interest when preparing the budget in addition to lower than anticipated depreciation expense.

CHANGE IN NET ASSETS

The change in net assets for the month was a decrease of \$619 thousand dollars as compared to a budgeted decrease of \$665 thousand dollars.

CASH

The following were the cash balances in the trustee accounts as of August 31, 2015:

US BANK

General Revenue Fund	\$ 1,325,390
Debt Service Fund	\$ 0
Debt Service Reserve Fund	\$ 172,871
Capital Improvement Fund	\$ 4
Operations & Maintenance Fund	\$ 405,427
Fees & Expenses Fund	\$ 157,740
Bondholder Account	\$ 2,270,652

BANK OF AMERICA

Operations & Maintenance	\$ 110,043
Vendor Payments	\$ 317,002

Payroll

\$ 17,395

Chairman Gallant stated the budget was prepared with an average daily population of 500 detainees and asked if we started preparing for 2016. He stated that they should see how November and December 2015 go, but that he didn't think the average would be 500 and they might use 475 as a budgeted average daily population. Chairman Gallant stated that he would like a discussion on a more realistic budget closer to what the average daily population had been.

A motion was made by Director Silva to accept the report of CFO for period-ending August 31, 2015 and was seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

B. Report of the Warden

- The detainee count as of today was 513 with an end of the day projection of 516.
- The year to date average daily population was 456.
- FTE (staffing) was 154.31 with a total of 17 employees on leave, 13 on unpaid leave and 4 on paid leave.
- The Correctional Officer count was at 99 with 86 active and 13 on leave.
- In September there were 112 admissions and 107 releases. In August there were 102 admissions and 108 releases.
- Suicide watch hours as of September 30th were 3,369 with an average annual cost of \$75,803.
- Class 37 started on October 19th with 16 recruits and graduation scheduled for December 11, 2015.
- Facility staff participated in the Community Care Alliance Job Fair in Woonsocket on October 14th.
- All board members were given a copy of the new brochure that was updated by the Major's Administrative Assistant. There was another job fair in Warwick on the 27th.
- The Class 38 timeline had been established with advertisements scheduled for November and commencement of the class in April, 2016.
- The Warden stated that he continued to pursue a request for a per-diem rate increase. He had dialog with the United States Marshall Service which supported the increase. Mr. Clifford did extensive research of other facilities. The per diem rate at Wyatt was \$101.00 dollars and the Warden was asking for an increase of \$3.00 to \$5.00 which would bring in an additional \$500 thousand dollars per year. The Warden indicated that he would research more and continue the dialog.

Chairman Gallant responded that all the staff at Wyatt had certainly done a fantastic job in a short amount of time, going from an average daily population of 420 when this Board started to over 500. He indicated that it was important for the trend to continue and that they were all to be commended.

- The Warden and staff were reviewing contracts to determine if any cost savings were possible. Mr. Clifford was working diligently on that.
- The Warden and staff were also reviewing 3rd shift lighting requirements.
- With the help of an outside vendor, a cost analysis was being worked on to change lighting to LED in an effort to save electricity costs.
- The facility was running one PV1 tank for hot water on the 3rd shift instead of 3 to save on gas consumption during the times that hot water was not needed.
- All “Hot Pots” were being shut down in the units on 3rd shift.
- No fights or significant incidents occurred during the month.
- There was one spontaneous use of force which was minor in nature.
- Approximately 1 oz. of marijuana was found in B-Pod.
- The Warden Met with Connecticut US Marshall Faughnan and Chief Deputy US Marshall Brian Taylor on September 9th. There was a great dialog and as of last Wednesday, Connecticut had sent 8 of 35 intakes to Wyatt.
- Channel 22 News from Massachusetts was on site for a tour on October 14th for a follow-up on Detainee Ciccolo who was involved in a terrorist plot.
- The Warden visited Plymouth County House of Correction on October 16th with Linda St. Pierre and Bonnie White to review their programs and services. They had a program for re-entry that presented great ideas for the Warden. Mr. Moniz was the Superintendent of the facility.
- Congressman Cicilline was scheduled to tour the facility in November.
- Facility staff would be conducting a candy drive in support of the annual Central Falls Halloween in the Park at Jenks Park on Halloween night. This would give the area children a safe alternative to trick-or-treating.
- The server storage upgrade project was ongoing. Projected completion was on track and expected at the end of the month.
- The Warden and staff were in the process of putting together the 2016 Budget as well as the Capital project list.
- The corporation continued to make Forbearance Agreement payments to the City of Central Falls.

Chairman Gallant thanked Ms. Pouliot for all her help during the transition and asked the Warden about a replacement for Ms. Pouliot.

The Warden stated that Ms. Pouliot was leaving on Friday and that he would continue the search for a replacement.

Chairman Gallant thanked the Executive Team and stated that the small steps that were being taken were leading all in the right direction and that it had to start at the top. The Chairman indicated that Mr. Clifford was doing a phenomenal job with the money that was being spent. He told Bonnie that the nurse’s compensation issue was coming up and would be addressed. The Chairman informed the Major that he had given the staff clear direction, and it was a credit to all of them. He said he knew Linda

the longest and knew she would do a good job and that they were heading in the right direction.

A motion was by Mr. Gardner to accept the Report of the Warden and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed.

6) A motion was made by Chairman Gallant to move into executive session pursuant to R.I.G.L. § 42-46-5 for the following purposes:

- A. R.I.G.L. § 42-46-5(a)(2) for the purpose of discussing pending FOP & Health Services contract negotiations and the status of the legal transition.
- 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 reviews of recent inmate incident, security procedures review, and open positions throughout the facility.

The motion to move into executive session was voted in the affirmative by Director Gonsalves, Director Gardner and Director Silva and the motion passed.

A motion to return to open session was voted in the affirmative by made by Chairman Gallant. All members voted in the affirmative and the motion passed to return to open session.

There was a motion to approve the security fence request of \$14,000 made by Director Gardner and seconded by Director Silva. All board members voted in the affirmative and the motion passed.

A motion was made by Chairman Gallant to seal the minutes of executive session. All board members voted in the affirmative and the motion passed.

A motion to adjourn was made by Director Silva and seconded by Director Gonsalves. All board members voted in the affirmative and the motion passed and the meeting was adjourned.