

Central Falls Detention Facility Corporation Meeting Minutes
Monday January 11, 2016
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 Gardner

Absent: Director Dinerman
Director Silva

- 3) Approval of Minutes 12/14/15

A motion was made by Director Gonsalves to approve the minutes of the 12/14/15 meeting and seconded by Director Gardner. All board members voted in the affirmative and the motion passed.

- 4) New Business

A. Report of the CFO
CFO Cuzzupe presented the following:

The following is a brief summary of the financial results for Central Falls Detention Facility Corporation for the period ending November 30, 2015.

REVENUE

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

Revenue for the month was unfavorable to budget by \$40 thousand dollars. The budgeted Average Daily Population (ADP) was 500 for the month compared to the actual ADP of 487.

Year to Date (YTD) Revenue is \$16.6 million dollars which is \$1.2 million dollars unfavorable to budget.

OPERATING EXPENSES

Total operating expenses for the month were approximately \$1.6 million dollars.

Total operating expenses for the month were \$59 thousand dollars unfavorable to the budget.

Salaries and Fringe

Total salaries and fringe were approximately \$1.2 million dollars which was \$99 thousand dollars unfavorable to the budget. This was attributable to higher than expected wages as a result of retroactive payments made to the correctional officers on 11/13/15, plus longevity bonuses and new pay rates pursuant the new FOP contract.

Inmate Care Expenses

Total inmate care expenses were approximately \$121 thousand dollars which was \$5 thousand dollars favorable to the budget. This was attributable to lower than expected professional services of \$4 thousand dollars and medical supplies of \$1 thousand dollars.

Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$156 thousand dollars which was \$7 thousand dollars favorable to the budget. This was due to lower than expected bondholder legal fees of \$4 thousand dollars, in house legal fees of \$26 thousand dollars, consulting fees of \$10 thousand dollars, vehicle fuel costs of \$4 thousand dollars, security supplies of \$3 thousand dollars and equipment repairs of \$2 thousand dollars. Those expenses that were higher than expected included a payment for the forbearance agreement of \$16,666 thousand dollars, trustee fees of \$7.5 thousand dollars, computer repairs & maintenance of \$5 thousand dollars, recruiting fees of \$1 thousand dollars, employee clothing /uniform expenses of \$13 thousand dollars due to Class number 37 being out fitted in November 2015 and budgeted in December 2015.

Insurance Expense

Total insurance expenses were approximately \$51 thousand dollars which was and 4 thousand dollars favorable to the budget due to policies renewing at a lower premium.

Building & Utility Expenses

Total building and utility expenses were approximately \$134 thousand dollars which was \$23 thousand dollars favorable to the budget due to lower than expected utility costs.

OPERATING INCOME

Operating income for the month was a loss of \$67 thousand dollars which was \$99 thousand dollars unfavorable to the budget due to the operating expenses being \$59 thousand dollars higher than budgeted and revenue being \$40 thousand dollars lower due to the lower ADP.

NON-OPERATING REVENUE/EXPENSE

Non-Operating Expenses for the month were \$778 thousand dollars which was \$19 thousand dollars favorable to the budget. The variance was due to how Mr. Cuzzupe calculated the interest when preparing the budget and lower than anticipated depreciation expense.

CHANGE IN NET ASSETS

The change in net assets for the month was a decrease of \$885 thousand dollars compared to a budgeted decrease of \$765 thousand dollars.

CASH

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

US BANK

General Revenue Fund	\$ 1,167,313
Debt Service Fund	\$ 291,213
Debt Service Reserve Fund	\$ 172,883
Capital Improvement Fund	\$ 0
Operations & Maintenance Fund	\$ 148,794
Fees & Expenses Fund	\$ 18,857
Bondholder Account	\$ 2,270,652

BANK OF AMERICA

Operations & Maintenance	\$ 27,975
Vendor Payments	\$ 117,399
Payroll	\$ 68,997

Chairman Gallant asked CFO Cuzzupe if the increase in salary was due to the pay increase and the retroactive payments to the correctional officers. CFO Cuzzupe confirmed this and reminded the Chairman that next month would show the Nurses salary increases and retroactive payments.

Chairman Gallant asked if the Trustees had any questions regarding the new X-ray machines. Warden Martin stated the invoice was received and he informed the Trustees that the machines were operational and working much better than the old ones.

A motion was made by Director Gardner to accept the report of CFO Cuzzupe for the period ending November 30, 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 506 (3:00am) with an end of the day projection of 506 detainees.

ADP

- The December 2015 ADP was 498.
- In December 2015, there were 88 admissions and 127 releases. In November 2015, there were 198 admissions and 92 releases.
- The 2015 YTD average daily population was 466.

Suicide Watch Hours

- As of December 30, 2015, the facility hired 3,522 hours of overtime with an annual cost of \$79,245 thousand dollars which was significantly lower compared to the November 2014 overtime costs of \$138,893 thousand dollars and also November 2013 overtime costs of \$117,765 thousand dollars.

Staffing

- FTE (staffing) was 170.80 with a total of 9 employees on leave, 8 on unpaid leave and 1 on paid leave.
- Correctional Officers – 140 Authorized, 111 Filled, 29 Vacant and 105 Active.
- Sergeants - 20 Authorized, 15 Filled, 5 Vacant and 14 Active (one Sergeant was on medical leave).
- Lieutenants – 5 Authorized, 3 Filled, 2 Vacant and 3 Active.
- Captains – 5 Authorized, 4 Filled, 1 Vacant, and 4 Active.
- Two Officers were promoted to the rank of Sergeant - Roberto Matos and Philip Delfino.
- Correctional Officer Michael Bessette resigned as of December 24, 2015 to accept a position in law enforcement.
- Correctional Officer Michael Wagner resigned effective January 15, 2015 due to claims of excessive overtime and an unstable schedule.
- Unit Manager Sharon Johnson retired as of January 8, 2015 after more than 20 years of service. Mr. Clifford prepared a breakfast buffet in her honor and a plaque was presented to her. The plaque was designed by Mr. Clifford that held all the badges she had received while working at the Wyatt.

Recruitment

- Class 38 recruitment process: 35 applicants were interviewed last week. Interviews will conclude on Wednesday, January 13, 2016. Selection will be completed by Friday, January 16, 2016. One applicant is a Central Falls resident. Of the 35 applicants, 8 were questionable and would be reviewed further on that Friday.

Efficiencies/Cost Savings

- The facility continued to pursue the request for a per-diem rate increase.

- An energy audit was conducted by RISE Energy Auditing on December 15, 2015. The purpose of the audit was to evaluate the lighting throughout the facility to identify potential cost savings. The facility was still waiting for the report.
- The Training Building water meter size has been reduced which should result in a significant cost savings.
- The facility was also reviewing potential cost savings for cleaning supplies, paper goods, cell phone plans and cable expenses.

Incidents

- There were 3 detainee on detainee physical altercations which resulted in minor injuries to the detainees. There were no injuries to staff members. There was one Code Blue which involving multiple detainees over the use of phones. As a resolution, Mr. Clifford has added two extra phones in D-Pod and E-Pod.
- There was a Code Blue in J-2 involving multiple detainees over gambling. No significant injuries were reported. The facility had a use of force incident with a detainee who was not following orders. He was locked down in HSU in in-cell restraints until he complied with the orders.
- There was a passive/aggressive demonstration in C-Pod on January 2, 2016. The detainees refused to take their dinner trays. Discussions were held with the detainees who had issues with the food and commissary prices. Meetings are taking place with Aramark to review menu changes.

Outreach & Networking

- There was a meeting with United States Marshall Remington on December 23, 2015 to discuss notification protocol.
- The Department of Administration will be touring the facility on January 12, 2016 to discuss the potential for housing sex offenders in the Training Building.
- Senator Sheldon Whitehouse will be touring the facility on Friday, January 15, 2016.
- Massachusetts Chief Probation Officer Chris Maloney and several federal Judges and Magistrates will be touring the facility on January 19, 2016 to see if there may be options for the facility to develop specific programs that may assist the Judges with sending more detainees to Wyatt.

Capital Projects Update

- The server storage upgrade project has been completed. Trouble shooting and clean-up are ongoing. There was a virus discovered that had corrupted some files.
- A telephone call with the bondholders is scheduled for December 22, 2015.
- Mr. Clifford has secured three used vans for the price of two for a significant savings. The vans were corporate use vans and were in excellent condition.

Marketing

- The monthly forbearance agreement payment was made to the City of Central Falls.

Miscellaneous

- The 2016 Board Meeting Schedule has been provided to the Board. The schedule was also posted on the Secretary of State web site as required.
- The 2016 Strategic Goals and Initiatives has also been provided to the Board.
- The two new X-ray machines have been received.
- A facility shakedown was conducted on December 16, 2015. The K-9 unit was on site but no hard contraband was found.
- An IT virus update has been provided to the Board which indicated that numerous files were affected.

Director Gonsalves asked what files had been affected by the virus. Warden Martin stated mostly spreadsheet information and word documents.

Chairman Gallant asked when the next class would start. HR Director said that the next class was scheduled to begin on January 25, 2016. Director Gardner asked if the last class was having an effect on the amount of overtime. Major Richard stated that the overtime had decreased greatly and was manageable. Director Gardner asked about part-time nursing rather than per diem. Warden Martin said that this issue was being discussed.

Chairman Gallant asked if the Warden knew if there had been large amounts of federal prisoners that were going to state facilities. Warden Martin said that Rhode Island United States Marshall Hainsworth reported only about a dozen were at the ACI and that the Warden was following up with Connecticut United State Marshall Brian Taylor. He also indicated that Massachusetts United State Marshall Gibbons has helped out by sending some detainees to the Wyatt and would ensure that more federal detainees/prisoners would be sent to Wyatt.

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

- 5) A motion was made by Chairman Gallant not to move into executive session pursuant to R.I.G.L. § 42-46-5 or pursuant to R.I.G.L. § 42-46-5 (a)(2)(A).

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