

**Central Falls Detention Facility Corporation Meeting Minutes
Monday, April 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 Silva
Director Gardner
Director Gonsalves

- 3) Question if any public comments
- 4) Approval of Minutes

A motion was made by Chairman Gallant to accept the revised minutes of the March 14, 2016 meeting. Director Gardner made the motion to accept the minutes; Director Silva seconded. 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 is a brief summary of the financial results for Central Falls Detention Facility Corporation for the period ending February 29, 2016.

REVENUE

Total revenue for the month was approximately \$1.7 million.

Revenue for the month was favorable to the budget by \$63 thousand dollars. The budgeted ADP was 500 with a monthly actual ADP of 519.

YTD Revenue was \$3.3 million dollars which was \$78 thousand dollars favorable to budget.

OPERATING EXPENSES

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

The expenses for the month were \$26 thousand dollars favorable to the budget.

Salaries and Fringe

Total salaries and fringe benefits were approximately \$1.1 million dollars which was \$45 thousand dollars unfavorable to the budget. This was attributed to higher than budgeted payroll taxes. Payroll taxes were budgeted over a 12 month period and not frontloaded which totaled \$10 thousand dollars, and overtime which totaled \$35 thousand dollars due to in-service training which started that month.

Inmate Care Expenses

Total inmate care expenses were approximately \$127 thousand dollars which was \$5 thousand dollars unfavorable to the budget due to higher than expected detainee food service.

Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$111 thousand dollars which was \$58 thousand dollars favorable to budget due to lower than expected legal fees; (bondholder fees were \$35 thousand dollars less, corporate counsel fees were \$25 thousand dollars less, and legal

settlements were \$2 thousand dollars less), marketing and advertising fees were \$2.5 thousand dollars less, recruiting fees were \$1 thousand dollars less, and consulting fees from Schneider Electric (IT Consultants) were \$11 thousand dollars higher than expected.

Insurance Expense

Total insurance expenses were approximately \$51 thousand dollars and on budget.

Building & Utility Expenses

Total building and utility expenses were approximately \$120 thousand dollars which was \$18 thousand favorable to the budget. This was due to building repairs being lower by \$6 thousand dollars and lower than expected heating and electrical costs of \$12 thousand dollars.

OPERATING INCOME

The total operating income for the month was \$151 thousand dollars which was \$89 thousand dollars favorable to the budget. This increase was the primary result of the addition in revenue of \$63 thousand dollars related to the higher than anticipated ADP and lower than expected operating expenses of \$26 thousand dollars.

NON-OPERATING REVENUE/EXPENSE

Non-Operating Expenses for the month were \$781 thousand dollars and on budget. Last month there was a variance of \$32 thousand dollars favorable to budget due to the non-payment of an expected penalty to AIG Matched Fund. This payment was

made in March in the amount of \$18,415 dollars. CFO Cuzzupe noted that there will be a variance next month.

CHANGE IN NET ASSETS

Change in net assets for the month was a decrease of \$630 thousand dollars compared to a budgeted decrease of \$719 thousand dollars.

CASH

The following are the cash balances in the trustee accounts as of February 29, 2016:

US BANK

General Revenue Fund	\$ 1,827,903
Debt Service Fund	\$ 291,213
Debt Service Reserve Fund	\$ 221,830
Capital Improvement Fund	\$ 0
Operations & Maintenance Fund	\$ 233,816
Fees & Expenses Fund	\$ 13,023
Bondholder Account	\$ 2,270,652

BANK OF AMERICA

Operations & Maintenance	\$ 26,260
Vendor Payments	\$ 189,988
Payroll	\$ 27,209

Chairman Gallant asked CFO Cuzzupe why the detainee food service was higher than expected what the variance was. CFO Cuzzupe confirmed that it was based on 500 ADP and our ADP was approximately 519 detainees. Chairman Gallant noted that it was reflected somewhere else since food was budgeted per inmate which CFO Cuzzupe confirmed.

Chairman Gallant asked about the change in net assets and how it was calculated (which was favorable to the budget by approximately \$89,000 dollars). CFO Cuzzupe explained that the net assets is the operating income less the total non-operating revenue which provides the net change in assets.

Chairman Gallant asked if there was any questions.

Chairman Gallant asked if there was a motion to accept the CFO report; Director Gardner made a motion to accept the minutes; Director Gonsalves seconded the motion. All board members voted in the affirmative and the motion passed.

B. Report of the Warden

- The detainee count as of today was 519 with an end of the day projection of 519 detainees.

ADP

- The March ADP was 510.
- As of 2016, the average daily population was 512.
- Admissions for the month of March were 149 with 139 releases resulting in a variance of 10. The YTD variance was plus 31.

Suicide Watch Hours

- For the month there were 266 hours of overtime with a cost of \$5,985 dollars.

Staffing

- FTEs as of April 8, 2016 were 165.85.
- Leaves were 13 with 3 paid and 10 unpaid.
- There were 140 authorized Correctional Officers with 103 filled, 37 vacant and 96 active. There were 17 authorized sergeant positions with 15 filled, 2 vacant and 13 active. There were 4 authorized Lieutenant positions with 0 vacant, 3 active and one on leave. All 4 of the authorized Captain positions were filled and active.

- Since the last meeting 3 employees had resigned. Two were correctional officers and one was a Programs Counselor. One officer moved to Florida to pursue another law enforcement opportunity, and the other officer had an IT background went into IT. The Counselor moved to a position in a state agency.
- One per-diem was nurse was terminated due to policy violations.
- Three per diem medical staff were sent letters regarding their monthly schedules and since they have either not responded or not been on the schedule rotation, they were given letters that they were released.
- Two part-time RN/LPN positions were posted; one full-time RN has taken a part-time position. The full-time RN position was posted, and one RN on second shift was moving to first shift.
- William Graves, who was a contractor in IT through Schneider Electric, was hired as a Network Support Specialist effective March 28, 2016. He did a lot of work with the server upgrades and when a position became available, he was hired as he had facilitated a lot of upgrades which led to cost savings.
- We posted Security “Specialty Posts” in accordance with the contract.
- The position for HR Assistant was posted internally and externally to get assistance for Ms. Gilman.
- The vacant Programs Counselor position has been posted internally to identify candidates. The Warden noted that with the last 4 outside candidates, three left for other positions within a year and a half. The Warden noted that an excellent Counselor from the outside who has substance abuse and mental health background had been hired. Chairman Gallant asked why the Counselor left and if there was an exit interview with this most recent individual and if it was compensation based. The Warden confirmed that it was an issue of compensation.
- The Warden reported that they were on target with Class 38. There were 21 candidates, out of 23 applicants, for Correctional Officer Class

#38 remaining in the process and one was a Central Falls resident. Orientation was scheduled for Friday, April 15th with a tentative start date of May 2nd and a Graduation date of Friday, June 24th.

- As a result of a meeting and teleconference with the RI Department of Labor and Training, staff was pulling together data and submitting a proposal for partial reimbursement under the On the Job Training Program and the Worker Immersion Program for which time spent developing lesson plans and teaching might be compensated by the Department of Labor and Training.

Efficiencies/Cost Savings

- An Efficiencies Committee was established and was looking at ways for efficiencies and cost savings.
- Staff continued to review all contracts and agreements to identify cost savings.
- The Rise Energy Audit was completed and Director Clifford will present results at another meeting when more time was available.

Outreach and Networking

ICE Update-

- The Warden noted that he reached out to the Regional Director, Sean Gallagher, ICE Field Office Director out of Boston. The Warden indicated that ICE currently had “more than adequate space to support their operations” with regards to ICE detainees at this time, but he would keep in touch with them.
- Director Clifford will be heading The Special Olympics Annual Torch Run Kick-off. A meeting will be held at the Special Olympics Headquarters on April 29th. Fred Clifford and the Warden will be attending. The Major created an opportunity for the workers to wear T-shirts while working as an incentive to get involved in the program.

- Director Clifford conducted the annual food drive for the Central Falls Food Bank which went very well. Approximately \$850 dollars' worth of non-perishables were donated by the Wyatt Staff.
- The Central Falls Prevention Coalition meeting will be held on April 29, 2016, at the Central Falls High School. At that time they plan to announce the awarded grants. Two grants had been submitted, each for the max of \$5,000.00 to go towards the repair or replacement of the gym floor and replacement of the gym lighting. That information was forwarded to legal counsel for assistance.

Capital Projects Update

- The Wyatt essentially has two vans and was identifying vehicles to be rotated out. Staff communicated this information to the Rhode Island DOC regarding the purchasing of our out-of-service vans to offset the cost, as well as to the Lincoln Police Department who asked about a vehicle.
- There was a significant issue with the chiller unit in which the repair cost was higher than anticipated. Director Clifford noted that the pipe was covered by a section of concrete that was approximately 6 ½ feet deep and 8-9 feet wide with another pipe nearby. Chairman Gallant asked if this information was communicated to the bondholder. The Warden noted that he had advised them that it would cost between \$16,000 to \$28,000 dollars to repair but subsequently advised the bondholders that the cost was up to about \$40,000 dollars.
- The Warden asked Director Clifford to speak about the water Tank #3 which needed to be replaced. Director Clifford noted that there were three PVI 1,000 gallon tanks in the Maintenance Shop and two had been replaced. One was leaking and the cost to repair it had been included in the capital improvements budget; the parts had been ordered. Chairman Gallant asked about the approximate cost to repair it and Director Clifford estimated approximately \$45 thousand dollars.
- The Warden noted that they were looking at replacing 10 handguns but with the Major's review and research, with the capital budget, they

could replace 25 hand guns and 5 shot guns under budget. The Major noted that were going to replace 10 at a time, but in speaking with the State Police, were able to replace 25 Glock Auto 19 9mm hand guns and 5 MOSS shotguns for \$2,500 dollars. The Major noted that they had purchased 25 weapons for \$2,800 dollars and the company bought back the old weapons. The Chairman asked who the guns were bought from and the Major confirmed they were from a local Glock certified dealer. The Chairman asked about surplus ammunition. The Major noted that there will be a swap of the ammunition and then they will purchase the 9 millimeter ammunition. The Warden noted that there was savings and a full rotation of weapons. The Chairman asked about storage and if there were any take home weapons. The Major confirmed that the weapons were stored in the Armory and there were no take home weapons. The Major noted that five shot guns were being replaced. The Chairman asked the name of the in-house armor. The Major noted that it was Sergeant Delfino and Captain Sans Souci. The Warden noted that Sergeant Delfino was certified.

- The Red Man Suit was another item over 15 years old. It was estimated at a cost of \$2,800 but was purchased for \$2,200.

PROGRAMMING:

- A new Substance Abuse Program was being initiated with a 12-week program that detainees can complete with modules and when completed, it will be put in the detainees' records. The Warden had a dialogue with the new Programs Counselor and she noted that the detainee population had positive feedback after the first class.
- A full review of the detainee menu has been reviewed. This was the first menu change for the detainee population in 3 years. They met with Peter Hogan, new Director of Food Services, and the menu was reviewed extensively which included a diabetic menu and a full rotation of the spring/summer and fall/winter menu.

Marketing

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

Miscellaneous

INCIDENTS:

- Since the last meeting there was one Code Blue and two Use of Force incidents.

It was reported that the Warden was involved in an automobile accident. The Chairman asked about the car and if it was being referred to the insurance company. The Warden confirmed that it was referred to the facility's insurance who was following up with the other individual's insurance. He also asked about fixing the car and Director Clifford noted that he did get a call and that the car would probably be repaired by the Ford dealer.

Chairman Gallant asked about the separation from nursing, if it was a union position and if Bill O'Gara had been consulted. The Warden noted that it was a per diem position and he did speak with Kerry Walsh.

Director Gardner asked about the 21 candidates remaining in Class 38 and what was left in the process before the start of the class. Chief Linda St. Pierre noted that the psychological reviews were completed. She reported that there was one individual for which additional background investigation was being conducted. Chief Linda St. Pierre confirmed the dates for orientation, the start of the class, and graduation.

The Warden also noted that it was Correctional Officers Week and that the award ceremony would be conducted on Thursday. Director Clifford noted that the award ceremony would be Thursday, May 4th, from 5-7 p.m.

A motion was made to accept the Warden's report. All board members voted in the affirmative.

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.