

Central Falls Detention Facility Corporation Meeting Minutes
Monday, May 9, 2016, 5:30 P.M.
Wyatt Detention Facility Training Building
935 High Street
Central Falls, RI 02863
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 Gardner
Director Gonsalves
Director Silva, absent

- 3) Question if any public comments

A motion was made by Chairman Gallant to accept the revised minutes of the April 11, 2016 meeting. Director Gonsalves made the motion to accept the minutes; Director Gardner seconded. All board members voted in the affirmative and the motion passed.

- 4) New Business

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

The following was a brief summary of the financial results for Central Falls Detention Facility Corporation for the period ended March 31, 2016.

REVENUE

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

Revenue for the month was favorable to budget by \$54 thousand dollars. The budgeted average daily population (ADP) was 500 for the month compared to the actual ADP of 510.

YTD Revenue was \$5.0 million dollars, which was \$132 thousand dollars favorable to the budget.

OPERATING EXPENSES

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

Total operating expenses for the month were \$48 thousand dollars unfavorable to the budget.

Salaries and Fringe

Total salaries and fringe were approximately \$1.1 million dollars which was \$68 thousand dollars unfavorable to the budget. This was attributable to higher than budgeted payroll taxes. Payroll

taxes were budgeted over 12 month period and not frontloaded \$10 thousand dollars, and overtime for \$58 thousand dollars due to in service training this month.

Inmate Care Expenses

Total inmate care expenses were approximately \$141 thousand dollars which was 13 thousand dollars unfavorable to the budget. Thus was due to higher than expected detainee food services of \$2 thousand dollars, detainee clothing expenses of \$6 thousand dollars, medical supplies of \$2.5 thousand dollars, kitchen supplies of \$1.5 thousand dollars, and detainee payroll expenses of \$1 thousand dollars.

Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$196 thousand dollars which was \$21 thousand dollars favorable to the budget due to lower than expected legal fees of \$34 thousand dollars - (bondholder fees of \$14 thousand dollars, corporate expenses of \$18 thousand dollars and legal settlements of \$2 thousand dollars), lower marketing and advertising fees of \$2.5 thousand dollars, and lower recruiting fees of 1 thousand dollars. There were higher than expected employee screening expenses of \$14 thousand dollars (Class 38 psychological evaluations) and computer supplies of \$2 thousand dollars.

Insurance Expense

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

Building & Utility Expenses

Total building and utility expenses were approximately \$126 thousand dollars which were \$11 thousand dollars favorable to the budget. This was due to building repairs being lower by \$7 thousand dollars, trash removal costs of \$1 thousand dollars and lower than expected heating and electrical costs of \$3 thousand dollars.

OPERATING INCOME

Operating income for the month was \$85 thousand dollars which was \$5 thousand dollars favorable to the budget. This was a result of the additional revenues of \$54 thousand dollars related to the higher than anticipated ADP and higher than expected operating expenses of \$49 thousand dollars.

NON-OPERATING REVENUE/EXPENSE

Non-Operating Expenses for the month were \$797 thousand dollars, which was \$17 thousand dollars unfavorable to the budget. The variance was due to the payment of an expected penalty to the AIG Matched Fund.

CHANGE IN NET ASSETS

Change in net assets for the month resulted in a decrease of \$712 thousand dollars compared to a budgeted decrease of \$701 thousand dollars.

CASH

The following were the cash balances in the trustee accounts as of March 31, 2016:

US BANK

General Revenue Fund	\$ 1,812,625
Debt Service Fund	\$ 291,213
Debt Service Reserve Fund	\$ 9
Capital Improvement Fund	\$ 0
Operations & Maintenance Fund	\$ 0
Fees & Expenses Fund	\$ 214,242
Bondholder Account	\$ 2,270,652

BANK OF AMERICA

Operations & Maintenance	\$ 27,540
Vendor Payments	\$ 219,783
Payroll	\$ 27,762

Chairman Gallant asked CFO Cuzzupe if there was any way to control the \$58 thousand dollar cost of in-service training. The Warden responded that the in-service training was front-loaded and a good portion had already gone through. The Warden noted that there would be some remaining number of hours to be done in the fall (September).

Chairman Gallant asked how the in-service training was set up - if it was a certain number of hours or number of programs. The Warden noted that under ACA standard, there were requirements of 40 hours of training, including some mandatory and some supplemental.

The Chairman also asked if the "lion's portion" was due every staff member on overtime. The Warden noted that for the security personnel, it would be, but the support staff would generally be straight time.

Chairman Gallant asked about the \$2,000 settlement, and CFO Cuzzupe responded that it was budgeted and we picked up \$2,000 dollars.

Chairman Gallant asked if there were any questions to which there were none.

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

B. Report of the Warden: Warden Daniel W. Martin reported the following:

The Warden reported that the detainee count as of today was 520 with an end of the day projection of 524 detainees.

ADP:

Today's count: 520, EOD: 524, April ADP: 519, 2016 and the year to date ADP is 514.

The Warden reported that for the month of April, there were 125 admissions and 127 releases for a variance of -2. The year-to-date variance was +31.

SUICIDE WATCH HOURS:

2016: 478 hours for approximately \$10,755 dollars.

STAFFING:

The Warden reported on the following:

FTE's as of 5/6/16 were 167.20. Leaves: 5 individuals on leave (2 Paid/3 Unpaid)

The Warden reported that there were 140 Correctional Officer positions authorized with 105 filled, 35 vacant and 103 active. He noted that there were a number of employees returning from leave which was reducing the overtime.

For Sergeants, the Warden noted there were 20 positions authorized, 15 filled, 5 vacant, and 15 active. For Lieutenants, there were 5 positions authorized, 3 filled, 2 vacant and 3 active. For Captains there were 5 positions authorized, 4 filled, 1 vacant, and 4 active.

The Warden noted that the Class #38 Correctional Officer Academy began on Monday, May 2nd with 17 cadets in attendance and was in its second week. Graduation was scheduled for Friday June 24th.

Warden Martin also reported that last week they celebrated "Correctional Employees' Appreciation Week" with an array of activities including Ice Cream Day on Monday, Breakfast with the Boss on Tuesday in which Director Clifford had great role in preparing the food for the staff, and Cookout and Wellness events on Wednesday and Meatball Subs and Raffle Drawing on Thursday. Most items for these activities were donated with the help of Director Clifford and Officer Teresa Lussier.

The Warden reported that the staff awards ceremony was held on the May 5th at which retired ACI Director and Board Member Albert "Bud" Gardner spoke to the class. RI State Police Captain/Director of Training Ann Assumpico and Director Joe Gonsalves were also in attendance.

Warden Martin noted that one resignation from Lieutenant Peter Montgomery was received. Officer Michael Wagner returned after having resigned in January. Director Gardner asked if that was the individual that went to Florida, and the Warden stated that he left for another local job, noting that the open door philosophy allows for employees to return.

Chairman Gallant asked how the Lieutenant position was to be filled, and the Warden noted that the position would be posted and the top two candidates would be interviewed. Director Gonsalves asked about the requirements and time in rank, and it was noted that requirements would be for someone to have been a Sergeant and/or with supervisory experience.

Chairman Gallant asked about last month's minutes and the nursing staff. The Warden noted that Bonnie had been working to fill these positions. Health Services Administrator Bonnie White provided an update on the staffing including a full-time employee going part-time and a part-time employee from the outside being hired; an applicant for the full-time RN position coming in to observe; two candidates for per diem; one nurse on leave; and the reduction of six per diem staff who were sent letters on their status and either acknowledged that they can't continue their commitment or did not respond.

Chairman Gallant asked about the Nurse Practitioner salary. Health Services Administrator Bonnie White noted that the salary was competitive. The Chairman also asked what was needed to maintain health services staff in order to be competitive and maintain individuals. The Chairman noted that they needed to make a plan to hire and keep employees, noting that the Board may need to take action.

Warden Martin noted that they had reduced agency staff. Bonnie White noted that if the facility could get per diem staff and stay working scheduled hours, it would be in a better state. Chairman Gallant asked for input from the Warden on what could be done to get the positions filled.

Director Gardner asked about placing an ad and the loss of positions with the closing of a unit at Memorial Hospital. Bonnie White noted that most of the applicants had a nursing home background.

Chairman Gallant asked about per diem staff, and Bonnie White noted that normally the per diem staff was paid at a higher rate than regular staff since they did not receive benefits.

EFFICIENCIES/COST SAVINGS:

The Warden noted that Director Clifford worked with Rise Engineering on a full facility lighting audit and was looking to see if they could use their staff with an electrician to do some of the work as the cost was significant. Director Clifford was looking to see if they could purchase the bulbs and retrofit ballasts for less than half the cost and have our maintenance staff install them with the help of an outside electrician if needed.

All boilers will be shut down on June 1st to save on gas consumption and that two out of the three hot water tanks were being shut down at night to save on gas consumption as well. Efficiencies meetings were being held monthly.

OUTREACH & NETWORKING:

The Warden reported that on April 23rd at the request of Mayor Diossa, Major Richard and Director Clifford assisted the Central Falls Police Department and other Law Enforcement agencies with security coverage of the Presidential Candidate Hillary Clinton's visit to Central Falls. The Warden noted that the Mayor was very appreciative, noting that the staff was very professional.

The Special Olympics Annual Torch Run Kick-off Meeting was held at the Special Olympics Headquarters on April 29th. Fred Clifford attended, purchasing about 100-150 T-shirts. The facility has put a committee in place to raise money for this organization.

Warden Martin noted that they participated in the Progresso Latino "May Breakfast" on May 5th. The food was donated by Aramark and served by Wyatt staff. Mayor Diossa thanked the facility for participating in this community event.

Central Falls Prevention Coalition meeting was held on April 29th at the Central Falls High School. The facility was awarded 2 grants of \$5,000.00 each to go toward the replacement of the gym floor and gym lighting. The Warden noted looking at other grants that may help to facilitate the

replacement of the floor, noting Alex McFarlane from Representative Cicilline's Office was on site to look at the Training Building Gym floor and to discuss possible grant money for its replacement.

The Warden stated that tomorrow, May 10th, MA Chief Probation Officer Christopher Malloney will be onsite for a meeting and tour and would discuss the Restorative Justice Program, noting that the program was working out well in Massachusetts.

Chairman Gallant asked who would be attending and Direct Gardner and Director Gonsalves noted that they would be attending.

CAPITAL PROJECTS UPDATE:

The new hand guns were received and were put on line. The old hand guns were packed and would be delivered for credit on Wednesday. The shotguns were scheduled to arrive at the end of month. The Warden noted that they were preparing for recertification on May 24th.

The new "Red Man Suits" were received last Wednesday and were put on line. The facility was able to get two suits for the price of one, noting that the one that they had was extremely outdated.

The replacement parts were ordered for PVI Hot Water Tank #1.

MARKETING:

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

INCIDENTS:

Since the last meeting, there were 2 Code Blues (D-Pod Dt.'s Mastin/ Deloach and H-Pod Boddie/Learning), and 2 Use of Force incidents (Dt. Anderson and Dt. Smith), a reduction from last month. Chairman Gallant asked what that was attributable to, and the Warden responded that they were paying attention to any type of potential issues, classifications, and addressing them more quickly.

MISC:

The Warden noted that a facility shakedown was conducted on April 27th. The entire facility was searched for contraband and weapons, and they were pleased that only nuisance contraband was found. The facility operated out of Incident Command during the shakedown with the staff.

The Warden thanked Chief St. Pierre for the implementation of the Aramark "Request Manager System". This system was available to detainees through their housing unit Kiosks and replaced the paper forms detainees had previously been filling out. The systems allowed for quicker response to detainee questions and informal grievances through an actual e-mail which could be responded to.

The Warden noted that it was a very busy week with all the week's activities but it was a good week with the Academy starting, Correctional Officers Week, and the start of Request Manager.

Director Gonsalves asked about staffing, and the Warden noted that they were looking at Class 39 as the ACI and other agencies were actively recruiting.

Chairman noted that this was an area in which the facility couldn't compete with pension and other benefits.

Chairman asked if there were any other discussion issues and with none noted, he asked if there was a motion to accept the Warden's report. Director Gardener made a motion to accept the Warden's report and Director Gonsalves seconded. All board members voted in the affirmative and the motion passed.

Chairman asked for a motion to adjourn. Director Gonsalves made a motion to adjourn and Director Gardner seconded the motion. All board members voted in the affirmative and the motion to adjourn was passed.