

Central Falls Detention Facility Corporation Meeting Minutes
Monday, June 13, 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) Call to order/Roll Call at 5:43 pm by Chairman Gallant. Chairman Gallant stated: Let the record show that the meeting is starting late due to Chairman Gallant running late from work.

Board Members Present: Chairman Gallant, Director Gardner, Director Gonsalves
Board Members Absent: Director Silva

- 2) Pledge of Allegiance
- 3) Public Comment

Attorney DeCarvalho interjected to inform the Board that Attorney Kerry Walsh's father was ill and asked that we keep Kerry and his family in our thoughts and prayers.

- 4) Approval of Minutes 5/9/16

A motion was made by Chairman Gallant to accept the minutes of the May 9, 2016 meeting. Director Gonsalves made a motion to approve the minutes of 5/9/16; Director Gardner seconded. No discussion, all board members voted in the affirmative and the motion passed.

- 5) New Business

A. Report of the CFO

CFO Cuzzupe reported the following:

The following was a brief summary of the financial results for Central Falls Detention Facility Corporation for the period ended April 30, 2016.

REVENUE

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

Revenue for the month was favorable to budget by \$41 thousand dollars. The budgeted average daily population (ADP) was 500 for the month compared to the actual ADP of 519.

The year-to-date revenue was \$6.7 million dollars, \$173 thousand dollars favorable to budget.

OPERATING EXPENSES

Total operating expenses for the month were approximately \$1.6 million dollars, \$95 thousand dollars unfavorable to the budget.

Salaries and Fringe

Total salaries and fringe were approximately \$1.1 million dollars, \$74 thousand dollars unfavorable to the budget. This was attributable to higher than budgeted payroll taxes. The payroll taxes were budgeted over a twelve month period and not frontloaded that was for \$2 thousand dollars. Overtime was \$56 thousand dollars due to covering vacancies (constant observations, hospital details and firearms training. Medical, life and disability insurances were \$14 thousand dollars higher due to catch up on employee reconciliations.

Inmate Care Expenses

Total inmate care expenses were approximately \$131 thousand dollars, \$3 thousand dollars unfavorable to the budget. This was due to higher than expected detainee clothing expenses of \$1 thousand dollars and detainee programs and education of \$2 thousand dollars as a result of the higher ADP.

Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$195 thousand dollars and were \$22 thousand dollars unfavorable to budget due to higher than expected detainee legal fees of \$100 thousand dollars (this is due to Global Recovery for our deductible. PLDW is in the process of reviewing this related to Detainee Francisco), lower than expected legal fees of \$57 thousand dollars. (\$35 thousand dollars for Bondholders and \$22 thousand dollars for corporate), lower employee screening expenses of \$16 thousand dollars, and lower consulting fees of \$4 thousand dollars.

Insurance Expense

Total insurance expenses were approximately \$51 thousand dollars and was \$1 thousand dollars unfavorable to budget due to adding newer vehicles to our coverage.

Building & Utility Expenses

Building and utility expenses were approximately \$131 thousand dollars, \$6 thousand dollars favorable to budget. This was due to an audit performed by Secure Energy which resulted in a \$47 thousand dollar credit and a budget savings of \$92 thousand dollars. There were higher than expected expenses in building property and maintenance due to a chiller repair of \$42 thousand dollars, chill water coil repairs of \$15 thousand dollars, a maintenance contract of \$4 thousand dollars, air handler motor and belts of \$3 thousand dollars, toilet and sink valve parts of \$7.5 hundred dollars, dishwasher repairs of \$5 thousand dollars, bake oven repairs of \$4 thousand dollars and installation of convection ovens of \$1 thousand dollars. Water and sewer expenses were also higher than expected by \$3 thousand dollars as well as refuse removal for \$2 thousand dollars.

OPERATING INCOME

Operating income for the month was \$57 thousand dollars, \$54 thousand dollars unfavorable to the budget. The increase was primarily the result of the addition in revenue of \$41 thousand dollars related to the higher than anticipated ADP and higher than expected operating expenses of \$95 thousand dollars.

NON-OPERATING REVENUE/EXPENSE

Non-Operating expenses for the month were \$782 thousand dollars, \$2 thousand dollars unfavorable to budget.

CHANGE IN NET ASSETS

Change in net assets for the month was a decrease of \$726 thousand dollars compared to a budgeted decrease of \$700 thousand dollars.

CASH

The following are the cash balances in the trustee accounts as of April 30, 2016:

US BANK

General Revenue Fund	\$1,945,680
Debt Service Fund	\$ 291,213
Debt Service Reserve Fund	\$ 9
Capital Improvement Fund	\$ 0
Operations & Maintenance Fund	\$ 101,861
Fees & Expenses Fund	\$ 214,251
Bondholder Account	\$ 2,270,652

BANK OF AMERICA

Operations & Maintenance	\$ 120,600
Vendor Payments	\$ 227,496
Payroll	\$ 20,000

Director Gallant asked what the population count was today. Warden Martin replied that the end of day count was expected to be 564.

Director Gallant asked how was the operating income for the month \$57 thousand dollars just \$54 thousand dollars unfavorable. Can you explain that to me again, what was it attributed to? CFO Cuzzupe explained that it was due to \$95 thousand dollars in additional expenses and operating revenue of \$41 thousand dollars, so the net between the two was a \$54 thousand dollar decrease. Director Gallant asked if it included the chiller and kitchen repairs and CFO Cuzzupe replied in the affirmative. Director Gallant asked the board members if they had any other discussion or questions. No further discussion or questions were brought forward.

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

B. Report of the Warden

The Warden Martin reported that the detainee count as of today was 559 with an end of the day projection of 564 detainees.

ADP:

The Warden stated that the ADP for May was 536. The 2016 year to date ADP was 518. During the month of May, there were 127 admissions and 100 releases for a variance of plus 27. The year-to-date variance was plus 56.

SUICIDE WATCH HOURS:

Suicide watch hour for 2016 totaled 856 hours for a cost of \$19,260 dollars.

STAFFING:

The Warden reported the following staffing breakdown and update:

FTE's as of 6/3/16 were 168.00 plus 16 cadets giving a total of 184. The facility had seven (7) individuals on leave with 3 paid and 4 unpaid.

The Warden reported that there were currently 140 correctional officer positions authorized with 99 filled, 41 vacant, and 94 active. For Sergeants, 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 are 5 positions authorized, 3 filled, 2 vacant, and 3 active.

There were 16 cadets remaining in Correctional Officer Academy Class #38. They had two weeks remaining. One recruit was let go due to policy violations. Family Night was scheduled for Wednesday, June 22nd. Recruits could invite their families to give them an overview of their role at the facility. They also put on a pot luck dinner which was a nice event. They would show a video of their training weeks and had other things to share with their families. Chairman Gallant inquired as to the time that Family Night will be held? The Warden replied that it would be held from 5-7 pm. Also, graduation would be held on Friday the 24th from 5:00 pm – 7:00 pm.

LPN Diane Florio was hired part-time on June 6th. She had previously been an agency staff person. Officer Raul Castro was appointed to the Intelligence Officer position. He was in the position for quite some time and had done a great job. Since the last meeting, the facility lost six officers, a Captain, and a Mail Clerk. This information was contained in the termination report.

Chairman Gallant asked which Captain had left employment. Warden Martin stated that it was Ryan San Souci who left to take a job with the Federal Bureau of Prisons mainly for the pension and that there were no other issues. There had been inquiries on approximately ten additional officers from other law enforcement agencies which included

the Rhode Island ACI. With that being said, the discussion today would be to request permission to initiate the Class #39 process. In the packets the board members could find the Class 39 timeline. The facility was requesting approval from the Board to begin the application process. The training process may need to work around the dates for the psychiatric testing to accommodate Dr. Gallagher's availability. The Board members were also provided with a breakdown of officers who left employment. The breakdown included the year and reasons for leaving. (Handout "Termination Report"). Warden Martin reviewed the Termination Report with the Board members. Chairman Gallant asked who was being awarded the vacant Captains position. The Warden stated Victor Rosado who had been a very dedicated and loyal employee.

Warden Martin shared the fact that we recently lost six officers and may lose up to ten more to the ACI, therefore Class #38 will be absorbed within the next six months. Also, the facility count had increased and these combined factors had led to significant overtime.

Warden Martin reviewed the per diem pay rate for nursing staff. The Warden presented an increase to the pay rate and a handout given to Board members.

The Warden stated that he was currently in the process of filling the following positions: Nurse Practitioner, RN, HR Director (Ms. Gilman has tendered her resignation for personal reasons), HR Assistant, Programs Counselor, Mail Clerk, Lieutenant, and Captain. Ms. Pouliot will be helping the facility out on a per diem bases until a new HR Director could be hired.

Warden Martin reviewed the revised Organizational chart with the Board members. He explained that he changed the Operations Lieutenant position to a civilian position at the pay rate of a sergeant. This person would report to the Major and would handle grievances, discipline and visitation. The Intelligence Sergeant position was moved from the Major to the Professional Standards Unit.

EFFICIENCIES/COST SAVINGS:

The facility had switched companies for the Laundry Department supplies and chemicals which was anticipated to generate a savings for the facility. A cost savings analysis would be presented at the next board meeting.

As indicated before, three main boilers were shut down for the summer months. This would result in a large savings in the consumption of gas through National Grid.

OUTREACH & NETWORKING:

Facility staff participated in the annual fundraiser for the Rhode Island Special Olympics. Director Clifford did an outstanding job organizing it. The recruit class and facility staff ran a leg of the Annual Torch Run. Facility staff sold Torch Run t-shirts, held a cookout and sold raffle tickets for a 55 inch TV (donated by Aramark), A Keurig coffee maker (donated by W.B. Mason), and a \$100.00 gift certificate donated by Klibanoff Eye Care. A total of \$2,712.67 was raised.

On May 10th, we had a visit from Chief Probation Officer Christopher Malloney out of Massachusetts to discuss the Restorative Justice Program that was currently taking place within the MA probation system. A follow-up meeting will be held on July 8th at 1:00 pm.

Mr. Clifford also attended the monthly Progreso Latino Coalition meeting on June 17th.

On July 5th the facility would start the SER Jobs program in which high school kids come in and do volunteer work for the facility. Mr. Clifford was overseeing this as well.

CAPITAL PROJECTS UPDATE:

The replacement parts were received for the PVI Hot Water Tank #1. Work was scheduled to begin next week.

The facility purchased through capital project a 2011 Ford Crown Victoria to replace the 2006 Ford Taurus that was starting to cost the facility an excessive amount of money to keep in the fleet. There was one more vehicle to rotate out and Mr. Clifford was in negotiations to trade in the older vehicles.

INCIDENTS:

Since the last meeting there were no code blues/no fights. There was one assault on staff, one use of chemical agent, and one use of force incident.

MISC:

Mr. Cuzzupe and Ms. Gilman attended the quarterly investment meeting which was held on June 8th.

C. Per diem rates for medical/mental health personnel

Chairman Gallant asked Bonnie White if the proposed per diem rate increase to \$37.50 per hour for nursing staff was enough. Ms. White replied that it was a vast improvement. Director Gallant asks if it was enough to which Ms. White stated yes. Director Gonsalves asks if we could afford it. Chairman Gallant stated that we had to afford it.

Chairman Gallant asked for a motion to increase the per diem rate to \$37.50 for nursing staff; Director Gardner made a motion to approve the increase; Director Gonsalves seconded the motion. All board members voted in the affirmative and the motion passed.

Chairman Gallant requested the status of psychiatric care. He thought we were without sufficient coverage. Warden Martin explained that we had been short-handed but coverage was obtained and there were no lapses in coverage. Chairman Gallant asked if the facility had increased the number of mental health clinicians since last year, noting that the count had increased by more than one-hundred forty detainees. Ms. White stated that we had not and that there had not been a need due to detainee turnover. She also stated that all time lines had been met and that they had maintained compliance with all ACA standards regarding mental health services. Chairman Gallant asked if Life Span could

increase services. Warden Martin stated that he had a conversation with Dr. Matkovic on this as well as a possible on-call service. A discussion regarding mental health services ensued with Chairman Gallant expressing the importance of maintaining or increasing mental health services. Warden Martin agreed and informed the Board that they were currently reviewing the mental health contracts. Ms. White would like to see all services under one "roof/umbrella" to ensure coordination and communication. Chairman Gallant requested that PLDW sit with the Warden, Bonnie White and CFO Cuzzupe to discuss this issue and perhaps develop an RFP. He also asked to know what we needed to accommodate more inmates.

Chairman Gallant questioned why the detainee population was steadily climbing. Warden Martin explained that he believed the budget had been improved on the federal level. They were seeing crime and arrest in pockets. For example, this week out of Boston there were a high amount of arrests and the Massachusetts and Connecticut Marshals had been sending us their arrestees. The Warden explained that we walk hand-in-hand with the Marshals and continue to build positive relationships.

Chairman Gallant questioned why we were having trouble recruiting a Nurse Practitioner. Ms. White explained that the pay was comparable but they had only heard from three applicants but that the prison environment was not for everyone. She further briefed the Board on the most recent applicants. Director Gallant asked that we let him know if there was anything else the facility needed in the medical department. The Warden explained that he had reached out to Connecticut regarding recruiting medical staff and also toured one of their facilities with Ms. White, Mr. Clifford and three captains to view their medical department. The Warden would continue to network with CT regarding recruiting medical staff. Director Gallant questioned why the NP left employment. Ms. White stated that she took a job at the VA for the pension. Chairman Gallant asked if there was a salary opener. Ms. White stated no not at this time. Chairman Gallant stated to let him know if there's anything else the Board could do to assist in this process.

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

D. Correctional Officer Academy/Class 39

Chairman Gallant asked for a motion to initiate Correctional Officer Class 39; Director Gonsalves made a motion to approve; Director Gardner seconded the motion. All board members voted in the affirmative and the motion passed.

6) A motion was made by Chairman Gallant to move from open session to 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 collective bargaining.

Chairman Gallant asked for a roll call vote to move into executive session. Director Gonsalves, yes, Director Gardner, yes and Chairman Gallant voted yes.

Chairman Gallant asked for a motion to move out of executive session. Director Gonsalves, made a motion to return to open session; Director Gardner seconded the motion. All board members voted in the affirmative and the motion passed.

A motion to seal the minutes of Executive Session was made by Director Gardner; seconded by Director Gonsalves. All board members voted affirmatively and the motion passed.

Chairman Gallant stated that no votes were taken during executive session. Chairman Gallant asked if there were any other items to discuss.

Attorney DeCarvalho provided the Board with an overview of the recent FCC ruling as well as an amendment to the GTL contract. No vote required as the Warden had the authority to sign the contract amendment.

Chairman Gallant asked Attorney DeCarvalho to set up a call with Attorney Walsh and the bondholders.

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