

Central Falls Detention Facility Corporation Meeting Minutes
Monday, August 15, 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) Call to Order/Roll Call

Present: Chairman Gallant
Director Gardner
Director Gonsalves

Absent: Director Silva
Warden Daniel W. Martin

2) Pledge of Allegiance

3) Public Comments – none

4) Approval of Minutes 07/11/16

A motion was made by Director Gardner to approve the minutes of the July 11, 2016 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 ending June 30, 2016.

REVENUE

Total revenue for the month was approximately \$1.8 million dollars.

Revenue for the month was favorable to budget by \$161 thousand dollars. The budgeted average daily population (ADP) was 505 for the month compared to the actual ADP of 550.

YTD Revenue was \$10.2 million dollars which was \$447 thousand dollars favorable to budget.

OPERATING EXPENSES

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

Total operating expenses for the month were \$29 thousand dollars unfavorable to the budget.

Salaries and Fringe

Total salaries and fringe were approximately \$1.2 million dollars which was \$87 thousand dollars unfavorable to the budget. This was attributable to higher than budgeted overtime expenses of \$87 thousand dollars due to covering vacancies (e.g. constant observations, hospital details).

Inmate Care Expenses

Total inmate care expenses were approximately \$157 thousand dollars which was \$30 thousand dollars unfavorable to the budget. This was due to higher than expected detainee food service expenses of \$21 thousand dollars, clothing expenses of \$7 thousand dollars and \$2 thousand dollars in linen expenses as a result of the higher ADP.

Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$91 thousand dollars which was \$75 thousand dollars favorable to budget due to lower than expected legal fees of \$62 thousand dollars. (bondholder fees of \$35 thousand dollars, corporate fees of \$25 thousand dollars, legal settlements of \$2 thousand dollars, lower consulting fees of \$3 thousand dollars, and the gain on trade-in of fixed assets of \$10 thousand dollars)

Insurance Expense

Total insurance expenses were approximately \$51 thousand dollars which was \$1 thousand dollars unfavorable to budget due to the addition of newer vehicles to the insurance coverage.

Building & Utility Expenses

Total building and utility expenses were approximately \$124 thousand dollars which was \$14 thousand dollars favorable to the budget. This was due to lower than budgeted utilities of \$14 thousand dollars.

OPERATING INCOME

Operating income for the month was \$202 thousand dollars which was \$132 thousand dollars favorable to the budget. The increase was primarily result of the addition in revenue of \$161 thousand dollars related to the higher than anticipated ADP and higher than expected operating expenses of \$29 thousand dollars.

NON-OPERATING REVENUE/EXPENSE

Non-Operating Expenses for the month were \$782 thousand dollars which was \$7 thousand dollars favorable to budget due to lower than expected depreciation expenses.

CHANGE IN NET ASSETS

Change in net assets for the month was a decrease of \$580 thousand dollars compared to a budgeted decrease of \$719 thousand dollars.

CASH

The following were the cash balances in the trustee accounts as of June 30, 2016:

US BANK

General Revenue Fund	\$ 1,817,460
Debt Service Fund	\$ 291,213
Debt Service Reserve Fund	\$ 9
Capital Improvement Fund	\$ 0
Operations & Maintenance Fund	\$ 594,096
Fees & Expenses Fund	\$ 196,347
Bondholder Account	\$ 2,270,652

BANK OF AMERICA

Operations & Maintenance	\$ 34,018
Vendor Payments	\$ 221,927
Payroll	\$ 22,511

Chairman Gallant asked CFO Cuzzupe what the Debt Service Fund was to which CFO Cuzzupe stated it was the Bond Holder Fund. Chairman Gallant asked if any payments had been made to the Bond Holders. CFO Cuzzupe stated no payments had been made.

Director Gonsalves made a motion to accept the report of CFO Cuzzupe for the period ending June 30, 2016 which was seconded by Director Gardner. All board members voted in the affirmative and the motion passed.

B. Report of the Warden-Given by Linda St. Pierre, Chief of Support Services, in the Warden's absence.

ADP:

- Today's Count: 521 with end of day count of 526
- July ADP 546
- 2016 YTD ADP: 527
- For the month of July, there were 128 admissions, 142 releases for a variance of minus 14. The YTD Variance was plus 37.

SUICIDE WATCH HOURS:

- 2016: 1059 hours for approximately \$23,828 thousand dollars.

STAFFING:

- FTE’s as of 8/8/16 were 170.30
- Leaves: 7 individuals were on leave (4 Paid/3 Unpaid)
- CSS St. Pierre reported:

Title	#Authorized	#Filled	#Vacant	#Active
Correctional Officers	140	109	31	103
Sergeants	20	15	5	14
Lieutenant	3	3	0	3
Captains	5	4	1	4

- There were three staff resignations since the last board meeting (2 Correctional Officers – Olugbusi, and Mitchell; 1 LPN – Benavides).
- There were four pending Correctional Officer resignations (J. Davis, 8/18/16, Garman 8/22/16, Cabral 8/26/16 and Moore 8/24/16).
- Shaquana Pollard was hired from the temp agency as Accounting/Payroll Clerk effective August 1st.
- Magdalena Ramos was hired as Human Resource Director to start August 29, 2016.
- Colin Clark was hired as the new Nurse Practitioner and will start at the end of August.
- Zachary Robbins was promoted to Lieutenant effective July 24th.
- Class 39 Agility and Written Testing was held on August 6th. 35 candidates were scheduled to be interviewed this week and would be finished by Friday. Background checks were taking place concurrently. Psychological testing was scheduled to begin September 6th.

EFFICIENCIES/COST SAVINGS:

- Working on replacing 24 hour emergency lighting with LED lighting.
- Contracts continued to be reviewed for cost savings.
- Director Clifford was working with Central Falls Learning Community to replace the gym floor at no cost in return for the team using the gym for basketball practice and to have four games in the gym.
- Pawtucket Water Supply would be changing the back flow on the fire pump in the Training Building at no cost. This would result in a savings of \$5,400 thousand dollars.
- Director Clifford was working with Constellation Energy on potential solar energy panels for the Training Building.

OUTREACH & NETWORKING:

- Central Falls National Night Out was held in Jenks Park, Central Falls on August 2nd with several staff in attendance.
- The SER Jobs program ended last week. 12 young adults worked around the facility doing filing, painting, and cleaning. This program was run at no cost to the facility.
- Director Clifford was voted Board Chairman of the Progresso Latino organization in Central Falls.
- On September 9, 2016, Director Clifford would represent the facility at the 39th Progresso Latino Anniversary Gala at Rhodes on the Pawtuxet.

- Director Clifford has been meeting with Central Falls Mayor Diossa on a monthly basis. The Mayor has ordered new flag poles for the facility at no cost and has had the Parks and Recreation Department paint all lines in the parking lots done at no cost.

CAPITAL PROJECTS UPDATE:

- Currently working on obtaining estimates and specifications to replace/update the Video Security System in anticipation of issuing an RFP.
- Obtaining pricing for walk through metal detectors.
- Working on installing a security cage for R&D shower.

MARKETING:

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

INCIDENTS:

- Since the last meeting there were two Code Blues and two Use of Force incidents.

MISC:

- The United States Marshal Service conducted their Quality Assurance Review (QAR) on August 10-12 with nine auditors. A few deficiencies were found and taken care of on the spot. The report will be received in 30-60 days. After the report is reviewed, a Corrective Action Plan will be developed for any deficiencies noted and sent back.
- Manish Patel, BOP Contract Oversight Specialist, was on-site on Thursday, August 11th for a monitoring visit. He was provided with various documents (Health Inspection Reports, Fire Drill Reports) and provided with a tour of the facility. He spoke to several BOP detainees but no issues were brought to the attention of the Warden.

Chairman Gallant asked Major Richard if he knew why we lost four officers. Major Richard stated that three officers went to the ACI and one was going back to his previous job as a maintenance worker.

Chairman Gallant asked HSA White how the loss of the Nurse Practitioner was affecting the unit. HSA White replied that regular staff have been covering which was resulting in a lot of overtime.

A motion was made by Director Gardener to accept the Warden's report and Director Gonsalves seconded. All board members voted in the affirmative and the motion passed.

Attorney Matt Reeber entered the meeting to report on the collective bargaining negotiations.

- 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 purpose:
 - A. R.I.G.L. § 42-46-5(a) (2) for the purpose of discussing collective bargaining.

The motion to move into executive session was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed.

A motion to return to open session was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed.

No votes were taken in the Executive Session.

A motion to seal the minutes of the executive session was made by Director Gardner and seconded by Director Gonsalves. All members voted in the affirmative and the motion passed.

A motion to adjourn was made by Director Gonsalves and seconded by Director Gardner. All board members voted in the affirmative. The motion passed, and the meeting of 8/15/16 was adjourned.

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