

Monday, September 19, 2022 5:30 P.M.
Wyatt Detention Facility
935 High Street
Central Falls, RI 02863
TDD/TTY 401-727-7450

A meeting of the Central Falls Detention Center Facility Corporation Board of Directors was held on the above dated in the Training Building and called to order at 5:35 p.m.

Call to order/roll call

Present:

Chairman James Lombardi III
Director Hermann Yip
Director Anthony Goes

Absent: Director Gary Berdugo

Pledge of Allegiance

Public Comment

Mr. Thomas Lazieh stated that he was very concerned citizen about the running of this facility. He was very happy to hear the finances are improving and understood the corporation is guaranteeing the city \$25,000. per month. He asked if payments to the town had begun or if any changes to the schedule or amount? Mr. Lazieh stated he was disappointed that we didn't have a full quorum and were still lacking one board member. He asked when the next class was scheduled to begin and what other activities were going on? He also inquired about the current count of detainees and staff? Mr. Lazieh stated he has defended this facility since its conception, he took personal interest when the mayor or city council members met to close facility down as it was the wrong move and he stated to them that we needed to take advantage of its operation and work with the facility to gain a great deal of support and financial admiration for the future. Chairman Lombardi provided Mr. Lazieh a copy of the draft minutes and the Warden's report.

Approval of Meeting Minutes from August 15, 2022 meeting.

Chairman Lombardi asked if there were any questions on the August 15, 2022 minutes. There were none. Chairman Lombardi asked for a motion to approve the minutes from August 15, 2022. Director Goes made a motion to accept and Director Yip seconded the motion. All board members voted in the affirmative and the motion passed.

Report of the Warden – COVID-19

Today's Detainee Census

US Marshal Male Count: 552
US Marshal Female Count: 19
ICE Count: 62
FBOP: 5
Navy: 0

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Total Population: 638

August ADP: 658

Staffing FTE's 217 = 210 currently 7 of those staff are on leave:

- **Personal Leave** – 0
 - **Admin Leave** – 1
 - **Workers' Compensation** – 2
 - **FMLA Leaves** – 3
 - **Military**- 1

 - **COVID-Related Leaves (as of 9-19-22)**
 - Precaution/Quarantine – 0
 - ***Total Covid19 tested since 2020***
(10,751*) plus (0 pending tests = 10,751
 - ***Vaccinated 149 – Non Vaccinated 68 – unknown***
- *Note staff are no longer testing weekly (Rapids test onsite as needed)*

CURRENT POPULATION: 638

Total available capacity: 767

Title	#Authorized	#Filled	#Vacant	#Active	% Staffed (based on average population of 700) Active/Authorized
Correctional Officers	163	103	60	99	61%
Sergeants	22	20	2	18	82%
Lieutenant	10	10	0	10	100%
Captains	7	6	1	6	86%

as of:9/19/22

NEW HIRES/ PROMOTIONS

Since the last Board meeting (Aug 2022) there have been (9) new hires,

- 2 Re-hired Correctional Officers
- 1 Program Counselors
- 1 Mental Health Counselor
- 1 RN
- 1 Dental Hygienist
- 2 LT
- 1 Records clerk

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Since the last Board meeting (Aug 2022) there have been (11) Terminations

- 1 Mental Health Director
- 1 RN
- 1 Cadet
- 1 Records clerk
- 7 Correctional Officers

GENERAL OPERATIONS:

- Class 53 graduated on September 2, 2022 with 12 cadets
- Class 54 will be starting on September 20, 2022 with 22 Recruits and will be the 5th Academy this year.
- Detainee COVID updates:

Total Cases:	1120
Cleared:	1112
Active Cases:	8
- 0 COVID Positive/Quarantine cases with Staff.
- Continuing to provide to Detainees at no cost:
 - 1 free phone call on Monday, Wednesday & Friday
 - 1 free video visit (15 minutes) per week
 - 3 free envelopes as requested
- The facility continues to offer all employees the COVID Vaccine and the Booster shots as well.
- Medical continues to COVID test individuals or entire units as needed.
- The facility is beginning to work on Capital Projects that have been approved by the Board of Directors.
- The facility is having significant challenges in recruiting and retaining Correctional Officers. This is an ongoing issue at this facility as well as across the country. We are running back to back Training Academies to try and bridge the gap.
- The Facility has developed an Employee Retention Committee to review the causes of staff departure and will be looking at ways to mitigate these departures.
- The facility has been doing monthly functions for staff to improve morale; pizza parties, ice cream & cook outs. We will be having a cookout on Thursday this week, feel free to

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stop by, seafood theme but will also have hamburgers and hot dogs from 10:30 am to 8:30 pm. to make sure we cover all three shifts.

- We are completing our quarterly town hall meetings with the detainees. This time we are discussing the new U.S. Marshal standards - one is on the commissary pricing changes that are coming, one order of no more than \$40.00 per week. October 16th is when the amount will be down to the \$40.00 per week. Many of the prices of items in commissary have been lowered. Fresh Favorites and the ice cream cart are not changing. We are gradually transitioning to this lower amount. Another new standard, we are also now required to provide 7 pairs of undergarments and socks to each detainee, before the standard was 4.
- Each housing unit with twenty or more detainees will have its own counselor assigned to it, previously a counselor might have two units to cover now they will have one. This will be a huge help to the Officers in each unit.
- The camera project has been completed.

Report of the Director of Finance – financial reports of the Corporation and Facility for the period ending July 31, 2022.

Director Vuono presented the month ending July 31, 2022 in the financial report. The average daily population for July was 642 the budgeted average daily population is 600. The year to date revenue for July \$19.9MM, 773k favorable to the budget. The month of July's revenue was \$3.7MM, \$256k favorable to the budget. Operating expenses had no real surprises and we were still on the favorable side but once we hire more staffing, the salaries and fringe expenses will go up. We don't expect huge changes for August. The change in net assets was \$217k, \$189k favorable to the budget. Looking at the cash balances between the cash and reserves we are close to \$4MM at the end of July. Director Vuono asked if there were any questions, there were none.

New Business:

Discussion, vote, or other action regarding the award of a contract to Caron & Bletzer, PLLC to perform audits of the ERISA section 103(a)(3)(C) audit of the Corporation's 401(k) Plan for years 2021, 2022, and 2023.

Director Vuono stated we need to have an annual financial audit done on our 401K assets, this is separate from the financial audits and completes the 5500 form. The 401K audit is due October 15, 2022. This was put out to bid and this was the only bid we received. The price for year 2021 is \$15,000. If this is not approved the tax form would be delinquent and we would pay penalties up to \$150,000. Chairman Lombardi asked if there were any questions. Director Goes asked if we are comfortable with this company Director Vuono stated he was, they have done work for us before.

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Chairman Lombardi asked for a motion to approve the contract to Caron & Bletzer, PLLC. Director Goes made the motion to approve the contract Director Yip seconded the motion. All Board members voted in the affirmative and the motion passed.

Executive Session:

Chairman Lombardi asked for a motion for the Board to move into Executive Session pursuant to R.I.G.L. §§ 42-46-5(a)(1) and (4) to discuss Warden Daniel W. Martin. Chairman Lombardi reported that Warden Daniel Martin was provided written notice that his job performance would be discussed and that he could require that discussion be held during open session. Each Board member affirmatively voted to convene into executive session and a quorum was reached.

[EXECUTIVE SESSION FROM APPROXIMATELY 5:58pm to 6:14pm]

Once back in open session, Chairman Lombardi reported that no votes were taken in Executive Session.

Chairman Lombardi asked for a motion to seal the minutes from the Executive Session. Director Goes made a motion to seal the minutes from Executive Session and Director Yip seconded the motion. All board members voted in the affirmative and the motion to seal the minutes from Executive Session passed.

Motion to Adjourn

Chairman Lombardi asked for a motion to adjourn the meeting. Director Yip made the motion to adjourn and Director Goes seconded the motion. All Board members voted in the affirmative and the motion passed. The meeting adjourned at 6:17 pm.