

CENTRAL FALLS DETENTION FACILITY CORPORATION

BOARD OF DIRECTORS MEETING MINUTES

Monday, January 14, 2019 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 Board of Directors was held on the above date in the Training Building at 5:58 p.m.

Call to order/roll call

Present: Interim Chairman Albert Gardner
Director Wil Arboleda
Director Joseph Gonsalves

Absent: Director Agostinho Silva

Pledge of Allegiance

Public Comment: None

Approval of Meeting Minutes from December 10, 2018

Chairman Gardner asked for a motion to approve the minutes from the December 10, 2018 meeting. Director Gonsalves made the motion to accept the meeting minutes and Director Arboleda seconded the motion. All board members voted in the affirmative and the motion to accept the minutes from December 10, 2018 passed.

New Business:

Report of the Warden presented by Gregory Richard for Warden Martin

WARDEN'S REPORT

November 2018

ADP:

Today's Count: 503 (3:00am)
EOD Count: 501

<u>Month</u>	<u>Admissions</u>	<u>Releases</u>	<u>Variance</u>
November	89	90	-1
	YTD Variance		+103

December ADP: 514
2018 YTD ADP: 468

YTD Constant Observation
December 2018 Hours: 131
YTD Total Hours: 1077
YTD Est. Wages \$24,221

FTE: 170 Leaves (4):

Admin Leaves – 1
Workers Compensation – 1
FMLA Leaves – 2

Title	#Authorized	#Filled	#Vacant/Actual	#Active
Correctional Officers	155	116	39	112
Sergeants	28	14	14	14
Lieutenant	5	5	0	5
Captains	8	5	3	5

The Correctional Officer count is one hundred fifteen (112) active as of 1/14/2019

There were three (3) new hires in the month of December: Gerard Marcotte (Maintenance Assistant-Per Diem), X Barbosa (Correctional Officer/rehire) and L Shao (Education Specialist).

There were six (6) resignations/terminations in the month of December: R Czajka (Correctional Officer), A Diaz (Sgt), E Ramos (Sgt), J George (Correctional Officer), E O'Connell (Correctional Officer) and L Shao (Education Specialist).

Correctional Academy (**Class 44**): The Physical Agility and Written for Class 44 was hosted on December 19th-21st in the Training Building. Due to the lack of attendance, additional testing dates were scheduled at the end of the month. Interviews will also be hosted at the end of the month for those applicants that completed the Physical and Written test in late December.

Aramark:

There was an increases in sales with Fresh Favorites from 594 orders to 706 orders in the month of December.

There was an increase in sales for I-Care from 237 orders to 257 orders for the month of December.

There was an increase in sales for Commissary from 4,092 orders to 4,225 orders for the month of December.

COST SAVINGS:

Contracts continue to be reviewed to determine is savings could be found. The contracts for Aramark and GTL were also being reviewed.

CAPITAL PROJECTS:

Cages and lights were being installed in one of the new vans. Work was ongoing to deploy 25 new PC tower units to Department heads and Administration staff. The facility was also working with Schneider Electric on the camera project.

OUTREACH/NETWORKING:

Monthly meetings continued to occur with the Central Falls Coalition.

FACILITY INFORMATION

The 360-degree fence project was moving forward. The facility was waiting on the new gate locks to arrive from Texas with a tentative completion date in the 2nd week in January.

Rhode Island Repair and painting completed painting the showers in A Dorm, E Pod and J1.

The facility Administration continued to negotiate the Union contracts for both medical staff and the correctional officers.

The facility continues to prepare to receive ICE detainees as follows:

- Identifying housing units
- Evaluate staffing
- Evaluate supplies, bedding, clothing, food etc.
- Conducting training as appropriate
- Preparing for potential external demonstrations.

SIGNIFICANT INCIDENTS:

There were six (6) detainee on detainee physical altercations which resulted in minor detainee injuries and 3 Code Whites which resulted in emergency hospital trips.

Date	#	District	Description
12/14/2018	2	CT & MA	Physical Altercation
12/17/2018	2	CT & RI	Physical Altercation
12/28/18	1	NY	Detainee cut his right forearm with an unknown object transported to RI Hospital - Attempted Suicide, Medical Emergency, and Hospital Detail.

12/28/18	2	MA & RI	physical altercation
1/3/19	1	NY	Detainee attempted Suicide by inflicted a laceration across the left side of his neck. Detainee said he had a piece of metal inserted in his rectum and used it to cut his neck, then swallowed the metal after cutting it.
1/4/19	2	MA	Detainee was in a headlock being punched in the face. Detainee Assault over prior dispute will remain in RHU pending
1/8/19	2	CT	Physical Altercation both detainees were evaluated by medical
1/9/19	5	RI & MA	Detainee on Detainee Fight, Hospital Detail, Emergency Facility Lockdown

Chairman Gardner asked if there were any questions on the Warden's report. Director Arboleda asked when the next class would be starting. The Warden stated that it was scheduled to start in the middle of March but it might be pushed back a little later. There were 40 candidates so far. Attorney Walsh stated the ACI was also recruiting.

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

The following was a brief summary of the financial results for Central Falls Detention Facility Corp. for the period ended November 30, 2018

REVENUE

Total revenue for the month was approximately \$1.8 million dollars and was favorable to the budget by \$430,000 dollars. The budgeted Average Daily Population (ADP) was 425 for the month compared to the actual ADP of 499.

The Year to Date (YTD) revenue was \$18.4 million dollars and was \$ 3.2 million dollars favorable to the budget.

OPERATING EXPENSES

Total operating expenses for the month were approximately \$1.7 million dollars and were \$76,000 dollars favorable to the budget

Salaries and Fringe

Total salaries and fringe were approximately \$1.2 million dollars and were \$37,000 favorable to the budget.

Inmate Care Expenses

Total inmate care expenses were approximately \$148,000 dollars and were \$8,000 dollars favorable to the budget.

Direct & Administrative Expenses

Total direct and administrative expenses were approximately \$90,000 dollars and were \$62,000 dollars favorable to the budget.

Insurance Expense

Total insurance expense were approximately \$48,000 dollars and on budget.

Building & Utility Expenses

Total building and utility expenses were approximately \$170,000 dollars and were \$32,000 dollars unfavorable to the budget.

OPERATING INCOME

Operating income for the month was \$80,000 dollars which was \$507,000 dollars favorable to the budget. The increase was the primary result of the lower than expected operating expenses of \$76,000 dollars and the increase in revenue of \$430,000 dollars.

NON-OPERATING REVENUE/EXPENSE

Non-Operating Expenses for the month were \$795,000 dollars and were \$4,000 dollars favorable to the budget due to depreciation costs being lower than expected.

CHANGE IN NET ASSETS

Change in net assets for the month was a decrease of \$714,000 dollars compared to a budgeted decrease of \$1.2 million dollars.

CASH

The following are the cash balances in the trustee accounts as of November 30, 2018.

	0 - No - \$
GRD	\$
IDA	\$
ISRD	\$
HA	\$
ISRD	\$
SCRD	\$
SCRD	\$

BANK OF AMERICA

Operations & Maintenance	\$
Vendor Payments	\$
Payroll	\$

Chairman Gardner asked about the operating income for the month being \$0 and Mr. Maniuk stated that it was a typographical error and should read \$0 dollars. Chairman Gardner asked if there were any questions regarding the finance report. Chairman Gardner asked for a motion to accept the finance report as corrected. Director Arboleda made the motion to accept the report and Director Gonsalves seconded the motion. All board members voted in the affirmative and the motion to accept the finance report passed.

Chairman Gardner indicated that under new business there was an update on ICE and that a lot had been going on since our last meeting on December 10th. As of right now there were no ICE detainees here, but progress had been made to piggy back on the current United States Marshal contract. Warden Martin stated that the U.S. Marshal Service had agreed to modify their agreement to allow for up to 225 beds for US Immigration and Customs Enforcement detainees. Prior to the shutdown there were positive conversations with I.C.E. but the facility would now have to wait until the government shutdown was over to see what would happen in the future. If I.C.E. did place detainees at the facility, after approximately 90 days I.C.E. would perform their own Audit. Director Gonsalves asked how many detainees the facility could house. Warden Martin stated that that 2 housing units could be filled based on current staffing numbers.

Chairman Gardner asked if there were any additional questions regarding I.C.E. and there were none.

Chairman Gardner asked for a motion to adjourn the meeting. Director Gonsalves made the motion to adjourn and Director Arboleda seconded the motion. All board members voted in the affirmative and the motion passed. The meeting was adjourned at 6:28 pm.