

**INMATE WELFARE COMMITTEE MEETING
M I N U T E S
TUESDAY, APRIL 23, 2019
0900 HOURS
RIDGEHAVEN, MAIN CONFERENCE ROOM**

ATTENDANCE

Voting Members Present:

Cmdr. Brown, DSB	Capt. Flynn, EMRF	Lt. Kamoss, SBDF
Cmdr. Clamser, DSB	Capt. Kneeshaw, SDCJ	Christine Brown, RSD
Cmdr. Maryon, DSB	Capt. Lovelace, VDF	Burma Dunn, Public Member
Capt. Duke, GBDF /FAC 8	Lt. Bulthuis, LCDRF	

Other Guests:

Capt. Frierson, MSD	Josette Ford, OOS	David King, RSD
Michelle Aguinaldo, RSD	Dane Gapuz, RSD	Larry Mendez, FSD
Laura Curtis, RSD	Sarah Hagel, RSD	Fatima Pia, MSB

- I. **CALL TO ORDER:** Capt. Frierson called the meeting to order at 0900 hours.
- II. **INTRODUCTION:** The new Administrative Analyst for Reentry Services, Laura Curtis, was introduced.
- III. **APPROVAL OF MINUTES:** **MOTION** made and seconded (Duke/Lovelace) to approve the minutes dated February 26, 2019. **MOTION CARRIED TO APPROVE.**
- IV. **OLD BUSINESS:**
 - A. Print Shop Program Analysis – Dane Gapuz and Michelle Aguinaldo
A PowerPoint presentation was given detailing the volume of items ordered, costs involved, comparison of pricing between SDSD and BPA vendors, as well as the most ordered items from both SDSD and outside agencies.
- V. **NEW BUSINESS:**
 - A. **FY 2018-2019 3rd Quarter Financial Report** – Dane Gapuz
The 3rd Quarter Financial Report was presented, which showed that we are on track with anticipated expenditures and revenues.
 - B. **Inmate Welfare Committee Bylaws Revisions** – Michelle Aguinaldo
The requested changes were outlined for the committee and include: renaming the title of the bylaws, updating the fund type, the addition of the Food Services Manager as a voting member, changes to who will chair the monthly meeting, and operational changes.
- VI. **ACTION ITEMS:**
 - A. Approval of **FY 2018-2019 3rd Quarter Financial Report**: **MOTION** made and seconded (Clamser/Kamoss) to approve the suggested revisions. **MOTION CARRIED TO APPROVE.**

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- A. Approval of **Revisions to the Inmate Welfare Committee Bylaws**: **MOTION** made and seconded (Duke/Dunn) to approve the suggested revisions. **MOTION CARRIED TO APPROVE.**

VII. **OFF AGENDA:**

No off agenda items to report on.

VIII. **ADJOURNMENT:** 1002 hours

NEXT MEETING:

CHAIR: Captain Madsen
Tuesday, May 28, 2019
0900 Hours
Ridgehaven, Main Conference Room