

**INMATE WELFARE COMMITTEE MEETING**  
**MINUTES**  
**TUESDAY, FEBRUARY 23, 2021**  
**0900 HOURS**  
**MICROSOFT TEAMS MEETING**

**ATTENDANCE**

**Voting Members Present:**

A/S Frierson	Capt. Darnell, SDCJ	Capt. Smith, GBDF/FAC 8
Cmdr. Brown	Capt. Flynn, EMRF	Lt. Buchanan, SBDF
Cmdr. Duke	Capt. Kneeshaw, DSD	Christine Brown, RSD
Cmdr. Turner	Capt. Manning, VDF	Will Nemchek, FSD
Capt. Buchanan, MSD	Capt. Patterson, LCDRF	Burma Dunn, Public Member

**Other Guests:**

Lt. Bulhuis, RMDF	Josette Ford, OOS	Fatima Pia, MSB
Sgt. Froistad, RSD	Jerica Freitas RSD	Eunice Ramos, MSB
Michelle Aguinaldo, RSD	David King, RSD	Sanford Toyen, Legal
Patricia Ceballos, RSD		

- I. **CALL TO ORDER:** Captain Darnell called the meeting to order at 0900 hours.
- II. **APPROVAL OF MINUTES:** **MOTION** made and seconded (Flynn/Smith) to approve the minutes dated October 27, 2020. **MOTION CARRIED TO APPROVE.**
- III. **OLD BUSINESS:**
- No old business to discuss.
- IV. **NEW BUSINESS:**
- A. **FY 2020-21 2nd Quarter Report** – Jerica Freitas  
Ms. Freitas presented the financial report for the 2<sup>nd</sup> quarter of FY 2020-21.
- B. **FY 2020-21 2<sup>nd</sup> Quarter Overview** – Jerica Freitas and Michelle Aguinaldo  
Ms. Freitas presented the 2<sup>nd</sup> Quarter financials outlining the revenues, expenditures, and available fund balances of the Jail Stores Commissary and Inmate Welfare Fund. For FY 2020-21, we are anticipating operating the psychosocial contracts at 50%. She also gave a detailed accounting of operating costs and commercial labor costs of all the IW programs.
- C. **FY 2021-22 Inmate Welfare Fund Budget** – Jerica Freitas  
Ms. Freitas presented the budget for the coming fiscal year. We are projecting a 1% increase to the operating budget. The use of fund balances is projected to be reduced by 52% compared to FY 2020-21.
- D. **Screen Print Update** – Sergeant Froistad  
Sgt. Froistad advised that the site at LCDRF has been prepped by DGS. The silk screening machines, and other equipment will be moved by a contractor and DGS. There will be a roughly four-week down time, and an exact date has not been scheduled yet.

Inmate Welfare Committee Meeting

February 23, 2021

Page 2 of 2

- E. Commissary Stores Update – David King  
Prior to the suspension of commissary in December 2020 due to COVID, sales remained even with last fiscal year. Commissary resumed February 8<sup>th</sup> and received a large amount of orders, most were large orders.

V. **ACTION ITEMS:**

- A. Approve FY 2020-21 2<sup>nd</sup> Quarter Financial Report  
**MOTION** made and seconded (Flynn/Frierson) to approve the FY 2020-21 2<sup>nd</sup> Quarter Financial Report.  
**MOTION CARRIED TO APPROVE.**
- B. Approve FY 2021-22 Inmate Welfare Fund Budget  
**MOTION** made and seconded (Smith/Buchanan) to approve the FY 2021-22 Inmate Welfare Fund Budget.  
**MOTION CARRIED TO APPROVE.**

**OFF AGENDA:**

**Capt. Darnell** – Thank you to Commissary for the hard work with deliveries.

**Christine Brown** – One of the Board of Supervisors members has an item on the March 2 agenda that prohibits the County from entering into agreements to charge incarcerated persons for communication services (including telephone, messaging and video visitation), and to prohibit the County from generating operating revenue from fees associated with communication services.

**Sanford Toyen** – I am retiring on March 12<sup>th</sup>. Michael Baranic will be taking over starting in March.

**Cmdr. Brown** – Thank you to Sandy for all your hard work over the years.

VI. **ADJOURNMENT:** 0937 hours

**NEXT MEETING:**

**CHAIR: Captain Flynn**  
**Tuesday, March 23, 2021**  
**0900 Hours**  
**Microsoft Teams Meeting**