

**INMATE WELFARE COMMITTEE MEETING
M I N U T E S
TUESDAY, SEPTEMBER 28, 2021
0900 HOURS
MICROSOFT TEAMS MEETING**

ATTENDANCE

Voting Members Present:

A/S Frierson	Capt. Bibel, MSD	Patricia Ceballos, RSD
Cmdr. Buchanan	Capt. Flynn, EMRF	Neila Afan, FSD
Cmdr. Duke	Capt. Kneeshaw, GBDF	Lt. Buchanan, SBDF
Cmdr. Williams	Capt. Manning, VDF	Lt. Bulthuis, RMDf
Cmdr. Brislin	Capt. Patterson, DSD	
Capt. Adamos, DSD	Capt. Smith, LCDRF	

Other Guests:

Michelle Aguinaldo, RSD	Jerica Freitas RSD	Fatima Pia, MSB
Michael Baranic, Legal	David King, RSD	Larisa Rosales, MSB
Josette Ford, OOS		

- I. **CALL TO ORDER:** Capt. Kneeshaw called the meeting to order at 0900 hours.
- II. **APPROVAL OF MINUTES:** **MOTION** made and seconded (Flynn/Smith) to approve the minutes dated August 24, 2021. **MOTION CARRIED TO APPROVE.**
- III. **OLD BUSINESS:**
No old business to discuss.
- IV. **NEW BUSINESS:**
 - A. **BSCC CESF Updates – Patricia Ceballos and Michelle Aguinaldo**
Ms. Aguinaldo provided project updates on the BPA process for acquiring computers and laptops, HSAT equipment and supplies, gift cards for survey with Probation, as well as PPE. Ms. Ceballos provided contract updates for case management, interim housing and the Peer Reentry Academy. A shipment of COVID-19 Care Bags has been sent to Probation for distribution.
 - B. **FY 2020-21 Commissary Review & Updates – David King**
Mr. King provided an update on the annual sales summary. Due to COVID closures, sales were down and expected to stay down with anticipated future closures. He outlined industry challenges such as supply-chain issues, increased costs, and inventory on hand. MTS is unable to provide PRONTO cards at this time. Inmate welfare packs are behind in shipment about a month.
 - C. **Inmate Welfare Committee Meeting Frequency - Patricia Ceballos**
Ms. Ceballos opened discussion on changing the frequency of IWF meetings. She proposed to change them to bi-monthly starting in October.
 - D. **Revision of Bylaws and Operating Procedures - Michelle Aguinaldo**
Ms. Aguinaldo proposed three changes to include: removing the language pertaining to the IWF petty cash fund, which was discontinued last year; updated form IW-101 is now RSD-101, and updating the meeting schedule. Upon approval, documents will be routed for final approval.
- V. **ACTION ITEMS:**
 - A. Approve Inmate Welfare Committee Meeting Frequency
MOTION made and seconded (Flynn/Buchanan) to approve the Inmate Welfare Committee Meeting Frequency.
MOTION CARRIED TO APPROVE.

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- B. Approve Revision of Inmate Welfare Fund Bylaws and Operating Procedures
MOTION made and seconded (Frierson/Duke) to approve the Revision of Inmate Welfare Fund Bylaws and Operating Procedures.
MOTION CARRIED TO APPROVE.

VI. **OFF AGENDA:**

Patricia Ceballos - RSD is working with the local County library. The goal is to help women who are being released from custody within 30 days sign-up for a library card which will help them access resources and free computer usage.

VII. **ADJOURNMENT:** 0929 hours

NEXT MEETING: **CHAIR: Patricia Ceballos**
Tuesday, October 26, 2021
0900 Hours
Microsoft Teams Meeting