

**INMATE WELFARE COMMITTEE MEETING  
M I N U T E S  
TUESDAY, APRIL 28, 2020  
1100 HOURS  
MICROSOFT TEAMS MEETING**

**ATTENDANCE**

**Voting Members Present:**

A/S Clamser	Capt. Flynn, EMRF	Lt. Bulthuis SBDF
Cmdr. Brown, DSB	Capt. Lovelace, VDF	Christine Brown, RSD
Cmdr. Frierson, DSB	Capt. Madsen, LCDRF	Will Nemchek, FSD
Cmdr. Maryon, DSB	Capt. Smith, GBDF/FAC 8	Burma Dunn, Public Member
Capt. Buchanan, SDCJ		

**Other Guests:**

Capt. Duke, MSD	Dep. Brigham, RSD	Dane Gapuz, RSD
Capt. Kneeshaw, DSD	Michelle Aguinaldo, RSD	David King, RSD
Lt. Manning, DSD	Rebecca Cardenas, RSD	Eunice Ramos, FSD
Sgt. Froistad, RSD	Patricia Ceballos, RSD	Sanford Toyen, Legal

- I. **CALL TO ORDER:** Christine Brown called the meeting to order at 1102 hours.
- II. **APPROVAL OF MINUTES:** **MOTION** made and seconded (Madsen/Turner) to approve the minutes dated January 28, 2020. **MOTION CARRIED TO APPROVE.**

**MOTION** made and seconded (Turner/Smith) to approve the minutes dated February 25, 2020.  
**MOTION CARRIED TO APPROVE.**

III. **OLD BUSINESS:**

- A. No new business to discuss.

IV. **NEW BUSINESS:**

- A. FY 19-20 3<sup>rd</sup> Quarter Financial Report – Dane Gapuz  
Mr. Gapuz presented the financial report for the Jail Store and Inmate Welfare revenues and expenditures.
- B. FY 19-20 Inmate Welfare Fund 3<sup>rd</sup> Quarter Overview – Dane Gapuz  
Mr. Gapuz gave an overview of the Inmate Welfare fund and gave an update on the projected fund balance for the 3<sup>rd</sup> quarter. He also gave a detailed overview of the costs of each of the programs that are offered to the inmates.
- C. Staff Study on Baby Powder Removal from the Commissary – Captain Madsen  
Captain Madsen briefly discussed the staff study for removing baby powder from the commissary and the committee discussed the proposal.
- D. Inmate Mattress Presentation – Deputy Brigham  
Deputy Brigham gave a presentation on inmate mattress alternatives to the current ones that are provided. He outlined the differences as well as presented different options with their associated costs. The mattress committee was asked to contact other counties to see what is used in their facilities. A staff study will be created for review.

V. **ACTION ITEMS:**

- A. Approve FY 19-20 3rd Quarter Financial Report  
**MOTION** made and seconded (Hays/Lovelace) to approve the 3<sup>rd</sup> Quarter Financial Report.  
**MOTION CARRIED TO APPROVE.**
- B. Approve Staff Study on Baby Powder Removal from the Commissary List  
**MOTION** made and seconded (Dunn/Lovelace) to approve the removal of baby powder.  
**MOTION CARRIED TO APPROVE.**
- C. Approve adding 2-tablet packages of Multi-Vitamins and Omega-3 Tablets to the Commissary List  
**MOTION** made and seconded (Madsen/Flynn) to approve adding the requested items.  
**MOTION CARRIED TO APPROVE.**

**OFF AGENDA:**

**Michelle Aguinaldo** – We are reviewing the budget submission for the FY 20-21 and FY 21-22 Op Plan to evaluate if there will be budget impacts (related to COVID-19 as well as other impacts). Any revisions will be reported out at the next IWF meeting.

**Rebecca Cardenas** – We are finalizing the male inmate handbook with regards to the binding of the handbook. Two options were presented – spiral bound and book bound. The committee decided on the sturdy book binding, mirroring the Department's Annual Report.

**David King** – Beginning May 7<sup>th</sup>, due to staffing issues, commissary delivery will be done during the day between the hours of 1100 and 1500. Medical Services has given their approval to start selling multi vitamins and omega 3, both come in individual packages of two tablets. The committee approved to add them to the commissary list, **as included above in Action Items.**

VI. **ADJOURNMENT:** 1158 hours

**NEXT MEETING:**

**CHAIR: Captain Lovelace**  
**Tuesday, May 25, 2020**  
**0900 Hours**  
**Ridgehaven, Main Conference Room**