

**Minutes
Grant County Fiscal Court
Special Meeting
August 10, 2015**

Call to Order

Judge/Executive Stephen Wood called to order the August 10, 2015 Special Meeting of the Grant County Fiscal Court.

Those in attendance were Judge/Executive Stephen P. Wood; Magistrates Jacquelyn Riley, Bobby Newman, and Shawna Coldiron; Jailer Chris Hankins, Joe Taylor, County Attorney; Deputy Judge/Executive & Fiscal Court Clerk Scott Kimmich.

Citizens in attendance were: Chief Deputy Sheriff Brian Maines, Deputy Sheriff Mike Webster, Chief Deputy Jailer Lisa Mentrup, Major Tonya Beagle and Lt. Jason Hankins, from the Jail and Robert Hall.

Jail Operations Issues

Jail Inspection Reports

Judge Wood advised members of the court have received copies of the Jail Inspection Reports. He said there are items there that will be addressed during the renovation, but would ask for comments or questions from the court on other items in the report.

Magistrate Newman said the report shows that there were situations where the food was not covered and not labeled. He asked if this has been addressed with the food vendor and was advised by Jailer Hankins this has been addressed.

Magistrate Riley said she was aware of the need for the air conditioning to be repaired but questions whether steps had been taken to replace the screen in the kitchen door. No response was provided.

Magistrate Newman questioned whether the issue of the menu not being approved by a nutritionist or dietician had been addressed. Jailer Hankins advised he could not respond. Major Beagle responded that the menu not approved was for a certain date and the menu has since been signed off on and forwarded to the food vendor. Mr. Newman asked if this has been addressed with the vendor and was advised by Major Beagle it has been addressed.

Magistrate Coldiron said her biggest concern as it relates to the food service program is inmate lawsuits.

Magistrate Riley questioned the watch reports not being completed.

Jailer Hankins advised his staff is doing the best they can with the staff they have.

Magistrate Newman questioned the appropriateness of having inmates watching inmates on suicide watch and the Jailer again responded that he is doing the best he can, although major Beagle said there is no one on second shift that can handle some situations and therefore the staff

calls her or the Jailer when there is an issue.

Magistrate Riley questioned functionality of boiler and the fact the report indicated the boiler had not been inspected. Jailer Hankins advised the boiler has a small leak but that it has been inspected and the report filed with the Department of Corrections.

Magistrate Riley questioned the door in need of repair in X Block and was advised by Jailer Hankins the door has been temporarily repaired and is functional, needed a hard shove at times to close.

Upon questioning the Jailer advised the inmate rights have not been posted as the amended policies and procedures have not been adopted by the court.

Magistrate Newman said that when it comes to the inspection reports the court is in need of information from the staff. He said that when the report from the state is filed and response is sent, the court needs to be given a copy of the report. The jailer agreed and said his staff will provide a copy of the response.

Magistrate Riley questioned whether the response to the current report has been issued and was advised it has not been submitted.

Magistrates questioned routine maintenance, Magistrates Newman and Coldiron expressed frustration that many of the problems the jail has confronted has been a result of lack of adequate maintenance and there is still no provision in the staffing plan for a maintenance technician.

Magistrate Newman said he has concerns that we have a deputy doing electrical work in the jail who is not an electrician.

Jailer Hankins agreed and said he would look into the situation.

Judge Wood and Magistrate Riley agreed with Magistrates Newman and Coldiron concerning the need for a full-time maintenance position the jail.

Review of Jail Policies and Procedures

After a very short discussion and limited questioning it was discovered that the information submitted to the court on a thumb drive is reflective of information not properly edited for the submission to the court.

The court agreed to allow the Jailer and his management team a reasonable time to review, edit, and resubmit their policies and procedures manual.

Jail Organizational Chart and Pay Schedule

A discussion was held concerning the Organization Chart although it was announced the Jailer had a revision of the Organizational Chart he wanted to submit to the court for consideration.

The fiscal court and jailer engaged in a broad discussion of the organization chart and potential ways to expand the employment pool for detention center employees.

Magistrate Coldiron questioned the creation of the rank of Corporal on every shift and was advised by Lt. Hankins that the rank of corporal currently exists, but that this plan calls for one on every shift to insure that someone with rank is on duty.

Major Beagle explained that there are times when there is no one on the second shift with managerial responsibilities or rank. Magistrate Newman questioned why some of the higher ranking officers could not be shifted to another shift. No formal response was offered other than that Jailer responded that when there are problems after hours he is called personally.

Magistrate Coldiron questioned the placement of all booking officers under one supervisor. She explained that from a management structure the booking officer should report to the shift supervisor.

Deputy Judge Kimmich questioned whether the booking officers functionally report to the shift supervisor and was advised they do not as the floor supervisors are not trained as booking officers and if the booking supervisor is not available all calls for to Major Beagle because she is the individual with the most experience in booking.

Magistrate Coldiron questioned whether it would not be a good idea to train the supervisors on booking procedures and was advised by Major Beagle that was not the way they have structured the operation and she does not have time to train everyone on booking.

Judge Wood and the Magistrates expressed collective support of the jailer's efforts to recruit and train good employees. Judge Wood expressed his belief that the Jailer needs to expand his search for a potential pool of staff, after the jailer expressed exasperation at his lack of ability to find viable candidates.

Judge Wood said a couple of people have approached him about working at the jail; the Jailer said he would discuss with the Judge after the meeting.

Lt. Jason Hankins presented a staffing analysis completed by Desi Brooks, Kentucky Department of Corrections, in which there was a call for 48 full-time staff in a "perfect situation". The definition of "perfect situation" was not explained.

Deputy Judge Kimmich explained the hiring of sufficient full-time staff to complete the proposed staffing plan would result in an increased cost to the county of an estimated \$300,000. He said that as of this time, and with a growing need for capacity in the detention center for Grant County inmates, there will be a decrease in outside revenue sources and an even greater burden will shift to the county.

Magistrate Newman expressed his opinion that the Jailer needs to have and implement a good employee evaluation system.

Magistrate Riley questioned the chart as it relates to the financial management of the center and asked if job descriptions have been prepared to coincide with the roles. She said the chart identifies employees in one role while jail management is explaining the roles and responsibilities differently. Lt. Hankins advised there is a legend at the bottom of the chart and you have to track back and forth on the chart.

Deputy Judge Kimmich suggested numbering the boxes and creating a legend at the bottom that

corresponds to the number, in which the duties are clearly delineated.

After lengthy discussion the court agreed with the Jailer that there needs to be a future caucus to discuss this matter.

Judge Wood entertained a motion to adjourn which was offered by Magistrate Coldiron and seconded by Magistrate Riley. The Court adjourned on a voice vote.

Signed:

Stephen P. Wood
Grant County Judge-Executive