



To: Sharon Callum, Administrative Assistant

Date: January 15, 2013

Fr: Lori Keefe, Administrative Assistant

Subject: Commissioner's Six-Month Tour of Department of Corrections

Commissioners Barrette, Jarvis and Nelson, County Manager Greg Chanis, Supt. Ross Cunningham, Lt. Charles Brookens and Administrative Assistant Lori Keefe convened at the Community Corrections Administrative offices to begin the commissioner's bi-annual tour of the DOC at 2:00pm.

Supt. Cunningham brought Commissioner Jarvis through the CCC administrative area (offices, break-room, conference room and training room.)

Proceeded to the Jail for a tour of Unit 1 – Supt. Cunningham pointed out the projects that have been completed such as new doors that now swing outward, epoxy floors and securus kiosks.

Commissioner Nelson asked if the lighting would be upgraded? This is a project that will be included in the FY14 budget process. Replacement of all old light fixtures in hallways and office areas. Maintenance is working on a quote. Lighting in these areas does not need to be correctional high grade.

Supt. Cunningham stated that we will also be replacing the remaining porcelain sinks and toilets to stainless steel for safety.

Mr. Chanis asked what the average age of an inmate is – Mr. Sanborn was called and stated that 31 is the current average inmate age.

Supt. Cunningham stated that the basement area will be updated to include an area for maintenance to have locked storage for tools and a work area.

All entered Unit 3 – discussed the new epoxy floors and one side has been painted. We will be completing the paint on the other side shortly.

Maintenance will be removing the barred door leading to the outside recreation area. This door is no longer necessary as with the new HVAC system, staff do not need to open the outside door to provide fresh air. It is a safety concern in the event of evacuation.

Commissioners reviewed the new CCTV system with CO Hannum in Unit 3.

Toured the medical department with Nurse Cornish. Supt. Cunningham discussed the upgrade project of relocating medical to the current laundry/old kitchen area and moving laundry to the current medical room. We are waiting on quotes for the FY14 budget.

Toured Jail reception area – kept old visitation handsets for backup and for psych visits.

Tour returned to Community Corrections Building and toured female and male wings and the laundry area. Discussion on the ongoing hot water issue and its final resolution. Needed to dig up pipes coming in to building and replace with a larger pipe.

Commissioner Nelson asked if we could qualify the solar panel usage. Mr. Chanis will speak with John Cressy.

Toured ended at 2:45pm.

Submitted by:
Lori Keefe
Administrative Assistant, DOC

These minutes, above, were approved by the Board of Commissioners on:

1-29-13

Ethel Jarvis
Ethel Jarvis, Clerk
Board of Commissioners