

Greene County Commission Briefing
Commission Office
1443 N. Robberson, 10th Floor
August 07, 2018
9:00 a.m.

Present: Bob Cirtin, Harold Bengsch, Lincoln Hough, Sheriff Jim Arnott, Jeff Bassham, Major Royce Denney, Justin Hill, Maily Knight, Fred Lizama, Cindy Stein, Carmen Iosif-Clark, Ashton Lamb, Mike Cagle, Donna Barton and Megan Applegate.

Sheriff Jim Arnott presented to the Commission Exhibit I titled "Proposed Greene County Sheriff's Office Initiatives". Financial coordinator Jeff Bassham from the Sheriff's office explained that there are three initiatives proposed for consideration. 1. Renegotiate US Marshalls Service inmate boarding per diem. 2. Create new Fugitive Apprehension Unit as proposed in GR2 tax initiative. 3. Split warrants/records/ CCW division into two separate areas: warrants/mules and records/CCW. Bassham explained to the commission that the current per diem contract with the US Marshalls service is \$61 and the average daily population of federal inmates in 2017 was 131 per day. The proposed contract would be \$80 per diem rate. Based on 2017's average population the incremental annual revenue would be approx. \$908, 485. The second proposal explained was for the creation of a new fugitive apprehension unit. This unit will consist of 1 sergeant and 7 corporals. Commissioner Lincoln Hough asked Bassham and Arnott if these positions were the ones that were originally slated for 2020. Bassham and Arnott both confirmed yes those positions were the ones originally slated for 2020. GCSO manages around 15000 active warrant files, many are out of date and no longer valid. Bassham explained that while fugitive apprehension will be the primary responsibility of the team it will also handle the ongoing review of all active warrants, with a goal of closing warrants that are no longer valid this would produce cost savings by not extraditing the warrants that will not be prosecuted. Bassham explained that actual monetary savings are difficult to quantify accurately however there are 150-175 extraditions per year that cost around \$1,000 so the savings could be significant. Budget Officer Jeff Scott to explain to the Commission how the fugitive unit would fit into the tax initiative. Mr. Scott went onto explain to the room how the unit would fit into the initiative, Scott informed Commission that the Family Justice Center did not use the full 500k that was slated for the first year so there would be savings this year in addition to this particular savings Scott went on to explain that there is additional savings in reciprocity. Commissioner Bengsch asked Scott, Arnott and Bassham if the reciprocity savings had already been used for the Wrights property and it was explained that the money for that particular property was used out of General Revenue II. Lincoln Hough states he has reservations about the proposal as we would be committing to something without having actual numbers from the Marshall Service, and that we are counting on money without knowing for certain how much the Marshall contract will actually be. Hough expressed that he would be more comfortable if we waited until negotiations with the Marshalls were officially contracted. Sheriff Arnott asked Lincoln Hough if he would made a motion to approve with the caveat that we move forward only if the Marshall Service is contracted at \$80. Hough suggest that the budget office works with the numbers provided to be sure that everything is accurate. Commissioner Cirtin asked Scott if the numbers provided flow. Scott states number do seem to flow however the salary and benefits aspect of the positions have not been corroborated. Sheriff Arnott again asked the Commission to make a motion that proposal only be accepted with the caveat that if the per diem rate it \$80 then we move forward.

Treasurer Justin Hill asked the Sheriff if revenue and operations has to tie the proposal together, with the money savings why we aren't able to start now. Sheriff Arnott explains that with the new proposal will come much more work and if new positions aren't filled it will cause other important positions to lack, Arnott goes into detail about the work that the new unit will produce and why we will need new positions in place before we go forward with the unit. Commissioner Harold Bengsch suggest that Bassham, Scott, Human Resource Director Mailyn Jeffries , Auditor Cindy Stein and Hill sit down and discuss proposal in detail and how a caveat will impact current GR2 and if it will stay within the boundaries. Hough asked Arnott how long would a contract with the Marshalls take to finalize and Arnott stated approx. 30 days. Commissioner Cirtin agreed with Commissioner Bengsch that it is important to stay within the bounds of what voters were promised in November of 2017. Commissioner Hough also agreed with Bengsch that we need to set up a group and corroborate the information within the proposal. Hill urged Arnott to move forward with finalizing a contract with the Marshall Service. Arnott explained that with the agreement of the Marshall Service will come more work which is why the proposal is a package deal.

HR Director Mailyn Jeffries asked the Commission if they would like a new salary study preformed as the last study took place in 2015. Commission decided to hold off as in January the whole county received a salary restructure. Jeffries also spoke about the vacation caps and the issues it causes in Eden. Discussion ensued if there is a way to change Eden in allowing caps to be removed for a calendar year. Jefferies introduces new HR employee Fred Lizama the payroll coordinator to the Commission.

Auditor Cindy Stein introduces two new staff members. Carmen and Ashton.

Public Information Officer Donna Barton announced that the Special Prosecutor that was to investigate Commissioner Cirtin has been resolved and no wrong doings had been found. Barton will do a press release this afternoon to notify media.

With no other business the meeting was Adjourned by Cirtin.

Proposed Greene County Sheriff's Office Initiatives

2nd Half 2018

Three Initiatives Proposed for Consideration in Back Half of 2018

- Renegotiate US Marshals Service inmate boarding per diem
- Create new Fugitive Apprehension Unit as proposed in GR2 tax campaign
- Split Warrants / Records / CCW division into two separate areas
 - Warrants / Mules
 - Records / CCW

**Renegotiate US Marshals Service
Inmate Boarding per diem**

Renegotiation of US Marshals Service Inmate Boarding per diem

- Current per diem contract with US Marshals Service is \$61
- Average daily pop. of federal inmates in 2017 was ~131 per day
- Proposed contract:
 - Five (5) year contract at \$80.00 per diem rate
 - **\$908,485 incremental annual revenue** based on 2017 average population
 - \$4,487,425 incremental revenue over the life of the contract (includes 1-time \$55K consulting expense)

**Create New
Fugitive Apprehension Unit**

Creation of New Fugitive Apprehension Unit

- GCSO manages approx. 15,000 active warrant files; many of these warrants are out-of-date or no longer valid (suspect deceased or incarcerated, witnesses deceased, PA no longer interested in pursuing charges, etc.)
- While fugitive apprehension will be the *primary* responsibility of this team, it will also handle the ongoing review of all active warrants, with the goal of closing warrants that are no longer valid
- Reducing the number of extraditions that are ultimately not prosecuted will produce cost savings
- Amounts are difficult to quantify accurately, but with 150-175 extraditions per year, each costing around \$1,000, savings could be significant

Creation of New Fugitive Apprehension Unit, cont.

- On average, roughly 75% of the inmate population are repeat offenders
- By increasing the number of fugitive arrests, we will reduce their ability to commit repeat offenses
- The new unit would consist of one (1) Sergeant and seven (7) Corporals – all headcount would be in addition to current levels

Creation of New Fugitive Apprehension Unit, cont.

- Incremental 1st year expense is \$740K
- Ongoing incremental salary & benefits expense in years 2+ is \$464K

Position	Salaries (Each)	Benefits (Each)	Salary & Benefits (Each)	Equipment (Each)	Total (All)
Sergeant (1)	\$48,859	\$16,264	\$65,123	\$34,500	\$99,623
Corporals (7)	\$41,871	\$15,108	\$56,978	\$34,500	\$640,343
Total Year-1 Incremental Expense					\$739,966
Year 2+ Incremental Annual Salary & Benefits					\$463,966

Split Warrants/Records/CCW Division into

- Warrants / MULES
- Records / CCW

Current Structure and Reporting for Warrants / Records / CCW Division

- **Warrants / Records / CCW consists of 13 total employees**
 - 1 Lieutenant
 - 1 Records Manager
 - 10 Full-time Clerks
 - 1 Part-time Clerk
- **Two (2) of the F-T Clerks support CCW on a full or part-time basis**
- **Current staff covers a 24 hour-per-day, 365 day-per-year schedule**
- **Reports to the CID command structure**

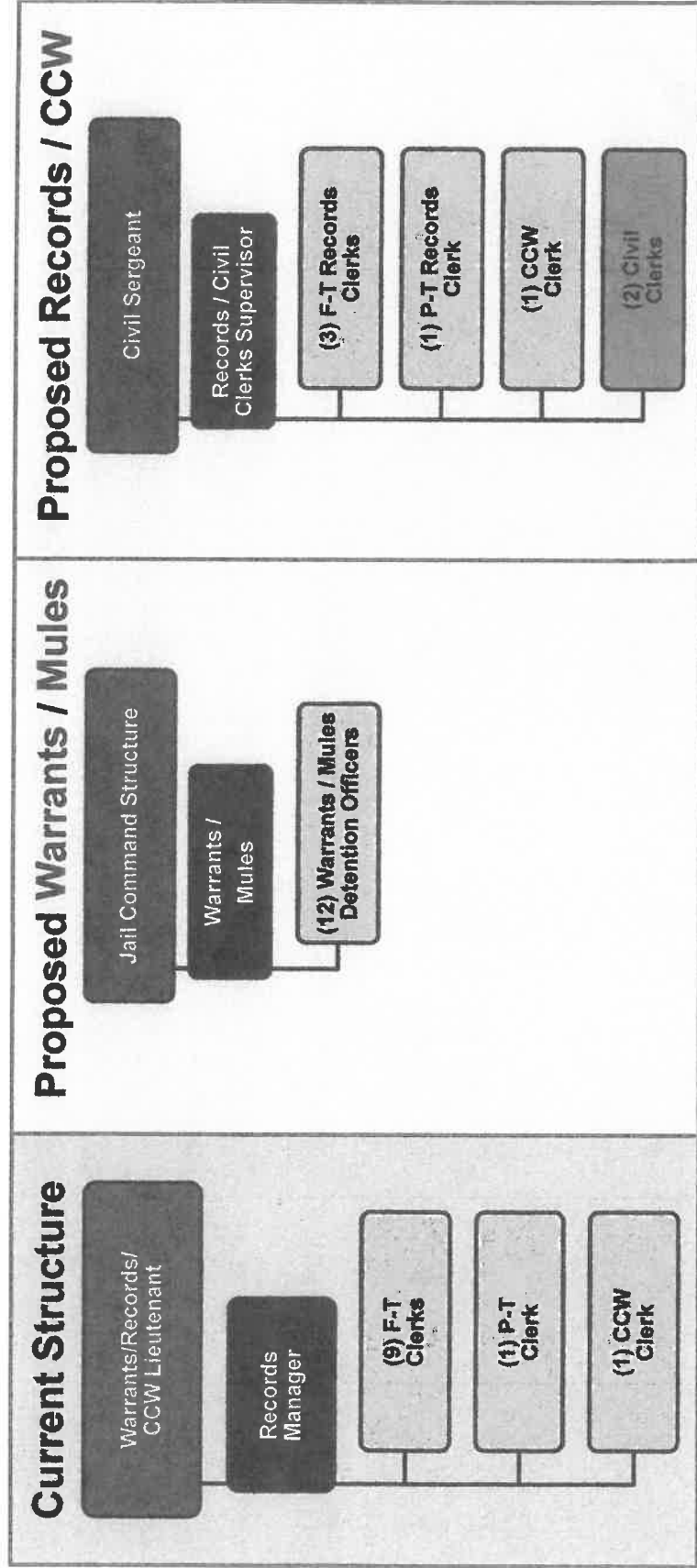
Propose Splitting Warrants / Records / CCW Division Into Two Separate Areas

- **Warrants / MULES** becomes a separate division, and moves under the Jail command structure
- Six (6) of the current F-T Clerk positions move to this team and will be reclassified as Detention Officers (GL-7 to GL-12, with resulting pay and benefit cost increases)
- Six (6) Detention Officers (from headcount already planned for new jail) will be added to the team, for a total of twelve (12)
- Warrants / MULES will continue to be staffed 24/7/365
- Funding for this initiative will come from General Revenue 2

Propose Splitting Warrants / Records / CCW Division Into Two Separate Areas, cont.

- **Records / CCW** becomes a separate division, and moves under the Civil command structure, reporting to the current Civil Sergeant and Admin. Lieutenant
- Four (4) of the current F-T Clerk positions (includes CCW) and one (1) P-T Clerk positions will be assigned to this team
- The current Records Manager position becomes a Clerk Supervisor position for combined Records/Civil
- Records staff will work eight-hour shifts, Monday through Friday
- Some members of Civil and Records staff will be cross-trained to perform all functions within the combined division, increasing productivity and coverage for both areas

Current Versus Proposed Reporting Structures



Incremental Annual Cost of Restructure with Re-class to D.O.

- Reclassifying Warrants / MULES Clerks positions to Detention Officers is an increase from GL-7 to GL-12
- Annual salaries & benefits increase \$84.5K for the current team of six (6); increasing headcount by six (6) lifts the total to \$399K

Position	Salaries (Each)	Benefits (Each)	Salary & Benefits (Each)	Total (All)
Current Staff (6 at GL-7)	\$26,437	\$11,866	\$38,303	\$229,814
Re-Class to Detention Officer (6 at GL-12)	\$38,792	\$13,589	\$52,381	\$314,287
Incremental Cost to Re-Class Current Staff	\$12,355	\$1,723	\$14,078	\$84,473
Salary & Benefit Cost for Six (6) Additional Detention Officers				\$314,287
Total Annual Salary & Benefits			\$628,574	
Total Incremental Annual Expense			\$398,760	

Financial / Budget Impact Summary

Full-Year Financial / Budget Impact Summary

Initiative	Annual Budget Impact Favorable / (Unfavorable)
1) Renegotiate US Marshals Inmate Boarding per diem (5-yr \$80 option)	\$908,485
2) Fugitive Apprehension Unit (full-year 1 total incremental, \$464 S&B + \$276K equip. cost)	(\$739,966)
Fugitive Apprehension Unit (years 2+ annual incremental; includes salary & benefits only)	(\$463,966)
Initiatives 1 & 2 Net Budget Impact Yr-1 (assumes 12-months; includes \$55K consulting)	\$113,519
Annual Net Impact Yrs-2+	\$444,519
Total Net Impact Over 5-Yr Contract	\$1,891,595
USMS Revenue (Q4 only)	\$227,122
Fugitive Team Exp. (Q4 S&B + equip.)	*(\$391,992)
CY Budget Impact if Implemented Q4	
Total Net 2018 Budget Impact	(\$164,870)
* Fugitive team 2018 impact also offset by 2018 Reciprocity savings, currently projected at \$685K	
3) Split Warrants/Records – GR2 Budget (Re-class 6 Clerks to Detention Officer plus add 6 D.O. headcount – annual budget impact)	(\$398,760)