



Minnehaha County Jail – Kick-off Meeting Summary

PROJECT: Minnehaha County Jail
4141860

MEETING DATE: 14 October 2014 11:00 – 4:00
15 October 2014 9:00 – 2:00
Minnehaha Administration Building Conference Room

ATTACHMENT: Sign off Sheet

ISSUE DATE: 10/17/14

ATTENDING: 10/14 & 10/15 Mike Milstead (MM), Sheriff
10/14 & 10/15 Jeff Gromer (JG), Jail Warden
10/14 & 10/15 Michelle Boyd (MB), Chief Deputy
10/14 & 10/15 Dick Kelly (DK), Commissioner
10/14 & 10/15 Robert Wilson (RW), Asst. Dept. Head
10/14 & 10/15 Bill Garnos (BG), Jail Planner
10/14 & 10/15 Sean Ervin (SE), TSP
10/14 & 10/15 Michael Lewis (ML), Shive-Hattery
10/14 & 10/15 Steve Davis (SD), Shive-Hattery

TUESDAY 10/14/14 MEETINGS:

11:00 General Project Overview and Initial Discussions

Attendees: Above, also Darren Ketcham, Metro and Gerald Beninga, commissioner

1. Lines of Communication:
2. CJAC Interim Report Recommendation
 1. The phasing out of the existing County Corrections Center (CCC) and repurposing for other County needs or sold.
Discussion: Not Part of these Services
 2. The process of planning for the addition of at least 400 new inmate beds over the next 10 years with room to expand that capacity for additional growth of the inmate population in the future.
Discussion: The Design Team is to get an understanding of all aspects of the detention/judicial process and assist in prioritizing and phasing of support services required to, accommodate the addition of the 400 beds as well.
 3. The creation of a long term correctional facilities development plan that leverages the existing jail operations in incremental steps to achieve the future facility needs.
Discussion: This needs to be incremental, addressing immediate needs first and then long-term needs.
4. Operations most import factor. (85%+ of a facility life-time cost is in operations.)
5. County will likely consider an Opt-Out for Public Safety
6. Currently CCC has 30+ females from D.O.C. Minnehaha houses DOC females who work in kitchen and cleaning to offset housing cost.
7. Determined the 3 options to consider would be:
 - Remodel of PSB
 - New downtown facility (adjacent to current inmate housing tower)

- “Greenfield” site new housing. It was recognized that the added staff to operate 2 separate housing facilities will likely eliminate this option
8. Regarding Operational Costs; S-H will provide projected Life Cycle Cost Analysis for each option being considered. ML requested operational cost history for the last 5 years. ML to send elements of operations requested.
 9. Updated Schedule
 - 9/9/14 A/E received notification of intent to award
 - 9/19/14 On or before, A/E & Owner finalize Agreement and AE receives authorization to proceed with Pre-design Services;
 - 9/22/14 A/E internal pre-design services begin;
 - 10/14/14 Kick-Off Meeting (AM) & Interviews (PM)
 - 10/15/14 Continue Interviews (PM)
 - 10/21/14 8:30-4:00 Follow-up Interviews & Field Investigations
 - 10/22/14 8:30-? Follow-up Interviews & Field Investigations
 - 11/12/14 8:30-? Develop Options, Operational Discussions
 - 12/2/14 Develop Options, Operational Discussions
 - 12/3/14 Develop Options, Operational Discussions
 - 11/27/14 Thanksgiving
 - 12/16/14 (If needed to discuss any adjustments before Dec. 19th deliverable)
 - 12/19/14 A/E submits Preliminary Findings and Options
 - 12/22/14 – 1/2/15 no scheduled meetings
 - 1/13or14/15 Discuss Cost Opinions
 - 2/3/15 Follow-up Cost Opinion discussions
 - 2/4/15 Follow-up Cost Opinion discussions
 - 2/9/15 – 2/27/15 Development of Master Plan Report (Meeting if needed TBD)
 - March 2015 Presentation of Final Report
 10. Currently 16 staff/shift at CCC monitoring 185 +/- inmates
 11. Question was asked if county owns property east of LEC. It’s believed the property is city owned and county operated. County to confirm.
 12. There had been concern about parking for Work Release. (WR) Reality is there are about 60 in WR and of those 20 don’t have cars. It hasn’t been as big a concern as anticipated.
 13. Property storage currently inadequate for 200 inmates.
 14. New design to meet ACA (American Correctional Association) Physical Plant Standards.

1:00 Jail/Detention
2:00 Medical
3:00 24/7
3:45 Behavioral Health Services

WEDNESDAY 10/15/14 MEETINGS:

8:15 Sheriff/L.E.C.
9:00 I.T.
11:00 Courts
12:00 Jail/Detention
1:30 Metro/Communications
2:15 Public Defender

Steve W. Davis AIA,ACA
Shive-Hattery