



Minnehaha County Jail: Pre-Design/Programming Meeting(s)

PROJECT: Minnehaha County Jail
4141860

MEETING DATE: 21 October 2014 8:00 – 3:00
22 October 2014 8:00 – 12:00
PSB Conference Room

ATTACHMENT: Sign In Sheet
~~Booking~~ Release Flow Diagram

ISSUE DATE: 10/23/14

ATTENDING: 10/21 & 10/22 Mike Milstead (MM), Sheriff
10/21 & 10/22 Jeff Gromer (JG), Jail Warden
10/21 & 10/22 Michelle Boyd (MB), Chief Deputy
10/21 & 10/22 Bill Garnos (BG), Jail Planner
10/21 & 10/22 Sean Ervin (SE), TSP
10/21 & 10/22 Ryan Larson (RL), Shive-Hattery
10/21 & 10/22 Steve Davis (SD), Shive-Hattery

TUESDAY 10/21/14 MEETINGS:

8:00 Intake/Release Discussions

Attendees: Above, also Mike McGovern, Sergeant and Mike Mattson, Lieutenant

10:00 Bill Garnos role

Attendees: Above

- Assist Owner with impact of additional beds, housing needs, etc.
- Staffing plan development (posts on plan review).
- Reviewing notes from meetings.
- Operational costs from staffing, etc. (joint report).
- Update/Verify actual 2014 with projections. (Add 12 months of new data)
- Uniform single report conclusions/recommendations with TSP/S-H.

10:30 24/7 relationship to Intake/Release Discussions

Attendees: Above, also Elliott Crayne, 24/7 Deputy

1:00 PSB Facility Tour

Attendees: Sean Ervin, Steve Davis and Ryan Larson with Lloyd Olson, Facility Director and Mike Moe, Assistant Facility Director

- Purpose of tour was to get clearer understanding of:
 - Existing spaces and what departments they were a part of
 - Locations and conditions of mechanical, electrical and plumbing elements
- Ultimately this information will be used as the Team evaluates the feasibility of remodeling the PSB for future uses

WEDNESDAY 10/22/14 MEETINGS:

8:00 Follow-up Intake/Release Discussions

Attendees: Above, also Mike McGovern, Sergeant and Mike Mattson, Lieutenant

- **“Programs”** Area includes:
 - 24/7 (Largest group) approximately 600 clients/day between 6-9am and 6-9pm
 - Day Reporting
 - D.R.E. (Law Enforcement space for testing)
 - Hope (approximately 1,000 U/A's/month)
 - E.M. (Electronic Monitoring)
 - W.R. (Work Release) – Everything that happens out at the Elk's Club would move here)
 - Pre-Trial Services (scoring for judge to weigh risk of releasing into public) (1 office)
 - Walk-in Warrants (Print station needed)
 - Space Needs: “Programs”
 - Space Needs: Community Release (C.R.):
- **Intake/Release (I/R);** S-H reviewed a preliminary Space List identifying spaces, size and qualities for Intake Release . It identified 13,100sf for I/R to accommodate future needs, compared to 8,132sf existing. I/R divided into the following three components:
 - Vehicular Sallyport: Sized to handle bus. Prefer enclosed, but owner was not opposed to possibility of “carport” VSP, with roof, or fenced or walled VSP with no roof.
 - Space Needs: Pre-Flight (Area for arresting officer and arrestee. Arresting officer never goes beyond Pre-Flight) Components include:
 - Space Needs: Holding/Processing (Processing and Waiting area for arrestees after completing Pre-Flight) Components include:
 - Space Needs: Transport/Release (holding area for Federal, D.O.C. & other county inmates awaiting transport or release)Components include:
- Classification Housing: Space Needs This area is transitional housing where inmates wait prior to; final classification, first appearance, video arraignment
- Jail Lobby: Space Needs
- Next scheduled meeting Nov. 12th in Sioux Falls

Steve W. Davis AIA,ACA
Shive-Hattery

Ryan Larson, AIA
Shive-Hattery

Sean Ervin, AIA, LEED AP
TSP