



## 12/22/21- Jail Steering Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 12/22/21  
**Meeting Location:** County Work Room  
**Start Time:** 10:30 AM

**MEETING ATTENDEES:** \* (Indicates attended remotely via conference call)

Present	Name	Company	Phone	Email
*	Tim Sumner	Beltrami County		
X	Richard Anderson	Beltrami County		
X	Jorge Prince	City of Bemidji		
X	Ernie Beitel	Beltrami County		
X	Calandra Allen	Beltrami County		
X	Tom Barry	Beltrami County		
	Trisha Hansen	DOC		
	Daryl Seki	Red Lake Nation		
	Faron Jackson	Leech Lake Nation		
*	Gino Anselmo	MCF – Togo		
	Joe Vene	Citizen		
X	Donny Wilcox	Construction Engineers		
X	Ben Matson	Construction Engineers		

### 1. Steering Committee Composition

A. **11/24/21** - Sheriff Beitel reported that Gino Anselmo has agreed to be a member of the Steering Committee. He will inform the County Board of this new appointment. Sheriff has been in contact with Nancy Kingbird and is working on getting lines of communication/technology established to allow her to attend meetings remotely.

**12/8/21** – Committee has decided to move on and find another citizen candidate to be on the committee as Nancy has adequate time to get set up and involved in the meetings. Tom B will attempt to find the list of candidates that were interviewed initially. Committee can then determine if any of those individuals would still be interested in being on the committee.

**12/22/21** – Tom B had located the list of candidates and resumes from Citizens who applied in 2020 were reviewed. After much discussion it was decided that Gino A will stay on the Steering Committee until a time in the next few months when the new DOC Tribal Liaison is hired to replace Randy Goodwin, then Gino will step over to the Programming Committee, with the new hire filling the position on the Steering Committee. Regarding the open citizen position, Sheriff Beitel will reach out to John Henningsgaard to see if he would still be interested in being involved.

## 2. Advisory Committees

A. **11/24/21** - Ben M reviewed the draft e-mail of the meeting invitation to be sent out to the Advisory Committee Members. It was decided to hold this meeting on January 5<sup>th</sup> in place of the regularly scheduled Steering Committee meeting. Ben M will take any suggestions for edits to the e-mail and will distribute to the committee members next week. With the entire County Board being in attendance there will be quorum and the meeting will be posted as open to the public and media.

**12/8/21** – The meeting invitation was sent out. Ben M reported that the response has been very favorable with only one person thus far responding that they were unavailable. Ben M will develop an agenda. Tom B will post the public notification.

**12/22/21** – Ben M reviewed a draft narrative of his planned presentation for the meeting on 1/5. The committee provided feedback. A basic milestone schedule can be presented at the meeting and the Sheriff and Calandra A will present for roughly 10 minutes highlighting the problems with the facility. Ben M will send out a meeting link for anyone who cannot attend in person but will highlight that IN-PERSON ATTENDANCE IS PREFERRED.

B. **11/24/21** - There are currently 2 open spots on the advisory Committees. Donny W has talked to Steve S (Beltrami Co) about a potential candidate for the open Design & Operations Committee and will follow up with him to get a status update. Additionally Randy Goodwin's spot on the Programming Committee will need to be filled. Gino was asked about this opening but is not able to commit to an additional committee. The County has a list of people that were interested when the committees were formed and that will be a good starting place to find a new member.

**12/8/21** – Calandra A noted that she had been in contact with the Red Lake Jail Administrator about the open Programming Committee spot and has a potential candidate to be considered. She will send the information that she has received to the Sheriff and further discussion can be held at the next meeting.

**12/22/22** – See notes under “1. Steering Committee Composition” related to filling the open Programming Committee slot. Donny W indicated that he had again spoken to Steve S with Beltrami Co about the open Design Committee position, and he indicated that he would get back to him by the end of the week. The Committee hopes to have these appointments determined shortly so that the County Commission can be updated at their 1/4/22 meeting. Additionally, the Committee discussed having a “Point Person” for CE to communicate within each Sub-Committee. Tom B for Finance, Calandra A for Design and Sheriff Beitel will communicate with Trish H regarding the Programming Committee.

### 3. Project Schedule

- A. Ben M reviewed tasks occurring in the next 30-90 days and the overall schedule.
- B. Upcoming Tasks
  - i. Feasibility Study RFP Response Evaluations
  - ii. Feasibility Study RFP Response Interviews
  - iii. Steering Committee Recommendations to County Board
  - iv. Conduct Feasibility Study
- C. **12/22/21** – Ben M will contact the responders to see if they can attend interviews on 1/13. If that date does not work out, then 1/25 will be the date for the interviews. Once selection is decided additional time will be needed to negotiate a contract before finalizing things with the County Commission.

### 4. Feasibility Study/Needs Assessment

- A. *10/27/21 - In an upcoming meeting the Steering Committee will determine Selection Criteria, Interview Team, and other specifics related to the selection of the firm to provide the Feasibility Study.*  
*11/10/21 – It was decided that this topic will be discussed at the meeting on 11/24/21*  
*11/24/21 – Interview team composition was discussed, and it was decided that the interview team will be the following members of the Steering Committee: Richard Anderson, Ernie Beitel, Calandra Allen, Tom Barry & Trish Hansen. Calandra A will forward some previously utilized selection criteria to Ben M who will format for this specific RFP prior to interviews.*  
**12/8/21** – Ben M will review and draft proposed Selection Criteria for review at the next meeting.  
**12/22/21** – Ben M reviewed Selection Criteria. Revisions were made to the form and other discussions took place regarding the interview format and process.
- B. Ben M reviewed some additional questions that have been brought to his attention by parties interested in the RFP.
  - i. *11/24/21 -Judicial Involvement – The question was asked if the Judges are aware and on-board for participating in the pieces of the services requested in the RFP. It was decided that there needs to be a meeting with the Judges to get them up to speed. Sheriff Beitel & Tom B will ask to be on the calendar at their next Bench Meeting and will send them the RFP. They will work up an agenda for their meeting and the topic can be further discussed at the Steering Committee meeting on 12/8, if necessary.*

*12/8/21 – The Judicial Meeting request has been sent out and the meeting is scheduled for noon on 12/16/21. Calandra A reported on her discussions with other County Jail Administrators that they had appointed the Court Administrator to attend committee meetings to keep dialog with the Judges. Additionally, if there was a Courtroom within the facility the Judges liked to have some input.*

**12/22/21** – Sheriff Beitel and Tom B reported that the meeting with the Judges went well. The Judges noted that the County Attorney is not represented by any of the committees and Sheriff Beitel responded to them that he will look into that further.

## **5. New Business/Open Discussions**

- A. 12/22/21 – Tom B noted that for transparency we should get a new web page set up on the County website. Meeting minutes, attachments and any presentations for each meeting would be posted there so that the public can be kept informed of all the ongoings of the process.

**Next Jail Steering Committee Meeting – Next (Brief) Meeting is scheduled for 1/5/22 following the All-Committee meeting. (County Board Room)**

Prepared and reviewed by Construction Engineers – Please forward any comments or corrections to [BenM@constructionengineers.com](mailto:BenM@constructionengineers.com)

Attachments (2): Jail Committee Membership Org Chart, Updated Overall Schedule