



11/24/21- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 11/24/21
Meeting Location: County Board 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 | | |
| X | Trisha Hansen | DOC | | |
| * | Daryl Seki | Red Lake Nation | | |
| | Faron Jackson | Leech Lake Nation | | |
| | Nancy Kingbird | Citizen | | |
| X | Joe Vene | Citizen | | |
| X | Donny Wilcox | Construction Engineers | | |
| X | Ben Matson | Construction Engineers | | |

1. Steering Committee Composition

- A. 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.

2. Advisory Committees

- A. 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 5th 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.
- B. 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.

3. Project Schedule

A. Ben M reviewed tasks occurring in the next 30-90 days

B. Upcoming Tasks

- i. RFP Questions & Response Time
- ii. Feasibility Study RFP Response Evaluations
- iii. Feasibility Study RFP Response Interviews
- iv. Steering Committee Recommendations to County Board

C. *10/27/21 - Ben M reviewed dates related to issuing the FS RFP, Responses, Interviews, and recommendations to the County Board. With the holidays at the end of the year it would be best to push interviews until early January. Dates will be discussed and finalized at the next meeting for the above listed Upcoming Tasks.*

11/10/21 – Dates were confirmed and are included in the draft RFP

11/24/21 – Dates were adjusted to give selection committee time to review the submissions over the holidays and to allow respondents time to make travel arrangements. Ben M will amend the RFP dates to have evaluations completed the week of 1/3, Notifications given by 1/10 and interviews early the week of 1/24. Recommendation to the County Board will then be on February 1.

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.

B. Ben M reviewed some questions that have been brought to his attention by parties interested in the RFP.

- i. Insurance Requirements – The suggestion was made that respondents are similar to a Chaplin in their on-site interactions and so insurance may not be necessary. Committee discussed and wants to keep the insurance coverage.

- ii. Community Meeting - The question was asked if there was a requirement to attend a community meeting to present the final reports. Committee discussed and it is likely that this will be necessary but can be negotiated if it is not clearly noted as included in each respondents' services.
- iii. 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.

5. New Business/Open Discussions

- A. Tim S noted that it can be hard to hear for anyone calling in remotely. After discussing it was decided that if the room is available to move the future Steering Committee meetings to the adjacent Work Room where the sound system is better at picking up voices and it should improve what can be heard on the call.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 12/8 at 10:30 AM (County Work Room)

Prepared and reviewed by Construction Engineers – Please forward any comments or corrections to BenM@constructionengineers.com

Attachments (1): Jail Committee Membership Org Chart