



## 4/13/22- Jail Steering Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 4/13/22  
**Meeting Location:** County Commission Meeting Room  
**Start Time:** 10:30 AM

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

<b>Present</b>	<b>Name</b>	<b>Company</b>
	Tim Sumner	Beltrami County
X	Richard Anderson	Beltrami County
*	Jorge Prince	City of Bemidji
X	Ernie Beitel	Beltrami County
X	Calandra Allen	Beltrami County
X	Tom Barry	Beltrami County
X	Jarrett Walton	Beltrami County
X	Trisha Hansen	DOC
	Daryl Seki	Red Lake Nation
	Faron Jackson	Leech Lake Nation
	Gino Anselmo	MCF – Togo
X	Joe Vene	Citizen
	John Henningsgaard	Citizen
X	Donny Wilcox	Construction Engineers
*	Ben Matson	Construction Engineers
	Alan Richardson	Justice Planners
	Patrick Jablonski	Justice Planners

### 1. Advisory Committees

**3/30/22** – Ben M reported that the Programming Committee will be meeting again this afternoon and will continue to review and develop their spreadsheet. There have been no other sub-committee meetings since the last Steering Committee meeting.

**4/13/22** – Ben M reported that the Programming Committee had met again on 3/30 and are continuing to develop their spreadsheet. Finance Committee is scheduled to meet again in May. No change to Design Committee.

### 2. Project Schedule

- A. Ben M reviewed an update of the tasks occurring in the next 30-90 days.
- B. Upcoming Tasks
  - i. Conduct Feasibility Study (ongoing)
    - a. Data requests/Analysis (ongoing)

- b. Facility Evaluation (ongoing)
- c. Evaluate Incarceration Alternatives (ongoing)
- d. 1<sup>st</sup> Draft of Inmate Population Projections (4/27)
- e. Revisions/Final Inmate Population Projections (May)
- f. Modeling Projection Scenarios
- g. Future Infrastructure Modeling
- ii. Sub Committee Meetings

### **3. Feasibility Study/Needs Assessment**

**4/13/22** – Ben M had a conversation with Alan & Patrick earlier in the week and provided the committee with an update on their progress. They are still tracking to be ready to present the Population Projections at the meeting on 4/27. They fully expect feedback and revisions will need to be made following the presentation and will present final information in May. The also noted that some things might just have a slide or two of presentable information now but will be further developed to include more in-depth information by May. They have been working with Calandra A specifically to gather some Mental Health information and have sent the Judges a survey to clarify some items that came up in their on-site interviews in February.

It was noted that Sheriff Beitel and Jarrett W would not be available to attend the meeting on 4/27. The committee (feeling that it was critical that they both attend) decided to move the meeting to 4/28 or 4/29. Ben M will follow up with Justice Planners to confirm their availability and will move the meeting date accordingly. (Later determined to have meeting on 4/29 at 10:30)

### **4. Tribal Involvement in Process**

**3/30/22** – *Tom B reached out to the Leech Lake Government Liaison who was very receptive to meeting, but follow-up requests have not been responded to. He will try again. Sheriff Beitel has reached out to the White Earth Public Safety Department, and they have been receptive to meeting. He is going to follow up with an e-mail. Tim S was contacted via text during the meeting, and he reported that Chairman Seki has been recovering from a surgery and has been unavailable. Joe V noted that we might be able to reach out to the Bois Forte Band to get some of their input. He will reach out to contact them.*

**4/13/22** – A meeting with Leech Lake has been scheduled at 1:00 on 4/15. Justice Planners will call into the meeting too and gather more information. Sheriff Beitel has made additional efforts to reach the Minnesota Chippewa Tribe. He also reported that Chairman Jackson will plan to have his assistant

attend meetings going forward. No updates to report on responses from Red Lake, White Earth or Bois Forte.

## **5. Public Communications**

**3/30/22** – *Many thoughts and concerns regarding communications were covered. Although nothing was brought to the group as a consensus the following comments were made for future consideration in developing our communications:*

- *Public needs to be informed about the Programming that is done in the Jail. Present the value of what they are doing ahead of the Feasibility Study, update what is happening with the Reset Coordinator and explain the partnership.*
- *Note that most Programming is volunteer and point out the value of this, noting that programming keeps the residents busy and helps reduce staff assaults.*
- *Finance Committee should be ready with information ahead of the Feasibility Study. Some property tax scenarios should be run by Jodi and Ehlers so that we know how much it could add to property tax bills.*
- *Be ready to explain property taxes vs. sale tax and the pros/cons of each. Note things like sales tax doesn't impact purchases like clothing and food.*
- *Lay out the problems/Lay out the solutions from Financial/Programming/Facility standpoint.*
- *Be ready to debate ourselves so that we are ready to answer the tough questions that will come up.*
- *Address the who, what, where, when why & how related to the project.*
- *Create a communications schedule with milestones*
- *Determine the audience (who) and how we are getting the message to the targeted audience.*
- *Get input/engagement from Brian Berg as part of the CE team.*
- *Do we need to get a communications specialist or is this a detrimental thing?*
- *Note that all information needs to be approved and come through the County Commissioners.*

**4/13/22** – Additional topics discussed:

- Ben M reported that he had discussed this topic with Brian Berg (who was unable to attend today) and that his first word of advice was to work with the Townships within the County to make sure that they are all aware of everything and are receiving good information about the project.
- Ben M had filtered the overall project schedule to show items related to communications and the milestones when those will be occurring and presented it to the Committee.
- John H questioned if the public can review the Jail Budget. It was confirmed that this is public information and that it can be added to the project website. However, it needs to be taken in context and key components need to be identified when presenting the budget and actual costs.
- It was noted that most young people don't get their information from newspapers or the radio. The approach to communicate with them needs to be addressed.
- There needs to be alignment between the sub-committees and the information we get from Justice Planners, leading to one single message. The discussion needs to be tabled until we have information back on the feasibility study to get sub-committee consensus.
- A simple communication plan needs to be drafted once we get the information from Justice Planners. At that time, we will determine how to convey the message from the information we are presented.

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

**4/13/22** – None Discussed

## **7. Items Closed prior to meeting**

*3/16/22* – Ben M reported that the Finance Committee had met on 2/9 and reviewed and discussed additional financial models. Their next meeting is scheduled for May, following the initial information from Justice Planners.

*Ben M reported that the Programming Committee met again on 3/2 and have developed a spreadsheet that they are filling that is tracking existing programs and potential future programs.*

*Design Committee will wait to start their meetings as there is little to discuss at this time. A low priority has been put on filling the open Design committee space due to the timeline for starting meetings.*

*3/16/22 – Ben M reported that in discussions with Alan that things are tracking according to the schedule laid out in their RFP response. They are currently on track to have the First Draft of the Inmate Population Projections completed in Late April. The committee should plan for a presentation at the 4/27/22 Steering Committee Meeting lasting roughly 90 minutes to review their initial findings.*

*3/30/22 – No Changes. The Committee inquired if there was any information that has not been forwarded to Justice Planners that might be holding them up. Ben M reported that as of his last conversation with Alan R that nothing had been reported to be slowing down their process.*

*3/16/22 – Following the interviews with Justice Planners Sheriff Beitel was contacted and informed that the members who called into the meeting were not able to be heard. Following that discussion both he and Ben M have attempted to get individual interviews set up with both of the Tribal Chairmen and Justice Planners but have not been able to get these scheduled. After much discussion about the best way to reach out and get the information needed from both tribes it was decided that the best approach would be to send a delegation of the Steering Committee to facilitate these interviews. It was agreed that Tim S will reach out to Red Lake and Tom B will reach out to Leech Lake contacts that they have to schedule a time to travel there to meet in person and then do a conference call with Justice Planners to complete this. Additionally, Sheriff Beitel will reach out to White Earth to see if anything can be arranged with them in a similar manner to get their input.*

*3/16/22 – Tom B noted that a future agenda item to cover and get Steering Committee input would be to discuss Public Communications related to the project. A focus needs to be put together related to strategy and who the audience(s) will be.*

**Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:30 AM on 4/29/22. (County Work Room)**

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

Attachment: Communications Milestone Schedule