



COUNTY COMMISSION SPECIAL SESSION AGENDA

Gerry Schultz, Chair | Larry C. Jones | Dave Jones | Duane Drees | Lon E. Pishny

Finney County, dedicated to its citizens, serving its taxpayers

FINNEY COUNTY ADMINISTRATIVE CENTER

March 25, 2024 | 8:30 AM

March 25, 2024

The Special Session of the Board of Finney County Commission was called to order by Chairman Gerry Schultz in the Commission Chambers of the Finney County Administrative Center at 8:30 a.m., Monday, March 25, 2024, with Commissioners Dave Jones, Duane Drees, and Larry Jones in attendance; Commissioner Lon Pishny was absent. County Clerk Dori Munyan, County Counselor Kara Schartz, and County Administrator Robert Reece were present.

The meeting is streamed live; archived meetings can be found on Finney County's channels:

https://www.facebook.com/FinneyCountyKS/videos/?ref=page_internal
<https://www.youtube.com/channel/UC345R0vDUM6jDblwwOoEaKw>

Chairman Gerry Schultz opened the meeting by asking those in attendance to stand for the Pledge of Allegiance to the Flag. Commissioner Larry Jones gave the invocation.

Chairman Gerry Schultz noted an amendment to the agenda had been requested.

A motion was made by Commissioner D. Drees and seconded by Commissioner L. Jones to add items to the agenda to include a resolution for an emergency declaration, an update and memorandum from the Administrator, and an executive session. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones

Motion Carried

Business Items

8:30 a.m. | 2024 Presidential Preference Primary Election Canvass - Provisional Ballots

Board of County Canvassers to consider provisional ballots

County Clerk and Election Officer Dori J. Munyan requested that the Board of County Commissioners recess and convene as the Board of County Canvassers.

A motion was made by Commissioner L. Jones and seconded by Commissioner D. Drees to convene as the Board of County Canvassers. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones

Motion Carried

It is noted that there is a vacancy on the Board of County Canvassers due to the absence of Commissioner Lon Pishny.

A motion was made by Commissioner D. Jones and seconded by Commissioner D. Drees to select Roxanne Lansink as a replacement on the Board of County Canvassers. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones

Motion Carried

County Clerk and Election Officer Dori J. Munyan reviewed provisional ballots as cast at the March 19, 2024 Presidential Preference Primary. Ms. Munyan presented provisional ballots in groups based on their provisional reason for consideration.

A motion was made by Commissioner D. Drees and seconded by Commissioner D. Jones to reject ballot C001 for a ballot cast by an unregistered voter. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones, R. Lansink

Motion Carried

A motion was made by Commissioner L. Jones and seconded by Commissioner D. Drees to accept ballots C002 through C005 cast by voters who moved within the County. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones, R. Lansink

Motion Carried

A motion was made by Commissioner D. Jones and seconded by Commissioner D. Drees to reject ballots C006 through C007 cast by voters who voted a ballot other than their registered party. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones, R. Lansink

Motion Carried

A motion was made by Commissioner D. Drees and seconded by R. Lansink to reject ballots C008 through C009 due to uncured signature issue. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones, R. Lansink

Motion Carried

A motion was made by R. Lansink and seconded by Commissioner D. Jones to accept ballots C010 through C011 due to cured signature issue. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones, R. Lansink

Motion Carried

County Clerk and Election Officer Dori J. Munyan requested the Board of County Canvassers recess while the Provisional Board processes the accepted provisional ballots.

A motion was made by Commissioner D. Jones and seconded by Commissioner L. Jones to recess as the Board of County Canvassers and reconvene as the Board of County Commissioners. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones, R. Lansink

Motion Carried

Resolution 09-2024 | Emergency Declaration - Severe Weather

Emergency Management Director Paul Resley discussed the suspected tornado and storm damage that occurred on Sunday, March 24, 2024 for which the Chairman declared an emergency.

A motion was made by Commissioner D. Jones and seconded by Commissioner D. Drees to adopt Resolution 09-2024 declaring a severe weather emergency on March 24, 2024. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones

Motion Carried

KDOT Project update

District 6 Engineer Ron Hall will provide a general update of highway improvements in Finney County

Kansas Department of Transportation District 6 Engineer Ron Hall discussed highway projects in progress and future projects in Finney County.

RECESS

Chairman Gerry Schultz recessed the meeting at 9:40 a.m. for a 5-minute break, noting the meeting would reconvene at 9:45 a.m.

Chairman Gerry Schultz reconvened the meeting at 9:45 a.m.

Justice Planner Agreement

Commission to consider agreement with Justice Planner LLC. for LEC services.

Alan Richardson of Justice Planners, LLC discussed a proposal for an Adult and Juvenile Jail Needs Assessment and Feasibility Study. Shawn Harding of HMN Architects also participated in the discussion.

A motion was made by Commissioner D. Drees and seconded by Commissioner D. Jones to accept the proposal from Justice Planners, LLC for an Adult and Juvenile Jail Needs Assessment and Feasibility Study in the amount of \$79,360.00 as presented. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones

Motion Carried

Administrator Updates

County Administrator Robert Reece advised the Board that the RFQ deadline has been extended for the Health Department & EMS Facility.

County Administrator Robert Reece provided a memorandum to the Board and discussed the ongoing negotiations regarding Neighborhood Development Services with the City of Garden City. Development and Administrative Coordinator Mackenzie Phillips also participated in the update.

Chairman Gerry Schultz directed the County Administrator to continue working toward a resolution.

2024 Presidential Preference Primary Election Canvass - Certification of Results

Board of County Canvassers to consider certification of final results

Chairman Gerry Schultz recessed the Board of County Commissioners and reconvened the Board of County Canvassers, inviting replacement canvasser Roxanne Lansink to the bench.

County Clerk & Election Officer Dori J. Munyan reviewed the results of the Presidential Preference Primary Election held on March 19, 2024.

A motion was made by Commissioner D. Jones and seconded by R. Lansink to certify the results of the March 19, 2024 Presidential Preference Primary Election as final. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones, R. Lansink

Motion Carried

A motion was made by R. Lansink and seconded by Commissioner D. Drees to adjourn as the Board of County Canvassers. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones, R. Lansink

Motion Carried

Executive Session

A motion was made by Commissioner D. Drees and seconded by Commissioner L. Jones to recess into a 15-minute Executive Session at 19:35 a.m. for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship pursuant to K.S.A. 75-4319(b)(2) to include County Counselor Kara L Schartz, County Administrator Robert Reece, and Assistant County Administrator Jenny Newberry Hamill. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones

Motion Carried

The Board returned and Chairman Gerry Schultz noted that no action was taken in Executive Session.

A motion was made by Commissioner D. Drees and seconded by Commissioner D. Jones to adjourn the Executive Session and reconvene the Regular Session at 10:50 a.m.. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones

Motion Carried

County Commissioner Reports

It is noted no Commissioner reports were provided.

ADJOURNMENT

Next Commission Meetings - April 1 & 15

A motion was made by Commissioner D. Drees and seconded by Commissioner D. Jones to adjourn the Regular Session at 10:52 a.m.. The vote was taken by ayes and nays.

Ayes: D. Drees, D. Jones, G. Schultz, L. Jones

Motion Carried

With no further business to come before them, the Board adjourned the Regular Session until April 1, 2024, at 8:30 a.m.

Dori J. Munyan, County Clerk

Gerry Schultz, Chairman

MEMORANDUM

TO: County Commission
THRU:
FROM: Dori J. Munyan, County Election Officer
DATE: March 25, 2024
RE: 8:30 a.m. | 2024 Presidential Preference Primary Election Canvass - Provisional Ballots

DISCUSSION:

Board of County Canvassers to consider provisional ballots for the election held on Tuesday, March 19, 2024.

ALTERNATIVES:

To be presented.

RECOMMENDATION:

To be presented.

MEMORANDUM

TO: County Commission
THRU:
FROM: Robert Reece
DATE: March 25, 2024
RE: KDOT Project update

DISCUSSION:

Ron Hall will provide a general update of highway improvements in Finney County.

RECOMMENDATION:

none

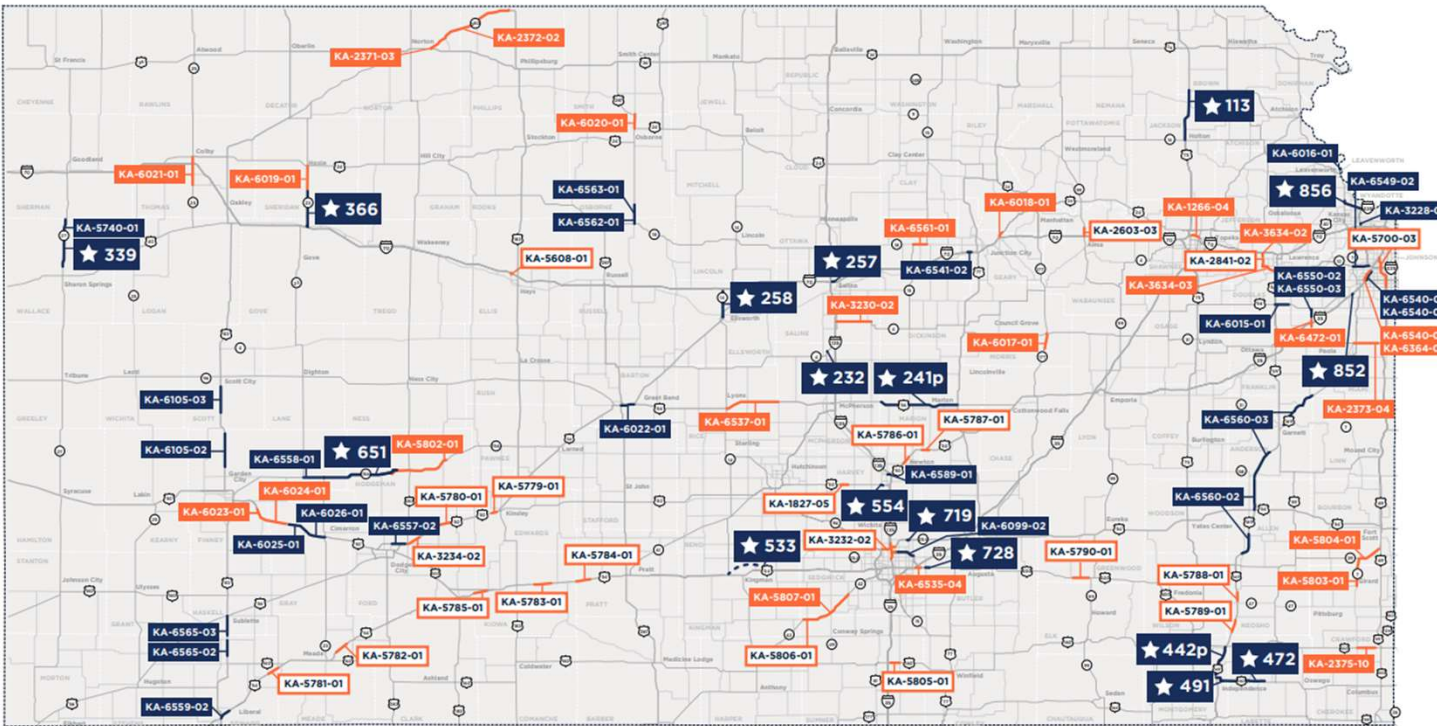
ATTACHMENTS:

Description

[KDOT](#)

[Maps](#)

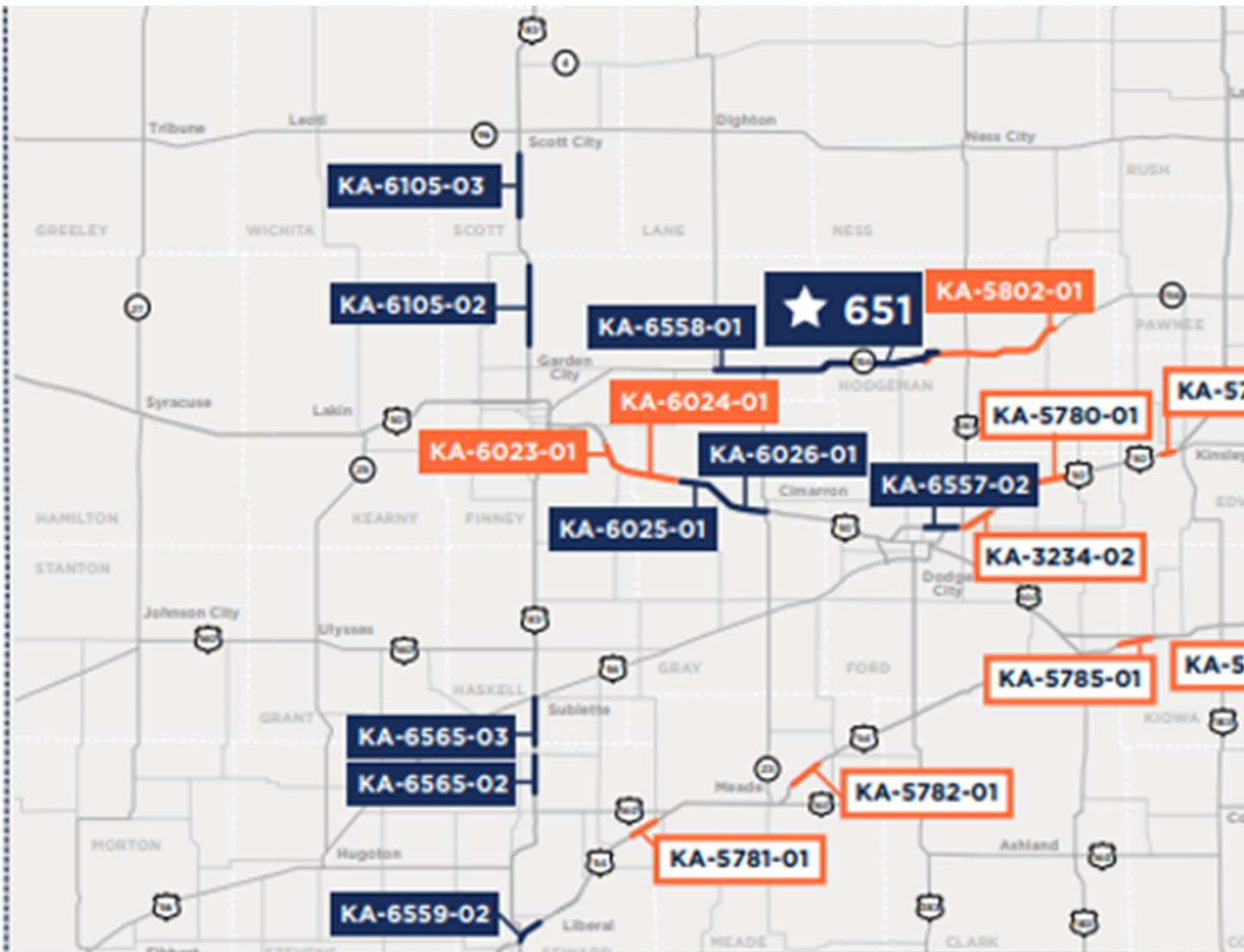
Modernization & Expansion



\$2.9
BILLION
Projects to Date

**\$932
MILLION**
Added to Development
Pipeline, 03/2024

Modernization & Expansion



★ New Development
Pipeline Projects

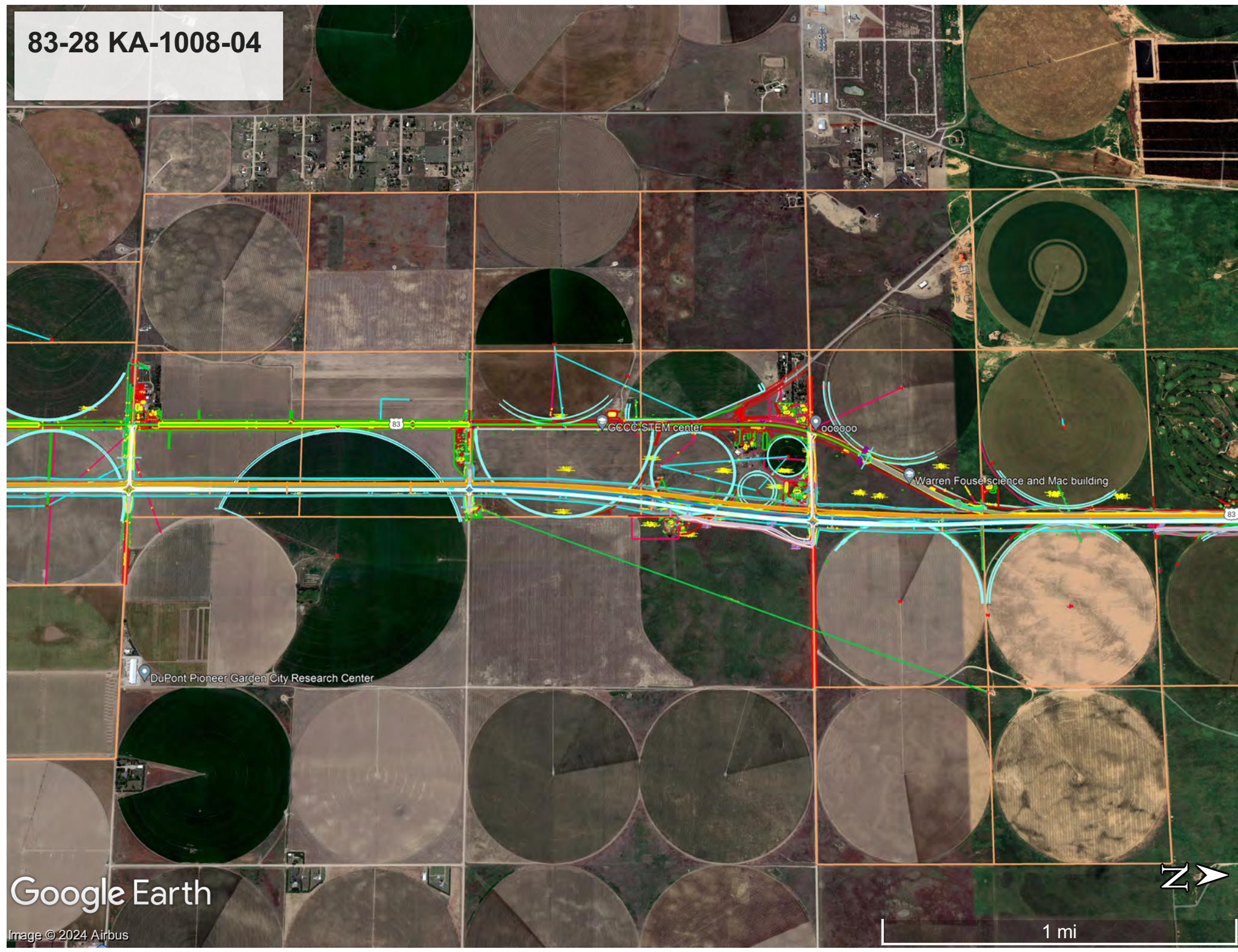
■ Development
Pipeline Projects

■ Construction
Pipeline Projects

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to Construction



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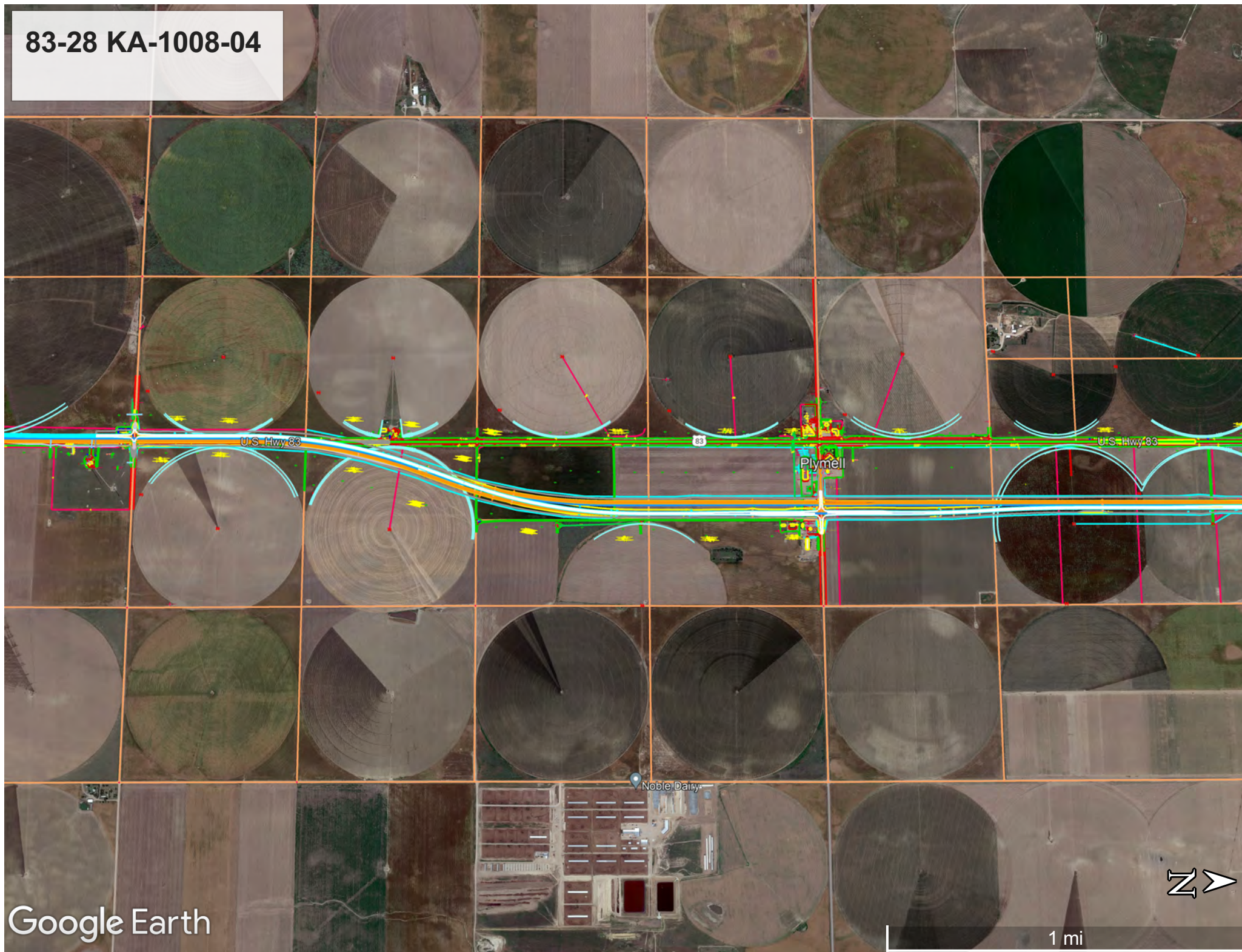


Google Earth

Image © 2024 Airbus

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Nutrien Ag Solutions
GCPD Indoor Firearms Range

Southwind Golf & Dining

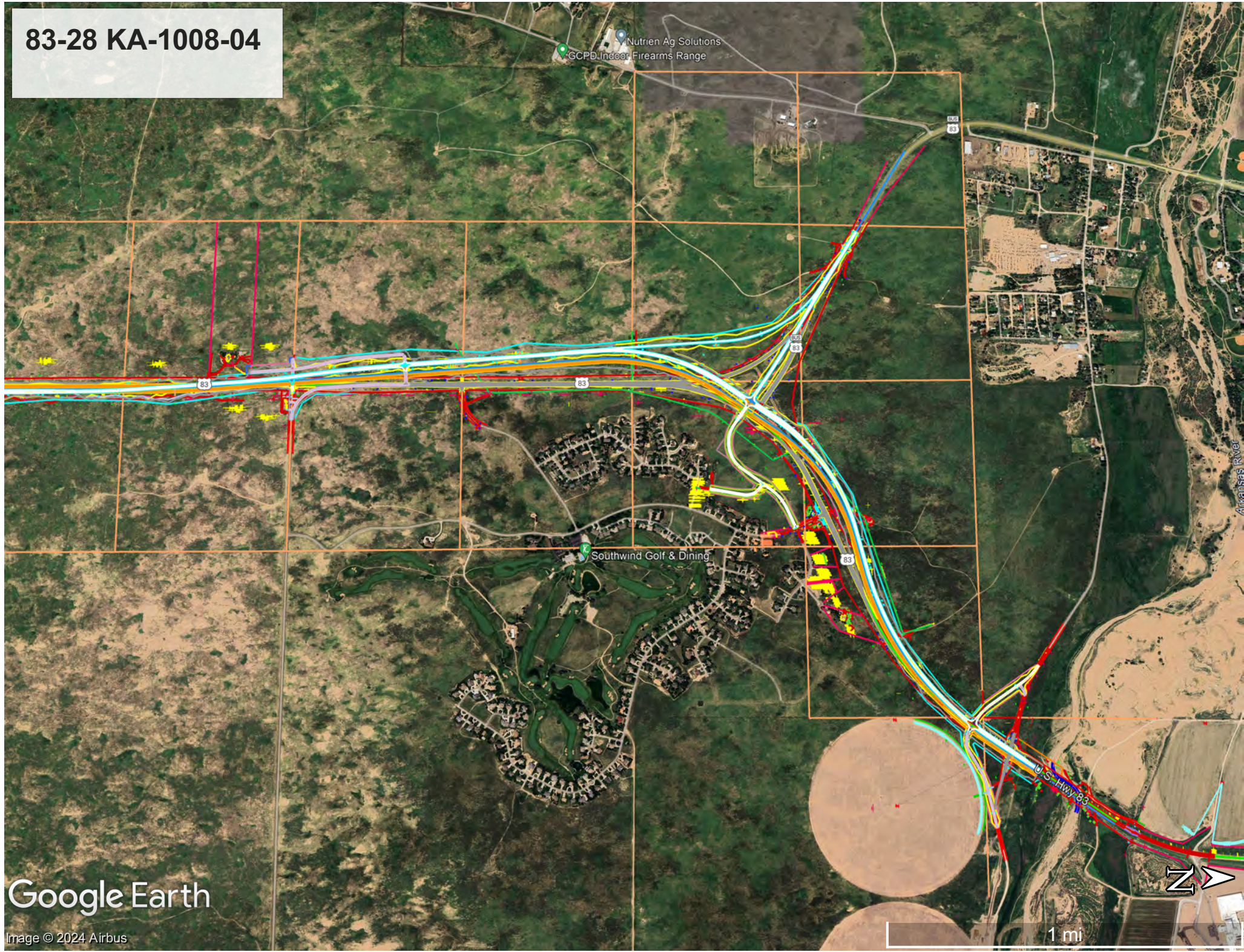
Arkansas River

U.S. Hwy 83

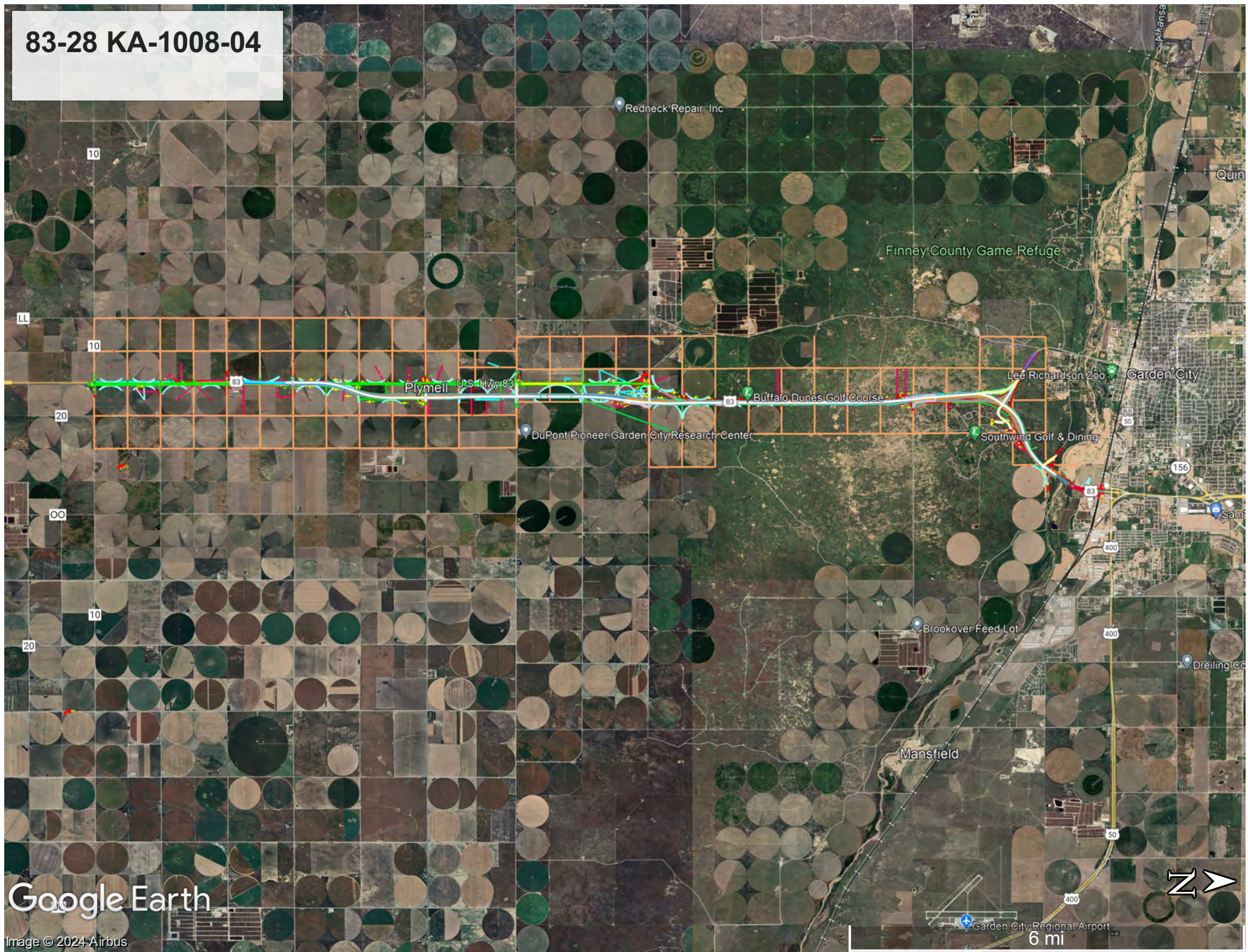
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Image © 2024 Airbus

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Google Earth

Image © 2024 Airbus

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MEMORANDUM

TO: County Commission
THRU:
FROM: Robert Reece
DATE: March 25, 2024
RE: Justice Planner Agreement

DISCUSSION:

The LEC Committee met with Alan Richardson and Patrick Jablonski, representatives from Justice Planners LLC, to discuss their services in assisting Finney County in the renovation of the current law enforcement facility and to identify possible options for this project.

BACKGROUND:

In 2023 the commission engaged HMN Architects to provide an assessment report on the condition so the LEC. As a result to that report committee members agreed to interview Justice Planners LLC to determine if the could assist in developing alternative solutions for this facility. Following that meeting it was agreed by this committee to take a proposal to the full county board for consideration.

ALTERNATIVES:

1. Vote to enter into an agreement for services for this project.
2. Decline entering into this agreement.

RECOMMENDATION:

County Staff recommends entering into an agreement with Justice Planners LLC

FISCAL And/Or POLICY IMPACT:

Funding of this agreement will come from the reserve fund.

ATTACHMENTS:

Description

[Justice Planners Agreement](#)



FINNEY COUNTY
KANSAS

Proposal for an Adult and Juvenile Jail Needs Assessment and Feasibility Study

March 4, 2024

Alan Richardson, President
arichardson@justiceplanners.com
803.394.9486

justiceplanners.com

Justice Planners Firm Overview

About Justice Planners

Justice Planners, LLC is a criminal justice and corrections consulting firm that began operations in 2017 and provides local criminal justice system assessments, planning and programming of local new facilities, operational assessments, training, analyses, and audits of local detention facilities. With nearly 35 years of experience, the staff at Justice Planners is committed to improving the image and professionalism of corrections.

Justice Planners stands apart through our vast experience in strategic planning, program management, training, staff development and the strong belief in accountability, integrity, collaboration, innovation, and excellence. Unlike many other consulting firms, our team has years of experience working as correctional officers, and directors of detention facilities. Our experience is not solely based upon academics, but actual experience. As a result, Justice Planners understands the value of operational effectiveness and staff development. We are committed to working with our clients to assess, develop and implement well-planned, cost-effective programs.

About Our Planning Services

Our approach to planning carefully guides our clients through a detailed decision-making process, from planning, to design, construction and occupying new and/or renovated facilities. We understand that no two projects are alike. Our extensive menu of services can be applied completely or selectively in the development of a flexible and realistic plan.

Planning Creates a Basis for Moving Forward

Form Follows Function. A clearly defined plan for operational (and staffing) needs will accelerate the project timeline and will promote a more efficient process.

Stakeholder Buy-in. Proper planning identifies and quantifies the true needs. Stakeholders are more likely to support, and fund, projects that are complete and thoroughly vetted.

Planning is Deliberate and Fact-Based

Inclusive, Transparent Process. We insist on a smart, inclusive partnership with stakeholders that is open and appropriately transparent.

“Tailored” Solutions. Responsible spending and efficient operations depend on outcomes that fit the specific need of the jurisdiction. Alternative approaches are always included that could reduce size, scope and cost.

Fact-Based Findings. Decisions should be data-informed and based upon the evidence.

Contact

Alan Richardson, CCHP

arichardson@justiceplanners.com

803-394-9486

justiceplanners.com

Our Planning Services Include:

Master Planning

Feasibility Studies

Needs Assessments

Statistical Projections

Operational Analyses

Staffing Assessments

Space Planning

Site Selection Assistance

Development Options

Operational Cost Estimates

Transition Training & Occupancy Planning

Architectural and Operational Programming



JUSTICE PLANNERS

TEAM EXPERIENCE OVERVIEW: JUSTICE PLANNERS, LLC

detention team experience

Allegan County, Michigan - detention center transition and activation
Anderson County, South Carolina – detention center staffing analysis
Anoka County, Minnesota – new jail planning and programming
Athens-Clarke County, Georgia – jail needs assessment update
Beltrami County, Minnesota – jail needs assessment and feasibility study
Cabarrus County, North Carolina – inmate population projection and staffing analysis
Caswell County, North Carolina – detention center staffing analysis
Columbia County, Georgia – detention center staffing analysis
Columbia County, Oregon – detention performance cost analysis staffing study
Fayette County, Pennsylvania – county prison feasibility study
Fulton County, Georgia – staffing analysis
Hamblen County, Tennessee - jail needs assessment
Harris County, Texas - jail intake center program
King County, Washington – city jail administration group regional jail study
Lexington County, South Carolina – transition activation for facility expansion -1990
Lexington County, South Carolina – transition activation for facility expansion -1999
Maricopa County, Arizona - corrections master plan
McIntosh County, Georgia – detention facility assessment
Mecklenburg County, North Carolina – arrest processing center needs assessment
Mecklenburg County, North Carolina – detention center expansion program
Merced County, California – detention center expansion program
Montgomery County, Tennessee – juvenile detention center needs assessment
Oconee County, South Carolina – detention center program verification and transition activation services
Orleans Parish, Louisiana - detention staffing analysis
Pierce County, Washington - detention staffing analysis
Pitkin County, Colorado – criminal justice system assessment
Pitt County, North Carolina – detention center staffing analysis
Richland County, South Carolina – detention center needs assessment
San Mateo County, California – jail renovation project planning
Santa Barbara County, California – detention center staffing analysis
Seattle, Washington – jail feasibility study
Scott County, Iowa – adult jail and juvenile detention facility needs assessment
Steele County, MN – criminal justice system assessment
Sullivan County, New York – transition and activation services
Travis County, Texas - jail staffing analysis
Washtenaw County, Michigan – jail staffing analysis
Washtenaw County, Michigan – social justice campus master plan
Waukesha County, Wisconsin – safety and efficiency jail operational study
Will County, Illinois – detention pre-accreditation assessment

PROPOSED TEAM ORGANIZATION

FOR FINNEY COUNTY

availability statement

Team members are available to begin work on the project upon notification of our selection. Justice Planners works diligently to manage our workload to the number of staff employed at any time. We understand that our workload needs to match our availability in order to provide our clients with exceptional service, quality, and experience.



Justice Planners Team

Alan Richardson, CCHP | Project Manager

Patrick Jablonski, Ph.D | Planner - Statistician

ALAN RICHARDSON, CCHP | Justice Planning Expert

Alan Richardson has nearly 35 years of experience in the correctional field, including operations, project management, training, consulting and communicates all of which enables him to lead local and state corrections projects. These projects include need assessments, programming, staffing analysis and training.



Starting his corrections career as a Correctional Officer with the Lexington County Sheriff's Department in South Carolina. He then advanced to Jail Administrator and eventually the Commander of the Detention Bureau with the County. During his tenure with Lexington County, he coordinated the transition and training to a new correctional facility and managed the design and construction of a 404-bed addition to the facility.

At the National Institute of Corrections, Alan worked as a correctional program specialist where he developed numerous programs for local correctional agencies. Key achievements while with NIC included developing and managing training programs for local correctional agencies and managing the development of the *Staffing Analysis Workbook for Jails, second edition*.

Alan's hands on experience with day-to-day operations enables him to evaluate projects in terms of efficiency and effectiveness. His training background and experience enables him to assist clients in the planning, development and implementation of comprehensive staff development and preparation leading up to facility activation.

Title: President of Justice Planners

Education: Bachelor of Science, Business Administration, University of South Carolina

Certifications: Certified Correctional Health Professional

Professional Affiliations: American Jail Association, American Correctional Association, South Carolina Jail Administrators' Association, National Commission on Correctional Health Care

PROFESSIONAL EXPERIENCE

2017-Present Day: Justice Planners, LLC - President, Project Manager, Consultant - Provides consulting services to local, state, and federal justice entities for new facility planning, operational assessments, staffing analyses, policy and procedure review, and staff training.

2008-2017: CGL Companies - Vice President - Consulted for the local, state, and federal justice agencies across the U.S. and internationally. Specialized in new facility planning, staffing analyses, conducting needs assessments and transition-activation training.

SNAPSHOT EXPERIENCE

Local Detention Projects

31 Projects

Justice and Public Safety

14 Projects

Corrections

16 Projects

Training

14 Training Programs

RELEVANT PROJECT EXPERIENCE

Beltrami County, Minnesota – jail needs assessment and feasibility study
 Steele County, Minnesota – criminal justice system analysis
 Fulton County, Georgia – staffing analysis
 Anoka County, Minnesota – new jail planning and programming
 Pitkin County, Colorado – criminal justice system analysis
 Fayette County, Pennsylvania – county prison feasibility study
 Richland County, South Carolina – detention center needs assessment
 Montgomery County, Tennessee – juvenile detention needs assessment
 Hamblen County, Tennessee – jail needs assessment
 King County, Washington – city regional jail study
 Santa Barbara County, California – detention center staffing analysis
 Scott County, Iowa – adult jail and juvenile detention facility needs assessment
 Caddo Parish, Louisiana – jail and justice system assessment
 Camden County, Georgia – jail and justice system assessment
 Washington County, Illinois – jail and justice system assessment

PATRICK JABLONSKI | Justice Planning Expert

With 22 years of experience in the correctional field, Patrick Jablonski, Ph.D., has conducted numerous public policy assessments and statistical forecasts. Dr. Jablonski has experience as an analyst for both a large metropolitan county government and in the private sector, working extensively on the dynamics of the potential impact of public policy changes.



As a Research Statistician for Orange County (FL) Government, Dr. Jablonski was responsible for a variety of internal and external metrics, including statistical forecasts ranging from the viability of a new sports arena to pedestrian safety. Dr. Jablonski worked closely with the County's Jail Oversight Commission on a regular basis, providing criminal justice case processing statistics and analyses which concentrated on the impact of court event timelines on the jail's population. Once implemented, the Jail Oversight Commission's recommendations successfully reduced the jail's population by over 700 inmates (nearly 20% of the ADP) in a 12-month period. A major focus of Dr. Jablonski's work was devoted to providing statistical forecasting in support of the establishment of the county's Central Receiving Center (CRC), a jail diversion facility for people facing mental health issues, which required building and validating a significant number of statistical models to determine the number of mental health beds needed at the CRC as well as in other county facilities and the community.

Dr. Jablonski has also produced multiple criminal justice system assessments at the state and local levels. Acknowledging that accomplishing meaningful permanent change requires the commitment and cooperation of all the major agencies of the criminal justice system, Dr. Jablonski utilizes data and communication to ensure that recommendations are implemented rather than merely sit inside a report. Dr. Jablonski utilizes a variety of time series modeling approaches in forecasting, concentrating on isolating contributing factors and subsequently providing scenarios to assist decision makers.

Dr. Jablonski has presented findings at multiple conferences nationally in a variety of fields as well as publishing numerous refereed journal articles.

Title: Sole Proprietor, Harpeth Research

Education: Bachelor of Arts, Emory University; Master of Science, Florida State University, Doctor of Philosophy, Mass Communication Research, University of Alabama

Professional Affiliations: American Jail Association, American Correctional Association, National Sheriffs Association

PROFESSIONAL EXPERIENCE

2002-Present Day: Harpeth Research – Sole Proprietor, Project Manager, Consultant - Provides consulting services to local, state, and private entities for new facility planning, population management, and operational safety.

2006-2014: Corrections Corporation of America – Senior Director, Research & Risk Analysis – Responsible for all operational statistical analyses. Provided ad hoc correctional population projections at state, local, and federal levels to support business development projects as needed.

SNAPSHOT EXPERIENCE

Local Detention Projects

57 Projects in 51 Jurisdictions

Justice and Public Safety

21 Projects in 17 Jurisdictions

RELEVANT PROJECT EXPERIENCE

Beltrami County, Minnesota – jail needs assessment and feasibility study

Franklin County, Ohio – jail population analysis and projections

Hernando County, Florida – jail population projections

Macomb County, Michigan – jail special needs population assessment

Camden County, New Jersey – criminal justice system assessment and population management services

Dane County, Wisconsin – criminal justice system assessment including population projections

Miami-Dade County, Florida – criminal justice system assessment and jail population projections

BELTRAMI COUNTY DETENTION CENTER NEEDS ASSESSMENT

Location

Bemidji, Minnesota

Year Started

2022

Year Completed

2022

Services Provided

Assessing, Planning & Forecasting

Reference

Tom Barry, County Administrator
218-333-8478
Tom.Barry@co.beltrami.mn.us

The Beltrami County Detention Center had been in operation for approximately 30 years with an inefficient design for modern jail operations, and a 3-level layout was very staff intensive.

Alternatives to incarceration appeared to be underutilized, criminal justice case processing times exceeded commonly accepted standards, there were high proportions of people in the jail with mental health and chemical dependency issues, the County was not taking full advantage of their Criminal Justice Coordinating Committee, and staff retention in the jail was becoming more problematic.

Dozens of inmates were being housed out of county daily due to a lack of sufficient bedspace. Since the pandemic, this problem had only worsened.

Alternative inmate population forecasts were conducted for the next 30 years, and seven facility alternatives were developed including do nothing, operate as a 36-hour holding facility, renovate the jail, expand the jail, build a new jail, build a regional jail, and close the jail altogether.

STEELE COUNTY CRIMINAL JUSTICE SYSTEM ANALYSIS

Location

Owatonna, Minnesota

Year Started

2020

Year Completed

2021

Services Provided

Assessing, Planning & Forecasting

Reference

Scott Golberg, County
Administrator
507-444-7431
sgolberg@co.steele.mn.us




When initially constructed, the Steele County Detention Center was intended to serve as a regional detention facility to house inmates from multiple jurisdictions.

While the regional concept seemed to work initially, it never really seemed to reach its full potential. There were times over the years when the facility operated near capacity by renting bedspace to neighboring jurisdictions, which generated revenue for Steele County. However, the demand for rental bedspace from outside agencies diminished greatly and was operating at less than 50% of its capacity.

County officials requested an assessment of the jail's operations and an inmate population forecast for the next 20 years to determine whether continued operations, in their current state, should be continued.

The following questions were addressed:

- What is the future bedspace needs?
- What types of beds will be needed?
- What changes can be made to the spaces and operations to provide modern and efficient services?
- Can any of the existing spaces be repurposed to provide inmate programs and services or to house Sheriff and/or Community Corrections operations?



PITKIN COUNTY CRIMINAL JUSTICE SYSTEM ANALYSIS

Location

Aspen, Colorado

Year Started

2021

Year Completed

2022

Services Provided

Assessing the effectiveness of the local criminal justice system: law enforcement, courts, detention, pre and post supervision, community services

Reference

Alex Burchetta, Undersheriff
(970) 920-5254
alex.burchetta@pitkinsheriff.com

While the need for a new/ expanded detention center was apparent, Pitkin County sought to determine whether the criminal justice system was providing the right types of services to those who have encounters with law enforcement, whether the current services to these individuals were being provided effectively, and to identify services that should be implemented to best serve the citizens of Pitkin County. The return on investment the County was seeking is not just measured in dollars and cents, but in the ability to address the needs of these individuals safely and effectively within the local community.

The purpose of this Criminal Justice System Assessment for Pitkin County was to ascertain whether the processes used throughout the local system represent 'best practices' and to recommend specific areas of improvement. The use of costly bedspace in the jail should be used very only when necessary. The risks and needs for each encounter with law enforcement was assessed to determine the best possible outcome for the individual and the community. The goal of this comprehensive assessment was to enable the County to make informed decisions on the policies and procedures in all phases of the criminal justice system.

Once this has been determined, the information will be used to inform not only the future size of the detention center, but the types of services to be provided as well.

PROJECT UNDERSTANDING AND APPROACH

The purpose of this Jail Needs Assessment and Feasibility Study for Finney County is to ascertain the need for improvements to maximize the efficiency and effectiveness of the criminal justice system, and in turn, to guide a sensible plan regarding the future of the jail facility. Our philosophical approach is that the use of costly bedspace in the jail should be used only when necessary. The risks and needs for each encounter with law enforcement should be assessed to determine the best possible outcome for the individual and the community. The goal of this comprehensive assessment will be to enable the County to make informed decisions on the policies and procedures in all phases of the criminal justice system.

Our approach will be tailored to address your challenges and identify solutions effectively and efficiently. We will involve all agreed upon local criminal justice stakeholders in a policy group-oriented planning process which collaborates to create effective, realistic options.

The best approach to analyzing the Finney County Criminal Justice System is to leverage a ‘big data’ strategy within the framework of a systems analysis. Sophisticated, customized statistical models will be built to explain and predict the county’s justice system.

Our team members have extensive experience in conducting assessments for courts, law enforcement, jails, and criminal justice systems both large and small. We pride ourselves on working with agencies to provide practical data-driven recommendations that are actionable, and not just a report that looks good on your shelf. We also recognize that just because a program or idea works well in one jurisdiction, does not mean it is the right direction for Finney County to take. We will work with you to identify the right solutions for your criminal justice system.

PHASE 1: PRE-KICKOFF PLANNING & LITERATURE REVIEW

Prior to the official kickoff, our team members will review all previous reports, documents, and studies we are able to obtain that are related to the work of the Finney County criminal justice system. During this phase, our team will submit preliminary data requests to various agencies to maximize the efficiency of the activities during Phase 2. In general, we have found that individual-level data are needed to estimate the impact on the projected population, assuming certain alternatives to incarceration and intermediate sanctions are adopted by the courts or corrections. Overall, we anticipate the need to analyze comprehensive data extracts from law enforcement agencies (such as arrest, citation, and manpower data), the Finney County jail (ideally a complete extract of the last 5 years from the jail’s information management system), the judiciary (case processing data such as hearing dates and outcomes for every case filed during the past 5 years), and other relevant data (including juvenile detention data).

PHASE 2: KICKOFF & STAKEHOLDER INTERVIEWS

Our team will hold initial discussions with designated Finney County staff and stakeholders who will be involved throughout the study to confirm the County’s goals, priorities, and the task schedule. Meetings will also be held with key data collection people. A schedule for the agencies, staff and officials that will need to be interviewed and list of necessary data will also be agreed upon. These interviews will ideally occur in person, but some may need to be conducted remotely due to availability and scheduling conflict. At a minimum, interviews should be conducted with:

- County Sheriff
- Jail Administrator

- County Commissioners
- County Administration
- Local Law Enforcement Agencies
- Judiciary/Court Administration
- County Attorney
- Public Defender
- Finney County Health & Human Services

A crucial task will be to engage with key criminal justice system stakeholders to gain a clear understanding of processes throughout the criminal justice system. Our approach invites every possible perspective to help us develop a knowledge base of how the system should ideally function as well as how the system actually functions. At the same time, we will be collecting publicly available data to inform the project, such as crime rate and arrest statistics, county population data, court data, etc.

PHASE 3: CRIMINAL JUSTICE SYSTEM DATA ANALYSIS

Concurrent with Phase 2, the data analysis work includes follow-up conversations with appropriate contacts within a variety of agencies. Upon receipt and verification of the requested data, we will begin to identify and track the criminal justice system's workflows and prepare a statistically informed narrative of the flow of defendants through the judicial system. If appropriate, we will prepare brief operational descriptions of major judicial events to document current judicial practices. The data analysis will include population, demographics, crime rates, arrest rates, remand rates, lengths of incarceration, case processing timelines, and historic data. The final product of the data analysis will hopefully be a 'start to finish' assessment of all relevant workflows and processes of the criminal justice system. As part of this analysis, we will forensically reconstruct the facility's historical population for each day within the data in order to assess the internal shifts within the overall population. Such shifts may be symptomatic of long-term processes or potential areas for stakeholder attention.

Special attention will be paid to the following factors:

1. Possible system alterations to improve efficiency and effectiveness,
2. Alternatives to incarceration,
3. The impact of information technology practices on the criminal justice system,
4. Potential changes to public policy at the state and federal levels which may affect the Finney County criminal justice system,
5. Juvenile justice, including potential changes to the current policies and procedures regarding juvenile detention,
6. Mental health issues, and
7. Demographic disparities in all phases.

Phase 3 is also the period in which the stakeholder interview information will be aggregated and synthesized. Initial narratives will be constructed which combine the quantitative data and interview data. Where possible, we will leverage the information gained from the personal interviews with each of the major system organizations or agencies, including the Sheriff's Office, Courts, Clerk's offices, the Public Defender's Office (as well as appropriate members of the private bar), the County Attorney's Office, local law enforcement agencies and community service providers. Surveys may be developed as necessary to collect information from individuals who cannot be interviewed.

PHASE 4: EVALUATION OF INCARCERATION ALTERNATIVES

Any evaluation of Finney County's criminal justice system must include an examination of the current utilization of alternatives to incarceration programs. It is essential that issues of crowding not be seen simply as the jail's problem, as virtually every decision-maker in the justice system exercises discretion that can affect the correctional facility's population.

The historical patterns in alternative forms of incarceration, including the use of any specialty courts, will be analyzed in conjunction with the jail assessment. Caseloads will be analyzed for each criminal justice agency or department and of the community-based correctional programs operating in the County, such as pre-trial release, supervised release, probation, specialty court, etc. The objective of this analysis will be to identify the impact these programs have on the need for bedspace in the County Jail. In addition, we will conduct a thorough analysis of juvenile justice, focusing on current levels of detention as it relates to contacts with law enforcement as well as the impact of potential policy changes in the future.

The assessment of long-term space needs depends upon a number of factors, including changes in operational and judicial philosophies (specifically, what changed in the past to create bed space and will those types of changes continue into the future), judicial organization, case processing needs, administrative practices and policies, changing technological applications, and changes in client population/demographics and the demand for services as well as changes in other local government operations, such as law enforcement activities. Our team will review recent or anticipated legislative changes and trends, previous studies and reports, and other materials related to the operation of each system component, such as annual and statistical reports.

Where applicable, we will review existing performance standards that may exist for the processing of court cases. At each point in the criminal justice system from arrest through sentencing and incarceration there are many decision points (bail hearings, preliminary hearings, arraignments, trial, or plea) where policies and procedures, organizational resources, and information intersect to influence events that in turn impact resource requirements.

PHASE 5: PROJECTION MODEL SCENARIOS

With the qualitative and quantitative analyses largely in place, the research team will next turn to developing a host of time series statistical forecasts of the jail's population as well as the factors that contribute to that population. The forecasts will cover time horizons of 10, 15, and 20-year periods and will be stratified to include key variables of interest (such as classification level, juvenile vs. adult status, gender, special needs populations, etc.). In addition, our time series modeling allows us to develop a host of scenarios. Our base forecasts are always constructed to show what is likely to occur if the status quo is maintained into the future. Additional scenarios will include the impacts of changes to booking numbers and increased/decreased lengths of stay on the time horizon projections.

PHASE 6: FUTURE SPACE NEEDS

Using the information gathered, incorporating the projection model scenarios, recommendations will be made for various alternatives for the physical plant and the future operations of the jail. These alternatives will include high-level space needs, inmate housing summaries, and staffing estimates for each alternative in 10-, 15-, and 20-year time periods.

PHASE 7: REPORTS AND PRESENTATIONS

While interim deliverables will be provided throughout the study, a draft report for the needs assessment and feasibility study will be delivered in a single document suitable for review and acceptance. Our team and Finney County will conduct a meeting with involved leaders and staff to review the entire document. Upon completion of the review, we will make any agreed upon changes and prepare a final report document. Any formal final presentations that the County may request will also be coordinated as necessary.

PRELIMINARY SCHEDULE & TIMELINE

Through our experience in the public sector, we have developed a firm understanding of the sequencing of the investigation and the required time for building occupant input and ownership and believe that successful schedule planning and management is achieved only through whole-hearted partnering of the entire project team. Below is a work plan which identifies the critical path needed to achieve the targeted deadline. The flow chart demonstrates that it is critical to develop the space projections while considering current trends; evaluate existing buildings' capacities while establishing a strategic plan; and develop options while constantly monitoring impacts.

Finney County Detention Center Needs Assessment		Month					
Phase		1	2	3	4	5	6
1	Pre-Kickoff Planning & Literature Review	■					
2	Kickoff & Stakeholder Interviews		■				
3	Criminal Justice System Data Analysis		■	■			
4	Evaluation Of Incarceration Alternatives			■			
5	Projection Model Scenarios			■	■		
6	Future Space Needs				■	■	
7	Reports and Presentations				★	■	★

FEE SCHEDULE

The table below shows the total proposed fee by task along with reimbursable expenses.

Finney County Detention Center Needs Assessment		
Task		Total
1	Pre-Kickoff Planning & Literature Review	\$6,400
2	Kickoff & Stakeholder Interviews	\$9,600
3	Criminal Justice System Data Analysis	\$14,800
4	Evaluation Of Incarceration Alternatives	\$9,600
5	Projection Model Scenarios	\$11,200
6	Future Space Needs	\$6,400
7	Reports and Presentations	\$12,000
Total Fee:		\$70,000
Total Reimbursables:		\$ 9,360
Total Project Cost:		\$ 79,360

Reimbursable costs assume two onsite visits. The first will be to kick off the project, and the second will be for a final presentation.



JUSTICE PLANNERS
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MEMORANDUM

TO: County Commission
THRU:
FROM: Dori J. Munyan, County Election Officer
DATE: March 25, 2024
RE: 2024 Presidential Preference Primary Election Canvass - Certification of Results

DISCUSSION:

Board of County Canvassers to consider certification of the Presidential Preference Primary Election held on Tuesday, March 19, 2024.

ALTERNATIVES:

To be presented.

RECOMMENDATION:

To be presented.

MEMORANDUM

TO: County Commission
THRU:
FROM:
DATE: March 25, 2024
RE: Next Commission Meetings - April 1 & 15

DISCUSSION:

Upcoming Meetings

- Regular Session Monday, April 1 at 8:30 AM
- Regular Session Monday, April 15 at 8:30 AM

RECOMMENDATION:

No action is required.