

**SALEM COUNTY BOARD OF CHOSEN FREEHOLDERS  
WORKSHOP MEETING MINUTES  
JANUARY 21, 2015  
6:15 PM**

The meeting was called to order by Director Acton: Pledge of Allegiance

Director Acton stated that adequate notice pursuant to the Open Public Meetings Act has been given of this meeting.

On Roll Call, the following Freeholders were present: Deputy Director Laury, Freeholders Cross, Vanderslice, Timberman, Painter, and Acton. Freeholder Ware was absent

**Presentation:**

James Yanus, Alloway – made a presentation to the Freeholder Board of the overview of a public banking system. Mr. Yanus asked the Freeholder Board to pass a resolution supporting public banking to the State of New Jersey.

CFO Katie Coleman led discussions on the 2015 budget

Prosecutor John Lenahan made his 2015 budget presentation

Sheriff Chuck Miller and Prosecutor John Lenahan talked about the 2015 budget request for his department.

Deputy Director Laury made a motion to adjourn the meeting, seconded by Freeholder Vanderslice, carried by hand vote of 6/0 at 7:25 p.m.

Respectfully submitted,

Kevin Crouch  
Clerk of the Board



Salem County Sheriff's Office  
Division of Corrections  
State of the Facility Report  
**January through December 2014**



**Personnel & Staffing**

**Current Administrative Staff**

<b>Name</b>	<b>Title</b>
Skradzinski, Raymond C.	Warden
Wright, Anthony J.	Undersheriff \ Deputy Warden
Headman, Diana L.	Confidential Assistant
Bobbitt, Heather S.	Account Clerk
Faris, Donna J.	Receptionist/Telephone Operator
Hergert, Michelle A.	Senior Data Entry Clerk
Hitchner, Diane	Keyboard Clerk I
Pankok, Marianne	Keyboard Clerk I
Reed, Bernadine	Senior Account Clerk
Richey, Debra A.	Keyboard Clerk II
Ridley, Cathy W.	Keyboard Clerk I
Robbins, Bronwyn S.	Keyboard Clerk I
Shannon, Rachel A.	Keyboard Clerk I
Smith, Kristin L.	Payroll Clerk
Watson, Shannon A.	Senior Data Entry Clerk
DeMaris, Martin J.	Landscape Technician
Himphreys, Mark	Landscape Supervisor

**Current Medical Staff**

<b>Name</b>	<b>Title</b>
Jones, Richard C.	Head Nurse (RN)
Woodside, Michele L.	Nurse (RN)
Slavoff, Mary R.	Nurse (LPN)
Lindsey, Carol A.	Nurse (LPN)
Barlow, Eldgree	Nurse (LPN)
Caban, Wendy	Nurse (LPN)
Carrasquillo, Abigail	Nurse (LPN)
Hannah, Rebecca	Nurse (LPN)
Mecholsky, Jeanine	Nurse (LPN)
Freas, Pamela M.	Nurse (LPN)
Geldreich, Rachel	Nurse (LPN)
Gamber, Michele	Certified Medical Assistant
Arce, Marta M.	Certified Medical Assistant
Lloyd, Michelle L.	Certified Medical Assistant
Carey, Teresa	Nurse (LPN) Part-time
Coles, Tenna M.	Nurse (LPN) Part-time
Vick, Averill	Nurse (LPN) Part-time
Daniels, Lynda	Nurse (LPN) Part-time

## **Custody Staff**

<b>Correction Captains</b>	<b>Two (2) Active Certified Captains</b>
<b>Correction Lieutenants</b>	<b>Eight (8) Active Certified Lieutenants</b>
<b>Correction Sergeants</b>	<b>Nineteen (19) Active Certified Sergeants</b>

## **Correction Officers**      **One Hundred and Forty-Seven (147) Officers**

- One Hundred and Four (104) Male Officers
- Forty-Three (43) Female Officers
- Six (6) Provisional Female Officers
- Five (5) Provisional Male Officers
- Thirty (30) Certified Response Team Members

## **Correction Officer Training Academy**

In 2014, a total of seven (7) Officers successfully attended and graduated from the Camden County Correction Officers Training Academy.

## **Retirement/Resignations & Terminations:**

In 2014, a total of sixteen (16) Correction Officers left the employment of the Correctional Facility:

- 1) Four (4) resigned for transfer to the Enforcement Division of the Sheriff's Office;
- 2) Three (3) resigned to pursue alternate employment with another Law Enforcement Agency;
- 3) Six (6) resigned as a result of their decision to pursue a different career;
- 4) One (1) was allowed to resign in lieu of employee disciplinary action;
- 5) One (1) was terminated for failing to complete the Training Academy;
- 6) One (1) Officer retired upon completion of full ordinary retirement.

In 2014, a total of two (2) members of the Administrative Staff left the employment of the Correctional Facility:

- 1) One (1) member was transferred back to the Board of Education;
- 2) One (1) member was transferred to the County Payroll Department.

In 2014, one (1) member of the Medical Department left the employment of the Correctional Facility:

- 1) One (1) Nurse (LPN) resigned due to personal reasons.

## **New Hires & Reassignments:**

In 2014, a total of twenty-six (26) Correction Officers were hired and trained at the Correctional Facility:

- 1) Twenty-one (21) are currently active;
- 2) Five (5) are no longer employed in this Department.

In 2014, a total of eight (8) employees were hired to fill vacancies in the Administrative Staff:

- 1) All Administrative Staff members hired in 2014 are currently active.

In 2014, a total of seven (7) employees were hired to supplement and fill vacancies in the Medical Department Staff:

- 1) The additional medical staff enabled the facility to offer medical care twenty-four (24) hours per day, seven (7) days per week.

## Correctional Facility Statistics

### Inmate Commitment Statistical Summary

#### **Inmate Population Report as of January 1<sup>st</sup>, 2014**

<b>INMATES</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
IN-House	307	47	354

#### **Inmate Population Report as of December 31<sup>st</sup>, 2014**

<b>INMATES</b>	<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
IN-House	289	67	356

<b>2014 Statistics</b>		<b>2014 Totals</b>
Average Daily Population		404
Average Daily Population	High 6/23/2014	467
Average Daily Population	Low 1/8/2014	341
Commitments		7,438
Average Commitments Per Day		20
Releases \ Discharges		7,436
Average Releases Per Day		20

<b>2014 Annual Totals</b>	
Total Number of Bookings	7438
Total # of Persons Booked (1 <sup>st</sup> Time)	2606
Total # of Persons Booked (3 or More Times)	1784
Total # Inmates Released Within 48 Hours of Booking	2346

**REVENUE**  
**Miscellaneous Revenue**

Revenue Category	Totals
Medical Co-Pay Fees	\$ 6,989.54
Processing Fees	\$104,317.51
Visitor Locker Storage Fees	\$ 113.25
Municipal Court Bond Fees	\$41,863.00
Inmate Photograph Fees	\$ 780.40
Inmate Copy Cost Fees	\$ 9.00
Inmate Postage Fees	\$ 455.58
Inmate Restitution	\$ 204.40
S.L.A.P. Participation Fees	\$3,212.00
SECURUS Telephone Commission	\$138,967.78
Touch-Pay Commission	\$ 194.00
IWebVisit.com Commission	\$3132.25
Bank Interest Credit (Inmate Fund)	\$ 47.26
Bank Interest Credit (Bail Fund)	\$ 24.04
Bank Credit (Out-Dated Checks)	\$ 588.11
Home Detention Program Receipts	\$57,530.52
S.C.A.A.P. Grant Award	\$12,162.00
<b>Annual Totals</b>	<b>\$370,590.64</b>

**Housing Revenue**

2014	Annual Totals
<b>Delaware Federal Inmates</b>	<b>\$322,100.00</b>
<b>Federal Inmate Transports</b>	<b>\$3,577.94</b>
<b>New Jersey Federal Inmates</b>	<b>\$37,064.00</b>
<b>Pennsylvania Federal Inmates</b>	<b>44,116.00</b>
<b>N.J. Dept. of Corrections</b>	<b>\$7,193.00</b>
<b>Gloucester County Inmates</b>	<b>\$7,271,392.00</b>
<b>Gloucester County Hospital Coverage</b>	<b>\$3,627.34</b>
<b>Total</b>	<b>\$7,689,070.28</b>

## Work Detail Status

Sheriff's Inmate Work Detail-----28,485 man hours

Removed approximately 6 ton of trash, debris and rubbish from the sides of County Roadways.

Assisted with renovations within the Sheriff's Office (demolition, construction, painting, etc.)

Assisted various Salem County Departments moving into the Five Star Building.

Implemented and maintain an ongoing project at the Salem County Veterans Cemetery (trimming, renovations, grass cutting, lifting Markers, painting, etc.)

Assisted various non-profit agencies within Salem County with special projects:

- *Salem County Habitat*
- *Salem County Meals on Wheels*
- *Elsinboro VFW*
- *Penns Grove VFW*
- *Salem Community College*
- *Salem County FOP*
- *Faith Farm*
- *Pennsville Twp Public Works*
- *Salem County OEM*
- *Salem County Road Dept*
- *Salem City Public Works*
- *Salem County Veterans Cemetery*
- *Penns Grove Public Works*
- *Carneys Point Public Works*
- *Sheer Farms, Carneys Point Twp*
- *Salem County Landfill*
- *Broadway Methodist Church*
- *Salem County Human Society*
- *Mannington Twp Public Works*
- *Pittsgrove Twp Public Works*
- *Salem County 9/11 project*
- *Salem County Humane Society*