



CUMBERLAND COUNTY SHERIFF'S OFFICE

- Kevin J. Joyce
SHERIFF
- Naldo S. Gagnon
CHIEF DEPUTY

JAIL BOARD OF VISITORS

*October 2, 2023
Via Zoom*

- I. Call to Order: 5:00 PM
- II. Roll Call: Sheriff Kevin Joyce, Major Kortez, , Health Services Administrator Kyle Manahan, Executive Assistant Courtney George, Board Members: Colleen Hilton (Chair), Victor Dumais, Amanda Place, Erika Allen
- III. Approval of minutes: N/A
- IV. New Business:
 - a. Colleen started the meeting and had Board Members Amanda Place and Erika Allen, Victor Dubois and herself introduce themselves. CCSO Major Kortez, Kyle Manahan, myself and Sheriff Joyce
 - b. Meeting was held via Zoom due to COVID outbreak. Manahan: Down to 6 cases, all housed in 1 unit. Masking in place and isolation. Testing in upon intake is in place. Kortez: Only a couple of staff have COVID at this point. Gone to virtual court. Peak was 17 for inmates.
 - c. Hilton: Presented Annual report at 9/11 Commissioners meeting. Need for behavioral health staff.
 - d. Prout ADP for September 233. Staffing: 70, 63 if all goes to plan with sign off. Inmate Grievances YTD 88, 12 Food Service, 20 Medical, 14 Property/money, 15 Staff, Rest are misc. Manahan gave an overview of the medial grievances and process and gave an example of grievances for crushing medications.
 - e. Presentation of Logic model by Manahan: Upon taking the job of HSA, met with Re Entry team, Mental Health Team to develop Logic Model with an ultimate goal to reduce recidivism.
 - f. Sheriff: Thanked Manahan for his work on the logic model. Housing an inmate that costs \$13,000 a week for medication. Hoping that Community Corrections will eventually be open again when staffing allows. Hilton also works on Workforce Board. Will be looking into ability to collaborate.
- V. Set time for next meeting: TBD, Bill Prout will set up soon.
- VI. Adjourn: 5:40 PM





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