



## Agenda Submittal

**Agenda #:** 9 **Status:** Consent Calendar  
**Type:** Report **Department:** Sheriff's Office  
**File #:** 18-554 **Contact:** Angelica Russell, 784-7064  
**Agenda date:** 8/7/2018 **Final action:** 8/7/2018  
**Title:** Receive the Sheriff's Inmate Welfare Fund Report of Expenditures for Fiscal Year ending June 30, 2018

**Governing body:** Board of Supervisors

**District:** All

**Attachments:** 1. A - IWF FY2017/18 Statement, 2. B - IWF FY2017/8 Expenditures, 3. Minute Order

Date	Ver.	Action By	Action	Result
8/7/2018	1	Board of Supervisors	Received	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Sheriff recommends the Board receive the Inmate Welfare Fund Report of Expenditures for Fiscal Year ending June 30, 2018.

### **SUMMARY/DISCUSSION:**

This report is submitted for Board review in accordance with California Penal Code Section 4025(e), which requires that "an itemized report of the Inmate Welfare Fund (IWF) expenditures shall be submitted annually to the board of supervisors." The IWF is a private purpose trust fund intended for the benefit of inmates housed in the Solano County jail system. As codified in California Penal Code §4025(e), "The money and property deposited in the inmate welfare fund shall be expended by the sheriff primarily for the benefit, education, and welfare of the inmates confined within the jail." Fund revenue is derived predominately from commissary commissions. Other revenue sources include video visitation commissions, bail bond advertisements, marriage license fees, and interest income.

The IWF Committee, chaired by the Sheriff's Director of Administrative Services, provides fiscal and policy oversight of the IWF, establishes a budget, and makes recommendations to the Sheriff to ensure funds are expended properly and that an appropriate fund balance is maintained. The Inmate Program and Services Manager is responsible for day-to-day operations, including providing mental health, legal, religious, education, and library services. The Sheriff makes all final decisions regarding IWF expenditures.

The IWF's fund balance on July 1, 2017 was \$1,442,144. During FY2017/18, the IWF had revenue of \$735,678 and expenditures of \$380,354, resulting in an increase to fund balance of \$355,324. The IWF's ending fund balance as of June 30, 2018 was \$1,797,468 as reflected in the FY2017/18 Statement of Revenues, Expenditures and Changes in Fund Balance (Attachment A).

Thirty percent (30%) of total IWF expenditures were for contracted substance abuse treatment services. Another twenty-three percent (23%) was expended on library services, including contracted legal assistance services, books and subscriptions, office supplies, and postage. Twenty-three percent (23%) was used for religious and/or spiritual guidance, including chaplain salary and benefits, books and materials, memberships, and office supplies. Eleven percent (11%) was expended for personal items such as welfare kits, welcome kits, hair clippers, floss loops, and toothbrushes. Three percent (3%) was expended for an interface between the County's Jail Management system and the vendor's commissary system. Five percent (5%) was spent on support services provided by Sheriff, Auditor-Controller, and County Counsel staff and training for staff associated with the Women's Re-entry Achievement Program. The remaining five percent (5%) was used for other inmate-related services and recreational items, such as newspaper subscriptions, televisions, and microwaves. These expenditures are further delineated in the FY2017/18 Itemized Report of Expenditures (Attachment B).

**FINANCIAL IMPACT:**

There are no financial implications related to the Board's review of this annual report. The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2018/19 Adopted Budget.

**ALTERNATIVES:**

There is no alternative. The report is required under the Penal Code Section 4025(e).

**OTHER AGENCY INVOLVEMENT:**

None.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION