



SONOMA COUNTY SHERIFF'S OFFICE

EDDIE ENGRAM
Sheriff-Coroner

FY 23-24 Inmate Welfare Trust Fund Annual Report

The Inmate Welfare Trust Fund Annual Report serves to meet the requirement outlined in the California Penal Code, Section 4025(e) which requires that an itemized report of trust fund expenditures be submitted annually to the Board of Supervisors.

The Sheriff's Office oversees the operation of two separate trust funds: the Inmate Welfare Trust Fund (IWT) and the Jail Stores Trust Fund (JST). The IWT holds funds used for the benefit, education, and welfare of incarcerated persons confined within the County jail and is managed by the Inmate Welfare Trust Committee. The JST was established as the operating fund for the jail commissary, the profits/commission from which are deposited in the IWT. This Annual Report describes internal and external factors that impacted the Trust budgets and commissary operations in FY 23-24 and provides detailed lists of revenue and expenditures in Exhibits A and B.

The following factors affected the Trusts in FY 23-24:

- In FY 23-24 there was an increase in revenue over the prior year for the IWT.
- Interest earned on the trust fund balance provided higher than normal revenue to the IWT. Total interest revenue for FY 23-24 was \$50,695. For comparison in FY 22-23, \$27,817 was recorded.
- Enhanced services are now available on tablets, enabling the delivery of movie, music, text message and video visiting services to incarcerated individuals while also offering a new revenue source for the IWT in the form of commission.
- Tablets are offered at no cost to the IWT. In June 2023, 320 tablets were introduced and an additional 225 were added later in FY 23-24. The tablet commission for entertainment and texting averaged \$5,908/month in FY 23-24. While this represents a new revenue source for the Trust since losing phone commission in October 2021, the amount received from tablets is much less than prior years' income from phone commission. For example, in FY 18-19 with a pre-pandemic jail population, the Inmate Welfare Trust received \$316,845 from phone commission, and in FY 23-24, \$71,523 was received in tablet commission.

- Staffing levels at the Main Adult Detention Facility were critically low going into FY 23-24. The staffing crisis impacted the number of programs offered due to competition for time, space, and staffing between scheduled programs and the need to provide essential non-programmed out-of-cell time (OCA) for incarcerated individuals. Sporadic quarantines due to Covid 19 also continued throughout the year. Overall contract expenses to service providers were lower than budgeted as a result. Extensive hiring efforts were successful, and the situation improved by the end of FY 23-24, at which time program offerings were almost back to pre-pandemic levels.
- Staffing costs have increased with new labor agreements. The IWT pays for two Detention positions: the Programs Correctional Deputy (CD) and the Program Administrative Aide. Despite the increased labor costs, the overall staffing expense for the IWT were lower than anticipated in FY 23-24, due to the staffing shortage which resulted in a reduction of the CD's Programs hours to three days/week. The remaining two days were used to provide assistance filling operational shifts in the facility. Only the hours spent in Programs were charged to the IWT. The increased staffing costs have also affected the JST, as costs for the Detention Assistants working on commissary related tasks have increased, despite fewer hours needed to perform commissary tasks since switching to a contracted vendor. Staff time spent on commissary tasks was the JST's biggest expense in FY 23-24. Labor expenses for Detention Assistant staff time increased from \$116,909 in FY 22-23 to \$146,608 in FY 23-24, due in part to lower staffing levels and the greater number of over-time hours needed to do the work.
- Commissary operations have been outsourced to a contractor since March 2022. FY 22-23 was the first full year that commissary commission was received under the new contract. In FY 22-23, \$445,728 in commission was recorded, and in FY 23-24 \$417,893 in commission was recorded. The lower commission appears to correlate with the housing of up to 75 of Sonoma County's incarcerated persons in a neighboring county from November 2023 through the end of the fiscal year to reduce over-time requirements during the staffing crisis.
- The year-end transfers of funds from the JST to the IWT were \$230,000 in FY 21-22 (a partial year with the new commission structure), and \$261,300 in FY 22-23 followed by an additional \$30,000 supplemental transfer after year-end close as dictated by policy when the balance is higher than the minimum, and \$298,496 in FY 23-24.
- In FY 23-24, the IWT Committee approved a change to the JST reserve policy. The reserve policy before FY 23-24 dictated that to cover business expenses, a \$100,000 minimum balance was to be kept in the JST following the transfer to IWT at year-end. The reserve policy now states that \$25,000 will be kept in the JST. A smaller reserve is sufficient since the Sheriff's Office outsourced commissary management in 2022 and no longer purchases all the items to sell in the jail store.

Inmate Welfare Trust Fund (IWT) FY 23-24 Financial Summary

The incarcerated population continues to be lower than pre-pandemic levels. In FY 23-24, the average daily population (ADP) was 743 compared to 1,073 in FY 18-19.

Revenue: As in prior years, revenue in this fund came from: interest generated from the fund balance, the annual receipt of commissary commission from the JST, jail sign board revenue, and limited bail bond service fee commission. As described below, revenue generated in the IWT is used primarily for programs for incarcerated persons.

Expenditures: Funds are used for the benefit, education, and welfare of incarcerated persons confined within the County jail, and fall within the following three primary categories:

- Programs for Incarcerated Persons: a range of educational, vocational, literacy, legal, recreational, and support services and supplies (books, religious accessories, school and art supplies, basketballs, etc.).
- Salary & Benefits for two Sheriff’s Office staff: the Programs Correctional Deputy and Programs Administrative Aide, who at the direction of the Programs Sergeant, work with community partners and detention staff to facilitate the delivery of academic and other classes, services, and activities in the housing modules and classrooms. This work includes coordinating the year-round accredited high school GED program and SRJC courses, as well as making supply purchases, procuring books for different levels of reading proficiency, interests, languages, and faiths, and sourcing recreational and entertainment equipment. These positions also facilitate voting for incarcerated persons during the November elections, and manually track and calculate credits for performance milestones to be earned for early release of the incarcerated persons in the Jail in support of AB 1597.
- Other Services & Supplies: TVs, cable, newspaper subscriptions, incentives for positive behavior, biannual Trust audits, copier leases and office supplies for Program staff and the charter high school, intake bags, and commissary items for indigent persons.

The IWT generated \$527,201 in revenue (including \$298,496 transferred from the JST) and spent \$542,739 with a net cost of \$15,538. The ending fund balance was \$1,339,945.

INMATE WELFARE TRUST	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Revenue	\$ 616,434	\$ 291,313	\$ 357,451	\$ 527,201
Expenditures	\$ 589,283	\$ 548,251	\$ 408,362	\$ 542,739
Net Cost	\$ (27,152)	\$ 256,938	\$ 50,911	\$ 15,538

Exhibit A provides a detailed summary of the IWT revenues and expenditures for FY 23-24. Please note that this expenditure list does not represent all Programs services provided to incarcerated persons – it only represents those funded by the IWT.

Jail Stores Trust Fund (JST) FY 23-24 Financial Summary

Revenue: JST revenue has historically come from commissary sales, vending sales, and prior year revenue. Vending sales were eliminated with closure of the North County Detention Facility in November 2020.

Expenditures: JST expenditures are described below:

- Payroll for Sheriff’s Office staff for hours worked in commissary: With the transition to the new commissary system, staff are no longer responsible for ordering and stocking merchandise or the processing and packaging of commissary orders. However, staff still have the responsibility of delivering commissary orders on a biweekly basis, processing any reconciling issues with missing or damaged products, and facilitating credits as needed.
- Miscellaneous Expenses: These may include administrative overhead, equipment maintenance, biannual audits, County ISD charges for one computer, the lease of a copier, and store office supplies.
- Operating transfer to the Inmate Welfare Trust: A transfer of funds to the IWT occurs at year-end. A supplemental operating transfer may take place when the fund balance meets the threshold in accordance with the Trust policy.

The JST generated \$429,201 in revenue and recorded \$540,815 in expenditures (including \$298,496 transferred to the Inmate Welfare Trust) with a net cost of \$111,614. The ending fund balance was \$36,308. A subsequent profit transfer was not needed.

JAIL STORES TRUST	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Revenue	\$ 1,192,109	\$ 960,493	\$ 423,494	\$ 429,201
Expenditures	\$ 1,214,868	\$ 904,255	\$ 422,789	\$ 540,815
Net Cost	\$ 22,759	\$ (56,238)	\$ (704)	\$ 111,614

Exhibit B provides a detailed summary of JST FY 23-24 revenue and expenditures.

EXHIBIT A
Inmate Welfare Trust Fund Annual Report
 Fiscal Year July 1, 2023 – June 30, 2024

Beginning Fund Balance	\$1,355,484
REVENUE	
Interest on Pooled Cash	50,695
Unrealized Gain / (Loss)	27,699
Commission Revenue	71,523
Civil Process Services (jail sign board advertising)	48,600
Charges for Services (kiosk commission)	113
Prior Year Revenue Miscellaneous	75
Transfer In from Jail Stores Trust *	328,496
Total Revenue	\$527,201

** Amount includes \$30,000 PY subsequent transfer*

EXHIBIT A (continued)
Inmate Welfare Trust Fund Annual Report
Fiscal Year July 1, 2023 – June 30, 2024

EXPENDITURES		
Services and Supplies		
	Maintenance – Equipment	568
	Accounting/Auditing Services (County Biannual Audit)	16,750
	Other Professional Services (Cable TV at Main Adult Detention Facility)	9,305
	Rents and Leases – Equipment (Copier for Programs and Charter High School)	5,667
	Memberships/Certifications	100
	Other Supplies (Inmate Incentives)	20,921
	Office Supplies (for Programs Office/Assets)*	4,766
	Books/Media/Subscriptions (Press Democrat/Penal Code Books)	17,487
	Mail and Postage Supplies	23
	Minor Equipment/Small Tools (TVs)	11,001
	Computer Equipment/Accessories (iPads for Distance Learning)	2,266
	Software Renewal/Licensing	1,295
	Support and Care of Persons (Indigent Commissary, Intake bags)	22,035
	Total Services and Supplies	\$112,185
County Services Charges		
	Programs Correctional Deputy (3 Days/Week)	171,304
	Programs Administrative Aide	161,796
	Total County Services Charges	\$333,100
Inmate Education		
	CA Parenting Institute (Anger Mgmt, Parenting)	333
	Friends Outside (Inmate and Family Support)	50,916
	Goodwill (Job Skills Training)	5,336
	Sonoma County Library (Literacy, Library Services)	10,349
	Legal Research Associates (Law Library Services)	3,148
	Bucklew Programs (Family Support Groups)	2,086
	Fastcase (Electronic Law Library)	6,500
	Global Tel-Link/ViaPath (Breaking Free)	10,500
	Tatiana Harrison (ESL Services)	7,448
	Activities (Holiday Cards, Art, Board Games, Paper, Basketballs, etc...)*	410
	Other	428
	Total Inmate Education	\$ 97,454
	Total Expenditures	\$ 542,739
	Beginning Fund Balance	\$ 1,355,484
	Ending Fund Balance	\$ 1,339,945
	Change in Fund Balance	\$ (15,538)

* In FY 23-24, expenditures shown in the County Financial System for Office Supplies are overstated by \$4,371 and Inmate Education Supplies are understated by \$4,371. This is due to correcting journal errors. The fund report presented in this annual report include the correct amounts for each category and there is no impact to total expenditures.

EXHIBIT B
Jail Stores Trust Fund Annual Report
Fiscal Year July 1, 2023 – June 30, 2024

Beginning Fund Balance		\$147,922
REVENUE		
	Unrealized Gain / (Loss)	7,828
	Commissary Commission (full year)	417,893
	Commissary Sales (indigent credits)	3,480
Total Revenue		\$429,201
EXPENDITURES		
Commissary Merchandise		
	Food and Beverages (prior year)	7,138
	Total Merchandise Expenditures	\$7,138
Operating Expenditures		
	Administrative Overhead	37,086
	County Audit Services	16,750
	Commissary Staff Payroll	146,608
	Rents and Leases – Equipment	2,464
	ISD Baseline Services	2,273
	Total Operating Expenditures	\$205,181
Operational Transfer		
	Subsequent Transfer (prior year)	30,000
	Transfer to Inmate Welfare Trust	298,496
		\$328,496
Total Expenditures & Operating Transfers		\$540,815
Beginning Fund Balance (Incl. \$30k PY Transfer & \$100k Reserve)		\$147,922
Ending Fund Balance		\$36,308
Change in Fund Balance		(\$111,614)