



**PUBLIC SAFETY COORDINATING  
COUNCIL**

**MEETING AGENDA**

April 25, 2025

Administration Building,  
4th Floor, BCC Meeting Room, 477 Houston  
Street,  
Green Cove Springs, FL 32043  
9:30 AM

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**WELCOME**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

1. Public Safety Coordinating Council Meeting Minutes, January 31, 2025..

**OLD BUSINESS**

2. Clay County Jail Tour Discussion

**NEW BUSINESS**

3. Status of the Clay County Detention Facility (Chief Arnold - CCSO)
4. CCDF Mental Health Status/Updates (M. Pittenger)
5. CCDF Inmate Betterment Program (P. Atkinson)

**PUBLIC COMMENTS**

**ADJOURN**

***In accordance with the Americans with Disabilities Act, any person needing a special accommodation to participate in this matter should contact the Clay County ADA Coordinator by mail at Post Office Box 1366, Green Cove Springs, FL 32043, or by telephone at number (904) 269-6347 no later than three (3) days prior to the hearing or proceeding for which this notice has been given. Hearing impaired persons can access the foregoing telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice), or 1-800-955-8771 (TDD).***



Agenda Item  
Public Safety Coordinating Council

Clay County Administration Building  
Friday, April 25 9:30 AM

TO:                    DATE:

FROM:

SUBJECT:

AGENDA  
ITEM  
TYPE:

ATTACHMENTS:

Description	Type	Upload Date	File Name
Public Safety Coordinating Council Meeting Minutes, January 31, 2025.	Backup Material	4/7/2025	Public_Safety_Coordinating_Council_Minutes_January_31__2025.ADA.pdf

REVIEWERS:

Department	Reviewer	Action	Date	Comments
Clay Sheriff	Blanchett , Christine	Approved	2/20/2025 - 11:22 AM	Item Pushed to Agenda



## **PUBLIC SAFETY COORDINATING COUNCIL MEETING MINUTES**

January 31, 2025  
Administration Building,  
4th Floor, BCC Meeting Room,  
477 Houston Street,  
Green Cove Springs, FL 32043  
9:30 AM

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### **WELCOME**

Chairman Mark Wright, Assistant Public Defender, welcomed all those in attendance.

### **CALL TO ORDER**

**Present:** Public Defender, Director J. Mark Wright, Chairman  
CCSO Lieutenant Charles Harwood  
Clay County Circuit Judge, Judge Steven Whittington  
Clay County Judge - Division C, Judge Raymond Forbess  
GCS PD Interim Chief, Chief Shawn Hines  
Director of Clay County Probation, Stephanie Wright  
State's Attorney Office - Clay County Director, Pam Hazel  
Commissioner, District 4, Chairman Betsy Condon

**Absent:** None

**Staff Present:** Program Unit Supervisor, Patty Atkinson  
Medical Services Manager, Margaret Pittenger  
Clay Behavioral Clinical Manager, Debra Troupe  
CC Probation and Parole Manager, Keia Mills  
CC Facilities - Construction Manager, Taylor Clever

Chairman Mark Wright called the meeting to order at 9:31 am.

### **APPROVAL OF MINUTES**

1. Public Safety Coordinating Council Meeting Minutes, November 1, 2024.

Chairman Mark Wright made a motion for approval of the November 1, 2024, PSCC meeting minutes, seconded by Director Stephanie Wright, which carried unanimously.

## **OLD BUSINESS**

*Overview of the PSCC Meeting can be seen at: [https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2\\_\\_oCAf5szjvH\\_eEs0&index=16](https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2__oCAf5szjvH_eEs0&index=16), beginning at 0:22 and ending at 2:55. Below is a brief summary of the discussion.*

Chairman Mark Wright recognized former Chairman-Director Joe Bucci, spoke about the intent and purpose of the PSCC meetings, and expressed his appreciation to everyone for their involvement.

## **NEW BUSINESS**

### 2. Current Status of the Clay County Detention Facility (Chief Arnold-CCSO)

*CC Detention Facility update can be seen at [https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2\\_\\_oCAf5szjvH\\_eEs0&index=16](https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2__oCAf5szjvH_eEs0&index=16), beginning at 2:56 and ending at 4:47. Below is a brief summary of the discussion.*

Lieutenant Charles Harwood, addressed the Council to provide the current status of the CC Detention Facility.

- 386 Inmates
  - 87%: Felonies
  - 13%: Misdemeanors
  - 88 Sentenced to CC Jail
  - 21 Sentenced to DOC

There were questions and discussions regarding the expansion and remodeling of the jail, i.e., new architect, revamping of plans with the intent to have the plans completed by April, and timeline for moving forward with construction.

### 3. Clay County Detention Facility Mental Health (Patty Atkinson)

*Mental Health update can be seen at [https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2\\_\\_oCAf5szjvH\\_eEs0&index=16](https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2__oCAf5szjvH_eEs0&index=16), beginning at 4:55 and ending at 9:58. Below is a brief summary of the discussion.*

Patty Atkinson, Program Unit Supervisor, addressed the Council to provide details and information regarding the update CC Detention Facility - programs and mental health.

#### **Topics Discussed:**

- Job Fair - Took place in November with nine (9) vendors attending and forty-four (44) inmates

- PowerPoint Certification Test - Eight (8) inmates passed - 7 Males and 1 female
- Next test - Microsoft Word
- GED Test - Four (4) male inmates took three parts and have passed
- Final portion of the GED Test is today for two of those inmates - Two (2) females were tested and one passed three portions and the other passed one portion - Both were released prior to completing the test
- Eight (8) inmates were placed in various sober living facilities - To date six (6) have been successful
- Update for grant money regarding the Vivitrol program
- State IDs process have begun

There were questions and discussion regarding clarification for the State ID, substance abuse dorms funding, possible assistance needed from the Council, ready-for-work programs offered and job fair success.

#### 4. Clay County Detention Facility Re-Entry Program

*Re-Entry Program discussion can be seen at [https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2\\_\\_oCAf5szjvH\\_eEs0&index=16](https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2__oCAf5szjvH_eEs0&index=16), beginning at 10:07 and ending at 42:26. Below is a brief summary of all discussion.*

Prior to the update for the re-entry program, Taylor Clever, Clay County Facilities Construction Manager, provided more details and information for the construction of the jail.

There were comments, questions, and discussions to clarify the purpose of the project - expansion on the 2nd and 3rd floor to increase inmate areas, intent to add approximately 100 more beds, timeline for the construction to be completed, and design intent - only to add beds.

Lieutenant Harwood provided more details regarding the possible future design for dorms on the 3rd floor - visitation - first appearance - vivitrol program, and details regarding the Veterans dorm that is in place, as well as changes to the kitchen.

More questions and discussions were had to clarify the dorm for the Vivitrol program, the Veterans dorm and requirements/rules, a process for identifying inmates as veterans, adding information (Red stamp) on the booking sheet to signify the inmate is a veteran, plans to update visitation area for attorneys, the addition of new "pods," and new devices offered to inmates.

Margaret Pittenger, Medical Services Manager, addressed the Council to provide an update regarding the CC Detention Facility mental health and Re-Entry Program.

#### **Topics Discussed:**

- Mental Health Counselor - PRN and is a Contracted Individual - Licensed
- New Hire for Mental Health - Unlicensed Social Worker
- 25% of the population is mental health
- The need for more than a PT Counselor

- Change in a position due to budget
- Partnership with HealthCred Care - Insurance for inmates - Exclusively designed for correctional facilities

There were questions and discussions to clarify regarding the process/procedure for the insurance, continued care, medication distribution, cost of insurance once released and during incarceration, how and why the program started, and the positive impact of the program.

Keia Mills, Manager for Clay County Probation and Parole, provided details and information to the Council regarding reducing the jail population and helping with public safety.

**Topics Discussed:**

- Face It Program - Probationers come back to get re-instructed on their conditions of supervision, i.e., resources offered and any special conditions, expectations, etc.
- Operation New Hope Partnership - Coordinating to help with housing

Comments and discussions were had regarding the positive impact of the Face-It program, access for DOC to contact inmates who will be on probation, inmates sentenced to DOC and efficiency of inmates being moved, request for the Council to tour the jail, and the projected date for the next PSCC meeting - April 25, 2025.

5. Selection of Vice-Chair

*Vice-Chair selection can be seen at [https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2\\_\\_oCAf5szjvH\\_eEs0&index=16](https://www.youtube.com/watch?v=6CYo2vTz7zE&list=PLKFgxMokr6vbcsi2__oCAf5szjvH_eEs0&index=16), beginning at 42:27 and ending at 43:15. Below is a brief summary of all discussion and the vote.*

Chairman Mark Wright opened the floor to discuss the selection of the Vice-Chair for the PSCC.

Commissioner Betsy Condon volunteered to be the Vice-Chairman.

Judge Whittington made a motion for approval for Commissioner Condon to serve as the Vice-Chair, seconded by Judge Ray Forbess, which carried unanimously.

**PUBLIC COMMENTS**

Chairman Mark Wright opened the floor for public comment at 10:15 am.

Hearing no comments, Chairman Wright closed the public comment at 10:15 am.

**ADJOURN**

Hearing no further business, Chairman Mark Wright adjourned the meeting at 10:15 am.

Attest:

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Tara S. Green  
Clay County Clerk of Court and Comptroller  
Ex Officio Clerk of the Board

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Chairman or Vice-Chairman