

DELAWARE COUNTY JUVENILE DETENTION BOARD OF MANAGERS
TUESDAY DECEMBER 19TH, 2023
5:30 PM

HYBRID: DELAWARE COUNTY COUNCIL MEETING ROOM AND VIRTUAL

Board Members Present:

Kevin Madden, Chairman/Councilmember
Dr. Monica Taylor, Council Chair
Elaine Schaefer, Council Member
Rev. James Turner

Kelly Diaz
Nathaniel Nichols
Candice Linehan
Chekemma Fulmore Townsend

Call Meeting to Order: The meeting was called to order at 5:31PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Public Comment (Agenda Items Only): No public comment.

Approval of Minutes: The Meeting Minutes from Tuesday November 21st, 2023, were approved.

Report:

- A. Monthly Detained Youth Report, Juvenile Court and Probation Services- There are currently two (2) youth being detained. One (1) youth is being housed in the Chester County Juvenile Detention Center and one (1) is being housed at Abraxas Morgantown.
- B. Superintendent for Juvenile Justice Services, David Irizarry- Mr. Irizarry introduced Director of Public Works, Danielle Floyd, to provide an update.

Public Works- Ms. Floyd informed the Board that since her last presentation regarding progress of the demolition and rebuilding of the detention center, several accomplishments have been made. Electrical, mechanical, architectural, plumbing, and environmental survey work has been completed. Regarding questioning of whether or not abatement work should be done in advance of demolition, Ms. Floyd stated that that would not be necessary as the environmental survey results showed minimal material for abatement work and would best be handled by a single contractor. Additionally, Ms. Floyd stated that she and Mr. Irizarry have met with officials in Middletown Township to present their plans moving forward, as well as to clarify what permits will be required and what Middletown Township's review process looks like. Lastly, the previously proposed timeline for this project remains largely dependent on whether or not the County receives expedited review from the Pennsylvania Department of Environmental Protection. Prior to that review, the County's Conservation District conducted its own review, which was completed on 18 December 2023; however the additional clarification from Spieziele Architectural Group is still being collected and is expected by early January. After that information is received, the request for expedition will be ready to be submitted to the Pennsylvania Department of Environmental Protection.

Archive Database Provider- Mr. Irizarry updated the Board regarding the search for a contractor to archive, digitize, and file existing documents within the Lima facility. On, Thursday, 17 May 2023, Competitive Contracting Request for Proposals (CCRFP) were accepted for Document Management System (eJJD-041923). Through the Penn Bid website, the CCRFP announcement was sent out to one thousand eight hundred sixty-seven (1,867) vendors. Of those 1,867 vendors, the documents were viewed by eighty-five (85) vendors and downloaded by seventy-seven (77) vendors. Ultimately, nine (9) vendors submitted their proposals for review and consideration. Upon review, Arc Document Solutions' proposal scored the highest at ninety-eight percent (98%) among evaluators who included Kirshna Hillyard, Deputy Director of Juvenile Detention & Rehabilitation Department, John Becht, Chief Information Officer, and Mike Campellone, Deputy Chief Information Officer.

Board Member Linehan asked who is authorized to scan documents at the facility.

Mr. Irizarry responded that the provider would scan the documents and have signed confidentiality agreements.

Board Member Linehan asked if the documents would be scanned at the facility.

Mr. Irizarry responded that the provider would securely transport the documents and scan them at their own facility. Mr. Irizarry added that there are roughly three hundred (300) boxes filled with one million pages of documents.

Board Member Diaz asked what will happen to the documents after they are scanned.

Mr. Irizarry responded that the county should safely destroy the documents and that when the facility is operational, the County is only legally required to save the previous five (5) years of resident information. Mr. Irizarry additionally stated that the previous filing system does not make it feasible for him to access information requests that have been made from individuals who have been previously housed at the Lima facility.

Board Member Linehan asked if this provider could continue a partnership after the new facility is opened.

Mr. Irizarry responded that he believed a continuation of the partnership with Arc Document Solutions could be possible and that their services might be useful for other departments within the County.

Judge Nichols asked if this is a common practice within the Commonwealth.

Mr. Irizarry responded that while he could not say for certain, many counties are moving toward electronic filing.

Chairman Madden asked why among so many prospective bidders, Arc Document Solutions stood out.

Mr. Irizarry responded that among the nine (9) bidders who submitted contract proposals, factors such as pricing and timeline were considered. Mr. Irizarry additionally stated that this process relied heavily on the expertise of the IT department.

Board Member Turner asked if the scope of services that would be provided by ARC Document Solutions would be limited in terms of functionality, or if its services would be more practical for the County's needs. For example, could ARC Document Solutions' database query still offer results for misspelled names or would it offer zero search results.

Mr. Irizarry responded that based on pre-award interview questions and the contract proposal he is confident that Arc Document Solutions would be able to create a system that could anticipate and maneuver instances like such within their search engine. Mr. Irizarry additionally stated that this database would serve as the archives and that another database will have information on youth who were actively residing within the facility.

Board member Nichols asked whether this database would hold up-to-date records that probation officers could pull before court hearings for youths and whether that information would be streamlined for them or they would have to search the records for themselves.

Mr. Irizarry responded that they would not, as this database is strictly for data aged five years or older. Current cases would be in a separate database.

Chairman Madden asked if there was a motion for the Board to recommend Arc Document Solutions for a contract.

Board Member Turner moved for the Board's approval of the recommendation.
Board Member Nichols seconded the motion.

The Board unanimously approved the recommendation to pursue a contract with Arc Document Solutions.

Old Business: No old business.

New Business: No new business.

Public Comment: No public comment.

Board Member Comment: Members of the Board wished everyone a happy holiday season and Happy New Year.

Adjourn: The meeting was adjourned at 5:49PM.

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