



COUNTY OF HUMBOLDT

For the meeting of: 5/12/2026

File #: 26-294

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Approval of Second Amendment with Keefe Commissary Network LLC., and the County of Humboldt

RECOMMENDATION(S):

That the Board of Supervisors:

1. The Board of Supervisors approve the Amendment to the Commissary Services Agreement between Keefe Commissary Network LLC and the County of Humboldt; and
2. Authorize the Chair of the Board to sign the Amendment to the Commissary Services Agreement between Keefe Commissary Network LLC and the County of Humboldt; and
3. Authorize the Sheriff, Correctional Captain or Deputy Director to sign extensions or amendments with the approval of County Counsel, County Administrative Office and Risk Management.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The Humboldt County Correctional Facility has contracted Commissary Services with Keefe for many years and currently has a contract that expires August 1, 2028. The purpose of this amendment is to add mail scanning to inmate tablets which are contracted through Keefe with a subcontractor ViaPath.

Mail scanning would eliminate inmates receiving their physical mail at the facility. This eliminates the possibility of drugs being concealed in the mail either physically or by being soaked into the papers. The introduction of contraband inside a correctional facility, especially illegal substances, can have a fatal outcome. By having the mail scanned, inmates will have access to all the mail through an application on the tablet. This will also save space in their housing areas because physical mail will not be stored there.

SOURCE OF FUNDING:

Inmate Welfare Fund 3884-127

FINANCIAL IMPACT:

The anticipated cost for this service is approximately \$1,340 per month for a total of \$16,080 annually. This will be paid for from the commissions received from Keefe for commissary, vending machines, tablets and access secure paks. The average monthly commission from Keefe is \$15,000 for an estimated total of \$180,000 per year. Therefore, the commissions received from Keefe on

an annual basis are expected to reduce from \$180,000/year to \$163,920/year. Keefe commissions are used to help pay for the two full-time staff that run programs for the benefit of inmates. The Inmate Welfare Fund 3884-127 has a healthy fund balance as \$915,636 as of March 31, 2026. The addition of this mail scanning service and reduction in commissions is not anticipated to have a negative financial impact on the staffing and program services.

STAFFING IMPACT:

Currently staff are required to scan every piece of mail besides legal mail to ensure the mail doesn't contain any contraband or have anything written in it that would jeopardize the safety and security of the facility. With mail scanning this can be done electronically, which will reduce the amount of staff time to complete this.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve this recommendation, however, that would not be in the best public interest of the inmates as this technology will help ensure that the Humboldt County Correctional Facility provides a safe way for those incarcerated to stay in contact with loved ones.

ATTACHMENTS:

1. Second Amendment between Keefe and County of Humboldt
2. Keefe Commissary Agreement and First Amendment

PREVIOUS ACTION/REFERRAL:

Meeting of: August 15, 2018

File No.: 18-1092