

NOTICE OF REGULAR MEETING

ROGERS COUNTY CRIMINAL JUSTICE AUTHORITY

PLACE: Public Meeting Room, 2nd Floor, Rogers County Courthouse
200 South Lynn Riggs Blvd., Claremore, Oklahoma

DATE & TIME: Thursday, April 3, 2014 at 9:00 O'clock a.m.

MINUTES

***CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION TO BE TAKEN ON THE FOLLOWING LISTED ITEMS ON THE AGENDA:

- ITEM 1: CALL TO ORDER:** Vice-Chairman Holland called the meeting to order at 9:07 A.M.
- ITEM 2: ROLL CALL TO ESTABLISH QUORUM:**
Determine that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act. – Vice-Chairman Holland, Mayor Statum, Mayor Flanagan, Mayor Charles and Mayor Price were present and Quorum was established and determined that Notice of Meeting and Agenda were properly posted in accordance with the Oklahoma Open Meeting Act.
- ITEM 3: APPROVAL/DISAPPROVAL OF THE MINUTES:** March 6, 2014 - Flanagan made a motion to approve the minutes and Statum seconded the motion. Roll call: Holland-aye, Flanagan-aye, Statum-aye, Charles-aye, and Price-abstained from voting. Motion carried.
- ITEM 4: UNFINISHED BUSINESS:**
1. Engagement letter for audit service for Violet F. Kirkendall, CPA, P.C. *** Note*** This item was tabled from March 6, 2014. *** The board had asked for a second bid from an additional C.P.A. Charles made a motion to table one month and Flanagan seconded the motion. Roll call: Holland-aye, Flanagan-aye, Statum-aye, Charles-aye, Price-aye. Motion carried.
- ITEM 5: FINANCIAL STATUS UPDATE:**
Robin Anderson, County Clerk, gave the members a copy of March 2014 financial ledgers for their review. The balance in the Criminal Justice Authority account is \$1,739,658.20.
- ITEM 6: DISCUSSION/POSSIBLE ACTION ON CASH FUND ESTIMATE OF NEEDS AND REQUESTS FOR APPROPRIATIONS:**
1. Total amount being requested on the March 2014 Cash Fund Estimate of Needs and Request for Appropriations - \$248,949.79
- Sales Tax - \$210,900.08
 - Interest on General Bank Account - \$1,508.60
 - Interest on Deposit Bank Account - \$8.20
 - Jail Bond Fees - \$3,700.91
 - Doc Reimburse - \$32,832.00
- Charles made a motion to approve and Holland seconded the motion. Roll call: Holland-aye, Flanagan-aye, Statum-aye, Price-aye, Charles-aye. Motion Carried.
- ITEM 7: DISCUSSION/POSSIBLE ACTION ON SHERIFF'S REPORT OF THE JAIL AND UPDATE:** Jon Sappington, Undersheriff, introduced Shane Rhames as the new Chief Deputy over the jail. Sappington also reported that they had a minor assault on two officers. There was also some maintenance repair for a broken pipe under the slab that cost \$8,000.00. There has been \$55,000.00 in repairs this year. Holland and Charles asked Sappington where the Sheriff was, for they have requested that he attend the Criminal Justice Authority meetings. Holland stated that he had not seen him in almost a year. Sappington stated that he would bring the Sheriff to the meetings and let him know that his attendance is requested. Holland further stated that they want the elected official present at the meetings with the Undersheriff. Lt. Amanda McLemore presented an analysis on compensative time. There is currently \$60,484.56 in compensative time that could be used. McLemore stated that compensative time was not figured into the budget and Charles stated that the upcoming budget should reflect an amount for compensative time.
- ITEM 8: DISCUSSION WITH POSSIBLE ACTION ON TRANSFER OF APPROPRIATIONS:**
None presented.
- ITEM 9: DISCUSSION ON POSSIBLE ACTION ON JUDGES' REPORTS:**
No judges present.

ITEM 10: DISCUSSION WITH POSSIBLE ACTION ON RATIFICATION OF PURCHASE ORDERS: Charles asked legal counsel, Jim Orbison, if the Board needs to be reviewing the purchase orders differently, even though they have already been approved and paid by the Board of County Commissioners. Mr. Orbison stated that the Criminal Justice Authority Board is not legally responsible for the purchase orders and that their job is to review and acknowledge. It is for information only. Charles made a motion to receive and acknowledge. Holland seconded the motion. Roll call: Holland-aye, Flanagan-aye, Statum-aye, Price-aye, Charles-aye. Motion carried.

ITEM 11: AGENDA ITEMS:

1. Update from Legal Counsel James Orbison with law firm of Riggs, Abney, Neal, Turpen, Orbison, & Lewis – Mr. Orbison stated he has the necessary documents to add Town of Verdigris as a beneficiary of the Trust prepared and mailed to Larry Steidley, legal counsel for Town of Verdigris, for approval. He then explained the process to add a beneficiary to the Trust. The Board of County Commissioners has to approve as beneficiaries.
2. Update from Certified Public Accountant Bill Turner, CPA – Jon Sappington reported they are ahead on collections. There is \$90,000 billed out and waiting for it to come in. Mr. Turner questioned if there would be any additional funds coming in and Lt. McLemore stated that in the next 3 months there should be additional funds. At fiscal year-end, 6/30/14, there should be approximately \$2.85 million in collections. It was stated that there will be \$600,000 in sales tax at fiscal year-end, 6/30/14. Flanagan asked what capital improvements are needed. Captain Rhames stated the roof needs repairs, air conditioning units, infrastructure, lobby walls and flooring, jail plumbing, light fixtures, and repairs due to security issues. Charles stated she was not concerned with the appearance of the lobby and asked if they have looked into any grants that are available to help with the funding of the repairs and checked with Cherokee Nation. She further stated that they put off the request a year ago for funds to repair the roof and air conditioning and said to suck it up, but it is now time to repair those items. Undersheriff Sappington stated they were declined a year ago and they can work with Andy Armstrong to check on any available grants.
3. Invoice from Riggs, Abney, Neal, Turpen, Orbison & Lewis #536003 for February 2014 \$1,330.00 – Charles questioned the \$665.00 charge on the invoice. Mr. Orbison stated it was requested in this meeting last month by a governing member of the board. Charles further stated that the Board of County Commissioners needs to pay for the \$665.00 fee since Commissioner Thacker requested the research to use convicted inmates labor within the County. Statum made a motion to approve less the \$665.00 and to have the Board of County Commissioners pay the \$665.00. Flanagan seconded the motion. Roll call: Holland-aye, Flanagan-aye, Statum-aye, Charles-aye, Price-aye. Motion carried.
4. Amendment of Fiscal Year 2013/2014 Budget and transfer of \$96,000 from Rogers County Criminal Justice Authority account no. 135 to Sheriff Jail Salaries Fund account no. 137. – Lt. McLemore stated this is the final piece to reflect the amended budget request. McLemore provided information reflecting the step raises that are being requested and information showing an amended budget total. There would be an additional amount of \$11,645.08 in salaries to finish out the fiscal year 2013-14, which is currently in the account. There would be an additional estimate \$30,380.99 for next fiscal year budget. Sappington stated they are asking for the support of this Board in order to get the requested raises and it will take the approval of Board of County Commissioners in order to get the raises. Flanagan asked Bill Turner, CPA, whose funds will be used for the \$96,000 and what effect will it have. Mr. Turner replied that the effect will cause a shortfall and the funds will be an advance from the 2014-2015 budget from sales tax collected from the prior year. In June there will be a transfer of sales tax collected from prior year and there is a reserve set aside each year. Charles then stated that they operate on sales tax from prior year and budget is based off of the collection amount from the prior year and Mr. Turner stated that was correct. Mr. Orbison recapped that the Criminal Justice Authority Board has no objection to present the step raises to the Board of County Commissioners. Charles made a motion to approve the transfer of \$96,000 and Flanagan seconded the motion. Roll call: Holland-aye, Flanagan-aye, Statum-aye, Price-aye, Charles-aye. Motion carried.
5. Discussion regarding daily costs of inmates – Amanda McLemore presented reports and gave an update.

ITEM 13: NEW BUSINESS:

1. Consideration and possible action with respect to any other matters not known about or which could not have been reasonably foreseen prior to posting the agenda – None presented.

ITEM 14: **RECESS OR ADJOURNMENT:** Holland made a motion to adjourn at 9:59 a.m. and Statum seconded the motion. Roll call: Holland-aye, Flanagan-aye, Statum-aye, Price-aye, Charles-aye. Motion carried.

ROGERS COUNTY CRIMINAL JUSTICE AUTHORITY

BY _____
Robin Anderson, Secretary

(SEAL)

Notice of said meeting was filed in the Office of the County Clerk on Wednesday, April 2, 2014 at a.m. and posted on the front entrance to the Courthouse and on the county website.