

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, February 5, 2015 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: Chairman DeLozier called the meeting to order at 9:04 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. Chairman Dan DeLozier, Commissioner Mike Helm, and Mayors Red Statum, Jerry Holland, and Bill Flanagan 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. Mayors Cheryl Charles and Daryl Price and Commissioner Ron Burrows were absent.

ITEM 3: APPROVAL/DISAPPROVAL OF THE MINUTES: January 8, 2015 Regular Meeting – Statum made a motion to approve and Helm seconded the motion. Roll call: DeLozier – aye, Helm – aye, Statum – aye, Flanagan – aye, Holland –aye. Motion carried.

ITEM 4: UNFINISHED BUSINESS: Nothing this month.

ITEM 5: FINANCIAL STATUS UPDATE: County Clerk Robin Anderson stated the amount unencumbered is \$1,745,447.60. Mayor Flanagan was concerned there is not enough money left in the account to finish the year. Major Darby stated the jail has not had any maintenance for several years. The building has several projects that have been put off. He further stated they would be coming to the Board in March to ask for a supplement and reported that Ryan has got the boilers to working but we may have to purchase one. Helm pointed out the balance is very low. Amanda McLemore stated the blankets and other expenses have already been encumbered. Helm asked Amanda if she had spoken to Bill. She said she they had talked a little. Flanagan stated he wants the jail to be on the front end of the maintenance projects and not the back end. Undersheriff Jon Sappington believes there will be a surplus on next year's budget. He would like to take money from the upcoming fiscal budget and apply it to the current fiscal year budget. Flanagan spoke about them being short. Orbison reminded the board that the Criminal Justice Authority Board is in place to review the financial budget to run and operate the jail. McLemore presented documents reflecting the hours the employees had worked and explained the county does not pay vacation time when employees leave their position, unless they are retiring in which they would receive payment for their vacation time. And, you only get 80 hours. If everyone were to resign, that would be total payout. Vacation, comp time, and holiday pay were discussed. Turnover was discussed. Flanagan stated he would like to revisit the salaries of the jail and review all expenses for the jail for the 2014-2015 fiscal year. He believes there will be room to remove unnecessary expenses. Helm asked Attorney Jim Orbison if the Board could get \$100,000 out of next year's budget to cover M&O. Undersheriff Jon Sappington stated it was already collected. Helm asked if we could do an addendum. Orbison replied that he thinks the responsibility of the authority could amend the budget but he doesn't know how it will affect next fiscal year. That decision will have to be made. Discussion only. No action taken.

ITEM 6: DISCUSSION/POSSIBLE ACTION ON CASH FUND ESTIMATE OF NEEDS AND REQUESTS FOR APPROPRIATIONS:

1.Total amount being requested on the December 2014 Cash Fund Estimate of Needs and Request for Appropriations –

Through December 17, 2014 - \$216,741.16

- Sales Tax - \$216,741.16

Through January 7, 2015:\$4,734.09

- Interest on deposit bank account \$19.87
- Jail Bond Fees \$4,714.22

McLemore stated the numbers are correct. Statum made a motion to approve and Holland seconded the motion. Roll call: DeLozier – aye, Helm – aye, Statum – aye, Flanagan – aye, Holland –aye. Motion carried.

ITEM 7: DISCUSSION/POSSIBLE ACTION ON SHERIFF’S REPORT OF THE JAIL AND UPDATE:

Major Darby handed out a memo regarding privatizing medical and stated he is trying to get the lowest price. Hopefully by the March meeting he will have a contract. He has spoken with the DOC and they are willing to start negotiating with the counties to house prisoners. The jail is requesting an additional twenty inmates to be transferred to our facility. This will increase the DOC money the jail will receive. The state pays \$27.00 a day. Undersheriff Sappington sent out letters to the municipal judges and chiefs to get everyone here for the March meeting to discuss court procedures for municipal inmates. He needs something in writing to cover our liability to establish a time line to get sentenced. Sappington stated the jail is attempting to lower the liability by lowering the waiting time for low level inmates. Jon described low level inmates that are in the jail for charges such as public intoxication. He would like to lower the amount of time they spend in the jail from 15 days to 48 hours. He spoke to D.A. Matt Ballard and he told them they’re going to change the way charges are filed. Helm asked about the BOCC setting a set price. Jon stated we have the space so we might as well be utilizing it at \$27.00 per day. Helm asked why the jail would ask for more inmates when they are short-handed. Jon pointed out the DOC is paying a private prison \$61.00 per day. Flanagan asked if your personnel goes down if you don’t have those prisoners? Darby answered no. Flanagan said, “level personnel, level costs, is food only additional cost?” Darby replied, “Yes, they reimburse medical.” Flanagan asked Bill Turner if they could get the price per day, including sales tax. He is concerned about the next year and the next year.

ITEM 8: DISCUSSION WITH POSSIBLE ACTION ON TRANSFER OF APPROPRIATIONS:
None presented.

ITEM 9: DISCUSSION ON POSSIBLE ACTION ON JUDGES’ REPORTS:
Sappington stated he had spoken to Judge Crossen and had a meeting with Surber and Matt about ways to reduce inmates. What Janice had done was having the minor charges resolved in 72 hours instead of 10 days and he would like to see that continue. Judge Steidley was present and said he is interested in lowering the liability for the jail by getting inmates out sooner.

ITEM 10: DISCUSSION WITH POSSIBLE ACTION ON RATIFICATION OF PURCHASE ORDERS: - Flanagan asked about various purchased items by the jail. McLemore offered explanations. He also asked about being charged road tax on fuel and suggested that be looked into. Flanagan made a motion to approve and Holland seconded the motion. Roll call: DeLozier – aye, Helm – aye, Statum – aye, Flanagan – aye, Holland –aye. Motion carried.

ITEM 11: AGENDA ITEMS:

1. Update from Legal Counsel James Orbison with law firm of Riggs, Abney, Neal, Turpen, Orbison, & Lewis – Helm asked Orbison that as a board didn’t they vote not to charge municipalities at all. Orbison replied that would be a BOCC decision. Municipalities can only house their inmates determined by the BOCC. The indenture states the municipalities can only house their inmates in county jail according to the rate set by the BOCC and I understand they are not being charged. ADA Ben Lepak stated the BOCC can vote to set rate to charge municipalities and they are not being charged and have not been historically. Holland stated it was put out to a vote of the people and promised to the people there will be no charge. Sappington stated, “We are pushing for the municipalities to come to an agreement that the commissioners won’t charge as long as the municipalities do this, this, and this.”
2. Update from Certified Public Accountant Bill Turner, CPA – Mr. Turner stated they have roughly \$260,000 spent monthly and we only have \$212,000 per month; so that will be a shortage of \$262,000 for the next 5 months. McLemore reminded them of the big expense for the overhead doors. Darby spoke again about the boilers. Bill went over the compilation report from last year ending June 30th that was emailed to each board member. He stated he will turn this over to the auditor that the board appoints as auditor and they will do an audit on these numbers and come back with a report of their own. Flanagan asked if there was a policy on capital expenditures. Turner replied that he hadn’t found one but my suggestion is you adopt a policy. Flanagan also suggested that we come up with a policy on definition of accrued salaries and put it in the compilation report.
3. Invoice #7741 from Turner and Associates for \$350.00 for professional services for Special Meeting in October 2014 –Statum made a motion to approve and Holland seconded the motion. Roll Call: DeLozier – aye, , Statum – aye, Flanagan – aye, Holland –aye, Helm – aye. Motion carried.

4. Discussion and possible action regarding Jail Inspection Report – It was reported there are no deficiencies. No action taken.
5. Discussion and possible action of review of maintenance and operations - This was discussed earlier in the meeting. No action taken.
6. Discussion and possible action regarding the engagement by the Authority of an auditor for the fiscal year ending June 30, 2014 – DeLozier asked Orbison if it had to be bid. Orbison said it did not and you can go with what you did in the past. It is professional services, you could have requests for proposals. DeLozier stated we have a proposal here. Flanagan added it was from Clanin. CPA Bill Turner stated that he did a compilation, then we hire an auditor. It has to be 2 different people. Violet Kirkendoll was present and she stated after being asked if she was interested in doing the audit, that her price would be the same as before - \$3100. Flanagan asked, “Her firm was acquired by a firm he was working with a year ago and they still owe him money, so is that a conflict of interest?” Orbison replied he could abstain, and that the board could retain her firm based on the fact that it is the same as last year’s. Helm made a motion to go with Violet Kirkendoll and Holland seconded the motion. Roll call: DeLozier – aye, Helm – aye, Statum – aye, Flanagan – abstain, Holland –aye, Burrows – aye. Motion carried. ***NOTE***Commissioner Ron Burrows arrived at 10:10 a.m.
7. Discussion and possible action regarding the content of Authority financial reports – Orbison told Flanagan that he could make his recommendations here. Flanagan stated he would like to implement a capitalization policy of \$2000 and also an accrual policy. It’s a safeguard to keep us from spending below 0. With these changes, it would give an accurate financial statement. Discussion was held on depreciation, capitalization in excess of \$2000, and accrued unpaid compensation of inventory on balance sheet. Jail funds and criminal justice funds were discussed. Jim explained how the sales tax is collected. Flanagan made a motion to implement a capitalization policy in amount of \$2000 for depreciation purposes and Statum seconded the motion. Roll call: DeLozier – aye, Helm – aye, Statum – aye, Flanagan – aye, Holland –aye, Burrows –aye. Motion carried.
8. Discussion and possible action regarding the Authority annual budget – Discussion was held about modifying the budget \$19,000 in Maintenance and Operations and modifying again after the March meeting. Flanagan made a motion to amend the budget for \$19,000 and Helm seconded. Roll call: DeLozier – aye, Helm – aye, Statum – aye, Flanagan – aye, Holland –aye, Burrows –aye. Motion carried.
9. Tour of jail facilities – Meeting moved to the jail at this time and several of the members toured the jai.

ITEM 12: 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 13: RECESS OR ADJOURNMENT: Flanagan made a motion to adjourn and Holland seconded the motion. Roll Call: Flanagan –aye, DeLozier –aye, Holland –aye, Helm – aye, Statum –aye. Motion carried. Meeting adjourned at 11:19 a.m.

ROGERS COUNTY CRIMINAL JUSTICE AUTHORITY

BY _____
Robin Anderson, Secretary

(SEAL)

Notice of said meeting was filed in the Office of the County Clerk on Tuesday, February 3, 2015 at 3:46 p.m. and posted on the front entrance to the Courthouse and on the county website.