

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, March 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 9:05 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, Commissioners Mike Helm and Ron Burrows, and Mayors Red Statum 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, Daryl Price and Jerry Holland were absent.

ITEM 3: APPROVAL/DISAPPROVAL OF THE MINUTES: February 5, 2015 Regular Meeting – Statum made a motion to approve and Flanagan seconded. Roll call: DeLozier – aye, Helm – aye, Burrows – aye, Statum – aye, Flanagan – aye. Motion carried.

ITEM 4: UNFINISHED BUSINESS: Nothing this month.

ITEM 5: FINANCIAL STATUS UPDATE: County Clerk Robin Anderson stated the unencumbered balance on the account summary is \$865,543.88. Flanagan asked if the unencumbered amount was for the jail only and Anderson stated it was for the Sheriff's account. Helm stated in the minutes that were approved in Item 4, the unencumbered balance was \$1.7 million and today it is \$865 thousand. DeLozier questioned spending roughly \$900,000.00 in one month and felt an error had been made. DeLozier asked for a new account summary to be printed. DeLozier added he would like to see both the Sheriff's Jail accounts and the Criminal Justice accounts. ***At this time, DeLozier moved to Item 11:2. After coming back to this item, Anderson stated the balance of the Criminal Justice Authority account was \$1,979,592.19 and apologized, that she was out the previous day and the wrong summary account had been printed. Flanagan asked what that number represented and DeLozier stated it was the collections this year so far.

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

1. Total amount being requested on the January 2015 Cash Fund Estimate of Needs and Request for Appropriations \$254,494.59 –
 - Sales Tax - \$221,049.06
 - Interest on general bank account \$994.03
 - Jail Bond Fees \$2,994.50
 - DOC Reimbursement \$29,457.00Helm made a motion to approve and Flanagan seconded. Roll call: DeLozier – aye, Helm – aye, Burrows – aye, Statum – aye, Flanagan – aye. Motion carried.

ITEM 7: DISCUSSION/POSSIBLE ACTION ON SHERIFF'S REPORT OF THE JAIL AND UPDATE: Sappington stated there wasn't much to report and everything was running fine.

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

ITEM 9: DISCUSSION ON POSSIBLE ACTION ON JUDGES' REPORTS: DeLozier asked if there were any questions for the judges. Burrows stated there was talk at one of the Board meetings about the cost of medications. DeLozier stated the Judges' Report was the district judges and there were none present.

ITEM 10: DISCUSSION WITH POSSIBLE ACTION ON RATIFICATION OF PURCHASE ORDERS: Helm made a motion to approve and Burrows seconded. Roll call: DeLozier – aye, Helm – aye, Burrows – aye, Statum – aye, Flanagan – aye. Motion carried.

ITEM 11: AGENDA ITEMS:

1. Update from Legal Counsel James Orbison with law firm of Riggs, Abney, Neal, Turpen, Orbison, & Lewis – No report.
2. Update from Certified Public Accountant Bill Turner, CPA – Turner stated about \$61,000 needs to be transferred based on the needs for the next four months. Flanagan asked if the

\$19,000.00 was already in account and Turner agreed it was. Turner stated he had \$2,940,000.00 in appropriations and the Clerk's office had \$2,916,000.00 and some appropriations hadn't been put in the account yet. He added there is another \$7,000.00 each month for the next four months should be coming into the account as well. It may want to be discussed to go a little higher than \$61,000.00 to cover any unexpected expenses. Turner said it was roughly \$184,000.00 spent on salaries per month. For part-time salaries, there's \$8,000.00 per month. The M&O account has been running about \$25,000.00 per month and for some reason, in February, it was only around \$2,000.00. Helm asked if there were no bills in February and Turner responded that perhaps encumbrances had changed. Flanagan asked to look back to June 30, 2014's balance. Turner stated at that time, they already had money carry over from their cash accounts. They will have close to \$85,000.00 of their own monies. Undersheriff Jon Sappington stated the numbers are close to what he had looked at and the only question he had was whether or not the blankets were already encumbered. The blankets for three months have not been encumbered. Turner said he wasn't factoring that in, he was looking at it monthly. Sappington stated the encumbrances on blankets ran about \$10,000.00 monthly. Flanagan asked for explanation. Sappington added it was food, medical and maintenance. Flanagan asked if there were any abnormal costs and asked for clarification on what the blankets were. Sappington stated he just wanted to make sure it was known that the blankets for the next three months have not been encumbered. DeLozier stated the number that Helm questioned at the beginning of the meeting, the balance for the Criminal Justice Authority, is 1,979,592.19. Turner stated \$61,000.00 is the minimum number and suggested it might need to be a little higher in case any unforeseen expenses come up. Burrows asked where the \$61,000.00 came from and Turner said it was transferred from Criminal Justice Authority money to the Jail account. Helm stated the February M&O balance had him puzzled as to why it was so low compared to the other months. ***At this time, DeLozier moved back to Item 5.

3. Discussion and possible action regarding State Fire Marshal Facility Inspection Report – Darby stated the State Fire Marshall came and did the yearly inspection. They received two comments: amended the fire evacuation plan to the Claremore Fire Inspector to ensure the plan met all the local standards. The other comment was that they are required to have quarterly fire inspections and it was not done but the very next day, they had four fire drills. Other than that, everything is safe and there are no issues. Statum asked where the prisoners go in the event of a fire? Darby stated that couldn't be discussed in public.
4. Discussion and possible action regarding Resolution # 2015- 1 to transfer funds from Criminal Justice Fund 135 to Sheriff's Jail Fund 137 – Flanagan asked for clarification on what this was for and Ms. Anderson stated it was to make it official. Orbison stated 1st Deputy Teresa Jackson asked him to look at a form of a resolution she had prepared with blanks in it as she wanted to have something in writing. Orbison stated there needed to be a motion for each transfer and for the amounts. Flanagan asked about the spending rates and compared to the number of people on payroll last year to this year – there are four more employees in the jail. Sappington stated they had never been adequately staffed through the growing spurt. They are finally to the point where they can bring in some part time positions and provide adequate coverage. Flanagan made a motion to approve \$19,000.00 transfer and Statum seconded. Roll call: DeLozier – aye, Helm – aye, Burrows – aye, Statum – aye, Flanagan – aye. Motion carried. Flanagan made a motion to approve \$65,000.00 transfer and Burrows seconded. Roll call: DeLozier – aye, Helm – aye, Burrows – aye, Statum – aye, Flanagan – aye. Motion carried.
5. Discussion and possible action regarding potential Memorandum of Understanding with Rogers County Mayors, Judges and/or Police Chiefs, in connection with the housing of inmates. Sappington stated what they were trying to do was find a better solution for a municipal prisoner with medical conditions and finding ways “for you guys to take over authority of them.” They are also trying to solve their population issues. There are currently 180 inmates and a DOC contract offers \$32.50 per day. If the economy flinches, we greatly need the DOC to continue to operate. Sappington added he is in favor of the DOC contract and bringing in 20 DOC inmates to solidify the jail operations. They are hoping to get the federal building and then convert the old judge's courtroom into extra housing space which would fill the extra spaces needed. Communication with judges in key to operate efficiently. He's hoping to get an agreement in writing so if anything were to ever happen, they have something in writing to fall back on. There have been conversations with the City of Claremore and the City of Catoosa and things are good but would like something in writing. Chief McKim, Catoosa Police Chief, asked if the DOC pays \$32.50 per day, why are they being charged \$41.00. Sappington stated he took the average population, divided it by the budget, divided by 365 to find the average cost of an inmate per day which is \$41.60. One question is, if it takes \$41.60 to run it, why are other inmates taken in at \$27.00 or \$35.00? If the jail population is running at 160 and the extra 20 beds can be freed up, it's like a train. If we can tack those extra 20 on, that's another \$237,000.00 for next year's budget. Stan Brown, Claremore Police Chief, said the issue he has with the draft is that I expected to see a memorandum with a municipal charge associated with the criminal capacity. Jon stated David Iski helped him write this up and he would like to see the financial burden fall back on the defendant. He would like to make sure the Criminal Justice Authority does due diligence to look into that possibility. Chief Brown stated that it's a good standard universal across the board memorandum but as it stands he will be in opposition. Since Catoosa and Claremore are the biggest users I would like to get your input. Discussion continued between Stan Harrell, Claremore City Judge, Undersheriff Sappington, Chief McKim, and Chief Brown regarding the different types of prisoners, court appearances, and costs. Jim Thomas, Claremore City Manager, commented that if this was

written by Iski, Iski was relieved of his duties five months ago, so this must be more than five months old. He has been in conversations with the sheriff and he doesn't think the sheriff is even aware of it. Sappington replied that he was, that this was a draft and he presented it so all of them could help write the agreement. Judge Harrell and Chief McKim offered to help and work together on it. Flanagan made a motion to table until we get a document with a procedure with one set of rules and Burrows seconded the motion. Roll call: DeLozier – aye, Helm – aye, Burrows – aye, Statum – aye, Flanagan – aye. Motion carried.

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 Statum seconded the motion. Roll call: DeLozier – aye, Helm – aye, Burrows – aye, Statum – aye, Flanagan – aye. Motion carried. Meeting adjourned at 10:02 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, March 3, 2015 at 5:16 p.m. and posted on the front entrance to the Courthouse and on the county website.