

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 3, 2016 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:** DeLozier called the meeting to order at 9:10 AM.
- 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 Ron Burrows and Mayors Bill Flanagan, Larry Griggs, Mat Shockley, Mike Provence and Brenda Conley 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. Mayor Keith Crawford was absent. *****NOTE***** At this time, Flanagan made a motion to move the meeting location to the Commissioner's meeting room on the first floor and Provence seconded. Roll Call: DeLozier –aye, Burrows –aye, Flanagan –aye, Conley –aye, Griggs —aye, Shockley – aye, Provence – aye. Motion carried.
- ITEM 3: APPROVAL/DISAPPROVAL OF THE MINUTES:** February 4, 2016 Meeting – Flanagan made a motion to approve and Conley seconded. Roll Call: DeLozier –aye, Burrows –aye, Flanagan –aye, Conley –aye, Griggs —aye, Shockley – aye, Provence – aye. Motion carried.
- ITEM 4: UNFINISHED BUSINESS:** None presented.
- ITEM 5: FINANCIAL STATUS UPDATE:** DeLozier stated the unencumbered balance is \$1,800,124.40. 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 January 2016 Cash Estimate of Needs and Request for Appropriations - \$241,060.02
- Sales Tax \$215,477.04
 - Sheriff Jail \$3,823.39
 - Sheriff Incarceration \$7,989.59
 - DOC Reimbursement \$13,770.00
- Flanagan asked what the Sheriff Jail, Incarceration and DOC Reimbursement were. Undersheriff Jon Sappington stated he would check with the Treasurer as far as the deposits go. Chief Bob Darby stated it was the Bond fees. Sappington stated every time a person bonds, we get \$25.00. Flanagan made a motion to approve and Conley seconded. Roll Call: DeLozier –aye, Burrows – aye, Flanagan –aye, Conley –aye, Griggs —aye, Shockley – aye, Provence – aye. Motion carried.
- ITEM 7: DISCUSSION/POSSIBLE ACTION ON SHERIFF'S REPORT OF THE JAIL AND UPDATE:** Sappington stated the capacity is still 254 – 260. They had the first over-population committee meeting and gave them a tour and explained their concerns. DeLozier stated the meeting went well with another planned today at 4:00. Darby stated the state jail inspector came after the meeting and we passed except for the overcrowding issues. State law gives inmates a certain amount of space and since we have additional beds, we don't have the space. Darby added they are doing some remodeling and trying to get more room but the jail is still full. Sherri Carrier from Tulsa County will be attending the over-population committee meeting and will be discussing setting up a program here to start our pre-trial release program. DeLozier stated the District Attorney's office has said there aren't many they want to release. No action taken.
- ITEM 8: DISCUSSION/POSSIBLE ACTION ON TRANSFER OF APPROPRIATIONS:** None presented.
- ITEM 9: DISCUSSION/POSSIBLE ACTION ON JUDGES' REPORTS:** None presented.
- ITEM 10: DISCUSSION/POSSIBLE ACTION ON RATIFICATION OF PURCHASE ORDERS:** Flanagan asked about DNR Services and Burrows stated they were a grease trap company. Flanagan asked about Wheeler Metals and Darby stated it was the storage container for records because we ran out of room in the jail. Flanagan asked about Preferred Business Systems and Sappington stated it was printers and copiers. Flanagan asked how those were handled and Sappington stated it was a lease. Darby stated he wanted to get with the Commissioners and discuss combining leases within Rogers County to get better prices. Flanagan made a motion to approve and Conley seconded. Roll Call: DeLozier –aye, Burrows –aye, Flanagan –aye, Conley – aye, Griggs —aye, Shockley – aye, Provence – aye. Motion carried.

ITEM 11: AGENDA ITEMS:

1. Update from Legal Counsel James Orbison with law firm of Riggs, Abney, Neal, Turpen, Orbison, and Lewis – No update.
2. Update from Certified Public Accountant Bill Turner, CPA – Turner handed out a report for last year that went to the auditors. We need to get audits caught up and be timelier. Turner explained the report. Flanagan asked why we don't have any operating liabilities. Turner stated that was all on the County side of it. Turner stated the Treasurer doesn't have their ledgers out so the numbers he presented for where we are now financially aren't exact. There was discussion about collections. If everything continues as it has been, we will have \$2.8 million transferred to jail. The DOC money just isn't there. Sales tax is up, DOC is down. The County Clerk's office has \$4,031,000.00 for the total jail budget. There was a miscalculation because the original budget should have been \$2,896,000.00. There was discussion on collections and expenditures. Turner stated he felt like we would be short. In the past, we have transferred monies from CJA to supplement the budget but if we do that, we are cutting money short for next year. Sappington stated he was concerned with the medical costs. When a former employee was here, they would utilize the commissary fund consistently to help offset. Currently, all of the commissary money is held back and at the end of the year with situations like this, they will utilize that money at that time. Flanagan stated it was around \$100K that was supplemented last year which is what looks like we will be short this year. No action taken.
3. Invoice #570991 from Riggs, Abney, Neal, Turpen, Orbison & Lewis for professional services through January 31, 2016 \$568.75 – Burrows made a motion to approve and Flanagan seconded. Roll Call: DeLozier –aye, Burrows –aye, Flanagan –aye, Conley –aye, Griggs —aye, Shockley – aye, Provence – aye. Motion carried.
4. Presentation of Jail Inspection Report – Burrows asked when the next inspection would be and Darby stated it was random. With overcrowding, if we remain overcrowded longer than a year, we will receive a rating, fine us or demand us to build. DeLozier asked what the percentage of jails was that are overcrowded. Darby stated he didn't know. Tulsa County isn't overcrowded but we can't afford to put our inmates there at \$75.00 per inmate. Flanagan asked if we are doing everything we can to ensure an incident doesn't take place at our facility like the one happening in Tulsa County as far as female prisoners. Sappington stated we took a huge step when we rated the video camera system so every spot in the facility is being recorded. If an allegation takes place, we can at least prove whether or not it's even valid. Darby added that female prisoners are never in contact with male prisoners. We are over-cautious. No action taken.
5. Presentation of Vacation/Personal/Comp time Report – Burrows asked what the current staff headcount is and Darby stated he had 44 staff, which is what he is authorized. Burrows asked if the staff correlated with the inmate count. Darby stated they had two females and a certain amount of males on each shift which excludes the support staff. 6 officers on each shift plus support staff – there are four shifts. There was discussion on staff count. Sappington stated they are trying to maintain a three man minimum. Darby stated they are having a hard time recruiting female applicants. Sappington stated most of the turnover is due to patrol pulling individuals. Burrows asked if there was a way to chip away at the large comp time amounts. DeLozier stated in the past, they gave away too much comp time. Darby stated they have a training coming up that is required so they will have to come in on their day off. They are trying to let people off as much as possible but everybody can't be gone at the same time. Also, they work holidays so it builds up but they have to be compensated somehow. Flanagan asked if they could get the grand totals on comp time and Darby stated he would get it for the next meeting. No action taken.

ITEM 12: RECESS OR ADJOURNMENT: Burrows made a motion to adjourn and Conley seconded. Roll Call: DeLozier –aye, Burrows –aye, Flanagan –aye, Conley –aye, Griggs —aye, Shockley – aye, Provence – aye. Motion carried at 9:44 AM.

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 1, 2016 at 5:30 p.m. and posted in the public display case near the front door entrance to the courthouse and on the county website.