

## NOTICE OF REGULAR MEETING

### ROGERS COUNTY CRIMINAL JUSTICE AUTHORITY

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

**DATE & TIME:** Thursday, April 7, 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:** Flanagan called the meeting to order at 9:00 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. 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. Chairman Dan DeLozier, Commissioner Ron Burrows and Mayor Keith Crawford were 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 Conley seconded. Roll Call: Flanagan –aye, Conley –aye, Griggs —aye, Shockley – aye, Provence – aye. Motion carried. **\*\*\*NOTE\*\*\*** DeLozier arrived at 9:05 AM.
- ITEM 3: APPROVAL/DISAPPROVAL OF THE MINUTES:** March 3, 2016 Meeting - Flanagan made a motion to approve and Conley seconded. Roll Call: DeLozier – 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 \$2,053,226.39. No action taken. **\*\*\*NOTE\*\*\*** Burrows arrived at 9:10 AM.
- ITEM 6: DISCUSSION/POSSIBLE ACTION ON CASH FUND ESTIMATE OF NEEDS AND REQUESTS FOR APPROPRIATIONS:**  
1. Total amount being requested on the February 2016 Cash Estimate of Needs and Request for Appropriations - \$254,270.74
- Criminal Justice - \$239,690.74
  - DOC - \$14,580.00
- Flanagan made a motion to approve and DeLozier 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:** Chief Bob Darby stated they had gotten down as low as 242 inmates and are back up to 255. Darby declared an emergency with the Department of Corrections who took 15 inmates. We have started a pre-trial release program for low-risk inmates to sign a PR bond and it's ran out of Judge Condren's office. One inmate has been released with this program so far but others are scheduled. DeLozier asked if the docket for the pre-trial release was on Thursdays at 3:00 PM and Darby agreed. DeLozier stated this was one thing the jail overcrowding committee was looking into. Burrows stated the inspection had 60 days to correct the deficiencies. Darby stated he had a letter drafted detailing the intentions of correcting the problem that he needed Sheriff Walton to sign and that there are actions being taken. Flanagan suggested noting in the letter that we were taking steps to correct the problem before we were written up. 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 a PO to Custom Mobile Home Services and Darby stated they had acquired a free office trailer from the federal government. The cost is to move the office trailer in and move some of the administrative offices out of the jail. This is to add some secure area space to put in a soft cell room, etc. The trailer is in Denton, Texas. 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 – No update.

3. Discussion and possible action regarding Invoice #572158 from Riggs, Abney, Neal, Turpen, Orbison & Lewis for professional services through February 29, 2016 totaling \$1,443.75 – Flanagan made a motion to approve and Burrows seconded. Roll Call: DeLozier – aye, Burrows – aye, Flanagan –aye, Conley –aye, Griggs —aye, Shockley – aye, Provence – aye. Motion carried.
4. Discussion and possible action regarding a notice of violation from the Oklahoma State Department of Health dated March 3, 2016 – Darby stated they had already addressed this earlier in the meeting. No action taken.
5. Discussion and possible action regarding a Complaint Inspection from the Oklahoma State Fire Marshall dated March 4, 2016 – Darby stated they are knocking out the wall in visitation to turn it into a chapel area. State law states that any jails must have an engineer submit plans prior to any work being done. This didn't happen so the Fire Marshal issued a "stop order" to stop work on that project. We are now in the process of getting plans drawn to be in compliance. Assistant District Attorney Ben Lepak asked about the cost of the renovation and Darby stated it was zero. No action taken.
6. Discussion and possible action regarding Vacation/Personal/Comp Time report – Darby stated this was to update on the total costs of what we would pay out if everybody left. Flanagan asked at what point this became a liability. Darby stated it is money owed – it is an unencumbered liability. They work weekends and holidays. It can't be whittled away quickly because they don't have extra staff to be there so people can use their comp time. Flanagan asked if this was straight time or time and a half and Darby stated it was time and a half. Darby stated Purchasing Agent Megan Jackson assisted him in getting the totals. Darby stated it grows every month. DeLozier stated the amount of time that the two entities get that work 24 hours is killing this county. Flanagan stated it should be reflected in our audit and see how it's reflected in our budget. Turner needs to look at these numbers. Darby stated they work on a 28 day cycle and it is a 173 hours per work period. Flanagan suggested checking into it and reconfirm we are on the proper ground. Lepak stated he would look into it.

**ITEM 12: RECESS OR ADJOURNMENT:** Flanagan 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 9:28 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, April 05, 2016 at \_\_\_\_\_ p.m. and posted in the public display case near the front door entrance to the courthouse and on the county website.*