

Kay County Justice Facilities Authority
Friday, January 12, 2018
Kay County Detention Center
Newkirk, OK 74647

The Trustees of the Kay County Justice Facilities Authority (JFA) met in a regular session at 2:30 p.m., Friday, January 12, 2018, in the Sheriff's training room of the Kay County Detention Center (KCDC) in Newkirk, OK. Notice of the regular meeting was posted for public information on January 11, 2018 at the Kay County Detention Center front door and Sheriff's training room door in Newkirk, OK.

Chairman Wes Young called the meeting to order. Those present were as follows: Trustees-; Jimmy Greenhagen; Steve Kelley; Lowell LeFebvre; Jason Shanks; Jim Stieber; David Cummings, JFA Attorney; Don Jones, KCDC Director; Kay Hughs, KCDC; Claude Williams, Taxpayers for Transparency; Tammy Reese, Secretary/Kay County Clerk. Absent: Bruce Robinson. (See sign in sheet)

Wes Young gave the opening prayer.

Motion was made by Steve Kelley and seconded by Jason Shanks approving the minutes of December 8, 2017. Motion carried: Greenhagen, abstained; Kelley, abstained; LeFebvre, aye; Shanks, aye; Stieber, aye; Young, aye.

Jail Director Report: KCDCD Don Jones mentioned maintenance issues and told there has been five (5) heating and air units to quit working when the cold weather came in. He said the entire phone system **went out for 1 ½ days**. **Jones explained his plans to repair these mentioned items**. He talked about the DOC count and noted the numbers are down and said the backlog is 1,027. Jones told Ponca City Leadership class visited the jail on Wednesday and said he enjoyed them touring the jail.

Jones presented the following handouts: Revenue Report, Account Summary, Court Services/Transport for 2017, Monthly Inmate Medical Usage Report, Sales Tax Disbursement, Sales Tax Receipt Totals for year-to-date, County Jail Sales Tax Revenue FY2010-FY2017/by city, Monthly Population Statistics, Blanket and Purchase Order Summary.

David Cummings asked if an exit interview was made with the auditors and Jones answered, no.

Jones answered other questions from the board.

Kay Hughs presented the November & December 2017 purchase orders needing approval and the February 2018 blanket purchase orders. She told of a recent purchase of a mail machine and noted today as being the first time the KCDC/Baskin Hadley did payroll. Kay also gave a heartfelt thanks to the board for all the thoughts and prayers over the last couple of months concerning her and Harold; she stated how very much she appreciated all that had been done for them.

Motion was made by Jim Stieber and seconded by Jimmy Greenhagen approving the blanket purchase orders for the month of February 2018 in the amount of \$91,966.95. Motion carried: Greenhagen, aye; Kelley, aye; LeFebvre, aye; Shanks, aye; Stieber, aye; Young, aye.

Motion was made by Steve Kelley and seconded by Jim Stieber approving purchase orders for November 2017-\$1,000.00 (some were approved last month) and December 2017-\$14,959.86. Motion carried: Greenhagen, aye; Kelley, aye; LeFebvre, aye; Shanks, aye; Stieber, aye; Young, aye.

January and February 2018 Payroll discussed: Director Jones explained to the board he will not be able to give an exact figure for approval of payroll each month; he said because of different scenarios like overtime, docked pay, etc. it would not be possible to give an exact number. He suggested a payroll amount, not to exceed \$72,000.00, each pay period (every 2 weeks).

Motion was made by Jimmy Greenhagen and seconded by Jim Stieber approving January and February 2018 employee payroll not to exceed \$72,000.00 each two (2) week pay period. Motion carried: Greenhagen, aye; Kelley, aye; LeFebvre, aye; Shanks, aye; Stieber, aye; Young, aye.

There were no unscheduled public appearances made.

Motion was made by Steve Kelley and seconded by Jason Shanks to adjourn (3:25 p.m.). Motion carried: Greenhagen, aye; Kelley, aye; LeFebvre, aye; Shanks, aye; Stieber, aye; Young, aye.

Approved this 9th day of February, 2018.

Wes Young, Chairman

Attest:

Tammy Reese, Secretary/Kay County Clerk
County of Kay, State of Oklahoma
Kay County, Justice Facilities Authority
(Seal)
