

Kay County Justice Facilities Authority  
Friday, May 11, 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, May 11, 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 May 10, 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- Steve Kelley; Bruce Robinson; Jason Shanks; Don Jones, KCDC Director; Kay Hughs and Tracy Goddard, KCDC; David Cummings, JFA Attorney; Sharon Rowen, Ponca City News; Anthony West and Phil Cross, Fox 25 News; Claude Williams, Taxpayers for Transparency; Tammy Reese, Secretary/Kay County Clerk. Absent: Jimmy Greenhagen; Jim Stieber. (See sign in sheet)

Bruce Robinson gave the opening prayer.

Motion was made by Bruce Robinson and seconded by Steve Kelley approving the minutes of April 13, 2018. Motion carried: Kelley, aye; Robinson, aye; Shanks, abstained; Young, aye.

Jail Director Report: KCDCD Don Jones reported 256 on current head count 217 males 39 females, average daily population for February was 267 with a high of 304, for March average daily population was 266 with a high of 292, April was 262 with a high of 283. He noted the counts have been going down and said they are half to what they have been in the past. Jones reported overtime amount for the past pay period was \$1,284 between nine officers and thought the overtime for this pay period would be about the same. He said he has been updating and auditing training records and noted the big training would be for suicide prevention. Jones said the policy and procedure review has been started. He noted preventative repairs has begun on 14 units, painting has begun on the west half with A-D finished and will now begin on the rest. Jones noted a garden has been planted.

Director Jones, Kay Hughs and Tracy Goddard discussed reports given to Board Members.

Those reports were as follows: Monthly Inmate Medical Usage Report, Use of Force, Court Services/Transport 2018, Sales Tax Disbursement, Sales Tax Receipt Totals for year-to-date, County Jail Sales Tax Revenue FY2010-FY2017/by city, Inmate Commissary Account, Account Summary and Revenue Report. (Reports are on file in the County Clerk's office).

Jones asked if the board had any questions, none were asked.

Renewal inmate phone contract: Jones told parts cannot be obtained on the existing video visitation equipment that is 10 years old. He said another contributor to that is the company was sold and now we cannot get any service, software or parts. The current inmate phone company is starting to provide this type of service and will replace all stations with new units. Jones explained the units in the day rooms will be able to do visitations from home and he

explained the process. He said they would be able to put the rule books, PRIA rules, how to PRIA guide, inmate request and grievances and explained this could be stored electronically and told how it works. Jones said this will be very helpful and inmates could order their commissary from this system as well. He said KCDC would be getting new video visitations at no cost and said it would be 4% off their commissary and it would pay for this service over a period of time.

JFA Attorney David Cummings said this is one of the contracts we renew each year. He said historically the contract has been about the same with 65% being our commission from the telephone. Cummings said after review of the contract he noticed lots of changes and a page and half that was not included in past contracts. He said he came to the jail on Thursday to visit with Don regarding this and they walked through the video system to see what is being changed. Cummings said he has several notes that he wants to speak with Stewart about concerning what they will supply and what we will supply. He noted we have the power and internet behind each one and there are around a dozen phones in the visitation room; he said Don thinks we have always had more than we probably need. Cummings said we are going to reduce the number down to six. He said we have had the current phones 8-9 years, and like everything electronic, with that many years they have become obsolete. He said if we could replace the ones we have the cost could run around \$50-\$60,000 and with the new ones there will be no cost. Cummings noted on the video part of this contract we get 20% and it will reduce the telephone commission from 65 to 60% because of the cost involved to install. Jones said the reduction will be around \$350 a month but Cummings thought that cost could be made up on the video side with the new technology and the charges to talk with family, etc. and to see face-to-face which is something they were not able to do before; he said maybe this will have a soothing effect on them. Cummings said he had a number of questions and will contact Stewart next week to clean up some of the language. He said over the past we have had good experience with this company. Cummings suggested the board authorize authority for Director Don Jones, Chairman Wes Young and JFA Attorney David Cummings to negotiate the final pieces so we can get this contract signed and have in place by next month.

Motion was made by Steve Kelley and seconded by Jason Shanks approving contract and authorizing authority for Director Don Jones, Chairman Wes Young and JFA Attorney David Cummings to negotiate the final pieces so we can get this Inmate Phone Contract signed and have in place with CTC with new commission rate to provide new enhanced kiosks and equipment. Motion carried: Kelley, aye; Robinson, aye; Shanks, aye; Young, aye. Shanks stated for clarification, since the KCDC has no upfront cost and the company installs it for free the company will receive the money off this service. Cummings said that is how they recapture the costs. Jones stated this type of a system has been going on nationwide for some time. Cummings said because of the scheduling involved with this type of system there may be a little more work involved from the staff to assist with this service.

Cummings stated on these contracts they must be renewed each year and noted that if a contract automatically rolls over, there is a clause that allows the Authority to terminate the contract at will.

Renewal on the Inmate Health services provided Turnkey Health with rate increase of 3.85%: Jones stated this is the same company we have used for the past three years; he said increases were made at one percent one year and no increase the second or third year. Jones said he

did not feel this 3.85% increase was out-of-line for what they gone through, especially mental health issues. He told the cost with this increase is \$10,114 a year/\$842.83 monthly. Cummings noted they sent a letter with the contract explaining reasons for the cost increase. Cummings said Don Jones has been pleased with their service. He also noted he made a couple of tweaks to the contract.

Motion was made by Bruce Robinson and seconded by Steve Kelley approving the renewal on the Inmate Health services provided by Turnkey Health with rate increase of 3.85%. Motion carried: Kelley, aye; Robinson, aye; Shanks, aye; Young, aye.

Agreement to engage Finley and Cook to perform 2018 audit: Annual renewal with the same auditors we have had in the past. Their costs have gone up each year with the out-of-pocket expenses staying the same. Finley and Cook suggested this would be a good time to do an audit of procedures on the inmate commissary cash fund and review the procedural changes that have been made. He said the finance committee met and thought this would a good recommendation to be made to the board and stated it was an additional \$3,000 to cover this part of the audit. Cummings said this is something we probably will not need to do every year but thought it was a good idea to let them check and see if they are pleased with the new system in place and with the Tiger kiosks. Shanks asked if the cost is normally \$16,000 and the \$3,000 added expense is why it is \$19,000 for this fiscal year. Cummings answered yes.

Motion was made by Steve Kelley and seconded by Jason Shanks authorizing Chairman Young to sign Agreement to engage CPA Finley and Cook to perform the year end June 30, 2018 annual audit, including a supplemental audit of the procedures for the agency fund-inmate cash fund financial statements, for a total fee of \$19,000 plus expenses not to exceed \$2,500. Motion carried: Kelley, aye; Robinson, aye; Shanks, aye; Young, aye.

Motion was made by Bruce Robinson and seconded by Steve Kelley approving the blanket purchase orders for the month of June 2018 in the amount of \$84,966.95. Motion carried: Kelley, aye; Robinson, aye; Shanks, aye; Young, aye.

Motion was made by Steve Kelley and seconded by Bruce Robinson approving purchase orders for April 2018-\$6,813.78 and May 2018-\$32,454.64. Motion carried: Kelley, aye; Robinson, aye; Shanks, aye; Young, aye.

Motion was made by Steve Kelley and seconded by Bruce Robinson approving May and June 2018 bi-weekly employee payroll not to exceed \$73,000.00 gross salary per pay period. Motion carried: Kelley, aye; Robinson, aye; Shanks, aye; Young, aye.

Unscheduled public appearances: Sharon Rowen, Ponca City News and Anthony West, Fox 25 News stated they would like to ask questions after the meeting.

Motion was made by Steve Kelley and seconded by Jason Shanks to adjourn (3:08 p.m.). Motion carried: Kelley, aye; Robinson, aye; Shanks, aye; Young, aye.

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Approved this 13<sup>th</sup> day of July, 2018.

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Wes Young, Chairman

Attest:

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

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