

Kay County Justice Facilities Authority  
Special Meeting  
Monday, June 22, 2020  
Kay County Detention Center  
Newkirk, OK 74647

The Trustees of the Kay County Justice Facilities Authority (JFA) met in a special session at 2:30 p.m. Monday, June 22, 2020, in the Sheriff's training room of the Kay County Detention Center (KCDC) in Newkirk, OK. Notice of the meeting was posted for public information on June 18, 2020, at the Kay County Detention Center front door, the Sheriff's training room door in Newkirk, OK, and Kay County Website.

Chairman Wes Young called the meeting to order.

Wes Young gave the opening prayer.

Roll Call: Trustee: Mark Detten, Present; Jack Godberson, Present; Jimmy Greenhagen, Absent; Steve Kelley, Present; Jim Stieber, Present; Lee Stout, Absent; Wes Young, Present; Others present were as follows: Don Jones, KCDC Director; Kay Hughs, KCDC Administrative Assistant; David Ash, KCDC Compliance Officer; Kevin Main, KCDC Deputy Director; David Cummings, JFA Attorney; Claude Williams, Taxpayers for Transparency; Tammy Reese, Secretary/Kay County Clerk.

Motion was made by Steve Kelley and seconded by Jim Stieber approving regular meeting minutes of May 8, 2020. Motion carried: Detten, aye; Godberson, abstained; Kelley, aye; Stieber, aye; Young, aye.

Jail Director Report as follows: KCDC Director Jones began by welcoming new Trustee Mark Detten to the JFA. Jones told he has had several maintenance issues, dish washer out with same problems as in the past with repairs costing \$1,400-\$1,500. He mentioned other issues such as water heater, plumbing, light fixtures (inside/outside), inmate phone system and COVID-19. Jones reported female inmate count of 22 and male inmates-81, ADP 164 with a high of 180 and low of 147, intake-191 release-198 and noted meal count of 24,079. JFA Attorney Cummings asked if water damages were turned in on insurance claim and Jones said it was not large enough to turn in to insurance.

Jones referred to his distributed packet and told \$2,228,598 was collected for operations during FY 2020 and an estimated \$1,497,588 was paid to the debt service with a total sales tax collected for FY 2020 of \$3,726,012. Other reports included yearly comparisons on sales tax collections by month and city. Kay Hughs reported the March 2020 revenue report collected from vendors totaled-\$223,582.26 and it was noted the year to date collections were \$1,925,435.35.

Chairman Young introduced and welcomed Mark Detten to the JFA. Young said he appreciated Detten's willingness to serve and was excited to have his financial experience/expertise. Clerk Reese administered the Oath of Office for newly appointed Trustee Mark Detten.

Motion was made by Jim Stieber and seconded by Jack Godberson electing Wes Young as Chairman of the KCJFA for FY 2020-2021. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Jim Stieber and seconded by Jack Godberson electing Steve Kelley as Vice-Chairman

of the KCJFA for FY 2020-2021. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

Jones presented his KCDC FY 2020-2021 Operations Budget to the JFA (included) and answered questions from the Trustees. Jones gave an estimated revenue projection for FY 2021 - \$5,024,658 and requested a budget of \$4,667,101 for operations of the jail.

**KCDC FY 2020-2021 Operations Budget**

	FY 2019/20		FY 2020/2021	
Inmate food	300,000	ADP 340	285,000	ADP 300
Inmate Medical	702,628		720,205\	720,205
Building Utilities	144,000		144,000	144,000
	<u>1,146,628</u>			<u>1,149,205</u>
Non-food items inmates				
Laundry, cleaning disinfecting	40,000		45,000	CHANGE\
	<u>1,186,628</u>			<u>1,194,205</u>
Facility Maint.				
Typical Monthly	18,000			<u>18,000</u>
Maint. Agreements				
Generator	4,174	CHANGE		4,005
IT/CCTC/SE	30,000			30,000
Cornerstone security electronics	16,000			16,000
				<u>50,005</u>
Operational				
Telephone/communications	31,000		31,000	change
Office supplies/ copiers etc	44,000		44,000	
Vehicle fuel/maint.	40,000		40,000	
Staff training /equip.	<u>15,000</u>		15,000	
				<u>130,000</u>
	198,174			198,005
	<u>1,186,628</u>			<u>1,194,205</u>
-				<u>1,384,802</u>
Administrative/Professional services				
General counsel	28,000			28,000
Accounting services	16,000			16,000
Audit	19,000			19,000
Trustee bonds fee's/other	5,300			<u>5,300</u>



Motion was made by Jim Stieber and seconded by Steve Kelley approving the FY 2020-2021 Operations and Personnel Budget in the amount of \$4,667,101. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

IT Agreement with McDonald's Computer Service: Mark Detten asked if you have to re-bid and Jones said it is professional service and there are no other interested vendors, and noted this is a very secure matter and security is extremely important. Jones stated he would like to continue with their service.

Motion was made by Steve Kelley and seconded by Mark Detten approving the IT Support Agreement with McDonald's Computer Service for FY 2020-2021 with changes noted in above paragraph. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

City Tele-Coin Contract: Mark Detten asked if you have to re-bid and Jones said it is professional service and there are no other interested vendors, and noted this is a very secure matter and security is extremely important. Jones stated he would like to continue with their service.

Motion was made by Steve Kelley and seconded by Jack Godberson approving Correctional Communications Services Agreement (City Tele-Coin Contract) for FY 2020-2021. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

Finley & Cook, CPA to conduct audit: Attorney Cummings noted the cost is the same as last year. Detten suggested rotating services in the future.

Motion was made by Steve Kelley and seconded by Jim Stieber approving engagement agreement with Finley & Cook, CPA to conduct the fiscal year audit for year end June 30, 2020 in the amount of \$19,500 plus out of pocket expenses of \$2,500. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Steve Kelley and seconded by Jim Stieber approving transfer of \$525,000.00 from Sales Tax Account xxx4183 to Sales Tax Salaries Account xxx5719 for KCDC salaries. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Steve Kelley and seconded by Jim Stieber approving transfer of \$50,000.00 from Sales Tax Account xxx4183 to Jail Revenue M&O Account xxx5741 for partial payment of work comp and general liability. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Jim Stieber and seconded by Jack Godberson approving May and June 2020 Purchase Orders. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Steve Kelley and seconded by Jim Stieber to approve June and July 2020 KCDC bi-weekly payroll not to exceed \$83,000.00 gross salary per pay period. Motion carried: Detten, aye; Godberson, aye; Kelley, aye; Stieber, aye; Young, aye.

Unscheduled public appearances made: Chairman Young praised Bruce Robinson for his service to the JFA and for the honorable man he was and life he lived. His memorial service was mentioned and discussed presentation of plaque to be given to his wife.

Sheriff Kelley thanked Don Jones for the extra help he received from KCDC staff during the protests. He told a mock riot was held for a hostage/stabbing situation and reported officers arrived at the scene in a matter of minutes.

Motion was made by Steve Kelley and seconded by Jim Stieber to adjourn at 3:26 p.m. Motion carried. Detten, aye; Godbersen, aye; Kelley, aye; Stieber, aye; Young, aye.

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Approved this 10th day of July, 2020.

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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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