

Kay County Justice Facilities Authority
Friday, July 13, 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, July 13, 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 July 12, 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; Bruce Robinson; Don Jones, KCDC Director; Kay Hughs KCDC; David Cummings, JFA Attorney; Claude Williams, Taxpayers for Transparency; Tammy Reese, Secretary/Kay County Clerk. Absent: Jason Shanks, Trustee. (See sign in sheet)

Wes Young gave the opening prayer.

Motion was made by Jim Stieber and seconded by Steve Kelley approving regular meeting minutes of May 11, 2018. Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

Motion was made by Steve Kelley and seconded by Jim Stieber approving regular meeting minutes of June 8, 2018. Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

Jail Director Report: KCDCD Don Jones presented a packet of reports (on file in the County Clerk's office): Inmate Commissary Account for June 2018 including year to date totals; Monthly Population Statistics; Sales Tax Receipt totals FYTD; County Jail Sales Tax Revenue FY2010-FY2017, 2017-2018, 2018-2019; County Jail Sales Tax Revenue FY2010-FY2017 Graph; County Jail Sales Tax Revenue March 2018-July 2018 (collections by city); Staff by Date of Hire as of July 2018. Jones told 14,309 video messages were sent out (similar to texting), 471 video visits were made. He discussed the medical issues of the inmates and told two new nurses were hired. He said BIA made inspections of the jail and all went well. Jones told the painting jobs were almost finished on the west side. He said 112 transports were made, two medical trips and said DOC seems to be taking inmates more consistently. Jones said he had five reserve deputies graduated in the five months they have to complete the course. He told several inmates are ready to graduate through the GED courses and stated one of the inmates is scoring on a bachelor college level. Jones told about the E-cigarette program that many jail/prisons are utilizing. He said they are being used to de-tox, relieve stress and enhance inmates attitude. Jones explained the process of how this program works and said the jails/prisons that have done this have had success. He also said jails receive revenue from the sales. Attorney Cummings asked if DOC used and Jones said they do not because inmates are allowed to use real cigarettes.

Kay Hughs went over the Revenue Report May 2018 including YTD (Jones told it was lower than last year); Account Summary June 2018.

Motion was made by Bruce Robinson and seconded by Jim Stieber approving to elect Wes Young as the Chairman for the KCJFA Board. Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

Motion was made by Jim Stieber and seconded by Steve Kelley approving to elect Bruce Robinson as Vice-Chairman for the KCJFA Board. Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

Motion was made by Steve Kelley and seconded by Jim Stieber approving Payment Option 1, the Resolution to participate in ACCO-SIG 2018-2019 Property & Liability Coverage FY2018-2019. Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

Agreements with Baskin Hadley & Associates, P.C.: Attorney Cummings said he met with David Baskin to discuss the agreements. He told the standard rates to continue handling KCJFA payroll is \$500 per month. Cummings said the firm will continue to reconcile bank statements and told the KCDC is responsible for giving them needed information. Cummings reminded the board to get a surety bond put in place for the processing of payroll services.

Motion was made by Jimmy Greenhagen and seconded by Steve Kelley approving Agreement with Baskin Hadley & Associates, P.C. for financial statement services for the Fiscal Year ending June 30, 2019 for a fee not to exceed \$8,000 per year and authorizing Chairman to sign. Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

Motion was made by Steve Kelley and seconded by Jim Stieber approving Agreement with Baskin Hadley & Associates, P.C. for payroll accounting and tax services for the Fiscal Year ending June 30, 2019 for a fee of \$500 per month and authorizing Chairman to sign. Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

Motion was made by Bruce Robinson and seconded by Jimmy Greenhagen approving Blanket Purchase Orders for the months of August, September, October, November and December of 2018 and January 2019. Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

Motion was made by Jim Stieber and seconded by Bruce Robinson approving July and August 2018 KCDC bi-weekly employee payroll not to exceed \$73,000 gross salary per pay period. Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

There were no unscheduled public appearances made.

Motion was made by Steve Kelley and seconded by Jim Stieber to adjourn (3:20 p.m.). Motion carried: Greenhagen, aye; Kelley, aye; Robinson, aye; Stieber, aye; Young aye.

Approved this 14th day of September 2018.

Wes Young, Chairman

Attest:

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