

Kay County Justice Facilities Authority
Regular Meeting
Friday, June 11, 2021
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, June 11, 2021, 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 10, 2021, at the Kay County Detention Center front door, the Sheriffs training room door in Newkirk, OK, and Kay County Website.

Chairman Wes Young called the regular meeting to order.

Wes Young gave the opening prayer.

Roll Call: Trustees: Mark Detten, Present; Jack Godberson, 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; Claude Williams, Taxpayers for Transparency; Tammy Reese, Secretary/Kay County Clerk.

Motion was made by Detten and seconded by Stieber to approve the regular minutes of the May 14, 2021. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Jail Director Report by KCDC Director Don Jones: Hughs distributed the monthly packet containing the following reports: Facility Jail Roster, Inmate Daily Population Analysis which Jones reported that the head count was 301 currently and the average daily population for May is 216. Sales Tax Disbursement reports. Jones noted YTD collections totaled \$4,311,027. He told the air conditioning unit went out and said a replacement compressor would be installed Monday. Hughs reviewed the Revenue report for March, submitted the May and June purchase orders and the blanket purchase orders for FY 2022.

Motion was made by Stieber and seconded by Detten electing Wes Young as Chairman and Steve Kelley as Vice-Chairman for the KCJFA FY 2021-2022. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Kelley and seconded by Detten approving and authorizing the chairman to sign the ACCO Workman's Compensation selecting Payment Option 1 and approving the Resolution to participate in ACCO-SIF Worker's Compensation Insurance FY2021/2022. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Kelley and seconded by Detten approving and authorizing the chairman to sign the City Tele-Coin Contract FY2021/2022. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Detten and seconded by Stieber approving and authorizing the chairman to sign the M&M Micro Systems Contract in the amount of \$2,500.00 FY2021/2022. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Detten and seconded by Stieber approving and authorizing the chairman to sign the Turnkey Health contract renewal with the Kay County Detention Center. Jones explained the services that are provided. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Stieber and seconded by Detten approving the IT support agreement for McDonald's Computer Service FY2021/2022. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Baskin Hadley Agreement: Detten asked if a bid was put in place in order to view other options; he was told bids were not sent.

Motion was made by Stieber and seconded by Detten approving Baskin Hadley Agreement for Payroll at \$575.00 a month and financial statements, not to exceed \$12,900.00. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Audit contract from Finley & Cook: Jones said he sent out request for proposals but never received any feedback. Detten suggested sending out notices with a minimum of 30 days in advance for next year and reiterated it would be a good business practice to switch auditors periodically.

Motion was made by Stieber and seconded by Detten approving the proposed audit contract from Finley & Cook for the annual audit of the Authority for the fiscal year ending June 30, 2021, for a fee of \$19,000, plus possible expenses up to \$2,500.00 and authorize the Chairman to execute the agreement. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Don Jones said next year, when we have more time, we can form a sub-committee and search for another auditing firm.

Motion was made by Kelley and seconded by Stieber approving transfer of \$580,000.00 from Sales Tax Account XXX4183 to Sales Tax Salaries Account XXX5719 for Detention Center Salaries for FY 2022. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Detention Center FY2021/2022 personnel salaries and operations budget: Detten asked for explanation on comparing YTD with actual financials and asked for a financial summary of accounts. Jones directed him to speak with Baskin Hadley accountants.

Motion was made by Stieber and seconded Kelley approving **Detention Center FY2021/2022 personnel salaries and operations budget. (See below Budget).** Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

KCDC FY 2021/2022 Operations Budget FY 2021/2022

	FY 2020/2021	FY 21/22	
Prisoner Care			
Inmate food	285,000	225,872	ADP 320
Inmate Medical	720,205	727,407	ADP 320
Medical administration	NA	38,067	ADP 320
Building Utilities	144,000	144,000	ADP 320
	1,149,205	1,235,246	
Non-food Items inmates			
Laundry, cleaning, etc.	45,000	45,000	
	1,181,205	1,300,946	+118,741
Facility Maint.			
Typical electricity	18,000	18,000	
Maint. Agreements			
INCC/CA	10,000	10,000	
Correctional security electronics	16,000	16,000	
	26,000	26,000	
Operational			
Telephone/communications	11,000	11,000	
Office supplies/copiers etc.	14,000	14,000	
Vehicle fuel/maint.	10,000	10,000	
Staff training equip.	13,000	13,000	
	48,000	48,000	
	158,005	158,000	
	1,194,205	1,300,946	
	1,392,110	1,498,946.00	

Increases

Inmate food	+40,872
Inmate medical	+7,202
Inmate med. Adm. ACMA	+38,067
Security electronics maint.	+4,000
Vehicle fuel/maint.	+5,000
	+125,074 increase

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KCDC FY 2021/2022 Operations Budget FY 2021/2022

Administrative/Professional services		
Genea courses	18,000	18,000
Accounting services	16,000	17,000
Audit	13,000	21,000
Trustee bonds/fee's/other	3,300	3,300
		61,300
ACCD general liability/work comp		
Work comp	17,195	17,195
Gen. Liability	180,000	180,000
		197,195
	201,495	201,495
	108,201.00	108,201.00
		1,488,946

1,677,205
15.31 per day
Total Operational/admin. 1,755,361
+71,816 35.02 per day

Possible capital outlay items

Operational open revenue	70,000
Passenger transport vans X2	38,000
Other transport vehicle SUV	112,000
Upgrade Sec. Elect. Hardware and software	112,000
Upgrade CCTV to interface new	55,000.00

Food	2.75 day	
Medical	6.75 day	
Utilities	2.25 day	
Cleaning laundry	.88 day	
Staff operations	1.11 day	
Pro. Services	2.19 day	
Personnel	27.54 day	42.56
Building maint.	.58 day	

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KCDC FY 2021/2022 Operations Budget FY 2021/2022

Salaries	
FY 2017/2018	53 FTE 2,427,363
FY 2018/2019	50 FTE 2,311,083
	51 FTE 2,434,409
	+11 @ 44,850 493,150
FY 2019/2020	63 FTE 2,527,759
FY 2020/2021	62 FTE 2,988,396
65 FTE	2,180,924
Increases	65,700
	2,255,934 salaries total

Salaries		65 FTE
Health insurance @ 6,400 per yr	416,000	
OPERS @ 26.5%	372,329	
FICA @ 7.65 %	172,578	
Salaries - benefits	960,907	+227,345

Operations ADP 320 1,755,361
Personnel 65 FTE 1,216,761

4,667,201 + 304,334 Total 4,972,102

Does not include capital outlay, large equipment replacements etc

KCDC FY 2021/2022 Operations Budget FY 2021/2022

Revenue Projection	
Sales tax collections	4,311,027
Debt service	-1,022,200
	3,288,827
Sales tax balance	2,894,320
Contract 1	730,000
Contract 2 @ 20%	1,800,800
Contract 2.5	80,800
Lasca/Misc	340,600
	5,807,200
Total Revenue	5,807,200
Total Budget	6,972,102
EOY Balance	915,098

Motion to approve 2021-2022 operations and personnel budget 4,972,102

42.56 day

Detten said he would speak with Baskin Hadley regarding the monthly financial statements.

Refinancing of the bond issues: Detten researched the prepayment penalty and other options and discovered because of the way the bonds were set up it would not be feasible to pay off at this point. No action was taken.

Motion was made by Stieber and seconded by Kelley approving July, August, September, October, November, December 2021, and January, February, March, April, May and June 2022 Blanket Purchase Orders. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Kelley and seconded by Detten approving **May and June 2021, Purchase Orders**. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Motion was made by Detten and seconded by Stieber approving June and July 2021 KCDC bi-weekly employee payroll not exceed 83,000.00 gross salary per pay period. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

There were no unscheduled public appearances.

Motion was made by Kelley and seconded by Detten to adjourn at 3:45 p.m. Motion carried. Detten, aye; Kelley, aye; Stieber, aye; Young, aye.

Approved this 9th day of July, 2021.

Wes Young, Chairman

Attest:

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