

**COLUMBIA COUNTY SHERIFF
MEMORANDUM**

**APPROVED
AS PRESENTED
02-13-2018**

Date: August 10, 2017
To: Sheriff Jeff Dickerson
From: Christina Chapman, Sheriff's Office Administrator
SUBJECT: **JOCAC MEETING – MINUTES FOR 08/08/2017 MEETING**

Attendees:

Committee Members:

Dick Lager, Committee Chair
Garrett Lines, Vice-chair
Jeff Auxier
Rita Bernhard
Lester Kahr
Greg Hinkleman

Columbia County

John Dreeszen - Accounting Services Manager

Columbia County Sheriff's Office:

Captain Tony Weaver – Jail Commander
Christina Chapman – Sheriff's Office Administrator

Meeting location: Columbia County Justice Center, 901 Port Avenue, Saint Helens, Oregon.

Meeting called to order at 7:00 PM by Committee Chair, Dick Lager.

PUBLIC COMMENT

None

OLD BUSINESS

Review of the minutes from previous meeting. Motion to accept the minutes was made by Committee member Hinkleman and seconded by Committee Vice-chair Lines. The motion carried and the minutes were approved as presented.

NEW BUSINESS

Budget Information from Finance

- John Dreeszen from the County Finance Department reviewed the preliminary 4th quarter FY17 year-end financial report for the committee. Preliminary data provided through 8/6/17. Books are kept open until 8/30/17 to pick up any small items for June, but all significant items should be included.
- FY17 started with a fund balance of a 2.2 million. Over the course of the year we accumulated about a half million additional dollars in Fund Balance.
- The Jail fund is in good, strong stable condition.
- 4th quarter assets tend to accumulate AR and Pre-Paid expenses, and that's a function of it primarily being the end of the FY. Comparatively, we don't have a lot of activity because for the most part, there are few items remaining.

- On the Revenue side, in nearly every category we are in excess of budget. Total revenues 108.7% of total budget. Inmate revenue subtotal at 112.6%, the one exception is the boarding work release prisoners program, which is considerably below budget. Captain Weaver explained that the program allows certain inmates, who meet criteria, to serve their sentence while still employed. They work during the day then spend the rest of their time in jail serving their sentence. No inmates qualified for this program in FY17.
- Committee member Kahr asked about Boarding Prisoner Fees budgeted at \$18,000. The report shows a variance of (\$17,615)
 - Captain Weaver mentioned that these fees may refer to contracts with National Transit Services, where, if someone is being extradited to another state, and they go through our state, and need a place to board, we house them overnight and charge a fee. John stated that the Boarding Work Release and Boarding Prisoner fees are not revenues the jail has any control over.
- Committee Vice-chair Lines asked if we are above or below what we expected in our budget for the Federal Programs for the 1st Quarter of FY18.
 - Captain Weaver explained we are above what we budgeted for, but a little below what we had hoped for. Our budget consists of 52 inmates per day. John asked if the billing system was stabilized, Captain Weaver confirmed it is.
- Expenses are at or below budget in most categories. Administrative expenses are at 100.8 %. Jail Operations are 90%. Jail Maintenance is at 909.2%, due to the increased maintenance needs of the jail. It was realized that the Jail needed a full-time Maintenance Staff employee as part of our staff. The budget for FY18 includes this cost. It also includes a half-time employee from General Services that will remain with them. Jail Transport is at 116.7%. The decision to purchase another transport vehicle caused this line item to be exceeded. However, the total expenditures of the entire FY17 budget are below 75%.
- Committee Vice-chair Lines asked if the FY18 budget was posted on line.
 - John stated he believed it is posted on the county website under Fund 220, which is the Jail Operation Fund. Committee Vice-chair Lines asked John where we are at with expenses for FY18 compared to FY17. John stated he did not have the current budget numbers handy but given that with the Operating Levy which was passed at the same level presumably the expenditures are going to be very comparable, both revenue and expense. Committee Vice-chair Lines asked about the Capital Budget line item. Captain Weaver stated it was for a roofing project over the housing units. The General Fund has been for the last several years transferring a million dollars into the jail fund. You have the jail operating levy, the bulk of the jail's revenue, and the million dollars from the GF that has been renewed for FY18.

Discussion Re: Report to Community

- Committee Vice-chair Lines reminded the committee that during the last meeting, a subcommittee was formed composed of Committee Chair Lager, Committee Vice-chair Lines, and Committee member Hinkleton. The committee met and came up with a recommendation for their report. The objective of the subcommittee was to come back with a suggestion of what would be in the report and how the report was going to be approved. Committee Vice-chair Lines passed out an outline of the report. The report will contain the following information:
 1. Financial summary with explanations
 2. Update on jail operations (staffing, capital projects, etc.)
 3. Information on types of inmates and inmate support
 4. How jail operations have changed since passage of the 2014 levy.

- A motion by Committee Vice-chair Lines was made for the Jail JOCAC members to pre-approve the Communications Sub Committee report on FY17, to allow posting on the Columbia County website. The motion was seconded by Committee member Bernhard with discussion. The motion was not carried. A lengthy discussion took place on releasing a report without approving it, and emailing protocols. Committee member Kahr made a motion to amend the motion in that we use email and the report be sent out to everybody with 'do not reply to all' on it and any replies will be sent back to the sender only. The amendment to the motion was seconded by Committee member Lines. The motion carried and the amendment was approved. It is understood that all committee members have the right to call for a special meeting prior to approval and release of the report.

Jail Commander Presentation:

Hiring Update:

- Captain Weaver stated that we are still struggling to fill positions. All of the other jails in the Portland Metropolitan area are also hiring and so are a lot of police agencies and Sheriff's offices for enforcement and patrol divisions. We have lost a couple deputies to other agencies. We lost a deputy who went from corrections to police. We did promote a Sergeant and Moyer is now a Sergeant in the jail, so we are fully staffed with Supervisors. We have one Deputy in the psych and medical portion of the hiring process and another deputy candidate who is scheduled for the Sheriff interview. If all goes well he'll be scheduled for his psych and medical review. We have two more deputy candidates in the background phase right now. We are opening up for corrections deputy again this week, and if everyone makes it through we would still need to hire two more deputies. One Control Tech has been hired and we have another in the background process. There is concern that we will continue to have a higher turnover rate than we had hoped for as people move on to other opportunities.
- Committee Vice-chair Lines surmised that there are four deputies down and two in queue.
 - Captain Weaver stated we have 4 in queue and we are down six. We were 8 down, possibly a 9th as one deputy is on long term leave. That could lead to another opening. We hired control techs instead. Hiring a control tech takes the deputy out of the control room and puts them on the floor. Control techs are easier to hire. Initially for the first few years it's a little more cost effective but as they maximize their salary and benefits they catch up to the deputies. Costs less to train the control techs but their skills are less flexible as they can only be utilized in control.
- Committee member Hinkleman asked what the training time was for Control Techs to get mission qualified. Captain Weaver explained that it depends on the Tech, but averages three months of training.

Committee Roundtable /Discussion for the next agenda:

- Committee member Bernhard mentioned it would be nice to hear from the Commissioners to find out how the committee is supposed to be moving forward. What plan do the commissioners have for the committee? What is the status on membership, terms of members, and size of committees? Do members get to help define their zones? Do the commissioners have anything else planned for this committee? What is our agenda for the next 3 years? What are the committee's goals? Committee member Bernhard said she would talk to Commissioner Heimuller about these issues.
- Committee member Kahr asked John if we were 'pretty specific' on the budget? John stated that we were getting close. Accounting is going through all AP/AR records to insure there are no missing FY17 documents. He does not expect a lot of changes to the numbers. They will be complete by August 30th with the auditors in shortly after that.

- Committee Chair Lager stated that at our next meeting with a Commissioner here we could discuss what they expect the committee to do for the next three years. Committee member Bernhard stated that the meeting schedule of every three months should still be adequate but this could be added to the agenda for discussion at the next meeting.
- Committee Chair Lager set the next meeting for November 14th at 7 pm.
- Committee Vice-chair Lines asked if John from Finance would be available to contact should the subcommittee have any questions regarding the budget. He confirmed he would and gave out his contact information. Captain Weaver is also available to answer any questions the subcommittee may have from Tuesday – Friday from 9:00 am to 6:00 pm.

At 7:50 pm, Committee member Hinkleman made a motion to adjourn the meeting, Committee member Auxier seconded the motion, motion carried. The meeting adjourned at 7:51 pm.

Respectfully submitted by Christina Chapman, Sheriff's Office Administrator, Columbia County Sheriff's Office.