

**COLUMBIA COUNTY SHERIFF  
MEMORANDUM**

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

**Date:** November 17, 2017  
**To:** Sheriff Jeff Dickerson  
**From:** Christina Chapman, Sheriff's Office Administrator  
**SUBJECT:** **JOCAC MEETING – MINUTES FOR 11/14/2017 MEETING**

**Attendees:**

Committee Members:  
Dick Lager, Committee Chair  
Garrett Lines, Vice-chair  
Greg Hinkleman

Columbia County  
John Dreeszen - Accounting Services Manager

Columbia County Sheriff's Office:  
Jeff Dickerson - Sheriff  
Captain Tony Weaver – Jail Commander

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

Meeting called to order at 7:09 PM by Committee Chair, Dick Lager.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

Committee member Hinkleman recommended the approval of the previous meetings minutes be tabled until the next meeting due to lack of quorum.

**NEW BUSINESS**

**Budget Information from Finance**

- Review of FY17 – Q4 Financials.
  - Accounting Services Manager John Dreeszen presented the FY17 4th quarter documents and noted that we finished FY17 with a fund balance of \$2,919,264, \$670,000 higher than the ending fund balance of last year.
- On the revenue side, tax collections were \$137,000 higher than budgeted, transfer from the general fund is exactly on budget and the boarding of federal prisoners is significantly over budget after the slow start and the struggles with the billing system.
- On the expense side, the expenses are below budget. There were total expenditures of 1.8 million but 1.4 million of that is that the contingency budget was not spent at all. Expenditures were under budget by about \$437,000.
  - Committee member Hinkleman stated that you are running a bit hot in the jail operations personnel salary line item. 1.7 million was budgeted and we came in at 1.8 million. The Sheriff stated it is from overtime of personnel. It's more economical to use overtime because you are not paying additional benefits. We are in the process of staffing up.

- Committee Vice-Chair Lines asked about the budget for 2018.
  - John stated the total budget is at about 8.3 million of which nearly 2 million is contingency. After the 1<sup>st</sup> quarter of FY18 operations, both cash and the fund balance has declined due to the 1<sup>st</sup> quarter being one where very little revenue is received. The beginning fund balance is up. On the revenue side the biggest difference between this year and last year is in the boarding of federal prisoners. We are at \$290,000 this year through the first quarter. Last year we were at \$372,000
    - The Sheriff stated we had a lower amount of federal prisoners the first two months but that number has increased in the last 6 weeks or so. We have about 76 now. The number depends on the ebb and flow of federal arrests and how quickly they move them out.
    - Committee member Hinkleman asked and it was confirmed that the Property and General Liability Insurance is an annual payment against the 1<sup>st</sup> quarter.

#### **Discussion Re: Report to Community**

- Committee Vice-Chair Lines stated that some unfortunate things came up and he was not able to work on the report.

#### **Jail Commander Presentation:**

#### **Hiring Update:**

- Captain Weaver stated that we just had two Deputies complete the Academy. One of the Deputies won the Academic Award for top student and the overall top student award and our other Deputy graduated 9<sup>th</sup> in her class with a 94%.
- We have hired 4 new Corrections Deputies who are pre-academy at this point. They are with FTO's and started their training.
- All four are doing well and we will hopefully have two in the Academy in April and two more in July.
- We would have been left with one position to fill, which was a retiree but then we had another Deputy go to the Enforcement Division, we have another Deputy that was hired on with Washington County and another Deputy who is in final process with Lake Oswego PD. So we are back to needing four. Interviews are set for the 29<sup>th</sup>. We have five in the process right now. We are making gains. The current staff is doing great. We are hoping to eliminate a lot of the OT in January.
  - Committee member Hinkleman asked how much more time do the new Deputies who just graduated from the Academy need with their FTO?
    - Captain Weaver stated they are both mission ready. They are fully trained and competent in every post. They are just putting in their time now to become fully certified.
  - Committee Chair Lager asked about how the computer is working.
    - Captain Weaver stated the Deputies are on board and it's doing everything they need to do. Still growing into some of the tracking and investigative features that is has that we did not have with our last system. All the Deputies carry tablets and they can do movements in real time and all their checks are real time and the other Deputies can see real time. It has cut down significantly on our paper usage.
    - The Sheriff agreed it has been wonderful to have tablets in all our Deputies pockets and be able to be real time in touch with what's going on throughout the jail.
- Committee Vice-Chair Lines asked about losing personnel and whether it's because personnel are leaving to go to other agencies.
  - Captain Weaver stated we have not lost anyone due to wages.
    - One is going to Lake Oswego PD to become a Police Officer.
    - One to Washington County to become an Enforcement Deputy.
    - One moved from the Jail to the Enforcement Division within our own agency.
    - One retired

- The Sheriff stated we wind up with more of an attrition rate with personnel in the jail than other areas because the staff we hire have goals and want to progress. Sometimes personnel want to stay in the Jail and move up within the jail and other times you have personnel who want to start in the Jail and then move to Enforcement. Starting in the jail is a good place to learn and get better to become more effective out on the road.
- Committee Vice-Chair Lines asked if OT is split evenly between the Enforcement and Jail personnel.
  - The Sheriff stated yes it is but for different reasons. On the jail side it's a staffing issue. For Enforcement it's a function of late calls where it might take you beyond your shift. It's not because of not having enough staff. It's a function of the needs that arise.
  - Captain Weaver stated that the OT in the Jail, the OT comes out of the jail budget but it's shared with Enforcement Deputies. They are working some of the posts so it's not as hard on the Jail Deputies.
  - Committee member Hinkleman asked whether there are refresher courses for the Deputies who are Dual Certified.
    - Captain Weaver said they go through a version of both academies, then they have their maintenance training that is required for their primary discipline, and then it's a number of hours per year in the other discipline.
- Committee Vice-Chair Lines asked how many hours of OT a week do personnel work?
  - Captain Weaver stated probably 15 -18 hrs per week average.
- Committee Vice-Chair Lines asked once you are fully staffed, how many hours of OT will you expect?
  - Captain Weaver stated that if we are fully staffed, (no one gets sick, goes on vacation or at least not more than one person at a time is out, we can potentially in theory eliminate all OT.
- Committee Vice-Chair Lines asked if we anticipate any problems with wages if we get rid of over time.
  - Captain Weaver stated that most of the staff are earning at step 1 or step 2 wages so they have salary gains to earn over the next several years to offset the loss of the OT. When hired, the employee is coached to not rely on OT as part of their compensation and to budget accordingly.
  - The Sheriff stated OT will go down, but will not be completely eliminated. People get sick, take vacations and go to training classes. There needs to be coverage. We have recently made the Courthouse Security post an actually post for the jail. This gives us a better presence there. This will also help with retention of deputies in the jail as this position will give them a break from just working in the jail. Extra court transports and transporting inmates to medical facilities can also cause OT during shifts.
- Committee Chair Lager asked if the funding for the position for the Security Deputy was moving from the Sheriff's budget to the Jail budget.
  - Sheriff stated that is has always come out of the jail budget but the position was filled with a part time employee and it was not be as reliable and we have had to augment the position with jail Deputies. We will have better consistency this way.
- Committee Vice-Chair Lines revisited whether we are concerned that a number of employees who have relied on OT for a number of years will find the OT being reduced as a concern.
  - Captain Weaver stated that it is unrealistic to expect that no one is going to miss the OT, and that could lead to someone leaving for higher pay at Washington or Multnomah County . To date that has not been the issue and I really don't know that it's the OT that has them work here. I think they prefer work in this community. They live here, grew up here want to work here and don't have the commute.
  - The Sheriff stated we are hiring a lot of people from this community. Within the last 18 months we have seen a different brand come through our recruiting locally.

**Committee Roundtable / Discussion for next agenda**

- Everyone would like to get feedback from the Commissioners. The Committee would like to be kept informed of any possible applicants who have shown interest to become a Committee Member.
- Review financials again after corrections are made to the reports.
- Next meeting set for Feb 13<sup>TH</sup> at 7:00 pm.

At 7:56 pm a motion was made to adjourn the meeting, Committee Vice-Chair Lines seconded the motion, motion carried. The meeting adjourned at 7:57 pm.

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