

MINUTES
Wednesday, May 26, 2021

I. Call to Order

The Tulsa County Criminal Justice Authority (TCCJA) met at the hour of 8:30 a.m. with the following members present: Commissioners Stan Sallee, Karen Keith, and Ron Peters; Mayors Brian Guthrie, Larry Shafer, and James Spoon. Others attendees included: Chief Deputies Michael Craddock and Vicki Adams; Michael Willis, Aaron Wiedman and Jennifer Pottorf representing the County Clerk's Office; Sheriff Regalado, and Chief Deputy Eric Kitch representing the Sheriff's Office; Sherri Carrier representing Court Services; John Fothergill, representing the County Treasurer's Office; and Sherry Langston, Recording Secretary.

II. Oath of Office

A. Oath of Office - Mayor Brian Guthrie

Michael Willis, County Clerk, administered the Oath of Office to Mayor Brian Guthrie, City of Bixby, who replaced Vice Mayor Momodu Ceesay as a Trustee for the Authority.

III. Consider and Vote on Minutes

A. Minutes of meeting - April 28, 2021

Keith called for discussion of the minutes, none ensued.

Motion made by Ron Peters, seconded by James Spoon, to accept and file the minutes of April 28, 2021. Upon roll call, Yes - James Spoon, Karen Keith, Ron Peters, Stan Sallee, Larry Shafer, Brian Guthrie. No - None. Abstain - None. Motion carried.

IV. Reports, Recommendations and Possible Action

A. Budget Office Report

The Budget Office provided written reports which were reviewed by Aaron Wiedman.

1. Claims (Purchase Orders / Payroll)

The Budget Office requested approval for Claims (Purchase Orders and Payroll) in the amount of \$1,932,224.48.

2. Appropriations

The Budget Office requested approval of Appropriations in the amount of \$2,184,268.72.

3. Interfund Transfers

There were no requests for Interfund Transfers.

4. Intrafund Transfers

The Budget Office requested approval for Intrafund Transfers in the amount of \$52,952.56.

5. Report on Budgets, Revenues and Expenditures

Wiedman reviewed CJA Fund 4050 noting the sales tax revenue of \$2,181,665 was below \$2.4 million amount the County would like to see collected. He explained he did not know the reason for the drop in sales tax collections. The revenues are 81.18% of projected and the expenses are 61.84% of projected. Trustee Peters explained for the incoming Trustees, Guthrie and Shafer, the Detention Personnel category shows a decrease in projections, which is a blessing and a curse because it means there are not enough staff members at the

jail. The County Contribution Fund 2320 reflects U.S. Marshalls Contract and Other Inmates Contract are holding steady. Wiedman explained the differences between the two use tax revenues and noted this revenue source needs to be better; the .026 use tax is the newest revenue source and those monies are used for the mental health pods; the .025 use tax revenue is not as restrictive as the .026 use tax. The Commissary Fund 2395 reflects a good month with the expectation that revenues will surpass the projected \$600,000 budget. Keith explained the Sheriff's Office fought in the state legislature to gain operation of the commissary so those funds could be used for jail operations. Combining Statement for Jail Related Funds reflects year-to-date totals of \$34,859,549.04 in revenue; \$30,729,775.92 in expenditures; and \$15,575,263.09 in available balances. The Combining Statement with Detail budget reflects revenues collected at 87% of projected and expenditures at 79% of projected; the gap is narrowing for the month. The sales tax revenues are down year over over and down two years over two years as well. There is no apparent reason for the decrease.

Motion made by Ron Peters, seconded by James Spoon, to accept and file the Tulsa County Budget Office Report dated May 26, 2021.

Upon roll call, Yes - James Spoon, Karen Keith, Ron Peters, Stan Saltee, Larry Shafer, Brian Guthrie. No - None. Abstain - None. Motion carried.

B. Sheriff's Report – Sheriff Regalado / Chief Deputy Eric Kitch

The Sheriff's Office submitted a written report. Chief Deputy Kitch noted the inmate count is 1235, with no cases of COVID-19. On June 1, 2021, the department began to slowly open the jail for visits and plans have been made for the return of the teachers to the jail. Sheriff Regalado explained there is a new medical monitoring system that monitors a person's blood pressure, heart rate, breathing and temperature in real time sounding an alarm if there is a problem; this is a good tool for the jail and it will begin in the mental health pods. The department is preparing for the Race Massacre events and Memorial Day events and will establish 12-hour shifts to handle any issues. At the request of Keith and for the benefit of the new Trustees, Regalado explained the mental health pods and their funding mechanisms; he explained the pods were opened in 2017 and described the four levels for those with mental illness. Currently, there are approximately 75 inmates in the mental health pods. The mental health inmates are released into general population when it is determined they are no longer a threat to themselves or to the other inmates.

C. Report and Update – Court Services/Tulsa County Criminal Justice Planning and Policy Council - Sherri Carrier

Court Services provided a written report. Sherri Carrier explained the department has received approval for two additional jail positions. This will allow for 24 hour/7 days a week coverage allowing the required documents for the bond dockets to be gathered and ready for the Judges. The Judges are impressed with the pilot testing has taken place the last couple of weeks. This will cut down the timing for release by six to ten hours and will mitigate releasing prisoners late at night. Having all the paperwork at the time of the bond docket gives the Judge the option to release that inmate with a signature, if appropriate. The Judges are looking at the failure to appear rates and the public safety issues. The department has received funding for two Women in Recovery personnel which will alleviate the need to scale back the program. A memorandum of understanding (MOU) has been secured with the City of Tulsa to assist with dead animal pickup throughout Tulsa County. The county has no proper way to pickup animals and dispose of them; this MOU will help with that problem. A six-month pilot program will be started for \$5,000 to determine what the rate would be and if a full or part-time position would be needed.

D. Sales Tax Overview Committee – Dan Witham

None. (per Dan Witham attended virtually but the Authority was unable to hear him via the virtual link.)

E. Consider and Approve Audit Engagement Letter with Stanfield & O'Dell for the Year Ending June 30, 2021; Authorize Chairman to Execute and Deliver Response Upon Approval of Staff - Jennifer Pottorf / Thomas Ellis

Jennifer Pottorf explained the Stanfield & O'Dell Audit Engagement Audit Letter and that information is the same as previous years. The report will be ready by the end of October.

Motion made by Ron Peters, seconded by James Spoon, to approve and authorize execution by the Chairman of the Stanfield & O'Dell Audit Engagement Letter.

Upon roll call, Yes - James Spoon, Karen Keith, Ron Peters, Stan Sallee, Larry Shafer, Brian Guthrie. No - None. Abstain - None. Motion carried.

V. Chairman's Report

None.

VI. New Business

In accordance with the Open Meeting Act, Title 25 O.S. § 311.A.10, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

None.

VII. Vote to Adjourn

Motion made by Larry Shafer, seconded by James Spoon, to adjourn the meeting at 8:55 a.m.

Upon roll call, Yes - James Spoon, Karen Keith, Ron Peters, Stan Sallee, Larry Shafer, Brian Guthrie. No - None. Abstain - None. Motion carried.

Chairman Karen Keith

Tulsa County Criminal Justice Authority

ATTEST:

Secretary James Spoon

Tulsa County Criminal Justice Authority

