

(Agenda of meeting was posted outside of the Tulsa County Headquarters Building and on the Tulsa County website at www.tulsacounty.org on November 1, 2021 at 4:57 p.m.)

MINUTES
Wednesday, November 10, 2021

I. Call to Order

The Tulsa County Criminal Justice Authority met at the hour of 11:00 a.m. in Room 916 of the Tulsa County HQ Building, 218 West 6th Street, Tulsa, OK with the following members present: Commissioners Stan Sallee, Karen Keith and Ron Peters; and Mayor Larry Shafer. Other attendees included: Chief Deputy Michael Craddock; Aaron Wiedman, Thomas Ellis, Jennifer Pottorf, and Michael Willis representing the Tulsa County Clerk's Budget Office; Sheriff Regalado, Chief Deputy Eric Kitch, Major John Bryant, Christina Morrison, Tamara Stanley, Trey O'Neal, Casey Roebuck, Deputy Roger Crow and Deputy Paul Tyron representing the Sheriff's Office; Sherri Carrier representing Court Services; Dan Witham representing the Tulsa County Criminal Justice Authority Sales Tax Overview Committee; Paul Wolfenberger representing Stanfield and O'Dell CPAs and Advisors; James Orbison, Authority's Attorney; and Sherry Langston, Recording Secretary.

II. Consider and Vote on Minutes

A. Minutes of meeting - October 27, 2021

Chairman Keith called for a discussion of the minutes, none ensued.

Motion made by Stan Sallee, seconded by Ron Peters, to accept and file the minutes of October 27, 2021. Upon roll call, Yes - Karen Keith, Ron Peters, Stan Sallee, Larry Shafer. No - None. Abstain - None. Motion carried.

III. Reports, Recommendations and Possible Action

A. Budget Office Report

The Tulsa County Clerk's Budget Office provided written reports that were reviewed by Aaron Wiedman.

1. Claims (Purchase Orders / Payroll)

Aaron Wiedman explained to the Trustees the reason the monthly Appropriation journals were not completed in Munis to cover payroll was due to the implementation of Workday.

The Budget Office requested approval for Claims (Purchase Orders and Payroll) in the amount of \$2,189,259.89.

2. Appropriations

The Budget Office requested approval for Appropriations in the amount of \$1,349.37.

3. Interfund Transfers

There were no Interfund Transfer requests.

4. Intrafund Transfers

There were no Intrafund Transfer requests.

5. Report on Budgets, Revenues and Expenditures

Wiedman explained CJA Fund 4050 reflects sales tax revenue of \$2,810,537, 39.23% of projected, total revenues of \$2,812,491 were collected, 39.26% of projected and total expenses were \$2,189,260, 24.85% of projected. It was a solid month for County Contribution Fund 2320. The U.S. Marshalls Contract reflects revenues of \$470,805, 57% of projected; Bond Release Fees reflect revenues of \$4,774, 315% of projected; User Fees reflect revenues of \$46,577, 69% of projected for the .026 New Jail Use Tax and revenues of \$177,858, 32% of projected for the .025 Jail Use Tax. In response to Peters' question concerning the bond

release revenue, Regalado explained people are bonding out as soon as they can. Wiedman explained the City of Tulsa's reoccurring account for inmate overflow has been reactivated. Commissary Fund 2395 reflects total revenues collected of \$905,816 and total expenses of \$496,878. Combining Statement for Jail Related Funds reflects total revenues of \$17,174,731.74, total expenses of \$14,312,445.03, and a total available balance of \$16,821,573.15 (this amount does not take into account the appropriation journals, therefore, this number is lower than it was last month). Combining Statement with Detail reflects total revenues of \$17,174,732, 37% of projected and total expenses of \$14,240,638, 32% of projected. The October sales tax revenue collected was \$2,810,537.

Motion made by Ron Peters, seconded by Stan Sallee, to accept and file the Tulsa County Budget Office Report dated November 10, 2021.

Upon roll call, Yes - Karen Keith, Ron Peters, Stan Sallee, Larry Shafer. 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 jail staff is surviving. He explained he talks with the City of Tulsa approximately once a week and the City is doing everything possible to refrain from transferring their inmates to the county jail. Kitch introduced Major John Bryant explaining he is the Assistant Jail Administrator. In response to Sallee's question concerning staff levels and employee retention, Kitch explained there are approximately 150 detention officers and deputies operating the jail and employee retention is waning due to the implementation of mandatory overtime. A few employees have resigned due to mandatory overtime. In response to Keith's question pertaining to the amount of mandatory overtime, Kitch explained they are working six shifts at four hours a shift a month. Seven employees have resigned since October 15, 2021. Regalado explained this is the reason the jail is moving forward at a rapid pace to introduce additional technology to monitor the inmates; a way needs to be found to operate the jail with a minimal staff. A staff of 250 detention officers is needed to operate the jail. Many options are being considered to address staffing levels, including the use of other types of technology to monitor the inmates. In response to Peters' question pertaining to the number of City of Tulsa's inmates, Kitch explained 25% go to the city jail and the other prisoners are taken to other jails.

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

Court Services submitted a written report. Sherri Carrier explained Court Services is experiencing similar staffing issues as the Sheriff's Office. She is implementing a 10-hour a day shift for 4 days a week to see if that will help. The team members are healthy and the work crews are still working throughout the districts. The contract for dead animal pickup has been very beneficial and they are anticipating its renewal.

D. Sales Tax Overview Committee – Dan Witham

Dan Witham advised the Trustees that Robert Breuning, an appointee of Commissioner Sallee, and Kent Inouye, an appointee of Mayor Shafer, are resigning from the Sales Tax Overview Committee (STOC). He noted the STOC board met in October and reviewed all financial reports with no exceptions. Witham presented several options to address the jail staffing issues.

E. Accept and File Annual Auditor's Report of Tulsa County Criminal Justice Authority Financial Statements and Independent Auditor's Report for June 30, 2021 - Paul Wolfenberger, Stanfield and O'Dell Representative

Stanfield and O'Dell submitted a written audit report. Paul Wolfenberger reviewed the results of the audit for the Trustees, noting the audit was completed October 29, 2021. The audit was completed in accordance with all auditing standards and government audit standards. The audit performed resulted in a clean, unmodified audit. One deficiency in internal control was encountered and is detailed on page 17 of the report. It pertained to a vendor's invoice for fiscal year 2021 services that had not been accrued during the year-end closing process. The audit recommended management to ensure year-end expenditure cut-off controls are effectively executed to limit potential misstatements. There were no significant difficulties encountered and no

disagreements.

Motion made by Ron Peters, seconded by Stan Sallee, to accept and file the Stanfield and O'Dell Financial Statements and Independent Auditor's Report dated June 30, 2021.

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

IV. Chairman's Report

None.

V. 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.

VI. Vote to Adjourn

Motion made by Ron Peters, seconded by Stan Sallee, to adjourn the meeting at 11:40 a.m.

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

Chairman Karen

Tulsa County Criminal Justice Authority

ATTEST:

Secretary Cory Box

Tulsa County Criminal Justice Authority

