

(Agenda of meeting was posted outside of the Tulsa County Headquarters Building and on the Tulsa County website at www.tulsacounty.org on May 12, 2023 at 3:57 p.m.)

MINUTES
Wednesday, May 17, 2023

I. Call to Order

The Tulsa County Criminal Justice Authority (TCCJA) met at the hour of 8:30 a.m. in Room 132 of The Tulsa County HQ Building, 218 West 6th Street, Tulsa, OK, with the following members present: Commissioners Stan Sallee, Karen Keith, and Kelly Dunkerley; and Mayor Larry Shafer. Others present were Chief Deputies Michael Craddock and James Rea; Aaron Wiedman, Jennifer Pottorf, and Joe Shaddox, Tulsa County Clerk's Office; Undersheriff George Brown, Chief Deputy Eric Kitch, and Tamara Stanley, Sheriff's Office; Mary McDonald, Court Services; Dan Witham, TCCJA Sales Tax Overview Committee; Alan Vanderburg, IT Department; John Fothergill, Tulsa County Treasurer; Kris Koepsel, Authority Attorney; and Sherry Langston, Recording Secretary.

II. Consider and Vote on Minutes

A. Minutes of meeting - April 19, 2023

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

Motion made by Larry Shafer, seconded by Karen Keith, to accept and file the minutes of April 16, 2023. Upon roll call, Yes - Karen Keith, Stan Sallee, Larry Shafer, Kelly Dunkerley. No - None. Abstain - None. Motion carried.

III. Reports, Recommendations and Possible Action

A. Budget Office Report

The Tulsa County Clerk's Office submitted written reports which were reviewed by Aaron Wiedman.

1. Claims (Purchase Orders / Payroll)

The Budget Office requested approval for Claims (Purchase Orders) in the amount of \$2,609,309.60.

2. Appropriations

The Budget Office requested approval for Appropriations in the amount of \$2,790,475.89.

Motion made by Kelly Dunkerley, seconded by Karen Keith, to accept and file the Tulsa County Budget Report of May 17, 2023.

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

3. Report on Budgets, Revenues and Expenditures

Wiedman reviewed the Budgets, Revenues and Expenditures Report for the Authority. CJA Fund 700 reflects sales tax revenues of \$2,768,993, total revenues of \$2,790,476, 97% of projected; and total expenditures of \$2,609,310, 70% of projected; fund encumbrances reflect a total of \$203,361.97. County Contribution Fund 365 reflects revenues for U.S. Marshalls as \$432,300; Other Inmates as \$189,375;.026 use tax as \$48,980, .025 use tax as \$200,958, and the .026 sales tax as \$196,717; total revenues collected were \$1,232,118, 79% of projected; total expenses were \$1,399,884. Commissary Fund 370 reflects revenues of \$209,610 and total expenditures were \$77,981 with \$415 transferred to the jail operating expense contribution. Combining Statement for Jail Related Funds April 2023 reflects total revenues of \$43,961,588.52, total expenses of \$46,932,016.18; and a total available balance of \$18,366.861.19. Combining Statement with Detail reflects total revenues of \$4,232,204, 94% of projected and total expenses of \$4,087,175, 101% of projected. Sales

Tax Receipts reflect April revenues of \$2,768,9936, and total revenues of \$29,316,580, an increase of 5.8% year over year, and 22.6% year over 2 years.

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

The Sheriff's Office submitted a written report. Chief Deputy Eric Kitch explained the current inmate population is 1,207, including 91 US Marshall inmates, 57 Tribal inmates, and 2 2857G inmates. There were no audit issues from the U.S. Marshall's audit. Kitch thanked the Authority for the approval of the employees' raises explaining it is a great motivator for the staff.

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

Court Services provided a written report. Mary McDonald noted the previous spike in the urine analysis tests and other categories have returned to normal rates. The Community Service Crew successfully cleaned the former Tulsa County Juvenile Bureau preparing for the Pit Stop event hosted by the City of Tulsa and Tulsa County during the month of June.

D. Sales Tax Overview Committee – Dan Witham

Dan Witham provided an oral report explaining the committee met in April. He explained the Committee is considering splitting the location of their meetings between David L. Moss Criminal Justice Center and the Tulsa County HQ Building. Though the Committee is pleased with the budget numbers, they are concerned about the payroll costs. Some committee members are concerned about the Commissary pricing, though these are not the Committee's domain. Chief Deputy Kitch explained they are comparable to QuikTrip prices.

E. Consider the Submitted Proposals for the Tulsa County Criminal Justice Authority Financial Report Audit from Arledge & Associates, P.C., HBC CPAs and Advisors, and Hinkle & Company, PC, and Determine the Fiscal Year 2023 Auditor - Jennifer Pottorf

Three audit proposals were submitted to the Authority for consideration. Jennifer Pottorf introduced Joe Shaddox who explained the reason for requesting proposals was due to Stanfield and O'Dell merging with Carr, Riggs and Ingram. Each proposal was summarized for the Authority with all questions being addressed for the Authority. Tulsa County Clerk's Office recommended approving Hinkle & Company, PC to conduct the audit. Sallee called for a discussion, none ensued.

Motion made by Karen Keith, seconded by Kelly Dunkerley, to approve and authorize execution by the Chairman for Hinkle & Company, PC to conduct the audit of the Tulsa County Criminal Justice Authority for Fiscal Year 2023.

Upon roll call, Yes - Karen Keith, Stan Sallee, Larry Shafer, Kelly Dunkerley. 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 Kelly Dunkerley, seconded by Larry Shafer, to adjourn the meeting at 9:00 a.m.

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



Chairman Stan Sallee

Tulsa County Criminal Justice
Authority

ATTEST:



Secretary Larry Shafer

Tulsa County Criminal Justice
Authority

