

(Agenda of meeting was posted outside of the Tulsa County Headquarters Building and on the Tulsa County website at www.tulsacounty.org on March 15, 2024 at 3:04 pm)

MINUTES
Wednesday, March 20, 2024

I. Call to Order

The Tulsa County Criminal Justice Authority (TCCJA) was called to order 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 Mayors Brian Guthrie and Larry Shafer. Others present included: Chief Deputies Michael Craddock and James Rea; Aaron Wideman, Miyuki Dwyer, and Jennifer Pottorf, County Clerk's Office; Sheriff Regalado, Casey Roebuck, Major Marcus Berry, Jessi Phillips and Tamara Stanley, Sheriff's Office; Mary McDonald, Court Services; Kirk Vanderslice, Hinkle and Company; Alan Vanderburg, IT Department; Sharon Weaver, Authority's Attorney; and Sherry Langston, Recording Secretary.

II. Announcement of TCCJA Chairman for Calendar Year 2024

A. Commissioner Karen Keith, Chairman of the TCCJA for Calendar Year 2024

Chairman Stan Sallee announced the Chairman of the TCCJA for calendar year 2024 as Commissioner Karen Keith.

III. Nomination and Election of Officers for Calendar Year 2024

A. Vice-Chairman of the TCCJA for Calendar Year 2024

Chairman Keith asked for nomination for Vice-Chairman of the TCCJA for Calendar Year 2024 suggesting Commissioner Kelly Dunkerley as the Vice-Chairman.

Motion made by Stan Sallee, seconded by Brian Guthrie, to Elect as Vice-Chairman Commissioner Kelly Dunkerley.

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

B. Secretary of the TCCJA for Calendar Year 2024

Keith called for nominations for Secretary of the TCCJA for calendar year 2024 and asked Trustee Shafer if he would serve for the year; he agreed.

Motion made by Stan Sallee, seconded by Kelly Dunkerley, to elect as Secretary Mayor Larry Shafer.

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

IV. Consider and Vote on Minutes

A. Minutes of meeting - December 20, 2023

Keith called for a discussion of the December 20, 2023 minutes, none ensued.

Motion made by Kelly Dunkerley, seconded by Brian Guthrie, to accept and file the minutes of December 20, 2023.

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

V. Reports, Recommendations and Possible Action

A. Budget Office Report for the Months of January, February, and March 2024

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

1. Claims (Purchase Orders / Payroll)

The Budget Office requested approval for Claims (Purchase Orders/Payroll) in the amount of \$3,105,983.27 for report dated January 17, 2024.

The Budget Office requested approval for Claims (Purchase Orders/Payroll) in the amount of \$3,168,724.24 for the report dated February 21, 2024.

The Budget Office requested approval for Claims (Purchase Orders/Payroll) in the amount of \$2,851,624.31 for the report dated March 20, 2024.

2. Appropriations

The Budget Office requested approval for Appropriations in the amount of \$2,997,514.59 for the report dated 1-17-2024.

The Budget Office requested approval for Appropriations in the amount of \$3,065,957.91 for the report dated 2-21-2024.

The Budget Office requested approval for Appropriations in the amount of \$3,094,192.34 for the report dated 3-20-2024.

3. Intrafund Transfers

The Budget Office requested approval for Intrafund Transfers in the amount of \$3,227.08 for the report dated 3-20-2024.

Motion made by Stan Sallee, seconded by Larry Shafer, to accept and file the Tulsa County Budget Office Report dated January 17, 2024.

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

Motion made by Larry Shafer, seconded by Kelly Dunkerley, to accept and file the Tulsa County Budget Office Report dated February 21, 2024.

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

Motion made by Stan Sallee, seconded by Kelly Dunkerley, to accept and file the Tulsa County Budget Office Report dated March 20, 2024.

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

4. Report on Budgets, Revenues and Expenditures

Wiedman reviewed the Budgets, Revenues, and Expenditures Report for the Authority. The CJA Fund 700 reflects total revenue collections of \$3,133,348, 77% of projected, and total expenses of \$2,851,624, 51% of projected. He noted overtime decreased for the month of February. County Contribution Fund 365 reflects total revenues of \$1,587,985, 81% of projected and total expenses of \$1,584,744. The Commissary Fund 370 reflects total revenues of \$244,207 and total expenses of \$120,630 with \$102 being allocated for jail operating expenses. Combining Statement for Jail Related Funds February 2024 reflects total revenues of \$38,396,625.55, total expenses of \$36,553,867.01 and an available balance of \$19,560,735.27. Combining Statement with Detail reflects total revenues of \$4,945,540, 78% of projected, and total expenses of \$4,556,997, 75% of projected. Sales Tax Receipts report reflects a 0.2% reduction in sales tax receipts with a

total of \$3,098,023 collected for February 2024.

Keith called for discussion, none occurred.

Motion made by Larry Shafer, seconded by Kelly Dunkerley, to accept and file the Budget, Revenues and Expenditures Report dated February 29, 2024. Upon roll call, Yes - Brian Guthrie, Stan Sallee, Larry Shafer, Kelly Dunkerley, Karen Keith. No - None. Abstain - None. Motion carried.

B. Sheriff's Report – Sheriff Regalado / Stacie Holloway, Jail Administrator

The Sheriff's Office provided a written report to the Authority. Major Marcus Berry reviewed the Sheriff's Office Report in Jail Administrator Stacie Holloway's absence. Berry noted the current jail population as 1,362. He gave a summary of the booking charges. Construction began in late January with the remodel of master control, operations desk, and J and F hall desks. This project is scheduled to be completed by late March or early April 2024. Lt. Michelle Ramsey oversees the jail's program area. Due to her efforts, OSU is teaching a Spanish-speaking parenting class and an anger management class is being taught. The Justice Link memorandum of understanding has been completed; they will have an employee at the front desk to advocate for releasing inmates from the jail and helping them to receive services that will assist the inmate in obtaining a state ID, healthcare, jobs, etc. In response to Sallee's question concerning additional projects that would affect the budget in the future. Tamara Stanley provided a summary of upcoming projects.

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

Court Services provided a written report. Mary McDonald reviewed the report for the Authority explaining the increase in some of the services accessed by their clients. McDonald noted that staffing shortages have been filled.

D. Sales Tax Overview Committee – Todd Pals

Todd Pals provided a verbal report for the Sales Tax Overview Committee. He provided a summary of his background noting he was appointed by Mayor Cory Box. He explained the committee has an open seat and the next meeting is April 29, 2024.

E. Accept and File Annual Auditor's Report of the Tulsa County Criminal Justice Authority Financial Statements and Independent Auditor's Report for June 30, 2023 - Kirk Vanderslice, Partner, Hinkle and Company, and Jennifer Pottorf, Tulsa County Clerk's Office

Hinkle and Company provided written reports for the Authority's review. Kirk Vanderlice summarized the audit report highlighting the audit results of the financial statements, and explained it was a clean, unmodified opinion.

Motion made by Kelly Dunkerley, seconded by Stan Sallee, to accept and file Hinkle and Company's Annual Auditor's Report of the Tulsa County Criminal Justice Authority Financial Statements and Independent Auditor's Report for June 30, 2023.

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

VI. Proposed Fiscal Year 2024-2025 Tulsa County Jail Budget and Possible Action

The Sheriff's Office provided Fiscal Year 2024-2025 Jail Budget Revenues and Expenditure Including Jail Expansion and Commissary Reports for the Authority's review. Tamara Stanley explained the reports have been standardized and the Sheriff's Office will continue to work closely to work with the Tulsa County Clerk's Budget Office. The Authority allowed Stanley to present Items A and B together.

A. Presentation of Anticipated Revenues for CJA Fund for Fiscal Year 2024-2025

B. Presentation of Estimate of Proposed Expenses for the Operation and Maintenance of and Capital Improvements for the Tulsa County Jail for Fiscal Year 2024-2025

Stanley noted there are a few gaps in the budget. She summarized the Sheriff's Office is projecting revenues of \$54,686,500 for jail operations and expenditures of \$62,142,624.40 for Fiscal Year 2024-2025. Stanley explained the changes in the budget and ways they are planning for the shortfalls. Keith asked Sharon Weaver, Authority's Attorney, if she had an update on the case that pertains to the Department of Correction's costs owed to Tulsa County. Weaver gave a summary of the State Auditor's opinion and calculation that should be paid by the state of Oklahoma.

Stanley has worked with the IT Department and the Budget Office to verify and correct which funds employees are being paid from are accurate. Stanley explained \$7,456,124.40 would be accessed from the total fund balance to balance the budget for Fiscal Year 2024-2025. Trustee Guthrie stated his concerns pertaining to the projected budget for Fiscal Year 2024-2025 because the budget as presented is not sustainable. Stanley explained that monthly budget meetings have been put into place to monitor the budget. Sheriff Regalado explained the department is trying to find ways to stay within the budget and cut costs where feasible. Regalado explained the optimal staffing level for the jail is 300 but it has been cut back to approximately to 255 employees. Wiedman explained the fund balance will be non-existence next year if all of it is expended.

Motion made by Stan Sallee, seconded by Kelly Dunkerley, to accept and file the Fiscal Year 2024-2024 Revenues and Expenditures Budget.

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

C. Discussion and Prioritization of Which Categories the CJA will Fund for Fiscal Year 2024-2025

Stanely requested the priorities to remain the same as they have been in the past. Keith asked for a motion to approve to leave the priorities and percentages as they have been in the past.

Motion made by Kelly Dunkerley, seconded by Stan Sallee, to approve retaining the prioritization of which categories the CJA will fund for Fiscal Year 2024-2025, leaving them the same as the current fiscal year.

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

VII. Chairman's Report

None.

VIII. 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.

IX. Vote to Adjourn

Keith asked for a motion to adjourn.

Motion made by Stan Sallee, seconded by Kelly Dunkerley, to adjourn the meeting at 9:25 am.

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



Chairman Karen Keith

Tulsa County Criminal Justice Authority

ATTEST:


Secretary Larry Shafer

Tulsa County Criminal Justice Authority

