

**COLUMBIA COUNTY SHERIFF  
MEMORANDUM**

**APPROVED  
AS PRESENTED  
01.12.2016**

**Date:** October 13, 2015  
**To:** Sheriff Jeff Dickerson  
**From:** Millie Wagner, Sheriff's Office Administrator  
**SUBJECT:** **JOCAC MEETING – MINUTES FOR 10/13/2015 MEETING**

**Attendees:**

Committee Members:  
Dick Lager, Chair  
Garrett Lines, Vice-chair  
Greg Hinkleman  
Jamie Maygra  
Dennis Kenna  
Rita Bernhard  
Jeff Auxier  
Lester Kahr

Columbia County:  
Jennifer Cuellar-Smith, Director of Finance and Taxation

Columbia County Sheriff's Office:  
Sheriff Jeff Dickerson  
Captain Tony Weaver – Jail Commander  
Millie Wagner – Sheriff's Office Administrator

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

Meeting called to order at 7:00 PM by Committee Chair, Dick Lager.

**PUBLIC COMMENT**

Nancy Whitney made a request for copies of any and all financial documents related to Federal inmates for the period of June 2015 – August 2015.

Brady Preheim asked what the per inmate cost was and also questioned the objectives of the committee. Mr. Preheim also stated that the date, time and location of the meetings needed to be published in the newspaper.

**OLD BUSINESS**

Review of the minutes from previous meetings. Minutes were approved as presented.

**NEW BUSINESS**

Presentations:

Review of the FY15 – Q4 Financials

- Finance Director Cuellar-Smith presented FY15 fourth quarter documents and noted that FY15 ended higher than expected.

#### FY16 Beginning Balance Analysis

- Finance Director Cuellar-Smith presented a document with the FY16 beginning balance and noted that she would look at the capitol expenditures portion again since it appeared low. It was also noted that payroll costs were lower than estimated because hiring took longer than expected.

Finance Director Cuellar-Smith stated that if there were any questions, then committee could email her at [Jennifer.cuellar@co.columbia.or.us](mailto:Jennifer.cuellar@co.columbia.or.us).

#### JMS Replacement Update

- Captain Weaver stated that a new jail management system has been selected and a contract is currently being negotiated.
  - ◆ Captain Weaver stated that we are beginning to move forward with the purchase of computer hardware, platforms and completing the WiFi in the Jail.
  - ◆ Captain Weaver anticipates that the new system will be functional and training on it will begin mid-December.
  - ◆ Captain Weaver stated that we will not be able to overlap the existing JMS (Golden Eagle) with the new system, but all data will be imported to the new system.
  - ◆ The cost of updates will be \$35,000 - \$40,000 per year, but will include quarterly updates performed by ATIMS as well as customer service and maintenance.
  - ◆ This is a web-based system and will be a paperless. The data storage will be on servers housed on site at CCSO.
  - ◆ Commissary will not be a part of this system, but there are now kiosks located in each jail pod.
  - ◆ The new JMS will allow a greater integration with the REJIN system used by our enforcement deputies. The REJIN system is also used by city police officers and deputies from other counties so the new JMS will benefit all that use the REJIN system.

#### Jail Staffing/Hiring Update

- Eight new deputies have been hired.
  - ◆ Two of these deputies have already completed the Academy and are awaiting certification paperwork
  - ◆ Two deputies are currently at the Academy
  - ◆ One deputy is scheduled to attend the Academy in January 2016
  - ◆ One deputy is scheduled to attend the Academy in April 2016
  - ◆ One deputy has not been scheduled for the Academy yet
  - ◆ One deputy is already dual-certified
  - ◆ Background investigations are currently in progress for one deputy and one control tech
- There has been some attrition, so recruiting is still being done.
- The Sheriff stated that overtime has dropped a little, but we're required to have a certain number of certified deputies per shift and this continues to result in the need for overtime.
- Captain Weaver stated that there are still a lot of openings for corrections deputies across the state.

#### Discussion:

- Discussion regarding a quarterly meeting schedule.
  - Next meeting will be January 12, 2016.
- Discussion for the Next Agenda
  - Demo of the new JMS
  - Inspection of the new jail transport vehicle
  - Budget update
    - Finance Director Cuellar-Smith will send out an update after the November tax receipts are in.

- Committee member Bernhard is curious regarding the difference between payments in full vs those making payments and Finance Director Cuellar-Smith will also send this statistical information.
- Finance Director Cuellar-Smith stated that a County-wide analysis won't be available in January
- Staffing Update
- Ways for the Committee to communicate their progress with the public
- Discussion regarding what happens when this levy ends
  - Function and Responsibility of the Committee
  - It was requested that County Counsel attend the January meeting to discuss the liability to the committee members
  - The Sheriff stated that the Committee may want to return to a monthly meeting schedule

Set the Next Meeting

The next meeting will be on January 12, 2016 at 7:00 PM. The location will remain the same.

At 8:27 PM, Committee member Maygra made a motion to adjourn the meeting. The motion was seconded by committee member Auxier; the motion carried. The meeting adjourned at 8:28 PM.

Respectfully submitted by Millie Wagner, Sheriff's Office Administrator, Columbia County Sheriff's Office