

**COLUMBIA COUNTY SHERIFF
MEMORANDUM**

**APPROVED
AS PRESENTED
02.10.2015**

Date: January 13, 2015
To: Sheriff Jeff Dickerson
From: Millie Wagner, Administrative Assistant
SUBJECT: **JOCAC MEETING – MINUTES FOR 01/13/2015 MEETING**

Attendees:

Committee Members:
Garrett Lines, Vice-Chair
Jamie Maygra
Lester Kahr
Dennis Kenna
Rita Bernhard
Jeff Auxier

Columbia County:
Henry Heimuller, BOCC
Jennifer Cuellar, County Treasurer, Director of Finance
Sarah Hanson, County Counsel

Columbia County Sheriff's Office:
Sheriff Jeff Dickerson
Millie Wagner – Administrative Assistant

Visitors:
Brady Preheim

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

Meeting called to order at 7:00 PM by Committee Vice-Chair, Garrett Lines. A quorum check was done and it was determined that they had a quorum.

PUBLIC COMMENT

Brady Preheim asked where and when the announcement of the meeting date, time and location have been posted or advertised. Sarah Hanson, Columbia County Counsel stated that the county posts this information at the beginning. Mr. Preheim stated that he felt that it should at least be noted on the county website. Commissioner Henry Heimuller stated that we can make sure it's on the website.

OLD BUSINESS

Review and approval of minutes from previous meetings. Vice-chair Lines requested that the meeting minutes be sent out within the same week as the meeting. CCSO Administrative Assistant, Millie Wagner, stated that she does have many other duties within the Sheriff's Office that take a very high priority, but that she will do the best she can to meet this request. Vice-chair Lines also requested that the meeting minutes be sent out as a draft until they are approved by the committee.

NEW BUSINESS

A presentation was given by Jennifer Cuellar, County Treasurer and County Finance Director. She stated that she had prepared a 5 year report for the committee and was committed to updating it annually. The report that Ms. Cuellar had prepared were distributed to the committee and she went through the details found in the report. Ms.

Cuellar stated that revenue was fairly consistent; however the General Fund was structurally different in terms of revenue pre-recession.

- Vice-chair Lines noted that the line showing Jail Assessments varied a lot and asked what this was. Ms. Cuellar stated that this was based on court fees from Municipal Courts and that the legislature had made changes to the structure of the court fees.
- Vice-chair Lines then asked what the line for 'Federal Jail Mental Health' was. It was stated that this was for a federal grant that no longer existed. The Sheriff stated that we are still able to provide some mental health care, thanks to the levy. Commissioner Heimuller suggested a future focus of the committee be what percentage of inmates are or should be using mental health services. Committee member Auxier asked what mental health services are currently provided by the jail. The Sheriff replied that our 4hours of mental health care service, plus emergencies and referrals to CCMH as necessary. The contracted medical staff oversees the mental health reviews and treatment.
- Committee member Kahr asked what the HB 3194 Jail Reinvestment line item was. It was stated that this is a new program by the state. The Sheriff stated that lower level felons were sent back to local jails if their sentence was 2 years or less and the state sends money back to the jails and community corrections departments to help offset the costs of this.

Ms. Cuellar continued her presentation and stated that when reviewing over the years, costs to run the jail are relatively stable, however she does not know how that relates to inmate populations through the same time periods. Questions were then asked by various committee members regarding specific expense line items:

- Lines: Why were administrative salaries going up and now forecasted down in FY15?
 - A. (Sheriff): There were reallocations of where the salaries should fall and in the past there was no Jail Commander. Now there is a Jail Commander, so that will change. (Cuellar): We will do supplemental budgets later in the year and at that time you'll see that FY 15 will be more in line with previous years due to that.
- Auxier: Regarding the line item for Capitol Equipment and software, is the \$400, 000 budgeted for FY 15 for the new JMS system? A. (Cuellar) Nothing has been spent there yet. (Sheriff) We would like to merge into ReJIN with JMS. Clark County, WA is doing this There would be no start up costs and no R/O costs by doing this.
- Kahr: Regarding PERS, why is there a big increase in FY 15? A. Currently we have been hiring PT deputies that have been retired from other agencies, therefore there are no PERS costs related to them, but we have the potential of hiring FT deputies that are not retired and we would need to pay PERS for them.
- Maygra: What is the line item "Dues"? A. (Sheriff) These are dues to the Oregon State Sheriff's Association.
- Maygra: Regarding personnel salaries, is Captain Weaver in the Administrative salaries? (Sheriff) A. Yes (Cuellar) FY 15 is a smaller cost than FY 16 will be. The contingency for future is new since the levy, however there has always been the 2-month operating contingency in the General Fund.

Ms. Cuellar reviewed the quarterly financials with the committee and stated that she will be updating the quarterly report and bringing it to the April meeting. She stated that if something came up before then that she will make herself available for assistance.

The Sheriff presented his budget analysis.

- Lines: The budget is for 120 beds; I thought it was for only 100 beds? The Sheriff stated that he did this only for a simple comparison.
- Lines: Why wouldn't personnel costs go down if there are fewer inmates? The Sheriff explained that we have to have a minimum number of staff to do the jobs and that is what this is based on. These functions will still need to occur regardless of whether we have 120 inmates or 180 inmates.
- County Counsel: How do new hires fit in; are there more rovers to eliminate some overtime? A. (Sheriff) Cuts have been made in beds, staffing and in management, so we now need to hire staff and management in order to increase the number of beds. The staff is still working huge amounts of overtime, but we've brought in part-time deputies (retired deputies) and part-time corrections technicians to help alleviate some of the OT. We've also hired 3 deputies, however one of those is already gone.
- Auxier: Is hiring still progressing? A. (Sheriff) Yes. We currently have 2 deputies that will be going to the academy. It's a slow process due to higher standards and the lower salary as compared to other counties.

The discussion continued regarding the costs of housing an inmate and then was followed by general questions.

- Kahr: Is the HVAC system a new problem or has this been an ongoing problem? A. (Sheriff) This has been an ongoing problem.
- Lines: Can we get a list of capitol items that should be replaced or updated. That is, things that should be done and the costs associated in order to bring them up to operating standards. For example: the roof, the HVAC units, building items, floors, drains, computer systems, etc. The Sheriff stated that he would have our maintenance person put together the list.
- Bernhard: We need to make it a top priority to figure out where we go after the levy ends, i.e., what are the priorities and how do we meet them? Commissioner Heimuller stated that future facilities operations and maintenance have to be a part of this.
- Bernhard: we must show the voters that we are using the resources appropriately.

Interviews with the press were discussed.

- Bernhard: The chair of the committee should be the one to speak with the press on behalf of the committee. Committee member Kenna stated that we should add an agenda item for this. Motion for this to be added to the agenda was made by committee member Bernhard and seconded by committee member Maygra. The motion passed unanimously.

The next meeting date will be February 10 at 7:00 PM; the location will be the same.

No further discussion and the meeting was adjourned by Vice-chair Lines at 9:12 PM. (NOTE: there was no motion made to adjourn the meeting so that is why this has not been recorded.)

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