

**COLUMBIA COUNTY SHERIFF
MEMORANDUM**

**APPROVED
AS PRESENTED
08-08-2017**

Date: May 10, 2017
To: Sheriff Jeff Dickerson
From: Christina Chapman, Administrative Assistant
SUBJECT: **JOCAC MEETING – MINUTES FOR 05/09/2017 MEETING**

Attendees:

Committee Members:

Dick Lager, Committee Chair
Garrett Lines, Vice-chair
Jeff Auxier
Rita Bernhard
Lester Kahr
Greg Hinkleman

Columbia County
John Dreeszen

Columbia County Sheriff's Office:

Sheriff Jeff Dickerson
Captain Tony Weaver – Jail Commander
Christina Chapman – Administrative Assistant

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

None

OLD BUSINESS

Review of the minutes from previous meeting. One correction was made. Motion to accept the minutes as corrected was made by Committee member Kahr and seconded by Committee member Hinkleman. The motion carried and the minutes were approved with corrections.

NEW BUSINESS

Budget Information from Finance

- John Dreeszen from the County Finance Department reviewed the third quarter financial report for the committee.

Balance Sheet

- Each Quarter's figures are YTD figures as of the end of the quarter, so that the latest Quarter's figures always match the Annual Total Figures
- Cash increased \$176k during Q3
- Fund Balance increased \$139k during Q3, the amount by which Total Revenues exceeded Total Expenses over the three months, producing a much stronger balance sheet than last quarter.

- Committee member Hinkleman asked why the cash increase? Was that from the property tax revenue?
 - John stated it was a combination of several things. Property taxes in Q3 were much lower than they were in Q2, because Q2 is when everyone pays their property taxes. There was a significant increase in Revenue from Boarding Fees for Federal Prisoners. There was a learning curve and problems with the software program which have been corrected and now the billings are done more efficiently and timely. Those billings produced \$1 million just within the last quarter, accounting for 6 months worth of billings. Total expenses were about \$127,000 less than they were for the prior quarter, adding to the increase in Cash and The Fund Balance.
- Committee Vice-Chair Lines asked if the jail would hit its budget target of 1.6 million for revenue from boarding federal prisoners.
 - Both the Sheriff and John stated we are good. There are still 4 months not reflected on the financials, so, using the experienced average of \$150,000 per month, it would be about 600,000 -- which should put us well over budget. The Sheriff stated we always go conservative on that figure because we never know from month to month what the Marshalls are going to send us.
- Committee Vice-Chair Lines asked when the committee meets three months from now, will the financials be YTD thru June 30th or will they be 11 months?
 - John stated the financials will be thru June. The books will be left open for about two months to record expenditures or revenue generated in the current fiscal year but come in (or gets paid) after June 30. John stated that we'll do our best to include the federal prisoner billing for June, but if we can't then we will check in with the Sheriff or just by estimating on the monthly average we will build an estimated fiscal year end total that will include those totals.

Expense

- Total expenses for Q3 were \$127k lower than Total expenses for Q2
- The only significant expense overages (by percentage) are in the areas of Property & Casualty Insurance, Legal, Capital Software and Jail Maintenance Expenses. All four of these variances appear to be large as percentages but are relatively small in dollar amounts. The Property & Casualty Insurance is a once-yearly charge. Legal expenses were primarily incurred in Q1 and have been declining in each of the past two Quarters. Capital Software has been discussed before as an expense deferred from last year where the deferral resulted in a higher-than-budgeted beginning balance. Jail maintenance expenses reflect the full time assignment to the Jail of a General Services maintenance employee which was not anticipated in the budget. The Sheriff and the Director of the General Services Department are in conversations about how to restructure that for next year and have the costs show up and line up to in the right department.
- Committee Vice-Chair Garret asked how the jail is doing with employment as far as how many people the jail is waiting to hire and how overtime is going.
 - The Sheriff and Captain Weaver advised we are going backwards. One person left us for another law enforcement agency and we lost one that did not make it through the Academy which put us at 4 vacant positions plus one overfill.
 - Sheriff stated we have openings created by the BOC giving us two new positions in Enforcement and they will come on line in September. The CCSO has been recruiting but may never get to full staff (due to attrition), because it takes a long time to get people hired and it takes a long time to find the right person to hire. We are in a forever recruiting mode. Competing with both Multnomah and Washington County makes it a challenge.
 - The Committee shared their opinions on all the challenges with recruitment in law enforcement.
- The Sheriff thanked each member for the years of service to the committee and the jail and the whole process of making us stay successful.

Jail Commander Presentation:

Hiring Update:

Inmate Programs and Inmate Services Update

- Captain Weaver stated that we are interviewing for Deputy the day after tomorrow. Even though the intent is to hire as many Deputies as the budget makes possible, we can hire Control Tech's a lot faster, so we opened up to recruitment for a Control Technician and those interviews are scheduled for the 22nd of June for two positions.
- Committee Vice-Chair Lines asked if we could address the changes in the administrative organizational structure and what impact it may have had on the jail.
 - The Sheriff stated the jail lost two Supervisors, but they put one back in. The former Undersheriff became an Administrative First Sergeant in the jail and is doing very well. Two Sergeants came out to Enforcement. There is a Supervisor spot open and would be added to the total numbers mentioned by Captain Weaver. Captain Weaver and Sergeant Moyer are splitting duties plus they have assigned several Officers in Charge to help. The OIC is a regular Deputy that is in charge when there is no Supervisor there.
- Captain Weaver introduced two new programs in partnership with Community Justice.
 - Houses of Healing, a 12-week program designed to help inmates understand why they make the decisions they make that often result in arrest and incarceration. Six inmates have successfully completed the program. There is a large waiting list to get into the program
 - The Parenting Skills Building Program is a 10-week course designed to help inmates improve on their parenting skills. It's designed to help parents who are incarcerated to maintain and strengthen their parental bonds.
 - The Pathways Inmate Worker Program continues to be the most popular and successful program. Three dozen inmates have completed phase 1 which covers basic food safety and sanitation regulations and practices. 8-10 inmates have completed phase 2 which is a detailed course covering all things related to food preparation. Two inmates have received their food handler's card. The Master Baker Program, Phase 3 has been implemented but we have yet to have anyone graduate from this phase.
 - Our Religious Services Volunteer has added an extra day of 1-on-1 religious counseling so that we now can offer this program to our Maximum Security and Close Custody inmates. Baptismal services continue with 20-30 inmates being baptized so far.
 - The growth of the mentally ill population continues to be our biggest challenge. Our statistics run a bit above the national average for inmates that are considered to have significant mental health issues. National average is somewhere around 24% and we saw a number of around 27%. Through the jails mental services provider, Tele-Psych Services was added which allows inmates to have a video consultation with a licensed psychiatrist. Because the Doctor is not affiliated with the jail, the inmates believe that the doctor cares more about their needs than the jail's needs, so these meetings are more successful than meeting with the on-site mental health provider.
 - We are still developing release planning for inmates who are released at the end of their sentence. This program will focus on inmates who do not have a Probation Officer, are not part of the Jail Diversion Program and do not have family support. The deputies will help the inmates-- if they choose to participate--enter addition treatment programs, apply for the OHP, enter into mental health programs, help with resumes and job applications, enter into educational programs and apply for other community services specific to each inmates needs
- Committee member Bernhard asked how things are working with transitional housing.
 - Captain Weaver stated that transitional housing is run by Community Justice. He stated it is still being utilized but he is not aware of the level of success. Committee Member Bernhard stated that for a while there were not many females taking advantage of the program and males. Captain Weaver stated he did not know the number of females they have but both houses are occupied now.
- Committee member Bernhard asked about the opioid problems that are plaguing the nation and how do we rank in that.
 - Captain Weaver stated we do not have any statistics for opioid addition. Inmates go cold turkey when they arrive; although the jail medical staff provides assistance to help inmates address cravings for various drugs while they are incarcerated.
- Committee member Auxier stated that of all the programs that sound really good, the one that could potentially be costly is the Tele-Psych Program. He asked how is that paid for and also commented that it's probably worth the cost because it probably calms inmates down.

- Captain Weaver stated that the cost is paid through our contracted medical services. It was something that was contracted in when we put out the RFP for the medical services. If we go over a certain amount then we pay for it out of operating expenses.
- Committee Vice-Chair Lines asked if the 27% of inmates with mental health issues increased over the last couple of years or is pretty constant.
 - Captain Weaver stated that we are more aware of it now, than we were before. Now that we have the ability to have them diagnosed we can actually start tracking. The number is rising in Columbia County because there are no other options to take people in this County except to jail.
- Committee Member Bernhard asked what percentage of the folks that are identified with mental health issues are related to drug and alcohol use.
 - Captain Weaver stated that he thinks it's a very high percentage.

Committee Roundtable/Discussion for next agenda:

- Committee Vice-Chair Lines opened a discussion about reports to the public. He would like to submit a report to the community at the end of each fiscal year then update after 6 months with a short summary, creating a sub-committee that would meet soon to determine what should be in the report, and then bring that to the meeting in August. Then in the August meeting the sub- committee could open a discussion and get feedback from the committee then have the sub-committee write up the report and post it on the website as a preliminary report. Committee member Auxier suggested we might want to hold off until we get some new recruits so that they could be involved in the process. Committee Vice-Chair Lines stated that if we hold off, then it might take another 6 months to create the report. Since the sub-committee would have a preliminary outline of what they wanted in the report for the August meeting, any new recruits would still have a voice.
- There was a discussion about the press release the county has been working on to recruit new committee members. The Sheriff asked if we wanted people from specific zones. The goal is to have the new members start in June so that they can start their three year terms. The goal is to get people from different zones but limiting to zones might make it more difficult to get new members. It was suggested to try at least have someone from each area to represent all the areas in the County. It was discussed that the BOC members should be able to help define the zones and this discussion can be added to the next meeting's agenda.
- Committee Vice-Chair Lines made a motion to form a sub-committee to have a format for our report that we will write after the August meeting. Committee member Hinkleton seconded the motion. The motion carried.
- Committee Vice- Chair Lines made a motion that the committee would be composed of the Committee Chair, the Committee Vice-Chair and Committee member Hinkleman. Committee member Kahr seconded the motion. The motion carried.
- The Sherriff and the Finance department will be available to answer any questions that the subcommittee may have.
- Next meeting is set up for August 8, 2017.

At 7:57 pm, Committee Chair Lager made a made a motion to adjourn the meeting, Committee member Hinkleman seconded the motion; motion carried. The meeting adjourned at 7:58 pm.

Respectfully submitted by Christina Chapman, Administrative Assistant, Columbia County Sheriff's Office