

**COLUMBIA COUNTY SHERIFF  
MEMORANDUM**

**APPROVED  
AS PRESENTED  
10.13.2015**

**Date:** May 15, 2015  
**To:** Sheriff Jeff Dickerson  
**From:** Millie Wagner, Sheriff's Office Administrator  
**SUBJECT:** **JOCAC MEETING – MINUTES FOR 05/12/2015 MEETING**

**Attendees:**

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

Columbia County:  
Henry Heimuller, Board of County Commissioners  
Jennifer Cuellar-Smith, Director of Finance and Taxation  
Sarah Hanson, County Counsel

Columbia County Sheriff's Office:  
Sheriff Jeff Dickerson  
Lieutenant Brooke McDowall – Corrections  
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**

None

**OLD BUSINESS**

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

**NEW BUSINESS**

Presentations:

Finance Director Cuellar-Smith Appearance before the Committee to Answer Any Budget-related Questions:

- Vice-chair Lines: What is the projection for the 4<sup>th</sup> Quarter? Is it similar to the 3<sup>rd</sup> Quarter?
  - ◆ Cuellar-Smith: Expense-wise it is fairly consistent. Revenue will be slightly higher due to a \$128,000 transfer from Community Corrections.

- The portion of the County Budget containing the Jail Operations Fund was passed out to the members and Director Cuellar-Smith stated that the entire budget was available on the County website.
- The dates/times for the next steps in the budget approval process were reviewed.
- Committee member Hinkleman: How is the Patrol side of the budget?
  - ◆ Sheriff Dickerson: Flat, but we did pick up a ½ position and vehicle funded by the Road Department. The Sheriff stated that the other ½ of this position will be in criminal and currently in the process of hiring someone that is former Law Enforcement and USM. As a result, this person will only need to spend about 2 weeks at the Academy.
- Commissioner Heimuller pointed out that Director Cuellar-Smith and her staff have worked very hard to make the budget document a much more user-friendly document.
- Director Cuellar-Smith pointed out that one thing not shown in the original budget was the Strategic Investment Program.
  - ◆ This is a new program and she will be creating a line item for it.
  - ◆ A general overview of the program: Portland Gas & Electric will be doing a 15 year payout and a slice of this payout will drop into the Jail Fund.
    - The 1<sup>st</sup> year will be approximately \$50,000
- The appropriated budget will be published to the County website and typically will be approved the last of June.
- Director Cuellar-Smith does not see significant changes to the Jail Fund budget.
- Committee member Maygra asked a question regarding the numbers for the Proposed Budget vs. the Requested Budget numbers and Director Cuellar-Smith explained how this worked.
- Committee member Bernhard asked if the budget shortfall would impact employee hours.
  - ◆ Commissioner Heimuller stated that there will be 8 furlough days in the new fiscal year.
- Committee member Hinkleman asked about the reduction in Food dollars.
  - ◆ It was stated that the reduction was due to the contract with a different vendor (CFM): the prices are better and the food is better.
- Committee member Hinkleman asked about why the FY16 requested amount for water/sewer was more than the amount used in FY15.
  - ◆ The Sheriff stated that the water usage goes up with the number of inmates housed.
- Vice-chair Lines asked if the amount for Capitol Software included everything that has been proposed.
  - ◆ The Sheriff stated that it is unknown if we will even need to spend that much.

#### Review of Vehicle Purchase Needs

- Lt. McDowall stated that inmates were transported to medical appointments, the courts and other states, so reliable vehicles were a necessity. The current transport vehicles are not reliable; they had been purchased used several years ago and with higher mileage. Lt. McDowall stated that the oldest jail transport van is a 1998 or 1999 and the other is a 2004 or 2005.
- The memo from Captain Weaver to Sheriff Dickerson requesting two additional transport vehicles was reviewed.
  - ◆ Lt. McDowall stated that the van to be purchased will have three cells/compartments and the main cell will have a divider, so it will be capable of having 4 cells/compartments. Within the cells are cameras to record both audio and video. The van will also be wheelchair accessible. The van will not have seatbelts for officer safety and security.
  - ◆ The jail transport car will have seatbelts.
  - ◆ The cities do come and pick up their own transports for Municipal Court.
  - ◆ We do transport Federal inmates to/from District Court.
  - ◆ Deputies are used for the transports. Currently there is one Transport Deputy on staff and if necessary, other deputies do transports on OT. When fully staffed, the expectation is that there will be enough staff to do transports without calling in someone on OT.
  - ◆ There will be no additional vehicles, only replacement vehicles. The Jail currently has two transport vans and two vehicles. The Jail will be replacing one transport van and both vehicles.

- ◆ Enforcement will sell on patrol vehicle to the Jail for the Court Security Deputy.

#### Jail Staffing/Hiring Update

- Sheriff Dickerson stated that currently there have been four hired, one promoted to Sergeant and two have been lost due to attrition.
  - ◆ The Sheriff also stated that the Jail currently has some very good temporary deputies to assist.
- The hiring process was recently closed again: 72 applications were received.
  - ◆ Of that 72, 65 completed initial process and moved to testing.
    - Of this group, 6 have passed the testing and an additional 6 have signed up to complete the testing portion.
    - The remainder of the group will have until 5/20 to complete the testing.
  - ◆ Interviews will begin after the list of who has passed the testing has been received.
- The recruitment for the Jail Clerk has been completed.
  - ◆ The person in this position can assist with booking and warrants. This will help free up time for the deputies and reduce some OT.

#### Discussion: Change to Quarterly Meetings of the Committee

- Discussion regarding when to move to a quarterly meeting schedule and when the next meeting will be.
  - ◆ Committee member Kahr made the motion that the next meeting be held the 2<sup>nd</sup> Tuesday of October (10/13). Committee member Jaime Maygra seconded the motion and it passed.
- There was some discussion regarding forming a subcommittee in order to get information to the public. Committee member made the motion to form a subcommittee for this purpose, but there was no second to the motion.

#### Committee Roundtable/Discussion for the Next Agenda

- Review of FY15 yearend numbers
- Information regarding the 1<sup>st</sup> quarter numbers for FY16

#### Set the Next Meeting

The next meeting will be on October 13, 2015 at 7:00 PM. The location will remain the same.

At 8:24 PM, Committee member Maygra made a motion to adjourn the meeting. The motion was seconded by committee member Bilton; the motion carried. The meeting adjourned at 8:25 PM.

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