

Kay County Justice Facilities Authority
Regular Meeting
Friday, February 10, 2023
Kay County Detention Center
Newkirk OK 74647

The Trustees of the Kay County Justice Facilities Authority (JFA) met in a regular session at 2:30 p.m. Friday, February 10, 2023, in the Sheriff's training room of the Kay County Detention Center (KCDC) in Newkirk, OK. Notice of the regular meeting was posted for public information on February 9, 2023, at the Kay County Detention Center front door, the Sheriff's training room door in Newkirk, OK, and on the Kay County Website.

Vice-Chairman Steve Kelley called the meeting to order

Vice-Chairman Kelley asked all in attendance to join in a moment of silence in remembrance of Wes Young.

Roll Call: Trustees: Mark Detten, present; Natalie Fraser, present; Shane Jones, present; Steve Kelley, present; Jim Stieber, present; Lee Stout, present. Others present were as follows: Don Jones, KCDC Director; Kay Hughs, KCDC Administration; David Ash, KCDC; David Cummings, JFA Attorney; Tammy Reese, Kay County Clerk/Secretary.

Motion was made by Detten and seconded by Stieber to approve the regular meeting minutes of December 9, 2022, and January 13, 2023. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Jail Director report by KCDC Director Don Jones: Jones gave the headcount. David Ash said the GED classes will be starting soon. He said there are five (5) inmates that are interested in getting their GED and Pioneer Technology Center (PTC) will have two (2) teachers available. Jones said this is the first class since 2020; he stated before 2020 26 graduated through this program. Jones praised PTC for their support of this program; Kelley said PTC supplies much of the equipment. Jones mentioned some of the maintenance issues they have had: The rooftop unit went out and detainees had to be moved temporarily, leaking generator, finished painting the east side, water testing on the new water softener, replacement glass, sprinkler system, sidewalk problems due to lack of moisture, and noted they are waiting on cages to come in for the recently purchased new van. Jones talked about staffing turnover and training and reported the sales tax receipts for the month and YTD. Kay Hughs presented the revenue report.

Motion was made by Stieber and seconded by Detten approving to elect Steve Kelley as Chairman to the KCJFA for the remainder of the fiscal year 2022-2023. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Motion was made by Jones and seconded by Detten approving to elect Jim Stieber as Vice-Chairman to the KCJFA for the remainder of the fiscal year 2022-2023. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Motion was made by Stout and seconded by Detten approving and authorizing the new Chairman and Vice-Chairman to sign the transfer of funds and vendor payment checks. David Cummings said Jim Stieber will need to be added to accounts and noted Equity Bank would have the accounts on file. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Motion was made by Detten and seconded by Stieber approving, in case of emergency, and no meeting available to be conducted, the Chairman, Vice-Chairman, or the County Commissioner Trustee, to sign checks to transfer funds from the primary sales tax account xxx4183 to salaries xxx5719 or M/O account xxx5741. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Renewal of contracts with Baskin Hadley & Associates: David Cummings said Baskin Hadley & Associates neglected to renew their contract. Cummings noted the fees have increased but will not be retroactive back to the beginning of the fiscal year. He stated Baskin Hadley & Associates go above and beyond to work with the authority.

Motion was made by Detten and seconded by Stieber approving payroll service per provisions of contract at \$650 per month for the fiscal year 2022-2023, noting the new rate will not apply until the month it is approved by the Trustees. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Motion was made by Stout and seconded by Stieber approving the accounting services per the provisions of the contract at \$19,500 for the fiscal year 2022-2023. Cummings said the firm neglected to renew this contract as well and Cummings said he is not sure about the amount of the increase. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Motion was made by Detten and seconded by Stout approving the payment of \$2,484 to Baskin Hadley & Associates for the KCJFA surety bond payment for the years ending December 31, 2022, and December 31, 2023. David Cummings said he requested them to be bonded and noted this is two years' worth of surety bonds. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Motion was made by Stout and seconded by Stieber approving a transfer of \$500,000 from the Sales Tax Account xxx4183 to Sales Tax Salaries Account xxx5719 for Detention Center Salaries. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Motion was made by Stout and seconded by Jones to approve December 2022, and January and February 2023 Purchase Orders. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Motion was made by Stout and seconded by Stieber to approve December 2022 and January, February, and March 2023 KCDC bi-weekly employee payroll not to exceed \$88,000.00 gross salary per pay period. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Unscheduled public appearances: David Cummings noted that all Trustees were given a copy of the audit and suggested each Trustee review and be prepared to accept it at the next meeting, along with discussion (questions should be directed to Finely & Cook).

Motion was made by Kelley and seconded by Stout to adjourn at 3:25 p.m. Motion carried: Detten, aye; Fraser, aye; Jones, aye; Kelley, aye; Stieber, aye; Stout, aye.

Approved this 10th day of March 2023.

Steve Kelley, Chairman

Attest:

Tammy Reese, Secretary/Kay County Clerk
County of Kay/State of Oklahoma
Kay County Justice Facilities Authority
(Seal)
