

Kay County Justice Facilities Authority  
Regular Meeting  
Friday, February 12, 2021  
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 12, 2021, in the Sheriff's training room of the Kay County Detention Center (KCDC) in Newkirk, OK. Notice of the meeting was posted for public information on February 11, 2021, at the Kay County Detention Center front door, the Sheriff's training room door in Newkirk, OK, and Kay County Website.

Chairman Wes Young called the regular meeting to order.

Wes Young gave the opening prayer.

Roll Call: Trustees: Mark Detten, Present; Jack Godberson, Absent; Steve Kelley, Present; Jim Stieber, Present; Lee Stout, Present; Wes Young, Present. Others present were as follows: Don Jones, KCDC Director; Kay Hughes, KCDC Administrative Assistant; Former Trustee Jimmy Greenhagen; JFA Attorney David Cummings; Tammy Reese, Secretary/Kay County Clerk.

Motion was made by Steve Kelley and seconded by Lee Stout approving regular (corrected from Agenda that read special meeting minutes) meeting minutes of January 8, 2021. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Stout, aye; Young, aye.

Jail Director Report by KCDC Director Don Jones: Jones distributed his detailed monthly packet as follows: Facility Jail Roster, Inmate Daily Population Analysis, noting a total of 208, Sales Tax Disbursement/Sales Tax Disbursement by city. He told the sales tax receipts Fiscal Year to Date Collections (FYTD)-\$2,698,029, FYTD Debt Service-\$1,002,409 and FYTD Collected for Operations-\$1,695,420. Jones noted the Sales Tax Disbursement by cities were up in all cities for this month. He gave the monthly meal count of 25,215. He talked briefly about some maintenance issues, such as the roof top unit; he mentioned two pods were unusable at the time and discussed different scenarios to repair/replace. Jones said touch-up repairs are being made. He also told he was preparing for the winter storms making sure there is plenty of food and blankets on hand. He said an office detention oversight inspection would be made by the Federal Department, and an extra inspection by the ODO would be done every six (6) months and PREA recertifications are planned.

Administrative Assistant Kay Hughes gave the Revenue Report.

No action was taken on administering the oath of office to new Trustee, Anthony Killscrow.

Motion was made by Jim Stieber and seconded by Mark Detten approving the Certificate and Order to County Clerk and County Treasurer. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Stout, aye; Young, aye.

Declaring an emergency for the possible replacement of a roof top HVAC unit: Jones said he wanted to get this matter approved due to the urgency of the situation. He said it would be considered a

single/sole source issue if replacement were to exceed the competitive bidding amount. Attorney Cummings suggested keeping it all on the Geothermal System.

Motion was made by Jim Stieber and seconded by Lee Stout approving emergency replacement of a roof top HVAC Unit and giving Director Jones authority to move forward as needed. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Stout, aye; Young, aye.

Motion was made by Lee Stout and seconded by Jim Stieber approving January 2021 and February 2021 Purchase Orders. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Stout, aye; Young, aye.

Motion was made by Steve Kelley and seconded by Jim Stieber to approve February 2021 and March 2021 KCDC bi-weekly payroll not to exceed \$83,000.00 gross salary per pay period. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Stout, aye; Young, aye.

Unscheduled public appearances: Chairman Wes Young presented Former Trustee Jimmy Greenhagen a plaque for his service to the Justice Facilities Authority from 2013-2020. Young thanked Greenhagen and told him he was sincerely appreciated for serving as a trustee on the authority.

Motion was made by Steve Kelley and seconded by Lee Stout to adjourn at 3:20 p.m. Motion carried: Detten, aye; Kelley, aye; Stieber, aye; Stout, aye; Young, aye.

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Approved this 12th day of March, 2021.

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Wes Young, Chairman

Attest:

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

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