

**COLUMBIA COUNTY SHERIFF
MEMORANDUM**

**APPROVED
AS CORRECTED**
01.13.2015
Corrections noted in red.

Date: September 10, 2014
To: Sheriff Jeff Dickerson
From: Millie Wagner, Administrative Assistant
SUBJECT: **JOCAC MEETING – MINUTES FOR 09/09/2014 MEETING**

Attendees:

Committee Members:
Dick Lager, Chair
Garrett Lines, Vice-Chair
David Crawford
Greg Hinkleman
Jamie Maygra
Lester Kahr
Dennis Kenna
Rita Bernhard

Columbia County:
Henry Heimuller, County Commissioner
Sarah Hanson, County Counsel
Jean Ripa – HR/IT Director

Columbia County Sheriff's Office:
Sheriff Jeff Dickerson
Captain Tony Weaver – Jail Commander
Millie Wagner – Administrative Assistant

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

Meeting called to order at 7:00 PM

PUBLIC COMMENT

No public comment to record.

OLD BUSINESS

Commissioner Heimuller recapped the last meeting stating that it was primarily for the committee members to introduce themselves to each other and to state why they were interested in serving on this committee.

NEW BUSINESS

Introductions conducted for the record.

Questions from the committee regarding when the money from the levy would become available and what the Sheriff's expectation of the committee were.

It was stated that the money from the levy would be available after the property taxes came in (November). The Sheriff stated that the Sheriff's Office was proceeding with hiring because the jail had reached critical levels in staffing and additional personnel were needed in order to keep the jail open and running.

The Sheriff stated that his expectation of the committee is to serve the committee.

Statement from County Counsel: Counsel will be available to assist at the first few meetings and open to any questions along the way. Counsel also reminded the committee that as committee members they were subject to the Oregon Ethics Law. Committee meetings are open to the public and notice must be given to the press of when the meetings will be. Meeting minutes will be taken and 3 minutes of public comments must be allowed (usually at the beginning of the meeting). Committee members must also comply with the ordinance passed by the BOCC regarding this committee. Discussion regarding what constituted a Quorum. Counsel again reiterated that the first steps of this committee were to elect a Chair and Vice-Chair, select a meeting date, time and location, and give notice to the paper regarding when and where those meetings will be held.

Nomination of committee member, Dick Lager, as Committee Chair, was made, seconded and affirmed by the committee in a show of hands.

Nomination of committee member, Garrett Lines, as Committee Vice-Chair, was made, seconded and affirmed by the committee in a show of hands.

Questions by the committee were addressed and the Sheriff recommended that the committee take a tour of the jail so that information given would be more in context. The Sheriff addressed questions from the committee regarding staffing levels, shift relief, use of volunteers, hiring challenges, the hiring process, costs of inmate medical care and inmate mental health care. The Sheriff stated that the overall condition of the jail facility was good, but that ongoing maintenance needed to continue and currently there is no money earmarked for capital improvements; the budget earmarks \$125,000.00 for maintenance issues/problems.

The motion was made that future meetings would be held on the 2nd Tuesday of each month, at 7:00 PM. Motion was seconded and affirmed by the committee in a show of hands. The next meeting will be on October 14, 2014 at 6:30 PM: committee members will arrive at 6:30 PM in order to gain more perspective about each other and their individual backgrounds; at 7:00 PM, committee members will take a tour of the jail, which should last approximately 45 minutes. Future agenda items will be a progress report regarding staffing levels/hiring process; educating the committee regarding what specifically happens in the jail and the BOCC's expectation of reporting from the committee.

Statement from County Human Resources and IT Director: the Director will try to be in attendance at some of the meetings and will be available to answer any questions regarding salaries, benefits, as well as IT-related questions. Current software needs of the jail were discussed: Jail Management System is seriously outdated and needs to be upgraded; Inmate Phone System also needs to be upgraded.

Question from the committee regarding accessing the current budget information: it was stated that all county budget information is available on the County website; however the funds from the levy were not included with that budget information. County Commissioner Heimuller stated that there was a supplemental budget hearing last week and the final supplemental budget should be available on 09/10/2014.

Options for planning for the future beyond the 3 years the levy is in effect were discussed. Committee stated that the public wants to make sure that the money from the levy is being used for the jail and not for other areas. Commissioner Heimuller stated that all monies pertaining to the jail will be in one spot for transparency. Discussion regarding changing the public's perception of funding for the jail: it was stated that the committee needs to work with today's realities; the committee will have a pivotal role in showing the public that the funds are being used correctly.

Motion to adjourn the meeting at 8:39 PM was made, seconded and affirmed by the committee in a show of hands. Meeting adjourned at 8:40 PM.

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