

**COLUMBIA COUNTY SHERIFF  
MEMORANDUM**

**APPROVED  
AS PRESENTED  
02.09.2016**

**Date:** January 12, 2016  
**To:** Sheriff Jeff Dickerson  
**From:** Millie Wagner, Sheriff's Office Administrator  
**SUBJECT:** **JOCAC MEETING – MINUTES FOR 01/12/2016 MEETING**

**Attendees:**

Committee Members:  
Garrett Lines, Vice-chair  
Harvey Bilton  
Dennis Kenna  
Rita Bernhard  
Jeff Auxier  
Lester Kahr

Columbia County Sheriff's Office:  
Sheriff Jeff Dickerson  
Lt. Brooke McDowall  
Millie Wagner – Sheriff's Office Administrator

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

Meeting called to order at 7:02 PM by Committee Vice-chair, Garrett Lines.

**PUBLIC COMMENT**

Brady Preheim stated that he wished to know the cost to house a Federal inmate and that an average cost per quarter was acceptable. Mr. Preheim also stated that the date, time and location of the meetings needed to be published in the newspaper. Vice-chair Lines stated that it was published in the Spotlight and he had seen the notice. He also stated that he had email confirmation from The Chronicle stating that it was published in that paper as well. Committee member Bernhard stated that it will continue to be published.

**OLD BUSINESS**

Review of the minutes from previous meetings. Motion to accept the minutes as presented was made by Committee member Bilton and seconded by Committee member Kenna. The motion carried.

**NEW BUSINESS**

Vice-chair Lines asked to change the meeting's agenda:

- 1) Moving the inspection of the Jail Transport Van to take place after the meeting's adjournment
- 2) Adding "the purpose of the committee and how to proceed" as item 4 on the agenda
- 3) Moving the remaining agenda items (4. Committee Roundtable/Discussion for Next Agenda, 5. Set Next Meeting time and 6. Adjourn) down the list in sequence as items 5, 6 and 7.

The motion to change the agenda as stated was made by Committee member Bernhard and seconded by committee member Kenna. The motion carried.

Presentations:

Jail Management System Update – Lt. Brooke McDowall

- Lt. McDowall stated that the contract negotiations for the new jail management system have been completed and they have had their first meeting with the company providing the system. Discussion topics in the meeting included programs that would interface with the JMS, such as the Inmate Phone System, Social Security Administration, the Unemployment Division, as well as other interfaces. REJIN was also discussed in the meeting.
  - ◆ Lt. McDowall stated that the JMS is a web-based system and the Corrections Deputies will utilize the mobile web by carrying tablets to do the rounds. The tablets are WiFi enabled and the updates are in real time. Lt. McDowall also stated that using this system will help the Jail to meet state requirements.
  - ◆ County IT has put the server in place and the secure WiFi is up and running.
  - ◆ The tentative 'Go Live' for the system is projected to be between June and August of 2016.
  - ◆ The yearly maintenance fee for the new system will be \$56,000/year and that price is locked in for 5 years. Lt. McDowall stated that the maintenance fee normally increased yearly or every other year, however they were able to lock in the price for 5 years to reduce costs. The yearly maintenance fee includes tech support and at least 2 updates per year.
  - ◆ The new JMS is a paperless system and all data will be stored on the servers here at the Jail.
  - ◆ Lt. McDowall stated that they will possibly be giving 'viewing access' to other police agencies and the courts.
  - ◆ Customization of the new JMS will be occurring over the next few months and training on the system will occur the last month before going live.
  - ◆ Vice-chair Lines asked if the data was secure and Lt. McDowall stated that there is security in place, however he was not comfortable going into detail regarding it and that questions about it could be better answered by the Director of IT.

#### Jail Staffing/Hiring Update – Sheriff Jeff Dickerson

- Since the last update 6 people have been hired.
  - ◆ Two of these deputies are scheduled to attend the Academy on Monday, January 18.
  - ◆ One deputy is scheduled to attend the Academy in April 2016
  - ◆ One deputy is scheduled to attend the Academy in July 2016.
- One Corrections Deputy hired last year has been hired by the Enforcement Division; however she will retain her dual certifications so she can help in the Jail as needed. She is the first female Enforcement Deputy in our agency in several years.
- Three positions remain open: 1 Corrections Tech position and 2 Corrections Deputy positions
  - ◆ Recruitment for these positions began today (1/12) and will remain open until March.
- The Sheriff stated that one of the challenges is that multiple agencies are currently hiring.
- The Sheriff also stated that none of the new hires are certified deputies and all will need to attend the Academy.
- The Sheriff stated that the Jail will be going to 12 hour shifts in March and that is expected reduce the overtime budget.

#### Purpose of the Committee and How to Proceed

- Vice-chair Lines read the purpose given by the Board of County Commissioners
- Committee member Auxier stated that the committee's purpose should be to formally communicate with the public, the Board of County Commissioners and the Sheriff regarding how the funds are being used.
  - ◆ There was discussion regarding a document that Committee member Auxier had drafted.
  - ◆ There was discussion regarding how to distribute the information gathered by the committee.
    - Vice-chair Lines stated that the information could be given to the Board of County Commissioners and that they (the committee) could advise that the Board give the information to the public.
    - Committee member Auxier stated that he didn't think that the money needed to be spent in order to distribute the information, but that the document should exist on the Internet.

- Committee member Bilton recommended using Facebook as a way to distribute the information.
- Vice-chair Lines suggested posting the hard copy of the document in public places.
- ◆ Committee member Bernhard stated that the committee also needed to look at future funding for the Jail.
- ◆ There was further discussion regarding the content of the document.
- ◆ There was additional discussion regarding the costs of housing Federal inmates and local inmates.
  - The Sheriff asked for partnership from the committee in reviewing the information.
  - Committee Vice-chair Lines questioned staffing costs.
    - Lt. McDowall gave an example of what happens in the Jail on a typical day

Discussion:

- The date of the next meeting was discussed.
- Discussion for the Next Agenda
  - The cost of housing Federal inmates
    - Is it a benefit or not.
  - How to present information gathered to the public.

Set the Next Meeting

The next meeting will be February 9, 2016 at 7:00 PM. The location will remain the same.

At 8:27 PM, Committee member Bilton made a motion to adjourn the meeting. The motion was seconded by committee member Auxier; the motion carried. The meeting adjourned at 8:28 PM.

After the meeting the Committee members went to the Jail sally port with the Sheriff and Lt. McDowall to take a 'tour' of the new Jail Transport Van.

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