

September 9, 2003

The regularly scheduled meeting of the Community Corrections Planning Council was called to order this 9<sup>th</sup> day of September, 2003, in the conference room of the County Office Building by Chairman Dave Stockwell. Roll was called by Dorinda Harvey, County Clerk/Secretary and those present were:

Dave Stockwell, Chairman  
Melissa Houston, Vice-Chairman  
Dorinda Harvey, Secretary  
Waldo Blanton, Member  
Libba Smith Member

Member Leroy Krohmer was absent at roll call and Members F. DeWayne Beggs, William C. Hetherington, and Tim Kuykendall were absent.

Others present were: Julia Curry, Jennifer Creecy, Bill Yeager, Debbie Cox, Steve Nelson, Wayne Barnes, Jodi Velasco, Carmen Jackson, Sonny Scott, Tom Belusko, Roy Bugher and Paul Garcia.

Chairman Stockwell asked if the Council was in compliance with the Open Meeting Act. Dorinda Harvey answered in the affirmative.

After the reading of the minutes of the regular meeting of August 12, 2003, and there being no additions or corrections, Melissa Houston moved that the minutes be approved. Libba Smith seconded the motion.

The vote was: Dave Stockwell, yes; Melissa Houston, yes; Dorinda Harvey, yes; Waldo Blanton, yes; Libba Smith, yes.

Motion carried.

(Leroy Krohmer entered the meeting at this time.)

Chairman Stockwell introduced Wayne Barnes who is taking Corry Flowers position and Jodi Velasco who is taking Cindy Allen's position in the District Attorney's Office.

Chairman Stockwell called for Item "2" under Old Business, discussion, consideration, and or action to comply with the new HIPAA regulations. Chairman Stockwell re-stated that there were some new regulations on the dissemination and transmitting of certain medical records and there is potential liability if you disclose things that you shouldn't, so he wants to be sure that all of the Council's Health Care Providers and Service Providers understand the rules and are following them.

A copy of the Privacy of Protected Health Information along with forms that the Department of Corrections uses is what was given to the providers and a copy was also given to the Council Members.

Chairman Stockwell stated he had not had time to read it but if the Department of Corrections is using it he feels safe that the Council can use it and be protected.....

Bill Yeager stated that this would be between the Department of Corrections and the contractors.

Chairman Stockwell stated that whatever is released to the Council has to be lawful because of the open meetings and anybody can walk in and hear anything.

Carmen Jackson explained the policy, the forms, and what can and cannot be talked about in open session.

Different providers explained what they had to report as far as violation, etc.

Chairman Stockwell stated that he would like to have time to read the policy.

Melissa Houston moved, seconded by Waldo Blanton to table the discussion, consideration, and/or action to comply with the new HIPAA regulations.

The vote was: Dave Stockwell, yes; Melissa Houston, yes; Dorinda Harvey, yes; Waldo Blanton, yes; Leroy Krohmer, yes; Libba Smith, yes.

Motion carried.

Ms. Jackson asked for clarification because at the last meeting she was told to go ahead and dispense the information so the providers could get started with the forms and bring them back, so does the Council what that put on hold?

Chairman Stockwell stated that the providers needed to read the information and be prepared next month to ask for any clarification or questions. For now use the forms that are attached to the policy.

Dorinda Harvey moved, seconded by Melissa Houston to table discussion, consideration, and/or action to review previous months (June) bills.

The vote was: Dave Stockwell, yes; Melissa Houston, yes; Dorinda Harvey, yes; Waldo Blanton, yes; Leroy Krohmer, yes; Libba Smith, yes.

Motion carried.

After a brief discussion on the budget and on the risk factor of offenders the Council agreed that they did not want to target higher risk factor offenders in order to get more money from the State. Chairman Stockwell stated that he would get with District Attorney Tim Kuykendall regarding clarification as to the risk factor of offenders and see whether Mr. Kuykendall wants to change the way the D.A.'s Office is kind of being a gate keeper for the Council's Clients. Leroy Krohmer moved, seconded by Melissa Houston, to strike Items "3" and "4" under old business, discussion, consideration, and/or action on Budget and discussion, consideration, and/or action on Risk Factor of Offenders.

The vote was: Dave Stockwell, yes; Melissa Houston, yes; Dorinda Harvey, yes; Waldo Blanton, yes; Leroy Krohmer, yes; Libba Smith, yes.

Motion carried.

Chairman Stockwell called for discussion, consideration, and/or action on the Audit Results as presented by Thomas W. McLuckis and Patrick Donnelly, both from DOC. The auditors were pleased with the way the Council handles it's funds and pleased with the way the providers are able to document the services they perform. There were some problems with invoices not getting turned in, in a timely fashion. The bigger problem is a statute and Melissa Houston is going to check into the effective date of the statute, but the Sheriff receives \$24.00 for incarceration of inmates, the Council then pays an additional \$6.00 out of administrative fees to get it to the amount that the District Court Judges and the Specials Judges pay the Sheriff when they assess the cost of incarceration. The auditors are saying that the Council authorized, voted in, and directed the DOC to overpay the Sheriff almost \$800.00 in 2002 and \$1,125.00 in 2003, which Chairman Stockwell thinks the auditors want the Sheriff to pay it back. Chairman Stockwell paraphrased the statute pertaining to this Title 22, Section 988.19 subparagraph D.

Bill Yeager, with DOC, stated he had a discussion with DOC's legal council and there were three options, to pay the money back, to reduce the billing for a period of time, or provide some other services to the system that could address it. Mr. Yeager stated that this was the first audit in the Community Sentencing System and he commends the Council for asking for it. Mr. Yeager discussed the audit further, and stated that there is a deficit in Administrative Fees, which has occurred in other systems and that is just an accounting thing and it won't happen again and that is why you have to wait until the money is in the Administrative Fee Account before the invoices are submitted. Mr. Yeager stated that the Council has managed its money very well and did not exceed the budget. It was recommended that the providers receipt, document or somehow prove their procedures when they send in their invoices.

Chairman Stockwell explained to Undersheriff Roy Bugher that the Sheriff might be in violation of Title 57, Section 38.1 by accepting the additional \$6.00 in administrative fees to get the Sheriff's Office up to the \$30.00 to house an inmate. Chairman Stockwell explained to the Undersheriff what the options were.

Waldo Blanton thinks that the Council should continue to pay the \$24.00 and stop the additional \$6.00 until a decision has been made. (This will be on next month agenda.)

Waldo Blanton moved, seconded by Leroy Krohmer, to approve the audit results.

The vote was: Dave Stockwell, yes; Melissa Houston, abstain; Dorinda Harvey, yes; Waldo Blanton, yes; Leroy Krohmer, yes; Libba Smith, yes.

Motion carried.

Melissa Houston moved, seconded by Waldo Blanton, to table discussion, consideration, and/or action to review previous months (Aug.) bills.

The vote was: Dave Stockwell, yes; Melissa Houston, yes; Dorinda Harvey, yes; Waldo Blanton, yes; Leroy Krohmer, yes; Libba Smith, yes.

Motion carried.

Chairman Stockwell called for Presentation by Carmen Jackson on accounting spreadsheet. Ms. Jackson presented a copy of her guidelines for monthly reporting of case management and supervision outcome measures to each Council member and went over the document with the Council. The document was discussed in length.

After a brief discussion on "LSI" Problems, Melissa Houston moved, seconded by Dorinda Harvey, to table discussion, consideration, and/or action on "LSI" Problems.

The vote was: Dave Stockwell, yes; Melissa Houston, yes; Dorinda Harvey, yes; Waldo Blanton, yes; Leroy Krohmer, yes; Libba Smith, yes.

Motion carried.

Chairman Stockwell stated that Mr. Barnes had already been introduced so the Council will go to the next item.

Chairman Stockwell called for the review status on Bench Warrant Executions and Arrest of Absconders and asked Julia Curry with Oklahoma Court Services, Inc. if anyone had been arrested or if anyone had been added to the list? Ms. Curry stated one person had been added to the list and no one had been arrested.

Chairman Stockwell called for presentation on Status Report from Oklahoma Court Services, Inc., and Wayne Barnes. Ms. Curry stated that between five and seven hundred dollars of administrative fees are spent each month that goes to Oklahoma Court Services for the report

that is presented to the Council once a month. A discussion took place on how the report could be minimized or not done every month, possibly quarterly, or possibly giving the Council some other type of reports that could be used. Chairman Stockwell stated that Judge Hetherington was the one who wanted the report, but next month give the Council some options to look at along with this report until he gets with the Judge.

Chairman Stockwell called for discussion, consideration, and/or action on Results Driven Supervision.

Melissa Houston stated that Ms. Jackson did this under Item “2” of new business, Chairman Stockwell stated that was the presentation on the accounting spreadsheet.

Ms. Jackson then went over the accounting spreadsheet and explained it.

Melissa Houston moved, seconded by Dorinda Harvey to table, discussion, consideration, and/or action on Results Driven Supervision, just to double check with the District Attorney and Judge.

The vote was: Dave Stockwell, yes; Melissa Houston, yes; Dorinda Harvey, yes; Waldo Blanton, yes; Leroy Krohmer, yes; Libba Smith, yes.

Motion carried.

Melissa Houston had two questions, one is if the Council could get an accounting of the inmates that have been incarcerated with Community Sentencing if they are all disciplinary sanctions or if they are a mix and if the Sheriff is providing any additional services to the inmate while incarcerated the Council needs to know, that would account for the \$6.00. Ms. Houston also wanted the minutes from the Council meeting that it was decided to pay the Sheriff the additional \$6.00.

Leroy Krohmer just wandered under Item “6” if the providers aren’t getting too bogged down in paper work. It seems that that providers spend half of their time with paper work and wanted to know who reads all of the reports given to the Council.

Chairman Stockwell stated that he reads it the District Attorney uses it and the Judge.

There being no further business to come before the Council, Waldo Blanton moved that the meeting be adjourned. Dorinda Harvey seconded the motion.

The vote was: Dave Stockwell, yes; Melissa Houston, yes; Dorinda Harvey, yes; Waldo Blanton, yes; Leroy Krohmer, yes; Libba Smith, yes.

Motion carried.