



Northern Oregon Corrections
Gilliam – Hood River – Sherman – Wasco
201 Webber Street, The Dalles, OR 97058

NORCOR Board Meeting

January 18, 2024

10am-Noon

NORCOR Juvenile Facility Conference Room
211 Webber Street, The Dalles, OR 97058

AGENDA

To view and participate in the live meeting via the Zoom Platform, you may access the link on the Website to join the meeting. Once you “join” the meeting you will be able to view and listen to the meeting.

Join Zoom Meeting: <https://zoom.us/j/8323818500> One tap mobile: 1-253-215-8782 PIN: 832 381 8500

1.0 Call to Order

- 1.1 Welcome and Introductions
- 1.2 Consent Agenda: (Items of routine nature: documents previously discussed, and reports provided to the Board for review purposes – not all items require a vote, but acceptance of the packet)
 - 1.2.1 [Commissioner’s Annual Facilities Inspection form](#)
 - 1.2.2 [Minutes – Board Meeting December 21, 2023](#)

2.0 Public Comment (10 minutes)

The NORCOR Board is committed to the public process and will consider all public testimony seriously. Please send written comments to inquiries@norcor.co with the subject line labeled “Public Comment” by January 17, 2024, 8am. Verbal testimony will be accepted during the meeting.

3.0 Business Item

- 3.1 Summit – Micro Market and 3 yr. renewal of contract
- 3.2 High Street Insurance
 - 3.2.1 Follow-up from December Board session
- 3.3 Central and Eastern Oregon Juvenile Justice Consortium (CEOJJC) Daily Bed Rate
- 3.4 Finance Update
 - 3.4.1 [November 2023 Financials Statements](#)

4.0 Administrative Updates

- 4.1 Coalition Update(s)
- 4.2 Oversight Committee Update(s)
- 4.3 Board Member Update(s)

5.0 Adjourn

- 5.1 Next NORCOR Board Meeting will be February 15, 2024 at 10:00 am



NORCOR CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman
201 Webber Street
The Dalles, OR 97058
541-298-1576
Fax 541-298-1082



NORCOR Board Facilities Inspection

To: Business Manager Nichole Biechler

Date: _____

- I inspected the NORCOR Correctional Jail Facility and found the facility to be in compliance with the Oregon Administrative Rule ORS 169.040.
- I inspected the NORCOR Correctional Jail Facility and found the facility not in compliance with the Oregon Administrative Rule ORS 169.040.

See comments below for details:

- I inspected the NORCOR Juvenile Detention Facility and found the facility to be in compliance with the Oregon Administrative Rule ORS 169.040.
- I inspected the NORCOR Juvenile Detention Facility and found the facility not in compliance with the Oregon Administrative Rule ORS 169.040.

See comments below for details:

NORCOR Board Officer Signature



NORCOR

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NORCOR

Board Meeting

December 21st, 2023

Preliminary Business – The NORCOR Board meeting was held as a hybrid meeting offered on two platforms; by ZOOM and in person at the NORCOR Juvenile Detention Facility at 211 Webber Street, The Dalles, OR.

Board Members – Board Chair- Commissioner Scott Hege (Wasco), Judge Joe Dabulskis (Sherman), Secretary/Treasurer- Commissioner Pat Shannon (Gilliam), Commissioner Ed Weathers (Hood River).

Oversite Committee – Sheriff Brad Lohrey and Juvenile Director Molly Rogers.

Other Attendees – Nichole Biechler, Joyce Orendorff, Daniel White, John Miller, Bill Boyden, Amber DeGrange, Amy Nation, Dale Whipple, Barb Harris, Rebecca Beitel, Brenda Garcia-Lua, Craig Danner, Jennifer Coleman, Corliss Marsh, Connie Krummrich, Red Stevens, Laura Westmeyer, John Anderson.

1.0 Call to Order

1.1 Welcome and Introductions

1.2 Consent Agenda:

1.2.1 Minutes – Board Meeting October 19, 2023 – Joe Dabulskis made a motion to approve the consent agenda, his motion was seconded by Pat Shannon.

2.0 Public Comment – There was no public comment.

3.0 Business Item

3.1 Insurance – Commissioner Shannon requested a discussion about our current risk insurance, because of the recent change where Stratton Insurance is now High Street. Nichole Biechler and Molly Rogers gave an overview of our risk insurance history.

3.2 DOC Inspection - Juvenile – Daniel White shared that there was a recent DOC yearly inspection at the Juvenile Detention Facility. The inspection passed with flying colors. They received high scores across the board.



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3.3 RFP for Juvenile

3.3.1 Awarding the Contract – Daniel White shared that they have received one bid since the RFP has been posted. They feel confident that this vendor has a good understanding of the overall scope of the work. Contemplated start date will be February 1st with a generous completion date of April 30th. The contractor thinks it will be completed before that date.

3.4 Pay Equity Update

3.4.1 Working out of class – Nichole Biechler gave an update on the Pay Equity progress. They are still working with HR Answers to complete the pay equity analysis.

3.4.2 Adjustment to wages – It is expected to be completed by the end of January and that there will minimal impact fiscally when the changes are made.

3.5 Finance Update

3.5.1 October Financials Statements - Dale Whipple gave an overview of the current financial statements provided in the Board packet. Jail Manager Orendorff gave the Board an explanation of the US Marshal bed rate, contract negotiations, AIC numbers and the reporting process.

4.0 Administrative Updates

4.1 Coalition Update(s) – Connie Krummrich noted that the Coalition met with the medical and mental health staff prior to the last board meeting. Since that time, the management team have met with both the Coalition and medical/mental health staff. They have been having discussions about pay issues and staffing.

The Coalition would like to create strategies for better public relations. Ways for the public to learn about all the good things happening at NORCOR, resource needs, continuation of care once an AIC is released, and things like mental health care and housing. They are also looking at Measure 110 and other legislation which may affect NORCOR.

The Coalition is hoping to add another member from each of the four counties. The Coalition will be reaching out to the Sheriff's and commissioners to encourage members of the community to volunteer.



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4.2 Oversight Committee Update(s)

- Amber DeGrange – They continue to watch the Juvenile Detention construction process. They will be reaching out to the judges, keeping them updated on improvements to the facility. It was noted that some judges may not be aware that Daniel White is the new Detention Manager. They have an amazing case manager now, Jason Shain. They have had 18 months with no use of force. It shows what an excellent job Daniel White is doing at the facility.
- Daniel White – Commented on Amber DeGrange commendation for 18 months with no use of force. Daniel contributed that it is the result of a combination of a shift in culture, and evidence-based practices including 5 of his current staff participating in a 9-week, in-house, correctional communication, and behavioral management program. Other staff will be starting that training in February.
- Sheriff's meeting – Sheriff Lohrey shared that the Sheriff's did meet. He announced that Sheriff Matt English will be the new oversight Sheriff and will be attending the Coalition meetings. Jail Manager Joyce Orendorff shared an update that a female unit has been created within the facility to accommodate the female mental health population.

4.3 Board Member Update(s) – Commissioner Weathers shared that Daniel White and Nichole Biechler attended the Hood River County public meeting. It was a terrific opportunity for everyone to meet and share information about our facilities. Commissioner Dabulskis and Commissioner Shannon shared their appreciation for the NORCOR staff.

5.0 Executive Session Pursuant to ORS 192.660(2)(h) confer with Legal Counsel.

6.0 Adjourn

6.1 Next NORCOR Board Meeting will be January 18, 2024, at 10:00 am.

6.2 The Board members will inspect the Juvenile and Adult Facilities after the executive session. Following the facilities inspection there will be an appreciation lunch at 1:00pm for Sheriff Brad Lohrey and Molly Rogers.

Molly Rogers shared that there will be an event at the Juvenile Facility at 3:00 p.m. celebrating the kids and a Latino cultural celebration.



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Respectfully gave by:

Rebeccah Beidl
NORCOR Admin Assistant

1/5/2024
Date

Commissioner Scott Hege
NORCOR Board Chair

Date

NORTHERN OREGON CORRECTIONS
FUND SUMMARY BY DEPARTMENT
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>ADMINISTRATION DEPARTMENT</u>					
<u>REVENUE</u>					
ADMIN REIMBURSEMENTS	127,805.92	658,294.01	1,688,807.00	1,030,512.99	39.0
PROPERTY TAXES	40.67	296.90	.00	(296.90)	.0
RENTAL REVENUES	58,766.03	318,081.83	738,935.00	420,853.17	43.1
OTHER REVENUES	2,794.13	26,783.87	10,800.00	(15,983.87)	248.0
TOTAL ADMINISTRATION DEPARTMENT REVENUE	189,406.75	1,003,456.61	2,438,542.00	1,435,085.39	41.2
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	90,115.83	438,280.69	1,117,942.00	679,661.31	39.2
PAYROLL TAXES	9,179.37	36,629.82	89,629.00	52,999.18	40.9
BENEFITS	34,073.02	166,298.05	481,599.00	315,300.95	34.5
TOTAL PERSONNEL SERVICES	133,368.22	641,208.56	1,689,170.00	1,047,961.44	38.0
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	44,647.61	213,703.48	468,671.00	254,967.52	45.6
KITCHEN	423.97	3,198.44	8,500.00	5,301.56	37.6
MAINTENANCE	624.46	4,508.35	14,000.00	9,491.65	32.2
EXPENDITURE 60	.00	.00	500.00	500.00	.0
EXPENDITURE 80	295.13	2,184.94	5,400.00	3,215.06	40.5
CONTRACTED SERVICES	10,047.36	68,341.85	148,301.00	79,959.15	46.1
TOTAL MATERIALS & SERVICES	56,038.53	291,937.06	645,372.00	353,434.94	45.2
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	.00	70,310.99	104,000.00	33,689.01	67.6
TOTAL CAPITAL OUTLAY	.00	70,310.99	104,000.00	33,689.01	67.6
<u>CONTINGENCY</u>					
CONTINGENCY	.00	.00	301,410.00	301,410.00	.0
TOTAL CONTINGENCY	.00	.00	301,410.00	301,410.00	.0
TOTAL ADMINISTRATION DEPARTMENT EXPENSES	189,406.75	1,003,456.61	2,739,952.00	1,736,495.39	36.6
NET ADMINISTRATION DEPARTMENT	.00	.00	(301,410.00)	(301,410.00)	.0
<u>ADULT CORRECTIONS DEPARTMENT</u>					

NORTHERN OREGON CORRECTIONS
FUND SUMMARY BY DEPARTMENT
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
COUNTY SUBSIDIES	161,410.92	1,775,519.60	3,873,861.00	2,098,341.40	45.8
CONTRACT REVENUES	197,186.49	1,023,748.58	2,368,455.00	1,344,706.42	43.2
REIMBURSEMENTS	13,314.96	66,645.23	130,000.00	63,354.77	51.3
OTHER REVENUES	568.54	74,451.24	77,000.00	2,548.76	96.7
TOTAL ADULT CORRECTIONS DEPARTMENT REVENUE	372,480.91	2,940,364.65	6,449,316.00	3,508,951.35	45.6
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	224,550.09	1,027,525.95	2,497,938.00	1,470,412.05	41.1
PAYROLL TAXES	17,416.27	79,596.27	188,015.00	108,418.73	42.3
BENEFITS	103,126.32	495,250.07	1,338,010.00	842,759.93	37.0
TOTAL PERSONNEL SERVICES	345,092.68	1,602,372.29	4,023,963.00	2,421,590.71	39.8
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	134,341.97	692,551.12	1,794,355.00	1,101,803.88	38.6
INFORMATION TECHNOLOGY	6,406.50	28,891.09	54,500.00	25,608.91	53.0
ADULT/JUVENILE SUPPLIES	16,129.34	45,210.81	97,500.00	52,289.19	46.4
MAINTENANCE	7,674.02	17,232.81	39,000.00	21,767.19	44.2
MEDICAL	12,173.43	89,644.71	220,000.00	130,355.29	40.8
MENTAL HEALTH/PROGRAMS	.00	309.90	4,000.00	3,690.10	7.8
STAFF SUPPORT	6,930.84	16,869.02	70,000.00	53,130.98	24.1
CONTRACTED SERVICES	20,569.01	119,207.67	340,000.00	220,792.33	35.1
TOTAL MATERIALS & SERVICES	204,225.11	1,009,917.13	2,619,355.00	1,609,437.87	38.6
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	.00	74,192.01	243,915.00	169,722.99	30.4
TOTAL CAPITAL OUTLAY	.00	74,192.01	243,915.00	169,722.99	30.4
TOTAL ADULT CORRECTIONS DEPARTMENT EXPENSE	549,317.79	2,686,481.43	6,887,233.00	4,200,751.57	39.0
NET ADULT CORRECTIONS DEPARTMENT	(176,836.88)	253,883.22	(437,917.00)	(691,800.22)	58.0
<u>INTERFUND TRANSFER</u>					
<u>REVENUE</u>					
TOTAL INTERFUND TRANSFER REVENUE					
<u>EXPENSES</u>					

NORTHERN OREGON CORRECTIONS
FUND SUMMARY BY DEPARTMENT
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>CLASS 80</u>					
EXPENDITURE 00	.00	100,000.00	100,000.00	.00	100.0
TOTAL CLASS 80	.00	100,000.00	100,000.00	.00	100.0
<hr/>					
TOTAL INTERFUND TRANSFER EXPENSES	.00	100,000.00	100,000.00	.00	100.0
NET INTERFUND TRANSFER	.00	(100,000.00)	(100,000.00)	.00	(100.0)
<u>JUVENILE DETENTION DEPARTMENT</u>					
<u>REVENUE</u>					
COUNTY SUBSIDIES	45,701.17	502,714.85	1,096,832.00	594,117.15	45.8
CONTRACT REVENUES	73,065.00	575,926.01	1,019,225.00	443,298.99	56.5
REIMBURSEMENTS	596.09	8,364.51	10,000.00	1,635.49	83.7
OTHER REVENUES	.00	15,354.36	28,000.00	12,645.64	54.8
TOTAL JUVENILE DETENTION DEPARTMENT REVENUE	119,362.26	1,102,359.73	2,154,057.00	1,051,697.27	51.2
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	106,760.15	514,898.53	1,231,277.00	716,378.47	41.8
PAYROLL TAXES	8,355.87	40,297.49	94,541.00	54,243.51	42.6
BENEFITS	45,876.93	228,757.72	571,097.00	342,339.28	40.1
TOTAL PERSONNEL SERVICES	160,992.95	783,953.74	1,896,915.00	1,112,961.26	41.3
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	17,429.78	97,097.25	248,065.00	150,967.75	39.1
INFORMATION TECHNOLOGY	.00	373.93	1,000.00	626.07	37.4
ADULT/JUVENILE SUPPLIES	163.92	6,110.90	14,000.00	7,889.10	43.7
MAINTENANCE	410.57	4,533.76	10,500.00	5,966.24	43.2
MEDICAL	1,474.93	7,428.30	7,900.00	471.70	94.0
MENTAL HEALTH/PROGRAMS	242.12	12,050.47	3,700.00	(8,350.47)	325.7
STAFF SUPPORT	685.35	2,807.33	7,750.00	4,942.67	36.2
CONTRACT SERVICES	3,366.77	16,998.03	54,900.00	37,901.97	31.0
TOTAL MATERIALS & SERVICES	23,773.44	147,399.97	347,815.00	200,415.03	42.4
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	6,025.69	91,831.59	270,000.00	178,168.41	34.0
TOTAL CAPITAL OUTLAY	6,025.69	91,831.59	270,000.00	178,168.41	34.0

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

	GENERAL FUND				
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TOTAL JUVENILE DETENTION DEPARTMENT EXPENSE	190,792.08	1,023,185.30	2,514,730.00	1,491,544.70	40.7
NET JUVENILE DETENTION DEPARTMENT	(71,429.82)	79,174.43	(360,673.00)	(439,847.43)	22.0
NET GENERAL FUND	(248,266.70)	233,057.65	(1,200,000.00)	(1,433,057.65)	19.4
BEGINNING FUND BALANCE	.00	.00	1,400,000.00	1,400,000.00	.0
ENDING FUND BALANCE	(248,266.70)	233,057.65	200,000.00	(33,057.65)	116.5