



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

## NORCOR Board Meeting

December 21, 2023

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 Minutes – Board Meeting October 19, 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](mailto:inquiries@norcor.co) with the subject line labeled “Public Comment” by December 20, 2023, 8am. Verbal testimony will be accepted during the meeting.

#### 3.0 Business Item

3.1 Insurance

3.2 DOC Inspection - Juvenile

3.3 RFP for Juvenile

##### 3.3.1 Awarding the Contract

3.4 Pay Equity Update

##### 3.4.1 Working out of class

##### 3.4.2 Adjustment to wages

3.5 Finance Update

##### 3.5.1 October 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 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 Board Members will inspect Juvenile and Adult Facilities

NOTE: The Agenda is subject to last minute changes; times are approximate – please arrive early. Meetings are ADA accessible. For special accommodations please contact NORCOR in advance at, (541) 298-1576



# NORCOR CORRECTIONS FACILITIES

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



## NORCOR Board Meeting

October 19, 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), 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, Amber DeGrange, Robbie Johnson, Dale Whipple, Barb Harris, Rebeccah Beitel, Dan Lindhorst, Barb Harris, Kathleen Green, Craig Danner, Jennifer Coleman, Bill Boyden, Brenda Garcia-Lua, Gretchen Kimsey, Connie Krummrich, Red Stevens.

1.0 Call to Order – The meeting was called to order by Board Chair Scott Hege at 10:00 a.m.

1.1 Welcome and Introductions

1.2 Consent Agenda – Judge Joe Dabulskis made a motion to accept the consent agenda, his motion was seconded by Pat Shannon.

1.2.1 Minutes – Board Meeting September 21, 2023

2.0 Public Comment – There was no public comment.

3.0 Coalition Update – The Coalition update was given by Connie Krummrich who shared they met with the NORCOR medical staff on October 5<sup>th</sup>. Topics covered in the meeting included the unavailability of the 30-day AIC programs, continuity of care following release from custody, shortage of nursing staff, and lack of competitive salaries. The Coalition team was very impressed with their dedication. Connie shared the Coalitions desire to encourage more positive public relations and shared their ideas about ways to reach out to the community with more information about the facilities and the great things our staff are doing here at NORCOR.



# NORCOR

## CORRECTIONS FACILITIES

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



4.0 Business Manager Updates – Business Manager Nichole Biechler reported that the pay equity process is under way.

#### 4.1 Juvenile RFP Review-

4.1.1 <https://www.norcor.co/juvenile/rfqs/> - Daniel White shared an update on the RFP. It was posted last week. Commissioner Dabulskis made a motion to allow the Business Manager and Juvenile Detention Manager to negotiate and enter into contract with the most appropriate contractor, with the addition of the condition that the fee for services fits within the previously agreed amount for the project. His motion was seconded by Commissioner Pat Shannon.

4.2 Commissioner/Board Tour in December – In December the NORCOR Board will be touring the Juvenile Facility to see all the new renovations and will see the adult facility as well.

4.3 Scheduling County Visits with respective governing Boards – The facility tour in December will include both the NORCOR Board and staff from the Courts as well.

4.4 COVID-19 Update – Jail Manager Joyce Orendorff updated the Board on the most recent COVID-19 activity within the adult facility. She reported there has been several positive cases, however all precautions are in place. In collaboration with NORCOR medical staff and public health, COVID-19 and RSV vaccinations will be available for AIC's and staff.

Amber De Grange shared that they continue to meet regularly. The most recent discussion has been staffing. She gave an overview of renovation changes which will allow for quicker response time, eliminates the punitive setting, and eliminates blind spots.

Daniel White shared that an extensive study shows that the changes with the renovation encourages positive interactions between youth and staff. More interaction moves them more towards a direct supervision model.

Sheriff's – There was no sheriff's meeting this month, the next meeting is scheduled for November 21<sup>st</sup>.



# NORCOR CORRECTIONS FACILITIES

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



## 4.5 Vehicle Donation Acceptance -

4.5.1 Ford Explorer – Wasco County Sheriff’s Office donated a decommissioned vehicle for NORCOR AIC transports.

## 4.6 Surplus Vehicle for Auction –

4.6.1 Memo Surplus Dodge Durango – The Dodge Durango will go to surplus via auction. It’s value is less than \$5000.00. There was no vote needed.

## 5.0 Finance Update –

### 5.1 Financial –

5.1.1 August Financial Statements – Finance Manager Dale Whipple gave an update on the most recent financials.

6.0 Scheduling of Next Meeting – There will be no NORCOR Board meeting in November 2023, due to OSSA Conference. Next meeting is scheduled for December 21<sup>st</sup> at 10:00 a.m.

Respectfully submitted by:

\_\_\_\_\_  
Rebeccah Beitel  
NORCOR Admin Assistant

11/14/23  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Scott Hege  
NORCOR Board Chair

\_\_\_\_\_  
Date

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>ADMINISTRATION DEPARTMENT</u>					
<u>REVENUE</u>					
ADMIN REIMBURSEMENTS	167,869.08	530,488.09	1,688,807.00	1,158,318.91	31.4
PROPERTY TAXES	36.84	256.23	.00	( 256.23)	.0
RENTAL REVENUES	80,877.94	259,315.80	738,935.00	479,619.20	35.1
OTHER REVENUES	15,122.18	23,989.74	10,800.00	( 13,189.74)	222.1
<b>TOTAL ADMINISTRATION DEPARTMENT REVENUE</b>	<b>263,906.04</b>	<b>814,049.86</b>	<b>2,438,542.00</b>	<b>1,624,492.14</b>	<b>33.4</b>
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	88,371.27	348,164.86	1,117,942.00	769,777.14	31.1
PAYROLL TAXES	6,987.16	27,450.45	89,629.00	62,178.55	30.6
BENEFITS	34,390.22	132,225.03	481,599.00	349,373.97	27.5
<b>TOTAL PERSONNEL SERVICES</b>	<b>129,748.65</b>	<b>507,840.34</b>	<b>1,689,170.00</b>	<b>1,181,329.66</b>	<b>30.1</b>
<u>MATERIALS &amp; SERVICES</u>					
ADMINISTRATIVE	56,320.27	169,055.87	468,671.00	299,615.13	36.1
KITCHEN	648.21	2,774.47	8,500.00	5,725.53	32.6
MAINTENANCE	566.07	3,883.89	14,000.00	10,116.11	27.7
EXPENDITURE 60	.00	.00	500.00	500.00	.0
EXPENDITURE 80	312.60	1,889.81	5,400.00	3,510.19	35.0
CONTRACTED SERVICES	5,999.25	58,294.49	148,301.00	90,006.51	39.3
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>63,846.40</b>	<b>235,898.53</b>	<b>645,372.00</b>	<b>409,473.47</b>	<b>36.6</b>
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	70,310.99	70,310.99	104,000.00	33,689.01	67.6
<b>TOTAL CAPITAL OUTLAY</b>	<b>70,310.99</b>	<b>70,310.99</b>	<b>104,000.00</b>	<b>33,689.01</b>	<b>67.6</b>
<u>CONTINGENCY</u>					
CONTINGENCY	.00	.00	301,410.00	301,410.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>301,410.00</b>	<b>301,410.00</b>	<b>.0</b>
<b>TOTAL ADMINISTRATION DEPARTMENT EXPENSES</b>	<b>263,906.04</b>	<b>814,049.86</b>	<b>2,739,952.00</b>	<b>1,925,902.14</b>	<b>29.7</b>
<b>NET ADMINISTRATION DEPARTMENT</b>	<b>.00</b>	<b>.00</b>	<b>( 301,410.00)</b>	<b>( 301,410.00)</b>	<b>.0</b>

ADULT CORRECTIONS DEPARTMENT

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
COUNTY SUBSIDIES	645,643.42	1,614,108.68	3,873,861.00	2,259,752.32	41.7
CONTRACT REVENUES	210,746.88	826,562.09	2,368,455.00	1,541,892.91	34.9
REIMBURSEMENTS	4,603.42	53,330.27	130,000.00	76,669.73	41.0
OTHER REVENUES	72,928.46	73,882.70	77,000.00	3,117.30	96.0
<b>TOTAL ADULT CORRECTIONS DEPARTMENT REVENUE</b>	<b>933,922.18</b>	<b>2,567,883.74</b>	<b>6,449,316.00</b>	<b>3,881,432.26</b>	<b>39.8</b>
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	200,490.76	802,975.86	2,497,938.00	1,694,962.14	32.2
PAYROLL TAXES	15,550.26	62,180.00	188,015.00	125,835.00	33.1
BENEFITS	97,440.68	392,123.75	1,338,010.00	945,886.25	29.3
<b>TOTAL PERSONNEL SERVICES</b>	<b>313,481.70</b>	<b>1,257,279.61</b>	<b>4,023,963.00</b>	<b>2,766,683.39</b>	<b>31.2</b>
<u>MATERIALS &amp; SERVICES</u>					
ADMINISTRATIVE	167,344.29	558,209.15	1,794,355.00	1,236,145.85	31.1
INFORMATION TECHNOLOGY	2,590.50	22,484.59	54,500.00	32,015.41	41.3
ADULT/JUVENILE SUPPLIES	5,272.47	29,081.47	97,500.00	68,418.53	29.8
MAINTENANCE	3,268.24	9,558.79	39,000.00	29,441.21	24.5
MEDICAL	22,794.43	77,471.28	220,000.00	142,528.72	35.2
MENTAL HEALTH/PROGRAMS	.00	309.90	4,000.00	3,690.10	7.8
STAFF SUPPORT	2,078.14	9,938.18	70,000.00	60,061.82	14.2
CONTRACTED SERVICES	27,517.38	98,638.66	340,000.00	241,361.34	29.0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>230,865.45</b>	<b>805,692.02</b>	<b>2,619,355.00</b>	<b>1,813,662.98</b>	<b>30.8</b>
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	.00	74,192.01	243,915.00	169,722.99	30.4
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>74,192.01</b>	<b>243,915.00</b>	<b>169,722.99</b>	<b>30.4</b>
<b>TOTAL ADULT CORRECTIONS DEPARTMENT EXPENSE</b>	<b>544,347.15</b>	<b>2,137,163.64</b>	<b>6,887,233.00</b>	<b>4,750,069.36</b>	<b>31.0</b>
<b>NET ADULT CORRECTIONS DEPARTMENT</b>	<b>389,575.03</b>	<b>430,720.10</b>	<b>( 437,917.00)</b>	<b>( 868,637.10)</b>	<b>98.4</b>
<u>INTERFUND TRANSFER</u>					
<u>REVENUE</u>					
<b>TOTAL INTERFUND TRANSFER REVENUE</b>					
<u>EXPENSES</u>					

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	182,805.67	457,013.68	1,096,832.00	639,818.32	41.7
CONTRACT REVENUES	47,232.00	502,861.01	1,019,225.00	516,363.99	49.3
REIMBURSEMENTS	2,165.32	7,768.42	10,000.00	2,231.58	77.7
OTHER REVENUES	4,697.40	15,354.36	28,000.00	12,645.64	54.8
TOTAL JUVENILE DETENTION DEPARTMENT REVENUE	236,900.39	982,997.47	2,154,057.00	1,171,059.53	45.6
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	95,177.30	408,138.38	1,231,277.00	823,138.62	33.2
PAYROLL TAXES	7,429.78	31,941.62	94,541.00	62,599.38	33.8
BENEFITS	44,218.22	182,880.79	571,097.00	388,216.21	32.0
TOTAL PERSONNEL SERVICES	146,825.30	622,960.79	1,896,915.00	1,273,954.21	32.8
<u>MATERIALS &amp; SERVICES</u>					
ADMINISTRATIVE	19,955.81	79,667.47	248,065.00	168,397.53	32.1
INFORMATION TECHNOLOGY	61.99	373.93	1,000.00	626.07	37.4
ADULT/JUVENILE SUPPLIES	2,034.67	5,946.98	14,000.00	8,053.02	42.5
MAINTENANCE	1,594.97	4,123.19	10,500.00	6,376.81	39.3
MEDICAL	739.50	5,953.37	7,900.00	1,946.63	75.4
MENTAL HEALTH/PROGRAMS	882.99	11,808.35	3,700.00	( 8,108.35)	319.1
STAFF SUPPORT	159.20	2,121.98	7,750.00	5,628.02	27.4
CONTRACT SERVICES	4,490.12	13,631.26	54,900.00	41,268.74	24.8
TOTAL MATERIALS & SERVICES	29,919.25	123,626.53	347,815.00	224,188.47	35.5
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	.00	85,805.90	270,000.00	184,194.10	31.8
TOTAL CAPITAL OUTLAY	.00	85,805.90	270,000.00	184,194.10	31.8

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TOTAL JUVENILE DETENTION DEPARTMENT EXPENSE	176,744.55	832,393.22	2,514,730.00	1,682,336.78	33.1
NET JUVENILE DETENTION DEPARTMENT	60,155.84	150,604.25	( 360,673.00)	( 511,277.25)	41.8
NET GENERAL FUND	449,730.87	481,324.35	( 1,200,000.00)	( 1,681,324.35)	40.1
BEGINNING FUND BALANCE	.00	.00	1,400,000.00	1,400,000.00	.0
ENDING FUND BALANCE	449,730.87	481,324.35	200,000.00	( 281,324.35)	240.7