



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

NORCOR Board Meeting

February 15, 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 Additions or Deletions to the Agenda
- 1.3 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)

1.3.1 Minutes – Board Meeting January 18, 2024

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 February 14, 2024, 8am. Verbal testimony will be accepted during the meeting.

3.0 Business Item

- 3.1 Write-Off Policy
 - 3.1.1 Request to write off collection of debt/room and board of AIC’s
- 3.2 Acknowledgement for SAMSHA grant letter of support for OCH - Draft
- 3.3 Appointment of Budget Officer
- 3.4 Approval of Budget Calendar
- 3.5 Finance Update

3.5.1 December 2023 Financials Statements

4.0 Administrative Updates

- 4.1 Coalition Update(s)
- 4.2 Oversight Committee Update(s)
 - 4.2.1 Sheriff’s Oversight
 - 4.2.2 Juvenile Director’s Oversight
- 4.3 Board Member Update(s)

5.0 Executive Session pursuant to ORS 192.660 (2)(h) to confer with legal counsel

6.0 Adjourn

- 6.1 Next NORCOR Board Meeting will be March 21, 2024 at 10:00 am

NORCOR Board Meeting

January 18th, 2024

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 – Judge Joe Dabulskis (Sherman), Commissioner Pat Shannon (Gilliam), Commissioner Ed Weathers (Hood River).

Oversite – Sheriff Matt English, Amber DeGrange

Other Attendees – Nichole Biechler, Joyce Orendorff, Daniel White, John Miller, Amber DeGrange, Robbie Johnson, Dale Whipple, Amy Nation, Barb Harris, Rebeccah Beitzl, Bill Boyden, Connie Krummrich, Tom McCoy.

1.0 Call to Order: The meeting was called to order by Judge Joe Dabulskis at 10:05am.

1.1 Welcome and Introductions

1.2 Consent Agenda: Commissioner Ed Weathers made a motion to accept the consent agenda, his motion was seconded by Commissioner Pat Shannon. There was no discussion.

1.2.1 Commissioner’s Annual Facilities Inspection form.

1.2.2 Minutes – Board Meeting December 21, 2023.

Commissioner Ed Weathers made a motion to accept the board meeting minutes from Dec 21st, Commissioner Shannon seconded his motion. There was no discussion.

2.0 Public Comment – There was no public comment.

3.0 Business Item -

3.1 Summit – Micro Market and 3 yr. renewal of contract

Nichole Biechler shared that at the OSSA yearly event, Command staff were approached by a Summit Foods representative who introduced the idea of a micro-market for NORCOR staff in our current staff lounge. Summit has completed a preliminary assessment of the room. They will redo the entire staff lounge with paint, bistro tables, and turn it into an inviting space. Summit will provide a proposal soon. The response to this idea has been overwhelmingly positive from staff. If approved to move forward, the Summit contract would be renewed for three years, the current contract will expire at the end of this fiscal. Sheriff Matt English added that this improvement would align with more fit and healthy staff, and healthier choices.

Commander Orendorff added that in a nutshell it does not appear that there will be any cost to NORCOR, she will report when she receives the updated contract.

3.2 High Street Insurance –

Nichole Biechler shared that she and the Jail Commander met Michael from High Street Insurance last week, he will make sure that our insurance needs are met. He did a tour of the facility. The transition has been seamless and looks good at this point.

3.2.1 Follow-up from December Board session – There was no update.

3.3 Central and Eastern Oregon Juvenile Justice Consortium (CEOJJC) Daily Bed Rate.

Daniel White shared that the Juvenile Facility recently entered into a new contract with the Juvenile Justice Consortium CEOJJC, rates have increased substantially. The new bed rate will be \$220 daily.

3.4 Finance Update

3.4.1 November 2023 Financials Statements

Dale Whipple gave an update on the November finance documents. Overall, on track and doing better than expected to date through November.

4.0 Administrative Updates

4.1 Coalition Update(s)

Connie Krummrich shared that the NORCOR Coalition met with the management team last week. They discussed Measure 110 and got an update from the sheriff on its effect across the state. Corliss March is in contact with the Community College which could be a viable resource. They are considering a public relations outreach with the Chamber of Commerce.

4.2 Oversight Committee Update(s)

Sheriff Matt English shared that the Sheriff's committee met in late November. They will be setting a regular schedule to meet every 2-3 months. Sheriff Matt English took over as oversight Sheriff January 1st and has been meeting with Commander Orendorff regularly. He met this week with the leadership team, working through any issues, staffing, sharing resources, and reports that the teamwork is going very well. They have been discussing wellness programs going on in the gorge.

Juvenile Oversight: Amber DeGrange shared that they continue to meet regularly. They discussed bed rates. Daniel White is making sure that all documents are up to date including incident report policy, and more efficient contracts.

4.3 Board Member Update(s)

Commissioner Shannon shared that they have been discussing measure 110. They have also been in conversation with DHS in hopes for a more efficient ballot. They have asked the Eastern Oregon caucus where the ballot measure is, and they are actively involved in the process for fixes. There will be a summit meeting on Monday where District Attorneys around the state have been asked to participate.

Judge Joe Dabulskis shared some of the changes from Measure 110. He explained there are 300 bills going through, yesterday the governor submitted one bill.

Commissioner Weathers shared that he had a tour of the Juvenile facility. He inquired about the facility inspection form in the Board packet.

5.0 Adjourn – The meeting was adjourned at 10:54am.

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

Respectfully submitted by:

Rebecca Beitel
NORCOR Admin Assistant

2/4/2024
Date

Commissioner Scott Hege
NORCOR Board Chair

Date

NORCOR

Policy: Write Off for Uncollectible Accounts Receivable

PURPOSE:

A “write-off” is the elimination of an uncollectible accounts receivable recorded on the general ledger. An accounts receivable balance represents an amount due to NORCOR. If an individual or organization is unable to fulfill the obligation, the outstanding balance must be written off after collection attempts have occurred. Generally, receivable outstanding balances should be paid within 30 days. If any unpaid balance exceeds 60 days, NORCOR contacts the individual/organization to request payment. NORCOR is expected to have an accounts receivable write-off policy in place as an internal control initiative.

POLICY:

Accounts receivable are established based on approved fees for services. These fees are established by the Management Team and/or the Board of Directors.

Once a service is provided, an account is charged in accordance with the approved fee schedule and this account balance can only be reduced or eliminated by the following actions:

- Payment is made on the account.
- The account was charged incorrectly, therefore original entry is corrected, and documented to show adjustment reason.
- Approval to write-off account in accordance with procedure.

It is the policy of NORCOR to designate the following debt as uncollectible:

- The debtor has been deceased for over one year with no activity on account and no other party responsible for the debt.
- The Statute of Limitations (6 years) has been reached with no action on account.
- The debt has been discharged in bankruptcy.
- The debt is insignificant, from the prior calendar year or earlier, and collection efforts will exceed the amount recoverable.

No account will be written off while service is still being provided.

Authorization for Accounts Receivable Write-Offs

Authorization Limits:

- **Less than \$5,000:** Send to the Business Manager for approval.
- **Greater than or equal to \$5,000:** Present to the Board of Directors for approval.

PROCEDURES:

Write-Off Entries

Once authorization has been granted for a write-off, the Finance Manager shall prepare and review the balance of accounts receivable at year-end to determine if delinquent receivables meet the requirements set forth herein, to be written off as bad debt. This review shall be completed and recorded at least annually, but prior to year end closing. A report will be prepared and submitted for approval(s). At a minimum, the following information will be included in the write-off request.

Requests for authorization of write-offs should include:

- Account, invoice date, amount, invoice number and type of service rendered.
- A brief narrative of the reason for the write-off.
- Evidence of multiple collection attempts.
- The budget line item that will fund the write-off.
- Email/meeting minute confirmation from the Business Manager and/or Board of Directors stating that they agree with the write-off.

Budgetary and Fiscal Responsibility

At the beginning of each fiscal year the Management Team, in conjunction with the Finance Manager, will review, discuss, and present an estimated amount of any uncollectible amounts. These amounts will be included in the budget as an Allowance for Doubtful Account(s) and Bad Debt Expenditure(s).

Payment received after write-off

Payment received on an account that has been written off will be recorded as revenue in the period in which it is received.

APPROVED this _____ day of February, 2024.

Scott C. Hege, NORCOR Board Chair

February 7, 2024

Fred Volpe
Center for Substance Abuse Prevention
Substance Abuse and Mental Health Services Administration
Washington, DC

[Organization Name and very brief description length of services, types of services, etc.]

Northern Oregon Regional Correctional Facilities (NORCOR) is a Regional Adult Corrections and Juvenile Detention complex that serves and is funded by four counties (Wasco, Hood River, Gilliam and Sherman) and also has contracts with Benton and Wheeler counties in Oregon, as well as a federal contract with US Marshals.

NORCOR provides evidence-based screening and assessment of an individual's risk/needs and strengths, the offender's enrollment in programs that reduce risk and addresses his or her needs during confinement, and provides for reentry interventions and services that continue through an offender's transition, reintegration and aftercare in the community. This is a nationally recognized, comprehensive three phased approach to offender management and reentry services. This three-phased approach consists of initial screening, assessment and referral to inmate programming (Phase One), program completion, release preparation and planning (Phase Two), and the release to community supervision, services and ultimately discharge from supervision (Phase Three).

NORCOR is committed to the proposed Substance Use Prevention Project and will participate in, and contribute its experience, capacity, and expertise to the goals of this project in the following ways:

- ~ provide relevant data for identifying needs and gaps;
- ~ participate in regular Coalition planning and implementation meetings;
- ~ support proposed project community engagement activities;
- ~ serve as a referral partner for related services;
- ~ participate in data sharing and ongoing program evaluation efforts.

NORCOR is excited to partner with Hood River County Prevention Department and the other collaborating partners in this project. The expansion of direct services and the development of a Substance Use Disorder Coalition provides a significant foundation for effective and responsive services in the future.

Sincerely,

Nichole Biechler
NORCOR Business Manager | Office: 541.298.1576 x.2940
201 Webber St. | The Dalles, OR 97058
nbiechler@norcor.co.wasco.or.us



NORCOR CORRECTIONS FACILITIES

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



NORTHERN OREGON REGIONAL CORRECTIONS (NORCOR) BUDGET CALENDAR FISCAL YEAR 2022-2023

	NOTICE SCHEDULE	DATE
1.	APPOINT BUDGET OFFICER	FEBRUARY 15, 2024
2.	APPROVE BUDGET CALENDAR BOARD OF DIRECTORS APPOINTMENT OF THE BUDGET COMMITTEE MEMBERS	FEBRUARY 15, 2024
3.	PUBLISH NOTICE OF BUDGET COMMITTEE MEETING WITH PUBLIC COMMENT	MARCH 18, 2024
4.	1 ST BUDGET COMMITTEE MEETING VOTE CHAIR, BUDGET MESSAGE, BUDGET DOCUMENT PUBLIC COMMENT	APRIL 18, 2024
5.	PUBLISH "NOTICE OF BUDGET COMMITTEE MEETING.	APRIL 22, 2024
6.	2 ND BUDGET COMMITTEE MEETING	MAY 16, 2024
7.	PUBLISH NOTICE OF BUDGET HEARING	MAY 27, 2024
8.	BUDGET HEARING & ADOPTION	JUNE 20, 2024
9.	COPY OF ADOPTED BUDGET FILED WITH THE OREGON DEPT. OF REV.	JUNE 24, 2024

NOTICES PUBLISHED IN: COLUMBIA GORGE NEWS (NEWSPAPER & ONLINE)
TIMES JOURNAL

NOTICES POSTED ON-LINE AT: [HTTPS://WWW.NORCORCO/BOARD/DOCUMENTS/](https://www.norcorco/board/documents/)

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>ADMINISTRATION DEPARTMENT</u>					
<u>REVENUE</u>					
ADMIN REIMBURSEMENTS	111,743.84	770,142.70	1,688,807.00	918,664.30	45.6
PROPERTY TAXES	2.78	299.68	.00	(299.68)	.0
RENTAL REVENUES	58,145.31	376,227.14	738,935.00	362,707.86	50.9
OTHER REVENUES	2,899.26	29,683.13	10,800.00	(18,883.13)	274.8
TOTAL ADMINISTRATION DEPARTMENT REVENUE	172,791.19	1,176,352.65	2,438,542.00	1,262,189.35	48.2
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	86,314.96	524,595.65	1,117,942.00	593,346.35	46.9
PAYROLL TAXES	6,828.09	43,458.05	89,629.00	46,170.95	48.5
BENEFITS	32,026.21	198,330.45	481,599.00	283,268.55	41.2
TOTAL PERSONNEL SERVICES	125,169.26	766,384.15	1,689,170.00	922,785.85	45.4
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	23,676.65	237,380.13	468,671.00	231,290.87	50.7
KITCHEN	204.57	3,403.01	8,500.00	5,096.99	40.0
MAINTENANCE	757.45	5,265.80	14,000.00	8,734.20	37.6
EXPENDITURE 60	.00	.00	500.00	500.00	.0
EXPENDITURE 80	697.49	2,980.95	5,400.00	2,419.05	55.2
CONTRACTED SERVICES	22,285.77	90,627.62	148,301.00	57,673.38	61.1
TOTAL MATERIALS & SERVICES	47,621.93	339,657.51	645,372.00	305,714.49	52.6
<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	172,791.19	1,176,352.65	2,739,952.00	1,563,599.35	42.9
NET ADMINISTRATION DEPARTMENT	.00	.00	(301,410.00)	(301,410.00)	.0

ADULT CORRECTIONS DEPARTMENT

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
COUNTY SUBSIDIES	161,410.92	1,936,930.52	3,873,861.00	1,936,930.48	50.0
CONTRACT REVENUES	192,220.43	1,215,969.01	2,368,455.00	1,152,485.99	51.3
REIMBURSEMENTS	4,107.02	70,752.25	130,000.00	59,247.75	54.4
OTHER REVENUES	400.00	74,850.71	77,000.00	2,149.29	97.2
TOTAL ADULT CORRECTIONS DEPARTMENT REVENUE	358,138.37	3,298,502.49	6,449,316.00	3,150,813.51	51.1
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	246,213.29	1,273,739.24	2,497,938.00	1,224,198.76	51.0
PAYROLL TAXES	19,176.74	98,773.01	188,015.00	89,241.99	52.5
BENEFITS	112,792.41	608,075.39	1,338,010.00	729,934.61	45.5
TOTAL PERSONNEL SERVICES	378,182.44	1,980,587.64	4,023,963.00	2,043,375.36	49.2
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	118,187.14	810,832.62	1,794,355.00	983,522.38	45.2
INFORMATION TECHNOLOGY	2,848.62	31,739.71	54,500.00	22,760.29	58.2
ADULT/JUVENILE SUPPLIES	8,907.21	54,118.02	97,500.00	43,381.98	55.5
MAINTENANCE	5,322.02	22,554.83	39,000.00	16,445.17	57.8
MEDICAL	34,161.82	123,806.53	220,000.00	96,193.47	56.3
MENTAL HEALTH/PROGRAMS	.00	309.90	4,000.00	3,690.10	7.8
STAFF SUPPORT	8,514.21	25,284.71	70,000.00	44,715.29	36.1
CONTRACTED SERVICES	20,826.07	140,033.74	340,000.00	199,966.26	41.2
TOTAL MATERIALS & SERVICES	198,767.09	1,208,680.06	2,619,355.00	1,410,674.94	46.1
<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	576,949.53	3,263,459.71	6,887,233.00	3,623,773.29	47.4
NET ADULT CORRECTIONS DEPARTMENT	(218,811.16)	35,042.78	(437,917.00)	(472,959.78)	8.0
<u>INTERFUND TRANSFER</u>					
<u>REVENUE</u>					
TOTAL INTERFUND TRANSFER REVENUE					
<u>EXPENSES</u>					

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 6 MONTHS ENDING DECEMBER 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	45,701.17	548,416.02	1,096,832.00	548,415.98	50.0
CONTRACT REVENUES	126,735.00	702,661.01	1,019,225.00	316,563.99	68.9
REIMBURSEMENTS	1,351.43	9,715.94	10,000.00	284.06	97.2
OTHER REVENUES	2,617.47	17,971.83	28,000.00	10,028.17	64.2
TOTAL JUVENILE DETENTION DEPARTMENT REVENUE	176,405.07	1,278,764.80	2,154,057.00	875,292.20	59.4
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	111,215.92	626,114.45	1,231,277.00	605,162.55	50.9
PAYROLL TAXES	8,710.12	49,007.61	94,541.00	45,533.39	51.8
BENEFITS	47,670.34	276,428.15	571,097.00	294,668.85	48.4
TOTAL PERSONNEL SERVICES	167,596.38	951,550.21	1,896,915.00	945,364.79	50.2
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	16,403.05	113,510.79	248,065.00	134,554.21	45.8
INFORMATION TECHNOLOGY	.00	373.93	1,000.00	626.07	37.4
ADULT/JUVENILE SUPPLIES	2,785.68	8,896.58	14,000.00	5,103.42	63.6
MAINTENANCE	500.78	5,034.54	10,500.00	5,465.46	48.0
MEDICAL	696.04	8,124.34	7,900.00	(224.34)	102.8
MENTAL HEALTH/PROGRAMS	370.61	12,421.08	3,700.00	(8,721.08)	335.7
STAFF SUPPORT	136.70	2,944.03	7,750.00	4,805.97	38.0
CONTRACT SERVICES	3,430.69	20,428.72	54,900.00	34,471.28	37.2
TOTAL MATERIALS & SERVICES	24,323.55	171,734.01	347,815.00	176,080.99	49.4
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	68.00	91,899.59	270,000.00	178,100.41	34.0
TOTAL CAPITAL OUTLAY	68.00	91,899.59	270,000.00	178,100.41	34.0

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TOTAL JUVENILE DETENTION DEPARTMENT EXPENSE	191,987.93	1,215,183.81	2,514,730.00	1,299,546.19	48.3
NET JUVENILE DETENTION DEPARTMENT	(15,582.86)	63,580.99	(360,673.00)	(424,253.99)	17.6
NET GENERAL FUND	(234,394.02)	(1,376.23)	(1,200,000.00)	(1,198,623.77)	(.1)
BEGINNING FUND BALANCE	.00	.00	1,400,000.00	1,400,000.00	.0
ENDING FUND BALANCE	(234,394.02)	(1,376.23)	200,000.00	201,376.23	(.7)