



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

NORCOR Board Meeting

September 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 – (10 minutes)

1.1 Welcome and Introductions

1.2 Discuss Quorum

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 June 15, 2023](#)

[1.3.2 Minutes – Board Meeting July 20, 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 September 20, 2023, 8am. Verbal testimony will be accepted during the meeting.

3.0 Coalition Update (10 minutes)

4.0 Business Manager Updates (30 Minutes)

4.1 Financial

[4.1.1 July Financial Statements](#)

4.1.2 Financial Operations Procedural Guide

4.2 Paid Leave Oregon Policy

4.3 Upcoming training

5.0 Finance Update

5.1 Audit Update

5.2 Resolutions

[5.2.1 Resolution No. 23-002](#)

[5.2.2 Juvenile Resolution No. 23-003](#)

6.0 Executive Session – ORS 192.660 (a) Employment of Public Officers, Employees, and Agents

7.0 Scheduling of Next Meeting: October 19, 2023

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 & Budget Hearing

June 15, 2023
10am-Noon

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

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), Vice-Chair- Judge Joe Dabulskis (Sherman), Pat Shannon Gilliam, Board Member, Leah Watkins.

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

Also in attendance: Joyce Orendorff, Daniel White, Dan Lindhorst, John Miller, Bill Boyden, Rebekah Beitzl, Barb Harris, Laura Westmeyer, Breanna Wimber, Gretchen Kimsey, Connie Krummrich, Red Stevens.

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

1.1 Welcome and Introductions

1.1.1 Attorney Introduction - Laura Westemeier (new NORCOR legal representative) introduced herself to the Board and gave a description of her law firm Cable Houston.

1.2 Additions or Deletions – There were no Additions or Deletions.

1.3 Consent Agenda

1.3.1 Minutes – Board Meeting May 18, 2023 – Joe Dabulskis made a motion to approve the consent agenda from the May 18th Board meeting. His motion was seconded by Leah Watkins. All parties were in favor.

2.0 Public Comment – There was no public comment for the Budget Hearing.

3.0 NORCOR 2023-2024 Public Budget Hearing was called to order by NORCOR Chair Scott Hege at 10:17 a.m.



NORCOR

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3.1.1 2023-2024 Public Budget Documents – Molly Rogers gave a short presentation of the Budget message from the previous Budget Meeting, there has been no change in the documents since the last meeting.

3.1.2 Budget Committee Minutes May 18th, 2023 – There were no changes to the Budget committee meeting minutes. Scott Hege made a motion to approve the minutes from the last meeting, his motion was seconded by Joe Dabulskis. All parties were in favor.

Joe Dabulskis made a motion to adopt the Budget for 2023/2024 for the amount of \$12,960,279.00, his motion was seconded by Pat Shannon. There was no discussion, all parties were in favor.

Resolution – Joe Dabulskis made a motion to adopt Resolution 23-001 adopting the budget and Pat Shannon seconded his motion; all parties were in favor.

The Budget Hearing was closed by Chair Hege at 10:23 a.m., the regular Board meeting was resumed.

4.0 Coalition Update –

4.1.1 Second Draft of Proposed Resource Coalition Charter –

Molly Rogers shared that the Resource Coalition met last week for over an hour. The biggest topic of conversation was going over the charter presented in the last packet. They increased the number of members up to 16 which would expand for other counties to join membership. They will be reaching out to the Sheriff's and Juvenile Department to assist with member recruitment. They are excited to incorporate new people from the four member counties. Sheriff Lohrey shared his appreciation to the Coalition for their continued support and special thanks to Teresa Hepker, Coalition member who started the program.

Leah Watkins made a motion to adopt the NORCOR Citizen Resource Coalition Charter, as presented in the Board packet, her motion was seconded by Judge Joe Dabulskis.

5.0 Business Items

5.1 Administrator's Update

5.1.1 April Financial Statements

Molly Rogers shared the notes for the financial documents including a detailed explanation of expenditures and revenues for Adult and Juvenile.



NORCOR CORRECTIONS FACILITIES

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- 5.1.2 OYA Grant Document – Molly Rogers shared that the grant has been received from the Oregon Youth Authority. The document has been signed and executed. Juvenile Manager Daniel White gave an update on the plan and progress for the construction on the Juvenile Facility.
- 5.1.3 Presentation for Insurance – Breanna Wimber of the Stratton Agency gave a detailed presentation of the facility 2023-2024 SAIF workers compensation renewal and CIS Property and Casualty renewal proposals.
- 5.1.4 Emergency Proclamation – It was decided to discuss this at a later date.
- 5.2 Committee Update – Molly Rogers shared that the Juvenile Directors met, a case manager left the Juvenile Facility, they decided to promote staff from within. They are grateful for the grant funding that has been important to the facility.

Sheriff Lohrey shared that the facility camera system went down. An insurance claim has been filed, a rough estimate of the cost for replacement is estimated to be around \$64,000.00. Some additional money was received from JRI funds, and from the insurance company. On the advice of the insurance company, suicide beds were purchased with these funds. Jail Manager Joyce Orendorff gave a brief description of the importance of suicide beds for the facility. The suicide beds were ordered and are already being installed.

The Sheriff shared that everyone at the Adult Facility has moved up. Joyce Orendorff has transitioned to the Jail Manager position, Lieutenant Miller and Lieutenant Stewart have also moved into their new roles. Jail Commander Dan Lindhorst and Lieutenant Joe Breckterfield will be retiring at the end of the month. Their retirement party will be on June 30th. The Sheriff also shared that we will be fully staffed in the medical department by the first of the month.

6.0 Scheduling of Next Meeting: August 17, 2023

Respectfully submitted by:

Rebecca D. Beitel

Rebecca Beitel
NORCOR Admin Assistant

9/5/23
Date

Commissioner Scott Hege
NORCOR Board Chair

Date



NORCOR

CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman
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NORCOR Board Meeting

July 20th, 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), Joanie Bird (Sherman), Secretary/Treasurer- Commissioner Pat Shannon (Gilliam), Board Member- Commissioner Ed Weathers (Hood River).

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

Other Attendees – Joyce Orendorff, Daniel White, John Miller, Dale Whipple, Rebekah Beitel, Barb Harris, Kathleen Green, Corliss March, Jennifer Coleman, Amber DeGrange, Tom McCoy, Brandon Bailey.

1.0 Call to Order – The meeting was called to order by Chair Scott Hege at 10:05 a.m.

1.1 Welcome and Introductions

1.2 Surplus of NORCOR Property – Jail Manager Joyce Orendorff shared that there is a surplus of old metal bunks that have been replaced on the adult side. They are not usable anywhere else. Joanie Bird made a motion to declare the surplus of 33 steel beds, Pat Shannon seconded the motion. There was no discussion.

2.0 Business Items

2.1 Business Manager Interviews

Both candidates were interviewed by the NORCOR Board for approximately 30 minutes. They each gave an overview of their individual experience, education and skillsets.

2.1.1 Biechler Resume –

2.1.2 Loomis Resume –

3.0 Public Comment regarding the employment of the Business Manager—

Corliss March inquired about the selection process and how it was conducted.



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Kathleen Green (NORCOR Clinical Social Worker) expressed her disappointment that more staff, including herself, did not get an opportunity to meet with the candidates prior to their Board interview.

Jennifer Coleman (NORCOR Medical Director) shared the same disappointment that she wished she had had more opportunity for one on one with the Business Manager applicants.


Molly Rogers and Sheriff Lohrey gave a clear overview of the Business Manager selection process from receipt of application, screening to interview. Sheriff Lohrey shared that the first meeting with the two candidates included the Nursing Director, Union President, Juvenile Manager, Adult Facility Manager, were all in attendance, which included shared services. The second meeting with the candidates was with the NORCOR Resource Coalition. Member Tim Schechtel gave the applicants an excellent representation of NORCOR, our role and values, and our connection with the community.

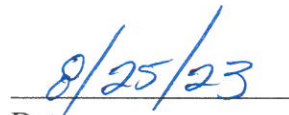
4.0 Executive Session – ORS 192.660 (a) Employment of Public Officers, Employees, and Agents (h) Consulting with Legal Counsel.

5.0 Return from Executive Session – Following executive session a motion was made by Ed Weathers to offer a conditional offer of employment to Nichole Biechler with the condition of the completion of a successful background check. This motion was seconded by Pat Shannon. All parties were in favor, there was no discussion.

6.0 Adjourned – The next meeting is scheduled for August 17, 2023, at 10:00 a.m.

Respectfully submitted by:


Rebecca Beitel
NORCOR Admin Assistant


Date

Commissioner Scott Hege
NORCOR Board Chair

Date

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>ADMINISTRATION DEPARTMENT</u>					
<u>REVENUE</u>					
ADMIN REIMBURSEMENTS	117,763.68	117,763.68	1,688,807.00	1,571,043.32	7.0
PROPERTY TAXES	216.67	216.67	.00	(216.67)	.0
RENTAL REVENUES	59,295.21	59,295.21	738,935.00	679,639.79	8.0
OTHER REVENUES	3,236.22	3,236.22	10,800.00	7,563.78	30.0
TOTAL ADMINISTRATION DEPARTMENT REVENUE	180,511.78	180,511.78	2,438,542.00	2,258,030.22	7.4
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	78,194.12	78,194.12	1,117,942.00	1,039,747.88	7.0
PAYROLL TAXES	6,513.44	6,513.44	89,629.00	83,115.56	7.3
BENEFITS	30,132.98	30,132.98	481,599.00	451,466.02	6.3
TOTAL PERSONNEL SERVICES	114,840.54	114,840.54	1,689,170.00	1,574,329.46	6.8
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	35,196.02	35,196.02	468,671.00	433,474.98	7.5
KITCHEN	498.69	498.69	8,500.00	8,001.31	5.9
MAINTENANCE	537.34	537.34	14,000.00	13,462.66	3.8
EXPENDITURE 60	.00	.00	500.00	500.00	.0
EXPENDITURE 80	147.64	147.64	5,400.00	5,252.36	2.7
CONTRACTED SERVICES	29,291.55	29,291.55	148,301.00	119,009.45	19.8
TOTAL MATERIALS & SERVICES	65,671.24	65,671.24	645,372.00	579,700.76	10.2
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	.00	.00	104,000.00	104,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	104,000.00	104,000.00	.0
<u>CONTINGENCY</u>					
CONTINGENCY	.00	.00	365,325.00	365,325.00	.0
TOTAL CONTINGENCY	.00	.00	365,325.00	365,325.00	.0
TOTAL ADMINISTRATION DEPARTMENT EXPENSES	180,511.78	180,511.78	2,803,867.00	2,623,355.22	6.4
NET ADMINISTRATION DEPARTMENT	.00	.00	(365,325.00)	(365,325.00)	.0
<u>ADULT CORRECTIONS DEPARTMENT</u>					

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
COUNTY SUBSIDIES	645,643.42	645,643.42	3,873,861.00	3,228,217.58	16.7
CONTRACT REVENUES	205,881.64	205,881.64	2,368,455.00	2,162,573.36	8.7
REIMBURSEMENTS	15,660.47	15,660.47	130,000.00	114,339.53	12.1
OTHER REVENUES	263.48	263.48	77,000.00	76,736.52	.3
TOTAL ADULT CORRECTIONS DEPARTMENT REVENU	867,449.01	867,449.01	6,449,316.00	5,581,866.99	13.5
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	202,232.30	202,232.30	2,497,938.00	2,295,705.70	8.1
PAYROLL TAXES	15,616.87	15,616.87	188,015.00	172,398.13	8.3
BENEFITS	99,743.23	99,743.23	1,338,010.00	1,238,266.77	7.5
TOTAL PERSONNEL SERVICES	317,592.40	317,592.40	4,023,963.00	3,706,370.60	7.9
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	127,993.40	127,993.40	1,794,355.00	1,666,361.60	7.1
INFORMATION TECHNOLOGY	1,074.15	1,074.15	54,500.00	53,425.85	2.0
ADULT/JUVENILE SUPPLIES	946.08	946.08	97,500.00	96,553.92	1.0
MAINTENANCE	1,831.97	1,831.97	39,000.00	37,168.03	4.7
MEDICAL	17,767.03	17,767.03	220,000.00	202,232.97	8.1
MENTAL HEALTH/PROGRAMS	147.96	147.96	4,000.00	3,852.04	3.7
STAFF SUPPORT	2,809.44	2,809.44	70,000.00	67,190.56	4.0
CONTRACTED SERVICES	22,275.15	22,275.15	340,000.00	317,724.85	6.6
TOTAL MATERIALS & SERVICES	174,845.18	174,845.18	2,619,355.00	2,444,509.82	6.7
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	74,192.01	74,192.01	180,000.00	105,807.99	41.2
TOTAL CAPITAL OUTLAY	74,192.01	74,192.01	180,000.00	105,807.99	41.2
TOTAL ADULT CORRECTIONS DEPARTMENT EXPENSE	566,629.59	566,629.59	6,823,318.00	6,256,688.41	8.3
NET ADULT CORRECTIONS DEPARTMENT	300,819.42	300,819.42	(374,002.00)	(674,821.42)	80.4
<u>INTERFUND TRANSFER</u>					
<u>REVENUE</u>					
TOTAL INTERFUND TRANSFER REVENUE					
<u>EXPENSES</u>					

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>CLASS 80</u>					
EXPENDITURE 00	100,000.00	100,000.00	100,000.00	.00	100.0
TOTAL CLASS 80	100,000.00	100,000.00	100,000.00	.00	100.0
<hr/>					
TOTAL INTERFUND TRANSFER EXPENSES	100,000.00	100,000.00	100,000.00	.00	100.0
NET INTERFUND TRANSFER	(100,000.00)	(100,000.00)	(100,000.00)	.00	(100.0)
<u>JUVENILE DETENTION DEPARTMENT</u>					
<u>REVENUE</u>					
COUNTY SUBSIDIES	182,805.67	182,805.67	1,096,832.00	914,026.33	16.7
CONTRACT REVENUES	339,034.01	339,034.01	749,225.00	410,190.99	45.3
REIMBURSEMENTS	1,349.47	1,349.47	10,000.00	8,650.53	13.5
OTHER REVENUES	6,189.50	6,189.50	28,000.00	21,810.50	22.1
TOTAL JUVENILE DETENTION DEPARTMENT REVENUE	529,378.65	529,378.65	1,884,057.00	1,354,678.35	28.1
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	99,983.77	99,983.77	1,231,277.00	1,131,293.23	8.1
PAYROLL TAXES	7,821.97	7,821.97	94,541.00	86,719.03	8.3
BENEFITS	45,350.91	45,350.91	571,097.00	525,746.09	7.9
TOTAL PERSONNEL SERVICES	153,156.65	153,156.65	1,896,915.00	1,743,758.35	8.1
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	21,464.30	21,464.30	248,065.00	226,600.70	8.7
INFORMATION TECHNOLOGY	.00	.00	1,000.00	1,000.00	.0
ADULT/JUVENILE SUPPLIES	1,812.48	1,812.48	14,000.00	12,187.52	13.0
MAINTENANCE	776.62	776.62	10,500.00	9,723.38	7.4
MEDICAL	2,264.45	2,264.45	7,900.00	5,635.55	28.7
MENTAL HEALTH/PROGRAMS	253.50	253.50	3,700.00	3,446.50	6.9
STAFF SUPPORT	1,670.53	1,670.53	7,750.00	6,079.47	21.6
CONTRACT SERVICES	3,177.94	3,177.94	54,900.00	51,722.06	5.8
TOTAL MATERIALS & SERVICES	31,419.82	31,419.82	347,815.00	316,395.18	9.0
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	80,554.40	80,554.40	.00	(80,554.40)	.0
TOTAL CAPITAL OUTLAY	80,554.40	80,554.40	.00	(80,554.40)	.0

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 1 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TOTAL JUVENILE DETENTION DEPARTMENT EXPENSE	265,130.87	265,130.87	2,244,730.00	1,979,599.13	11.8
NET JUVENILE DETENTION DEPARTMENT	264,247.78	264,247.78	(360,673.00)	(624,920.78)	73.3
NET GENERAL FUND	465,067.20	465,067.20	(1,200,000.00)	(1,665,067.20)	38.8

RESOLUTION No. 23-002

A Resolution making supplemental budget contingency transfer of appropriation authority for fiscal year 2023-2024 (General Fund).

RECITAL:

This resolution transfers appropriations from the General Fund contingency to the Adult Capital Outlay category. A contingency transfer is necessary due to an emergency declared in June of 2023 for the failure of the Adult server for the storage of the video recordings. The hardware was purchased and delivered on July 13, 2023.

Oregon Statute (ORS) 294.463(2) allows a governing body to authorize a transfer of appropriation authority after a budget has been adopted by passing a resolution or ordinance. Transfers may be made from an operating contingency appropriation to the appropriation category from which it will be expended. Because the contingency transfer does not exceed 15%, this contingency transfer may be carried out through a resolution.

This resolution transfers appropriation authority of \$63,915 from contingency to the Adult Capital Outlay category.

NOW, THEREFORE, BE IT RESOLVED BY THE NORCOR BOARD OF DIRECTORS, OF THE DALLES, OREGON that the following transfer of appropriation authority under the fiscal year 2023-2024 NORCOR Amended Budget is hereby made, to wit:

<u>General Fund</u>		<u>Adopted</u>	<u>Budget</u>	<u>Amended</u>
REQUIREMENTS:		Budget	Adjustment	Budget
Facility Equipment	10-70-6000-340	90,000	63,915	153,915
Contingency	10-60-9000-100	365,325	(63,915)	301,410
Total Requirements		<u>455,325</u>		<u>455,325</u>

This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the NORCOR Board of Directors at a regular meeting held the 21st day of September 2023.

X _____
Commissioner Scott Hege

RESOLUTION No. 23-003

A RESOLUTION AUTHORIZING NORCOR JUVENILE TO EXECUTE A GRANT AGREEMENT WITH THE STATE OF OREGON, OREGON YOUTH AUTHORITY; AND APPROPRIATING SPECIFIC PURPOSE REVENUES IN NORCOR'S GENERAL FUND DURING THE FY 2023-2024 BUDGET.

WHEREAS, the Oregon Youth Authority awarded NORCOR Juvenile \$270,000 in grant funds for renovation of recreation area, modernize security in communal areas, add additional sleeping quarters, and update pantry area.

WHEREAS, under ORS 294.338(2), during the year the NORCOR Board of Directors may authorize the acceptance of specific purpose revenues and the associated appropriations through a specific purpose revenue budget adjustment resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE NORCOR BOARD OF DIRECTORS, OF THE DALLES, OREGON that the following transfer of appropriation authority under the fiscal year 2023-2024 NORCOR Amended Budget is hereby made, to wit:

<u>General Fund</u>		<u>Adopted</u>	<u>Budget</u>	<u>Amended</u>
RESOURCES		Budget	Adjustment	Budget
OYA Contract Services	10-75-3400-126	5,000	270,000	275,000
REQUIRMENTS				
Major Equipment Replacement	10-75-6000-380	0	80,554	80,554
Facility	10-75-6000-340	0	189,446	189,446
Total Requirments				<u>270,000</u>

This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the NORCOR Board of Directors at a regular meeting held the 21st day of September 2023.

X _____
Commissioner Scott Hege