



# NORCOR

## CORRECTIONS FACILITIES

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



### NORCOR

#### Minutes of the NORCOR Board Meeting

#### February 18<sup>th</sup>, 2021

**Preliminary Business:** To support the Governor's Executive order for social distancing, the NORCOR Board meeting was held by video conference only.

**Board Members:** Bob Benton, NORCOR Board Chair; Kathy Schwartz, NORCOR Vice Chair; Lane Magill, NORCOR Secretary; Joe Dabulskis - Sherman County Judge; Sherrie Wilkins- Gilliam County Commissioner; Amber DeGrange.

**Oversight:** Brad Lohrey, Administrative Sheriff; Molly Rogers, Administrative Juvenile Director; Dan Lindhorst, Jail Commander; Jeff Justesen, Detention Manager.

**Legal Counsel:** Donald Hull, Jeremy Hull

**Also in attendance:** Robbie Johnson, Amy Nation, Joyce Orendorff, Dale Whipple, Bill Boyden, Rebecca Beitel, Tricia Leininger, Teresa Hepker, Les Ruark, Connie Krummrich.

#### 1.0 Call to Order:

1.1 Additions or Deletions:

1.2 Consent Agenda:

1.2.1 Draft Minutes January 21, 2021—Amber DeGrange noted an amendment is needed to be made to the January 21, 2021 Board Meeting Minutes draft to correct that she was present for that meeting.

1.2.2 Financial Statement – Dale Whipple shared that the financial statement should be out around the third week of March at the latest. The deadline is the March 31<sup>st</sup> to submit it to the State.

1.2.3 NORCOR and North Wasco County School MOU

1.2.4 Sherman County Inspection Letters

1.2.5 NORCOR 30-Day Extended Detention Application

Kathy Schwartz made a motion to approve the consent agenda. The motion is to include the amendment to previous Board Meeting draft minutes including Amber DeGrange's attendance at that meeting. The motion was seconded by Sheriff Lane Magill. All parties were in favor.

**2.0 Public Comment** – There was no public comment.



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### 3.0 Business Update – Action Items

#### 3.1 Budget Resolutions for the work on the Rental Building – approved January 21, 2021

There are three pre-approved items that will require Budget adjustments:

3.1.1 Sheriff Magill made a motion to approve the Resolution 20/21-3 the allocation of \$29,613.79 as agreed upon for the transfer of funds for building repairs. This motion was seconded by Judge Joe Dabulskis. All parties were in favor.

3.1.2 Sheriff Magill made a motion to approve Resolution 20/21-4 in the amount of \$7,550.00 as a transfer for the emergency repairs to the warehouse heating unit. This motion was seconded by Judge Joe Dabulskis. All parties were in favor.

3.1.3 Resolution 20/21-5 Warehouse structural engineering repairs for \$5000.00. Sheriff Magill made a motion to approve Resolution 20/21-5, this motion was seconded by Kathy Schwartz. All parties were in favor.

#### 3.2 Walk through for the NORCOR Board – Annual requirement – Dan Lindhorst shared there is

a requirement in statute requiring a walkthrough of both Facilities. The Management team will be reaching out to the Board members to schedule the walkthrough.

#### 3.3 Emergencies purchasing process – Purchasing policy update – Molly Rogers shared that a copy of the current purchasing policy was provided in the Board packet for review. The Management Team would like to present a proposal for a new purchasing policy in March.

#### 3.4 Strategic Planning/Management Structure Update—Bob Benton shared that he, the Management Team and Commissioner Schwartz have been meeting with Greg Wolf and Andy Smith and working on the Management structure. They are anticipating having a new proposed Management structure at the April meeting for the Board and public review.

#### 3.5 Budget Calendar – Approval—Molly Rogers shared that we now have a new full Budget Committee. David Whipple was appointed as Budget Officer, Deirdre Kaseberger will be representing Hood River County, Teresa Hepker will be representing Wasco County, Donald Jameson will be representing Gilliam County, and Steve Kaseberg representing Sherman County. The proposed budget calendar was presented.

Sheriff Magill made a motion to accept the recommended budget calendar for fiscal year



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2021/2022. Sherrie Wilkins seconded the motion. All parties were in favor.

#### 4.0 Administrative Updates

**4.1 Management Team** 4.1.1 COVID-19 –Adult Facility—Sheriff Lohrey shared that because of COVID-19 outbreaks in other facilities, we have changed some screening, isolation protocols and operations when new custodies arrive. Since the last meeting we have had zero COVID-19 NORCOR Medical staff is preparing to give the vaccine to AIC's and staff when the vaccine is available. Medical is still offering the flu shot. Phone install is on schedule.

**Juvenile Facility**—Jeff Justesen shared that they have had one youth that came the facility with COVID-19. They worked closely with public health and NORCOR Medical on maintain proper precautions and quarantine period. This youth has recovered and has been integrated with the other youth. All staff willing to take the vaccine have been vaccinated, some are pending their second dose. There has been no staff with COVID. They are working with Oregon Health Authority, Public Health and Oregon Youth Authority to be prepared for COVID vaccines when they become available for youth in facilities.

Sheriff Lohrey shared that the NORCOR Coalition continues to meet the second Thursday of the month at 1pm. Everyone is invited to attend the meetings. Molly shared that Katie Cook and a youth group in Hood River provided cards for the youth for Valentine's Day, this was spearheaded by the Coalition which were greatly appreciated by all.

#### 4.2 Updates from Oversight Committees—

**Sheriff's Board-** Sheriff Magill shared that they continue to monitor custodies closely and must frequently refused some to avoid bringing COVID-19 into the facility.

**Juvenile Oversight-** Amber DeGrange shared that they continue to meet regularly on the first Wednesday of each month at 1pm. They continue to update policies and are currently working on record keeping policies and eligibility policy on who can or cannot be accepted into the facility.

**4.3 Updates from Board Members** – Judge Dabulskis shared that they had done a tour of the NORCOR Facility. Everything looked great at the facility. They followed up their tour with a productive meeting with Mid Columbia Center for Living.

#### 5.0 Executive Session – ORS 192.660(h) Consulting with Legal Counsel

Meeting adjourned.

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Date

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Date

Respectfully submitted,  
Rebecca Beitel

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Bob Benton, NORCOR Board Chair

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Rebecca Beitel, NORCOR



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