



NORCOR CORRECTIONS FACILITIES

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



NORCOR Board of Directors Minutes of the Board Meeting February 20, 2020

Preliminary Business:

Present: **Board Members:** Bob Benton – Hood River County Commissioner, NORCOR Board Chairman; Kathy Schwartz – Wasco County Commissioner, NORCOR Board Vice-Chair; Lane Magill – Wasco County Sheriff, NORCOR Board Secretary; Tom McCoy – Sherman County Commissioner; Sherrie Wilkins – Gilliam County Commissioner; Amber DeGrange – Sherman County Juvenile Director - Don Hull; NORCOR Attorney.

Oversight: Administrative Sheriff: Brad Lohrey, Administrative Juvenile Director, Molly Rogers

Staff: Commander Lindhorst; Juvenile Manager Jeff Justesen; Sergeant John Miller

1.0 Call to Order

Quorum was determined and the Board Meeting was called to order on February 20, 2020 at 10:02 am by Bob Benton, Chairman. No conflicts of interest were determined.

1.1 Additions or Deletions from the Agenda

Molly Rogers requested the topic of funding for juvenile education (JDEP and YCEP 20-21 Funding Request) to be added to the administrator report.

1.2 Public Comment

Connie Krummrich made remarks on behalf of the Community Resource Coalition stating the appreciation of the board and NORCOR management for their effort in legislative support of NORCOR.

1.3 Consent Agenda

1.3.1 Approved Board minutes 1/23/20 and 2/13/20
Tom McCoy moved to approve above minutes
Kathy Schwartz seconded
Motion passed unanimously



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2.0 SAIF 2020 Insurance Update

Breanna Wimber (Stratton Insurance) presented on compensation coverage. She reported the mod factor (which is a measure used in the insurance industry to determine rates) for 2018 was 0.82 with the current year (2019-2020) mod factor is at 0.68. She explained that the standard for corrections facilities is based on a 1.0 mod factor. She expressed a compliment that the work at NORCOR around worker safety has led the staff to perform at a rate of almost 32% under the state average. This past year there have been zero lost days of work related to injury. The board acknowledged this great achievement by the staff.

3.0 Administrators Report

3.1 JDEP and YCEP 20-21 Funding Request

Molly Rogers requested the board sign the Juvenile Detention Education Program/Youth Corrections Education funding request. The funding would secure resource for the classroom in the juvenile detention facility and ensure the Oregon Department of Education would fully fund one teacher for every classroom. The funds for the NORCOR facility would be received by North Wasco School District.

Kathy Schwartz moved for Chair Benton to sign the letter supporting the JDEP and YCEP funding requests.

Sherrie Wilkins seconded

Motion passed unanimously

3.2 Food Service RFP

Sheriff Lohrey presented on the RFP for NORCOR food service. Sheriff Lohrey notified the board that there were two companies that did presentations; Summit and Trinity. Sheriff Lohrey proposed to go with Summit and their proposed higher calorie count option. Sheriff Lohrey stated the cost saving would be about \$6000.00 overall from the previous biennial food service contract. Sheriff Lohrey further requested that the Management Team and NORCOR counsel Don Hull be allowed negotiate the three year contract with Summit. Sheriff Lohrey stated Summit has had issues with documentation and wanted to add clear expectations and statements of accountability to the Contract.

Tom McCoy moved to accept the proposal and authorized the Management team and legal counsel to negotiate a contract with Summit

Kathy Schwartz Seconded

Motion passed unanimously

3.3 Legal Services RFP

Sheriff Lohrey presented on the RFP for legal service. Sheriff Lohrey stated they received one RFP from Don Hull. Sheriff Lohrey recommended accepting the application and continuing services with current attorney Don Hull. Molly Rogers requested authorization to enter into



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negotiations with Don Hull. Sheriff Lohrey requested that the Management Team be directed to create a memorandum of expectations for the NORCOR attorney, with input from board members. Kathy Schwartz volunteered to represent the Board in creating the memorandum.

There was a consensus from the board to move forward with a memorandum and negotiations.

3.4 Financials - Review of General Funds.

Molly Rogers presented a high level overview of financials. We are currently 58.3 % through the 2018/2019 budget calendar year. Beginning fund balance is not included in report. The report is intended to give an idea of fiscal activity. There will be another resolution next meeting; starting on Feb 1, 2020 there was an increase to the federal contract from \$80,000 to \$105,000. On the juvenile side, the Confederated Tribes of Warm Springs has not housed a juvenile for the last 5 months as they utilize alternatives to detention; we are monitoring the fiscal impact of this change from the budgeted 1.5 youth. The juvenile facility has compensated for this population decrease by increasing access to programming for Oregon Youth Authority youth.

3.4.1 Expenses

Administrative material and supplies budget is at 90%. This was due to multiple one time fees; for example insurance and licensing. Further, the audit came in \$5000.00 more than anticipated. Molly Rogers suggested exploring audit agency options and Chair Bob Benton agreed to look into auditor options within the next year.

3.4.2 Capital

Molly Roger presented on capital. Molly Rogers stated the Administration has been overspent. The overage was with the board's knowledge due to having to fix the sewer pump. The Adult Department has to replace software for the fingerprint machine. There is a kitchen air unit which at some point will need to be fixed with a cost of \$25,000. The uvenile Department needed to purchase a water heater for \$9,750. They do not anticipate using any more capital funds in this budget year. Molly Rogers stated reserves have not been used.

Kathy Schwartz stated she talked with Representative about capital repairs funding request. She said she sent email to Rep. Williams.

3.5 Proposed Budget Calendar

Members reviewed the presented budget calendar. Chair Bob Benton requested budget committee members be contacted. Commander Lindhorst requested all contact information for budget committee members be updated.

Kathy Schwartz moved to approve budget calendar 2020-2021
Sherrie Wilkins seconded
Motion passed unanimously.



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3.5.1 Budget Process

Molly Rogers requested direction from the board about their budget principles. Molly Rogers presented two priorities involving the budget. Molly Rogers stated the first priority was for the Management Team to bring a realistic budget. Second priority, Molly Rogers stated budgeting for capital is still needed. Molly Rogers stated they have reached out to Tyler Stone and Jeff Hecksel from Hood River County to help with NORCOR budget.

Bob Benton stated he would like to have a finance person from Sherman County and Gilliam County help with the NORCOR budget.

Bob Benton stated his expectations for NORCOR budget: no new positions, same service level, and create a capital replacement plan. No more spending of reserves. Create a base level percentage to be placed into reserves.

Amber DeGrange made a statement on the two vacant positions at NORCOR. Amber DeGrange said she wanted to make the board aware that the two vacant positions were not new positions. Further, she questioned how the budget would reflect administration/management expenses when the Interim Policy for management is set to expire. DeGrange additionally asked that communication/input from the two Oversight Boards be sought in the formation of the budget.

Bob Benton commented on making a decision on management team structure soon. The Management Team extended an invitation to Board members to attend the management meetings on Tuesdays.

4.0 Board Members Updates

4.1 Juvenile Directors Committee

No additional comments.

4.2 Sheriff's Committee

No comments.

Next meeting scheduled for March 19, 2020

Meeting adjourned at 11:23 am

Bob Benton
NORCOR Board Chair

Date