



# NORCOR

## CORRECTIONS FACILITIES

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## NORCOR

### Board of Directors

### Minutes of the Special-Called Board Meeting

### September 12, 2018

#### **1.0 PRELIMINARY BUSINESS:**

Quorum was determined and the Board Meeting was called to order on September 12, 2018 @ 9:05 AM by Tom McCoy, Chairman.

Present: Bryan Brandenburg- NORCOR Administrator **Board Members:** Tom McCoy- Sherman County Commissioner, NORCOR Board Chairman; Steve Shaffer- Gilliam County Judge, NORCOR Board Vice-Chairman; Bob Benton- Hood River County Commissioner; Molly Rogers- Wasco County Youth Services Director; Rod Runyon, Wasco County Commissioner; Brad Lohrey- Sherman County Sheriff

#### **2.0 BUSINESS ITEMS:**

Bryan Brandenburg addressed the public regarding the items that were left on the NORCOR property fence and thrown onto the secure side of the fence. He stated that this was a security issue and if it happened again he would be notifying law enforcement; trespassing and littering and violates the secure perimeter of the NORCOR facility. Teresa Hepker stated that it was not this group and advised Bryan to contact law enforcement.

***2.1 Update and discussion regarding options for staffing the Administrator position*** – Sheriff Lane Magill present an update from the Sheriff’s Board on the reorganization of Administration for NORCOR. A hand out of the structure was issued and the board requested it be corrected to better show the chain of command and managing NORCOR. There would be a slight change in the board member from the Sheriff’s Board. If Brad Lohrey (currently board representative) were to take the roll of administration over Adult Corrections then another member of the Sheriff’s Board would be selected as a NORCOR Board Representative. The staffing changes to NORCOR Adult Corrections there would be a Jail Commander, two Lieutenant’s, and four Sergeants. Like other jails in Oregon you would have the Jail Commander in place of the current Administrator. The issue of shared services would be managed by the Jail Commander and the Juvenile Detention Manager. The current adopted budget for FY 18/19 would be continued to be used until the end of the fiscal year. The Sheriff’s have agreed that none of

them will take a stipend or compensation for their role in administration of NORCOR Adult Corrections. Sheriff Matt English stated that the purpose of having one sheriff designated to NORCOR administration is for clarity to staff, they would have one sheriff to go to rather than all four. It was reiterated the importance of the chain of command so “it is not convoluted for staff so there would not be a hundred hands in the cookie jar so to speak”.

Molly Rogers presented the Juvenile Detention side of the reorganization plan. The staffing structure would be quite similar to the Adult Corrections; a Juvenile Director, Juvenile Manager and Juvenile Supervisor. The Juvenile Directors did not feel that there would be a large savings for the NORCOR Board but it does present a sustainable model that is a good investment. Sometimes a good investment has a beginning increase and you save money over time. If you are asking for additional responsibility and figuring how shared services work together a command position would need to be added on the Juvenile side. On the Adult side there are seven positions in the command structure. On the Juvenile side we have been operating with just two in the command structure so there would need to be a third added; this is around the program supervisor and what we have been working towards with the programming component. All of the four county Juvenile Directors have been in contact with one another and are very supportive of looking at this plan. Bob Benton questioned if the board does not like this plan will they be able to go back to the Administrator format. Tom McCoy stated that it would be a NORCOR Board decision to review the progress and decide if it is successful or not. Brad Lohrey said that as far as the Sheriffs go it would be all the sheriffs that would be accountable not just the one that is overseeing NORCOR. A public member asks if the Juvenile Directors would be getting a vote on the board if the reorganization plan was to go forward. Rod Runyon said the NORCOR By-Laws do not allow a non elected person to have a vote. He stated he has brought this issue forward several times but it was voted down. Amber DeGrange Sherman County Juvenile Director stated that the Juvenile Directors felt if they would be responsible to create a Juvenile budget they should be able to vote on it. Steve Shaffer said it should be something to consider if this plan becomes permanent. Amber expressed that the Juvenile Directors believe that this should be a compensated position for whoever the Oversight Committee chooses as their NORCOR Representative. Bob Benton questioned whether this would be a position or a stipend. Molly stated that the position she spoke about was the “Program Supervisor” not the Juvenile Director NORCOR Representative. The Juvenile Directors are anticipating that at least in the beginning it will take more than the 10 hours a week contrary to what the sheriffs stated. Not unlike the Sheriff’s that have stated they need one more position which is the Jail Commander, Juvenile Directors feel that they need one more position which is the Program Manager. Steve Shaffer questioned the financial piece of the plan, are the lieutenants and sergeants taking a cut in pay. Bryan said no one is taking a cut in pay; the savings is placing new people in position and moving tenured into new positions. Amber said that right off the top there is a savings on the Juvenile side because that department pays 20% of the Administrator position. Bob Benton stated that around budget time you will have the Sheriff and the Juvenile Director that is selected coming to the board and fighting over which side gets the money. Bryan stated that if this is a proposal that the board wants to look at, you keep the 80/20 split and operate and run within that split going forward then develop your budget going forward into the new FY. There will probably be increases that the budget committee will have to solve. Lane Magill stated that the current budget for FY 18/19 is set and each department will have to live with that adopted amount. A question was brought up regarding who is in charge of the shared service personnel. Brad Lohrey stated

that both the Jail Commander and Juvenile Manager are responsible for the shared serves that are pertinent to their facility i.e. if there is an issue with maintenance in Juvenile then the Juvenile Manager would contact the Maintenance personnel and if in Adult the Jail Commander would need to contact Maintenance. Rod Runyon stated that he would like to see a stipend for the Juvenile Director that is appointed as the Juvenile Detention Representative whenever the starting dates of this plan. Diana McDougle stated she would need to look at a stipend and the definition of “official compensation for an elected official.” Bob Benton stated that he would like to see the Sheriff and Juvenile Director appointed to represent NORCOR be held to a defined term. There are emergencies and extenuating circumstances that happen which would have to be resolved on a case by case basis, but the normal status would be a defined term. Molly stated that the Sheriff’s and Juvenile Directors need some direction from the board. Dose the board wish for this plan to move forward? What is the timing of this plan? The board gave authorization to move forward with the plan. The Juvenile Oversight Committee and Sheriff’s Board will put together information requested by the NORCOR and bring it to the next meeting.

- **2.2 Public Comments/Questions** – Teresa Hepker read a letter (see attached).

### **3.0 REPORTS AND DISCUSSION – ACTION THAT MAY BE REQUIRED:**

- **3.1 Executive Session – ORS 192.660 (2)(h) Legal Counsel** –  
The Board entered into Executive Session under ORS 192.660 (2)(h) at 10:55 PM.
- **3.2 Decisions & Actions Resulting from Executive Session** – The Board entered out of Executive Session @ 11:15 AM
- **3.3 Adjournment** –  
Next board meeting was set for October 1, 2018 @ 10:30 AM. The meeting was adjourned at 10:45AM.

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Date

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Tom McCoy, NORCOR Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Beth Anderson, NORCOR

Respectfully submitted,  
Beth Anderson, NORCOR