



NORCOR CORRECTIONS FACILITIES

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NORCOR Board of Directors Minutes of the Special Called Board Meeting January 15, 2019

1.0 PRELIMINARY BUSINESS:

PRESENT: **Board Members:** Bob Benton- Hood River County Commissioner, NORCOR Board Chairman; Tom McCoy- Sherman County Commissioner; Amber DeGrange- Sherman County Juvenile Director; Lane Magill- Wasco County Sheriff; Scott Hege- Wasco County Commissioner

Oversight: Juvenile Director Overseeing Detention Facility: Molly Rogers- *Wasco County Youth Services Director*; Sheriff Overseeing Corrections Facility: Brad Lohrey- *Sherman County Sheriff*

Quorum was determined and the Board Meeting was called to order on January 15, 2019 @ 1:02 PM by Bob Benton, Chairman. No conflicts of interest were determined. Bob noted that Resolution and Order number 18/19-7 would be added to the agenda and would be covered as the first business item.

2.0 BUSINESS ITEMS:

- **2.1 Resolution and Order number 18/19-07**

Dan Lindhorst gave an update on the West Lot Improvement, noting that we have a final estimate of \$34,999.73, which is lower than the initial estimate. This final estimate will cover all the work that needs to be done on the lot. Bob Benton asked if the drainage issues and the low spots are part of NORCOR's agreement with Insitu. Dan answered that the estimate includes all the work that needs to be done to get the lot to the point that Insitu wants it to be for their purposes.

Tom McCoy made a motion to approve Resolution and Order number 18/19-7. Lane Magill seconded the motion.

Note: The motion passed with unanimous approval.

- **2.2 Discussion of Budget Format**

Molly Rogers presented the budgeting format that is being recommended to better facilitate the new structure that is being implemented in NORCOR on a trial basis:

- There will be one facility-wide document with one each of the beginning fund, contingency fund, reserve fund, capital plan fund, and ending fund balance.

- The shared services (finance, maintenance, and IT) will be listed in the adult department expenditures. Jeff Justesen and Dan Lindhorst will have discussions regarding the different shared services to come up with an estimate of how the cost of those expenses should be split between the Adult and Juvenile Departments. The plan is for the Juvenile Department to make an interdepartmental transfer out to the Adult Department, to cover their predetermined share of the costs of those shared services.
- Request that the Board approve the concept of this budget format for the 2019/2020 Fiscal Year, or provide new direction for the budget format.

Molly noted that the following requests were going to be made at the February Board Meeting:

- Specify any changes to revenue that may come about because of current litigation, so that staff can make the necessary adjustments in their budgeting process.
- Formalize and appoint the Budget Committee Members from each county.
- Adopt the Budget Calendar.

Molly made the following requests of the Board in this meeting:

- Appoint the Budget Officer today.
- If the Board is comfortable with the budget format presented, give staff permission to move forward with it.
- Give some direction on the Budget Calendar.
- Requesting that the NORCOR Office be given the names of nominated Budget Committee Members and their contact information no later than February 8, 2019.

Bob Benton asked how different the proposed budget will be from what it is currently used, if the Board decides to approve this format. Brad Lohrey answered that all expenses, other than those that belong exclusively to the Juvenile Department, would be listed under the Adult Department, rather than current 80/20 split between the two departments that is currently shown in the budget and financial update documents; this will give a clearer concept of the money coming in and going out. Molly added that, in the future it might be beneficial to add a third department, where all the shared services are listed together. Tom McCoy asked if the Juvenile Budget would include a transfer out to the Adult Department to pay for their part of the shared services. Molly answered that the budget would include a transfer from the Juvenile Department. Bob asked if all of the revenue that comes in would also be reflected in the Adult Department revenue. Molly answered that it would probably not, but that was a detail that is still being worked on. Bob suggested that if the shared expenses are all in one department, then all of the shared revenue should also go to that one department. Juli Twidwell asked the Board how they wanted the shared revenue on the Budget. The Board had consensus that they wanted to see the shared revenue in the Adult Department, if that is where all the shared expenses are, and that they wanted to see two different line items reflecting transfers of revenue out to the Juvenile Department and transfers in from the Juvenile Department to cover the costs of the shared services. Lane Magill asked how this new budget format would affect the capital project plan. Brad answered that the capital project plan would be a separate fund, on its own. Amber DeGrange asked how often the transfer out would occur. The consensus was that a monthly

transfer out would be the easiest way to track the finances. Amber asked if the split would be based on actual cost of shared services working on each department. The consensus was that the shared services would give an estimate of costs to each department and that would be the split for the next fiscal year. Tom pointed out that this new budget format really needs to be tried out before getting to far into the details. Bob Benton noted that it would be easier to track expenses and get a clearer financial picture if a third department were created for the shared services. The consensus of the Board was to approve the new Budget format, but that if the creation of a third department was possible, that would be preferred.

- **2.2 Appointment of Budget Officer**

Molly suggested that Juli Twidwell be named the Budget Officer for the budget process. Lane Magill made a motion to assign Juli Twidwell as the Budget Officer for the NORCOR Budget Committee. Scott Hege seconded the motion.

Vote: The motion passed with unanimous approval.

- **2.3 Direction on Budget Calendar**

Molly asked the Board for direction regarding the budget calendar. The consensus was that the Board would like to start the process as early as possible. Molly asked that the Board Members get their Budget Committee Members' names and contact information to Juli Twidwell as soon as possible. Tom McCoy asked to be updated on who could serve as a Budget Committee Member. Bob Benton asked if an employee of a county could serve as a Budget Committee Member. Don Hull answered that he would check on who can be appointed to the Budget Committee Member and then let the Board know what he finds out. Scott Hege suggested that the Budget not actually be adopted until late May or early June, at the earliest. Bob clarified that the Board would like to get the budgeting process started, but the adoption of the budget does not usually take place until June. The consensus was that mid-March would be a good timeframe for the first Budget Committee Meeting to take place.

- **2.4 Public comment/questions on scheduled items**

Teresa Hepker, a member of the NORCOR Community Resources Coalition, asked if Mr. Brandenburg's presence at the court hearing resulted in his being paid a consulting fee or expenses to be there. Teresa also asked what would happen to the NORCOR programs if Bureau of Justice Administration (BJA) grant ends in the next fiscal. Juli Twidwell answered that the grant is supposed to go through September, but that can be extended depending upon whether we have used up all the money allotted through the grant. Juli added that in this fiscal year, the cost of the programs will need to be included in the 2018/2019 Fiscal Year Budget, to cover whatever cost is left over after the grant funds have all been used. Bob Benton noted that with respect to the legal implications of the question regarding Mr. Brandenburg's presence, the Board could not answer the first question at this time.

3.0 ACTION THAT MAY BE REQUIRED:

- **3.1 Next Board Meeting:** February 28, 2019 at 10:00 AM

- **3.2 Executive Session**

The Board entered into Executive Session under ORS 192.660(2)(h) Legal at 1:50 PM

- **3.3 Decisions that may result from the Executive Session**

The Board returned from Executive Session at 2:35 PM. There were no decisions to be made at this time since the Executive Session was informational only.

- **3.4 Adjournment**

The Board Meeting was adjourned at 2:35 PM

Date

Bob Benton, NORCOR Board Chair

Date

Beth Anderson, NORCOR

Respectfully submitted,
Beth Anderson, NORCOR