



**NORCOR**  
**Board of Directors**  
**Minutes of the Board Meeting**  
**February 28, 2019**

**1.0 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; Sherrie Wilkins- Gilliam County Commissioner (*attended by phone*); Tom McCoy- Sherman County Commissioner; Amber DeGrange- Sherman County Juvenile Director

**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 February 28, 2019 @ 10:04 AM by Bob Benton, Chairman. No conflicts of interest were determined. Brad Lohrey asked that the Financial Audit Report be moved to the next regularly scheduled meeting.

Tom McCoy made a motion to accept the minutes from the December 20, 2018 and January 15, 2019 Board Meeting Minutes. Lane Magill seconded the motion.

*Vote:* The motion passed with Gilliam County, Hood River County, Sherman County, and Sheriff Magill voting in favor of the motion and Wasco County abstaining from the vote.

**2.0 BUSINESS ITEMS:**

• ***2.1 Election of Board Vice-Chairman for 2019***

Bob Benton presented that it might also be appropriate, at this time, to elect a Secretary/Treasurer just in case the Chairman and the Vice-Chairman are both unable to attend a meeting. Sherrie Wilkins made a motion to elect Kathy Schwartz to be the NORCOR Board Vice-Chairman. Tom McCoy seconded the motion.

*Vote:* The motion passed with unanimous approval.

Bob Benton motioned to elect Sheriff Magill as the Secretary Treasurer of the NORCOR Board. Tom McCoy seconded the motion.

*Vote:* The motion passed with unanimous approval.

• **2.2 Nomination and Approval of Budget Committee Members from each County**

There was a consensus that staggered terms for budget committee members from each county should be established, as per Oregon Budget law. The consensus was that this initial implementation of Budget Committee Member terms would be as follows:

- Gilliam County – elected to a 3-year term
- Hood River County – elected to a 1-year term
- Wasco County – elected to a 2-year term
- Sherman County – elected to a 3-year term

It was clarified that Budget Committee Members could be re-nominated, but that the formal nomination process would need to take place after the term was up. The term for every county's Budget Committee Member will be 3 years, after this initial implementation of staggered term rotations.

Tom McCoy nominated Steve Kaseburg as the Sherman County representative on the NORCOR Budget Committee. There was no discussion.

*Vote:* The nomination passed unanimously.

Steve Kaseburg was appointed to the NORCOR Budget Committee for a 3-year term.

Bob Benton nominated Ed Weathers as the Hood River County representative on the NORCOR Budget Committee. There was no discussion.

*Vote:* The nomination passed unanimously.

Ed Weathers was appointed to the NORCOR Budget Committee for a 1-year term.

Kathy Schwartz nominated Teresa Hepker as the Wasco County representative on the NORCOR Budget Committee. There was no discussion.

*Vote:* The nomination passed unanimously.

Teresa Hepker was appointed to the NORCOR Budget Committee for a 2-year term.

Sherrie Wilkins nominated Donald Jamieson as the Gilliam County representative on the NORCOR Budget Committee. There was no discussion.

*Vote:* The nomination passed unanimously.

Donald Jamieson was appointed to the NORCOR Budget Committee for a 3-year term.

• **2.3 Approval of Budget Calendar**

Lane Magill made a motion to accept the submitted NORCOR Budget Calendar for the Fiscal Year 19/20, with the adjustment of the 2<sup>nd</sup> Budget Meeting on the calendar from April 11, 2019 to April 18, 2019 at 9:00 am. Kathy Schwartz seconded the motion.

*Vote:* The motion passed with unanimous approval.

• **2.4 Resolution regarding Reserve Fund**

Brad Lohery presented a Resolution to create a Reserve Fund for the Adult and Juvenile Departments to place funds that are set aside for a five to ten-year Capital Improvements Plan. Juli Twidwell explained

that setting up the Reserves in a separate fund protects that money from being used for anything other than its intended purpose. Bob Benton suggested that the Board set up just one Reserve Fund with the two departments separated within that Fund. There was a consensus that only one Reserve Fund was needed. Lane Magill made a motion to approve Resolution and Order Number 18/19-8, subject to removing the word Adult and adding that it is a special Capital Reserve Fund for maintenance and improvement. Kathy Schwartz seconded the motion.

*Vote:* The motion passed with unanimous approval.

- **2.6 Public comment on unscheduled items**

Brian Stoval pointed out that the Board was discussing two kinds of things going into this Reserve Fund- those that do not return money to NORCOR, and those which do return money to the running of NORCOR.

Teresa Hepker asked the Board to consider making a guarantee that violations, noted in judge's decision on the lawsuit, will not happen in the future. Teresa further noted that public observation of the running of the jail has been limited until recently.

Tim Shechtel noted that the public would like to build on the recent openness with NORCOR leadership. He restated his opinion on the importance that NORCOR leadership to continue to make an effort to engage with the public.

Brad Lohrey responded that his intention, as the Sheriff tasked with overseeing the Correction Facility, is to continue to meet with the public and work out solutions.

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

- **3.1 NORCOR Update Status/Year-to-date Financials – Brad Lohrey**

- Updated the Board that the west lot project is 75% complete
- Shared a positive story of the Corrections Deputies saving the life of an inmate who was choking on a ring that had been swallowed
- Complaint line to reach the Sheriff and the Jail Commander is in the process of getting set up
- Jail Commander, Dan Lindhorst, and Detention Manager, Jeff Justesen, have been working on the Food Services Contract negotiations
- After meeting with the NORCOR Community Resource Coalition (NCRC), NORCOR is working on the possibility of accepting food from local growing sources
- South Gilliam County Health District donated a dental chair for NORCOR to be able to provide in-house dental care from local providers coming in, rather than having to transport inmates out of the facility for all dental care

- **3.2 NORCOR Juvenile Department Update/Status – Molly Rogers**

- Oregon Youth Authority (OYA) Contract update: the first youth was accepted into the Detention Facility on January 17, 2019 and the maximum of 4 beds from this contract, was reached on February 5, 2019. This OYA program has remained full since that time.
- Pointed out the binders that she had prepared for Board Development which include minutes, Resolutions, budget, and contracts

- Commended Detention Manager, Jeff Justesen, for finding an error in the financial audit that had been prepared for NORCOR, which has been sent back to the auditor for correction.
- Bureau of Indian Affairs (BIA) came in to do an audit at the Juvenile Detention facility and the initial feedback from the audit was very positive. OYA will be here to do an audit in March.
- Update on a meeting with Senator Hansell to find mental health and medical service coverage for pre-adjudicatory youth
- **3.3 Sheriff Board – Sheriff Magill**
  - An Annual Awards Banquet was held with the Wasco County Sheriff’s Office and NORCOR to recognize staff
  - Continuing to work on solutions to the Mental Health issues within the community and the jail
- **3.4 Juvenile Directors – Amber DeGrange**
  - Noted that the Juvenile Directors Oversight Committee (JDOC) had not been able to meet recently, due to inclement weather.
  - Introduced and welcomed Robbie Johnson, the Juvenile Director for Hood River County
- **3.5 Legal Counsel –**  
Legal Counsel had not report outside of Executive Session.
- **3.6 Commissioners Comments –**  
There were no Commissioner Comments.
- **3.7 Next Board Meeting –**  
The next Board Meeting was scheduled for Thursday, April 18, 2019 at 10:00 AM.
- **3.8 Executive Session –**  
It was determined that this executive session would be for information gathering only and there would be no decisions which need to be made after this executive session. The Board adjourned into Executive Session pursuant to ORS 192.660(2)(h) at 11:30 AM.
- **3.9 Return from Executive Session –**  
The Board returned from Executive Session at 11:47 AM.

**4.0 Adjournment:**

**4.1 Adjournment:** The meeting was adjourned at 11:48 AM.

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Date

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Bob Benton, NORCOR Board Chair

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Date  
Respectfully submitted,  
Beth Anderson, NORCOR

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Beth Anderson, NORCOR