



NORCOR

CORRECTIONS FACILITIES

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NORCOR

Board of Directors

Minutes of the Board Meeting

June 20, 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; 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 June 20, 2019 @ 10:10 AM by Bob Benton, Chairman. No conflicts of interest were determined. There were no additions to the agenda.

Lane Magill made a motion to accept the minutes from the April 18, 2019 and May 7, 2019 Board Meetings, with the correction of the spelling error for Kathy Schwartz. Tom McCoy seconded the motion.

Vote: The motion passed with unanimous approval.

Lane Magill made a motion to accept the 19/20 FY Budget Committee minutes. Tom McCoy seconded the motion.

Vote: The motion passed with unanimous approval.

2.0 BUSINESS ITEMS:

- **2.6 public comment on scheduled items** – This item was moved to the beginning of the meeting. Gretchen Kimsey presented a letter to the board (see attached).

- **2.1 Resolution No. 19/20-1**

Lane Magill made a motion to approve Resolution 19/20-1 with recommendation to NORCOR Board for adoption the budget for FY 19/20 in the amount of \$9,348,025. Tom McCoy seconded the motion – motion passed unanimously.

- **2.2 Insurance Presentation – Breanna Wimber, CIS- The Stratton Agency**

Presented the SAIF and CIS Liability Insurance contract invoice for 19/20 FY. She proposed that the board add an amendment to the CIS liability bill to increase liability by 10 million. Tom McCoy made a

motion to accept the increase in liability insurance from CIS for \$1,500.00. Kathy Schwartz seconded motion – Motion passed unanimously.

- **2.3 Review of Interim Policy –**

- 2.3.1.1 - Discussion of IGA for Sheriff Oversight

- 2.3.1.2 - Discussion of IGA for Juvenile Director Oversight

The board expressed some of the issues they are having with the interim policy and the roll of the management team. They expressed their frustration with the inability to identify who exactly is the point contact person in this structure when questions need answered and problems need to be solved. They also stated that they feel questions are not being answered. It was the consensus that this topic and those related to the IGA for the Sheriff and Juvenile Director Oversight Representatives needed further discussion and answers. This item will be added to the agenda for the July 18, 2019 Regular Board Meeting.

- **2.4 Status of Bylaws - Dan Lindhorst**

Dan stated that he spoke with Legal Counsel and assured the board that Counsel would be at the next Board Meeting to address and update the NORCOR Board on the status of the Bylaws.

- **2.4 Review of Purchasing Policy -**

Dan Lindhorst stated he spoke to Legal Counsel and he was working on this item. Because Legal Counsel was not present this item will be added to the agenda for the next board meeting.

3.0 REPORTS AND DISCUSSION – ACTION THAT MAY BE REQUIRED

- **3.1 Update and recommendation of contracts- Dan Lindhorst/Jeff Justesen**

The Food Contract with Summit is complete and ready for signature with a correction on the first page to a one (1) year contract not three (3). Jeff Justesen stated that NORCOR would be putting out an RFP for a Food Service Contract in the fall of 2019.

Lane Magill made a motion to have the Board Chair sign the one year contract with Summit Food Services, Tom Seconded the motion - motion passed unanimously.

The rental agreement between NORCOR and Insitu is completed and ready for NORCOR signature.

Lane Magill made a motion to have the Board Chair sign the two year rental agreement with Insitu, Tom McCoy seconded the motion – motion passed unanimously.

The Management Team would like to have an agreement of understanding signed with Adam Collier @ Ogletree, Deakins, Nash, Smoak & Stewart, P.C. Attorneys at Law. He has assisted with the union negotiations in the past years and is familiar with NORCOR.

Kathy Schwartz made a motion to approve the signing of a letter of understanding, Tom McCoy seconded the motion – motion passed unanimously.

- **3.2 Sheriff Report-** Lane Magill reported that law enforcement departments along with canine drug units across the state participated in a complete sweep of the NORCOR Adult Corrections Facility. The staff ran 160 inmates through the scanner and searched the entire Adult Facility “we tore the place apart”. Happily a minimal amount of contraband was found.

- **3.3 Juvenile Director Report – No Report**

- **3.4 Legal Counsel Report – Not present**

- **3.5 Commissioners Comments** – Kathy Schwartz updated the Board on her meeting with Representative Bonham.
- **3.6 Next Board Meeting - July 18, 2019 @ 10:00 AM Juvenile Conference Room**

4.0 Adjournment:

4.1 Adjournment: The meeting was adjourned at 12:10 PM.

Date

Bob Benton, NORCOR Board Chair

Date

Juli Twidwell, NORCOR

Respectfully submitted,
Juli Twidwell, NORCOR