



NORCOR

CORRECTIONS FACILITIES

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NORCOR

Board of Directors

Minutes of the Board Meeting

August 17, 2017

PRELIMINARY BUSINESS:

Quorum was determined and The Board Meeting was called to order on August 17, 2017 @ 10:02 AM by Rod Runyon, Chairman.

Present: Bryan Brandenburg-NORCOR Administrator **Board Members:** Rod Runyon- Wasco County Commissioner, NORCOR Board Chairman; Joe Dabulskis- Sherman County Commissioner (*alternate for Tom McCoy- Sherman County Commissioner, NORCOR Board Vice-Chairman*); Ron Rivers- Hood River County Commissioner; Steve Shaffer- Gilliam County Judge; Molly Rogers- Wasco County Youth Services Director; Brad Lohrey- Sherman County Sheriff

Guests: Will Carey- NORCOR Attorney; Jeff Justesen- NORCOR; Kristen Campbell- Wasco County Counsel; Rev. Red Stevens- St. Paul's Episcopal Church, Rector; Sloane Borrego- Wasco County Resident; Carolina Quiroz- Wasco County Resident; Tim Schechtel- Wasco County Resident; Brian Stovall- Wasco County Taxpayer; Teresa Hepker- Wasco County Resident; Bruce Lamper- Wasco County Resident; JoAn Henricks- Wasco County Resident; Solea Kabakov- Wasco County Resident; Antonia Kabakov- Wasco County Resident; Marolyn Wilks- Wasco County Resident; Connie Krummrich- Wasco County Resident; Joel Kabakov- CGCC Department Chair; Jim Patterson-Hood River County Juvenile Director; Rodrigo Juarez, Jr.- Hood River Immigration Counseling Service Staff Attorney; Scott Hege- Wasco County Commissioner; Jessy Rose- AOC, LPSCC Coordinator; Dan Lindhorst- NORCOR; Joe Breckterfield- NORCOR; Juli Twidwell- NORCOR; Beth Anderson- NORCOR

Rod Runyon started the meeting with introductions from the NORCOR Board Members, the NORCOR staff that were present, Jessy Rose, LPSCC Coordinator for the five counties, and Jim Patterson, Hood River County Juvenile Director. Rod then made the announcement that the Board was interested in hearing comments from the public on points that had not been made in previous meetings. Rod also reminded the Board members that with the pending litigation, they should not respond to comments without direction and advice from Will Carey, NORCOR's attorney.

BUSINESS ITEMS:

- **2.1 Public Comments/Questions** – Teresa Hepker, a resident of Wasco County, started out the public comments with a question regarding the ability to tour NORCOR’s mental health facility. Bryan Brandenburg answered that if anyone contacts the jail, they can talk to him about setting up a time for a tour. Teresa then noted that the notice for the Public Hearing on NORCOR’s budget in April had not appeared in the newspaper. Rod Runyon answered that the newspaper is its own business, once NORCOR sends out the notice; we have no control over what happens. Marolyn Wilks, a resident of Wasco County, noted that she wanted to put a face to the letter that she had co-authored with friends from The Dalles regarding NORCOR’s ICE contract. Marolyn made a plea to find another way to fund NORCOR, other than the ICE contract. Marolyn noted that her other big concern is for immigrants without money to have better access to communication. JoAn Henricks, a Wasco County resident, asked if section three of the agenda was closed to the public. Rod Runyon answered that it was open to the public until the executive session, which is closed. JoAn then asked if it was possible to change the order of the agenda so that the next scheduled board meeting is announced before the public is dismissed. Rod Runyon answered that it would be possible to do that.
- Molly Rogers noted that there was a reference in the July 20, 2017 Board Minutes that Commissioner Scott Hege had asked for a financial projection to be put together for this meeting. Molly asked that this item be added to the agenda to discuss today. Bryan Brandenburg answered that the projection is included with the Budget Review and Discussion that is already on the agenda.
- Steve Shaffer made a motion to approve the July 20, 2017 Board Meeting Minutes. Ron Rivers seconded the motion. The motion passed with unanimous approval.
- **2.3 Bond Levy Status** – Bryan Brandenburg noted that the Bond Levy Status would actually be discussed before the Budget Review and Discussion. Molly noted that the last meeting ended with waiting to hear from Hood River County as to their opinion of timing in moving forward with the Bond Levy. Ron Rivers answered that the Hood River County Commission is still very much in favor of going forward with this process and that the timeliness of this process is up to this Board. Steve Shaffer shared that Gilliam County’s approach to this process was that this was the need of Wasco County and Hood River County, but that they were willing to be a team player. Joe Dabulskis noted that without further effort put into the process the results are likely to be the same as last time. Rod Runyon noted that there had not been enough time to put the effort into the process last time. Rod emphasized the fact that this Levy is not meant for total funding, but is meant to be a way to stabilize the bottom line. Rod added that there is a need to go out for this Levy again, but with a more organized effort in getting word out to the public this time. Molly Rogers noted that the group dialog from the last meeting seemed to look toward adding the Levy to the May 2018 Primary ballot. Ron Rivers noted that timing is everything and there is a need to know if other organizations will be asking the public for funding at that time. Molly noted that a decision about the timing for this Levy will need to be made no later than the meeting in October 2017, if the decision is to go ahead with the May 2018 ballot. Ron noted that he would ask his Administrator about what is on the docket and what is potentially on the docket for the May 2018

ballot and then get back to Bryan Brandenburg. Bryan noted that he would add it to the October 2017 Board Meeting Agenda so that everyone would have time to gather information and be able to make a decision at that time. Bryan added that once a date is decided on then a Political Action Committee (PAC) can be discussed more fully. Rod Runyon noted that the Board should be checking with their county clerks and gathering as much information as they can and emailing that information to Bryan.

Molly Rogers noted that there had been some confusion in the wording of the Levy ballot that had been written in November; the confusion was that it sounded like Wasco County was being asked to fund the Levy on its own. Molly asked that when this does move forward that the wording would articulate that the NORCOR region is being asked to fund this Levy.

- **2.2 End of FY 16/17 Budget Review and Discussion** – Bryan Brandenburg started the review with the reminder of where this Budget process had started out in the previous year. The Budget that had been built for the 2016/2017 Fiscal Year was lean on expenses and fat on revenue. The actual Ending Fund balance was less than anticipated at: \$910,000. This Ending Fund Balance is significantly more than last year's Ending Fund balance, but definitely not as much as had been anticipated. One of the factors in the Ending Fund balance being lower than anticipated was a mistake in counting the Reserve Fund twice when projecting the anticipated Ending Fund balance throughout the last year. This mistake had been caught and corrected by Juli Twidwell. Bryan further noted that the Ending Fund balance will need to be verified by the auditors. Bryan added that he has asked the auditors to come in and verify the way that the Budget is being reported regularly to the Board. One suggestion that the auditor gave was to adjust the 2017/2018 Fiscal Year Budget to reflect the 2016/2017 Fiscal Year's Ending Fund Balance for greater accuracy at the end of the 2017/2018 Fiscal Year. Bryan noted that the auditor will be coming in to look specifically at the document given to the Board to make sure that the finances are being reported clearly and accurately to the Board.

Molly Rogers asked why the BJA Grant money was not itemized in the line item. Juli Twidwell answered that the money was not received in time for this Budget document print out, but that money has since been received.

Rod Runyon asked the Board if they had any more questions on the 2017/2017 Budget line items and there were none. Solea Kabakov, a resident of Wasco County, asked for clarification on identification of the auditors that Bryan Brandenburg was talking about. Bryan answered that the auditors that have been reviewing NORCOR's finances come from Polly Rogers and Co, PC based out of the Portland area.

Steve Shaffer had a question about the \$603,000 in Reserve and how that amount had been added in twice. Juli Twidwell answered that on the last page of the financial document it had been added back in as a part of the projected Ending Fund balance; it should not have been added back in there. Steve clarified that this was the amount that is shown on page 6 of the financial document. Juli confirmed that was the amount that had been mistakenly added back in on the last page. Molly Rogers noted that this error creates a very different picture for this year's budget (Fiscal Year 2017/2018).

Bryan Brandenburg then went over the Financial Actual and Projected Finances that had been asked for at the previous Board Meeting that were handed out to each of the Board Members. Bryan noted that in these documents for the purpose of projecting finances for the coming year, the number of

ICE beds used is 22 instead of the 30 beds used in the 2017/2018 Budget. Bryan further noted that this projection includes an increase in the contract with Insitu. Bryan added that he is in discussions regarding renting some Juvenile beds, and the rental of the Work Release Area. Molly Rogers asked that the Juvenile Directors be brought into that discussion much like the Sheriffs are brought into the discussion of renting out beds. Bryan answered that when the discussions reach that point, he will do that.

Rod Runyon suggested that, in light of the financial issues going on in NORCOR, the updated financial information should be sent to the Board members each month, instead of only at the Board Meetings. This will give the members of the Board a chance to regularly review the information and stay on top of any changes to the Budget. Molly Rogers asked if NORCOR uses a 45 day close or a 30 day close. Juli Twidwell answered that it is a 30 day close.

Bryan Brandenburg went over the actual versus projected Budget for this fiscal year to date. Bryan noted that budget includes hiring two additional control techs, which will not be hired at this point. Molly Rogers noted that it looks like spending on Deputy Salaries looks right on target at this point rather than under where it should be if two positions are not being hired. Bryan noted that the half-time maintenance position which is included in the Budget has been turned into a full-time position because of the maintenance needs of the facility. Bryan pointed out that the projected Ending Fund balance at this time is \$450,638. Molly pointed out that the ICE revenue is down roughly \$45,000 because of the lower number of beds being utilized by that contract. Juli Twidwell noted that you also need to look at the Total Revenue and not just each line item, because while revenue from ICE might be down, the revenue in other areas is up. Steve Shaffer agreed with Molly that the actual amounts should be factored in to the projected Ending Fund balance on the last page. Juli pointed out that the actual information does show up on the last page and is part of the actual total. Juli asked if the Board wanted this information need to be added in on the projection amounts on the final page. Molly pointed out that at this point there is no funding going into the Contingency and Reserves this year.

Bryan noted that many of the kitchen items failed at the same time and needed to be replaced from the Contingency Fund. A total of \$27,000 was spent on replacing a convection oven, a mixer, a shredder, a slicer, and a tilt kettle. The dishwasher is on its last leg, but Bryan noted that he was able to get a lease agreement for a new dishwasher for \$5,000 a year for 5 years, which does not need to come out of the Contingency Fund.

- **2.4 NORCOR Update/Status – Bryan Brandenburg** – Bryan Brandenburg went over the data sheets that were handed out to the Board which included bed use by county and by month as well as inmate use by county. Bryan also went over the length of stay numbers, recidivism data, and monthly averages.
 - Bryan Brandenburg noted that he had done interviews and tours with both KGW and OPB. Bryan also shared that Disability Rights of Oregon (DRO) had made a visit to NORCOR, but they had not sent out their report yet.
 - The ICE and Sheriffs audits are both scheduled for November.
 - Contracts have been made with Barrett to get some much needed painting done on the Juvenile side.

JoAn Henricks asked if the law regarding drug possession being changed from a felony to a misdemeanor would have an effect on NORCOR. Brad Lohrey answered that it probably will not affect NORCOR but will likely affect drug courts in a much bigger way. Will Carey added that the change in the law may increase the number of trials.

Rod Runyon asked if there were any questions regarding the NORCOR update/status. Molly Rogers commented that the handouts are very helpful especially when looking at such a tight budget.

REPORTS AND DISCUSSION – ACTION THAT MAY BE REQUIRED:

- **3.1 Sheriff Board** – Brad Lohrey reported that the Sheriffs did an impromptu tour of the facility. Brad noted that the cleanliness of the facility, the programming piece, the attitudes of the Corrections Deputies, and the attitudes of the Inmates were the best that they had ever seen. There tour of the Mental Health Unit was also very positive. Brad commended Bryan Brandenburg and the staff for the big changes that have been made in putting together the Mental Health Unit with its programs to be able help this underserved population of the jail.

- **3.2 Juvenile Directors** – Jeff Justesen started off the report with an update on the Juvenile staffing plan: Two positions opened up as staff members left NORCOR and two people are being hired, but rather than hiring a replacement for the Detention Supervisor position, both new positions will be hired on as Detention Officers to save some money. Jeff noted that with that savings more part-time and on-call staff will be able to be added, which will also help save on over-time costs. Jeff Justesen further reported that the Juvenile facility was visited by inspectors that contract with ICE. This inspection was a spot check based on a previous inspection that had happened in February which had resulted in some of the 156 standards for ICE not being met. The result of this spot check is that all of those standards are now being met. Jeff Justesen reported that DRO had also inspected the Juvenile facility which resulted in some concerns over the amount of time that the youth spend in their rooms and the amount of activities the youth have to do in their rooms. Molly Rogers reported that a 2017 Search for Excellence Award had been awarded to the International Master Gardeners program. There was an article about the Award and the International Master Gardeners in the paper. Molly specially recognized Enrique Esquivias and Stephanie Henderson, both of whom were not able to be present at the meeting, as exceptional employees in making sure that the youth have the opportunity to take part in this program. Molly Rogers further reported that the Juvenile Directors had met and discussed:
 - The DRO visit that had taken place as well as the fact that the DRO standards are so similar to the BIA contract standards.
 - The numbers are up in the Juvenile facility since there have been a lot of program kids in.
 - The teacher provided to the Juvenile facility by the North Wasco County School District will be transitioning to work up at the high school. He is recommending to the school district that he be replaced at NORCOR with a 1.5 FTE position. Wasco County Juvenile Department is putting a school in and there is a possibility of tying that school in with NORCOR's along with the alternative virtual academy.

- **3.3 Legal Counsel** – There was no report from Legal Counsel.
- **3.5 Commissioners Comments** – Joe Dabulskis reported that the County College had classes at NORCOR, in April, for all the new county Commissioners. Joe noted that there was a lot of positive feedback from all the Commissioners that attended.
 Steve Shaffer noted his concern with the financial end of things. Steve wondered if some outside accounting services should be used to help make sure that NORCOR is on track financially. Bryan Brandenburg answered that he had put a call in to the auditors to have a special meeting with them for this very reason. Steve further noted that it was concerning to him and that the Board needs to be able to rely on the accounting staff for accurate information.
 Ron Rivers noted that it is good for members of the public to be at the Board meeting. Ron added that Public Safety is very expensive and that is a good thing for the members of the public to see. Ron agreed with Steve Shaffer about the need for more help with the budget.
 Molly Rogers asked Juli to contact the Wasco County Clerk to prepare a timeline for submitting a Levy proposal to voters on the May 2018 Primary ballot.
- **3.6 Next Board Meeting** –
 The next regular scheduled Board Meeting is scheduled for October 19, 2017 @ 10:00 AM.
- **3.4 Executive Session 192.660 (1) (h)** –The Board adjourned into Executive session @ 11:48 AM.
 The Board was called back into regular session @ 12:35 PM.
- **3.7 Adjournment:** The meeting was adjourned @ 12:35 PM.

TOUR OF NORCOR MENTAL HEALTH UNIT

Date

Rod Runyon, NORCOR Board Chair

Date

Respectfully submitted,
 Beth Anderson, NORCOR

Beth Anderson, NORCOR