



NORCOR CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman
201 Webber Street
The Dalles, OR 97058-3507
541-298-1576 telephone
541-298-1082 facsimile



NORCOR Board of Directors Minutes of the Special-Called Board Meeting October 01, 2018

1.0 PRELIMINARY BUSINESS:

Quorum was determined and the Board Meeting was called to order on October 01, 2018 @ 10:34 AM by Tom McCoy, Chairman. No conflicts of interest were determined. There were no additions or deletions for today's agenda.

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; Scott Hege- Wasco County Commissioner (*Alternate for Rod Runyon, Wasco County Commissioner*); Lane Magill- Wasco County Sheriff (*Alternate for Brad Lohrey- Sherman County Sheriff*)

2.0 BUSINESS ITEMS:

- **2.1 Update and discussion regarding options for the management of NORCOR moving forward –**
Lane Magill started out by updating the Board that the Sheriffs had met with the Juvenile Directors to discuss the restructuring process. The following is a list of what was discussed at that meeting:
 - A request for legal counsel to draft a temporary policy or memo of understanding regarding the restructuring of the administration of NORCOR through the remainder of fiscal year 18/19.

Diana McDougle suggested that that the interim policy would be fluid and able to change at the end of the fiscal year, as far as to be dissolved or made permanent through a change in the Bylaws. There was a request that the interim policy include addressing contracts so that they are pre-negotiated and then brought to the Board for approval, for the sake of clarity and transparency. Bob Benton suggested that contracts should not be signed before they are able to be seen and approved by the Board. Steve Shaffer noted that he is not as concerned about revenue contracts as much as contracts which obligate NORCOR outside of what is already budgeted. Tom McCoy noted that he would not be comfortable, as the Chairman of the

Board, to sign a contract if he did not first have direction and authorization from Board to do so. Juli Twidwell noted that the Board should define what a contract is. Diana agreed that there was a need to define the level of contracts that would need to go before the Board. Steve Shaffer suggested that there be a dollar amount tied to contracts that come before the Board with this new policy. Diana noted that the policy could mirror current statute on contracts. Bob noted that it seems as if this interim policy needs to be fluid enough for all involved to learn from, but urged legal counsel and the Board to err on the side of being conservative.

- The actual structure of the new administration, specifically how shared services would be handled. Lane noted that if there is a situation needing attention from one of the shared services, such as IT, Maintenance, etc., that situation would be handled through the Juvenile Manager and Jail Commander working together. Molly noted that not much would be changing with the way that shared services are actually handled currently. Bob Benton asked for a regular update from the perspective of the employees working in shared services and how they feel it is working. Steve suggested quarterly updates from the employees who are effectively working under two different managers. Lane noted that any recommendations for changes will be reported back to the Board. Bryan reminded the Board that this is a pilot program.
- Funding this transition process starting November 1, 2018. Also, to continue paying Bryan his wages without benefits through the beginning of transition period until December 31, 2018. Molly suggested not separating the financials, noting that everyone was already able to work through the financials and differentiate between adult and juvenile. Steve asked for clarification as to the best way to handle the changing terms of employment. Diana noted that the terms of employment are changing and recommended a new employment document. Molly requested that, if Bryan continued to be paid under contract, those funds would not come out of Juvenile's side of the budget. Scott Hege asked if everything that Bryan needs to do throughout the transition period would be done by December 31. Scott further asked what would happen if everything was not accomplished by that date. Diana answered that the contract could be renegotiated at that time if there was further work to be done. Molly asked how PERS would fit in a non-benefited position. Diana noted that she believed that PERS was addressed in the working document that had been prepared earlier and that it was adequately covered. Scott asked if a new employment contract would be coming back to the Board at a later time. Diana confirmed that a new contract would be coming to the Board by the next Board meeting.

Molly further noted that the Juvenile Directors would be coming to the Board at the next meeting with a recommendation for compensating the county of the designated Juvenile Director who would oversee the Juvenile Detention facility, since the Juvenile Directors are paid county employees. Diana clarified that this was along the lines of the stipend for the designated Juvenile Director that had been talked about at a previous meeting.

Steve Shaffer made a motion to accept the letter of resignation that was sent by Bryan Brandenburg for the resignation date of October 31, 2018. Lane Magill seconded the motion.

Discussion: There was no further discussion on this motion.

Vote: The motion passed unanimously.

Steve Shaffer made a motion for legal counsel to draft a legal document to employ Bryan Brandenburg off-site for November 2018 and December 2018. Bob Benton seconded the motion.

Discussion: Bob suggested that the legal document include some language about hourly compensation for and work that needs to be done after December 31, 2018. There was a consensus that this was a good suggestion.

Vote: The motion passed with unanimous approval.

Bob Benton made a motion to instruct legal counsel develop policy based on the discussions the Board has had regarding moving forward with the restructuring of NORCOR to be brought back to the Board for approval. Steve Shaffer seconded the motion.

Discussion: Scott Hege asked what would happen to the new positions that are created through this restructuring process if this is a pilot through the end of this fiscal year. Bryan noted that the employment agreement would need to include language that these positions have the potential to be temporary and can be rolled back at any time. Tom McCoy noted that his understanding of this interim policy is that it can be revoked at anytime by a majority vote of the Board.

Vote: The motion passed unanimously.

A member of the public asked if there was an updated statement of financial impact for this pilot project. Molly answered that the financial impact of this restructuring would be known more fully by the next Board meeting.

- ***2.2 Update and discussion regarding the management of NORCOR during the transition period resulting from the current Administrator's Departure –***

This item was covered in the discussion above.

- ***2.3 Public comments on scheduled items –***

Teresa Hepker noted her appreciation that the documents and Board Packets are now being made available online.

John Boonstra, with Gorge Ecumenical Ministries, asked how the revenue contracts will be established and reviewed. Lane Magill answered that the designated Sheriff on the adult side and the designated Juvenile Director on the Juvenile side would be familiarizing their various Boards with any contracts and then would bring the contract forward to the NORCOR Board for review and approval.

3.0 REPORTS AND DISCUSSION – ACTION THAT MAY BE REQUIRED:

- ***3.3 Adjournment –***

Tom McCoy confirmed that the next Board Meeting would be on Thursday, October 18, 2018 at 10:00AM. The meeting was adjourned at 11:32.

Date

Tom McCoy, NORCOR Board Chair

Date

Beth Anderson, NORCOR

Respectfully submitted,
Beth Anderson, NORCOR