



# NORCOR CORRECTIONS FACILITIES

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



## **NORCOR Board of Directors Minutes of the Board Meeting December 19, 2019**

### **Preliminary Business:**

Present: **Board Memembers:** 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; Sherrie Wilkins (by phone) – Gilliam County Commissioner; Amber DeGrange – Sherman County Juvenile Director **Oversight:** Juvenile Director Overseeing Detention Facility: Molly Rogers; Sheriff Overseeing Corrections Facility: Brad Lohrey

### **1.0 Call to Order**

Quorum was determined and the Board Meeting was called to order on December 19, 2019 at 10:04am by Bob Benton, Chairman. No conflicts of interest were determined.

### **1.1 Additions or Deletions from the Agenda**

Set over for next board meeting

### **1.2 Public Comment**

None

### **1.3 Consent Agenda**

- 1.3.1 Board Minutes 10.24.2019
- 1.3.2 Board Minutes 11.7.2019
- 1.3.3 Letters of Engagement with Summer Sears, LLC

Kathy Schwartz moved to accept the consent agenda at 10:05 a.m.  
Tom McCoy seconded  
Motion passed unanimously

Summer Sears presented on financials. Accurate data set will be ready to present in 2 or 3 months. The finance policies will be the second phase.



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### **2.0 Oregon Savings Plan/PERS**

The board approved adding an additional optional retirement plan.

### **3.0 Administrators' Report**

Molly Rogers advised the board that there were no unexpected items in the financials and that the sewage issues have been resolved.

#### **3.1 Legal Services**

Molly Rogers discussed legal services and fees with the board and asked the board to figure out their needs and wants from their legal counsel. Molly suggested that the board either hire a part time employee or go out for an RFP on legal counsel.

Chair Benton suggested that NORCOR go out for an RFP on legal. Molly Rogers will have an RFP for legal counsel put together for the next board meeting.

Lane Magill moved to go out for RFP 10:55 a.m.

Kathy Schwartz seconded

Motion passed unanimously at 11:03 a.m.

#### **3.2 Bylaw Updates – Updated/Approval**

Molly Rogers recommended finishing the bylaws. There are two main items to work on. The current by-laws have two dates for elections. The second item is that the annual meeting in February needs to be changed to December.

Tom McCoy suggested the following changes –

- Subsection E-1. Remove the OR so that alternates may attend
- Pg. 7 Budget Committee. Does each county need to have a lay member?

Molly Rogers reminded the board that the by-laws are for the board and that the small details such as each county having a lay member are already state regulations and don't necessarily need to be in the bylaws.

Tom McCoy moved to approve the by-laws 11:15 a.m.

Kathy Schwartz seconded

Motion passed unanimously

### **4.0 Board Members' Updates**

#### **4.1 Administration updates**

No additional updates



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### 4.2 Legislative updates

Kathy Schwartz presented a letter to the board and requested that they support a letter that was drafted to US Senator Jeff Merkley.

The legislative concept has been drafted and dropped. At this time there is no known outcome.

### **5.0 Election of Officers**

#### **Nominations**

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

Sherry Wilkins made a motion to re-elect current officers at 11:20 a.m.

Tom McCoy seconded

Motion passed unanimously

General Board Meeting ended at 11:30a.m.

### **6.0 Executive Session: ORS 192.660(2)(h) Litigation – conferring with Legal Counsel regarding Litigation**

6.1 Executive Session in accordance with ORS 192.660(2)h Litigation – The board was called out of regular session and entered into executive session at 11:30 a.m.

6.2 Returned from executive session – Chair Benton brought the meeting back into regular session at 11:49. No items requiring action of the board were presented during Executive Session.

Next meeting scheduled for January 23, 2020 at 10:00 a.m.

Meeting adjourned at 11:50 a.m.

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Bob Benton  
NORCOR Board Chair

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Date