



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 Board Meeting December 20, 2018

1.0 PRELIMINARY BUSINESS:

PRESENT: Board Members: Tom McCoy- Sherman County Commissioner, NORCOR Board Chairman; Steve Shaffer- Gilliam County Judge, NORCOR Board Vice-Chair (*attended by phone*); Bob Benton- Hood River County Commissioner; Amber DeGrange- Sherman County Juvenile Director; Rod Runyon- Wasco County Commissioner; Lane Magill- Wasco County Sheriff

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 December 20, 2018 @ 11:03 AM by Tom McCoy, Chairman. No conflicts of interest were determined. Brad Lohrey asked that the Financial Audit Report be moved to the next regularly scheduled meeting, since the report had only been received from the auditors the day before this meeting.

Rod Runyon made a motion to accept the minutes from the November 1, 2018 Board Meeting. Bob Benton seconded the motion.

Vote: The motion passed with unanimous approval.

2.0 BUSINESS ITEMS:

• *2.1 Election of Board Officers for 2019*

Tom McCoy noted that, in the past, the Board Chairman has been selected using a county rotation each year. Tom explained that since the next county in the rotation, Gilliam County, would have a new Commissioner representing them this year, maybe the rotation should be changed up for the coming year. Amber DeGrange asked if the election of Board Officers could be tabled until the next Board Meeting, in light of the new Commissioners joining the Board in January. The consensus was that, due to the unusual circumstances, it would not make sense for a new person who has never served on the NORCOR Board to be elected as the new Chairman, but that the vote for Vice-Chair would be tabled until the February meeting.

Tom McCoy nominated Bob Benton as the Chairman of the NORCOR Board for 2019. Lane Magill moved to elect Bob Benton as the NORCOR Board Chairman for 2019. Rod Runyon seconded the motion. Tom asked that the vote for Vice Chairman of the Board be added to the agenda of the next regular Board Meeting

Vote: The motion passed with unanimous approval.

- **2.2 Resolution and Order number 18/19-6**

Molly Rogers updated the Board on a new contract with the Oregon Youth Authority (OYA) to house up to four youth in NORCOR Detention Facility beds. Resolution 18/19-6 recognizes the revenue from the new contract with OYA as an unanticipated increase in revenue and appropriates the expense of the revenue as shown in the resolution (see attached). Lane Magill asked if there was a draft of the contract with OYA for NORCOR's legal counsel to review.

Steve Shaffer made a motion to approve Resolution 18/19-6, pending review and approval by Legal Counsel. Rod Runyon seconded the motion.

Discussion: Tom McCoy noted that the date of December 16, 2018 which appears at the end of the Resolution needed to be stricken through to leave only the current date showing. Bob Benton asked what the length of the contract was. Molly answered that the contract is for two years and follows Oregon's biennium budget, as such it is subject to the approval of appropriations for the Governor's budget. Bob then asked if there were a guaranteed number of beds written into the contract. Molly answered that there is no guarantee, but that the revenue is based on the number of daily beds that will be utilized through this contract.

Vote: The motion passed with unanimous approval.

- **2.3 West Lot Improvement Discussion**

Brad Lohrey gave a brief explanation of the work that had previously been done to improve the West Lot, through a verbal agreement between Crestline and Bryan Brandenburg, in which the work would be done at no cost to NORCOR and Crestline would get to keep all the rock that they crushed during the work of the improvement of the land. Insitu is now renting the land as well as the warehouse, and would like to be able to use the land that they are paying rent for by January 15, 2019. Crestline was contacted regarding the fact that the gravel is still sitting on the lot. Brad noted that Crestline was under the impression that they had permission to store their gravel on the lot. Brad gave the Board an initial bid from Crestline to remove the gravel and to level part of the lot for \$44,477. Brad recommended that the Board give permission for Jail Commander Dan Lindhorst, Commissioner Scott Hege, and himself to enter negotiations with Crestline to get this work done in a timely manner. The consensus of the Board was that the group mentioned above was given authority to enter negotiations with Crestline for a contract of up to \$45,000.

Rod Runyon had to leave the meeting at this time and Brad Lohrey offered up thanks and appreciation for his service to the NORCOR Board throughout the years. The Board echoed the same appreciation to Commissioner Runyon before his departure.

- **2.5 Public comment on scheduled items**

Teresa Hepker noted her appreciation at the current discussions taking place in the meeting. Teresa added that troubling conversations with inmates have revealed that there is a bug problem in NORCOR

and that spider bites are not being dealt with in a timely manner by the medical staff. Brad Lohrey asked for specifics so that he could investigate. Teresa responded that she would try to get the information and forward it on to Sheriff Lohrey.

3.0 REPORTS AND DISCUSSION – ACTION THAT MAY BE REQUIRED:

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

Brad Lohrey noted his appreciation with the excellent job that the NORCOR staff are doing and updated the Board on the following items:

- April 22-May 3 all Corrections Staff will go through their annual maintenance training.
- Sleep masks have been ordered and will be issued to every inmate to deal with the light pollution problem at night.
- Christmas gift bags have been prepared to give to every inmate.
- A monthly clean pod contest will be instituted with the reward of a movie and popcorn for the cleanest pod that month.
- A Mental Health position that requires a Master's degree has been posted.
- There is an opening for Corrections Technician that has been posted as well.
- The ICE inspection was completed and there were no major deficiencies detected. There was one repeat deficiency: strip searches are still, at this point, being conducted. This will no longer happen on a regular basis once the body scanner is in place and in use. Brad explained that strip searches are used not only to identify potential contraband but also to identify any scars, identifying marks, tattoos, as well as to identify any open wounds or other obvious medical conditions that may need immediate care.
- The American Jail Association has recognized NORCOR's programming and has asked Bryan Brandenburg to be a guest speaker at their national conference to talk about the programs in place.
- The warehouse insulation project has been completed and Insitu is happy with the results.
- The roof on the 20-year-old jail building is leaking and will need to be replaced in the near future. Brad has asked the Command Staff to come up with a 5-year capital project plan to prepare for the replacement/repair of capital items.

Steve Shaffer agreed with Brad on the need for a 5-year or 10-year financial plan to update the building and urged to Board to listen to Brad, before he had to leave the meeting.

- Brad asked for clarification on Bryan Brandenburg's contract. The Sheriffs recommended that NORCOR continue on with the contract at the hourly rate for his consultation for Mental Health issues, work on the BJA Grant, and consultation on some of the questions that come up while running the jail. Brad updated that the weekly phone consultations (at the hourly rate) would continue, for the time being, but that a detailed list would need to accompany any charges that Brandenburg asks NORCOR to pay beyond that. Bob Benton requested that the Board be given updates on hours that Bryan Brandenburg is being utilized as a resource.

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

Molly Rogers asked Jeff Justesen to share what he and the staff have been accomplishing in the Detention Facility. Jeff shared the following highlights:

- Maintenance training is done through quarterly live training. Annual PREA training has been done with the Juvenile staff. The University of Cincinnati will be providing training on Core Correctional Practices to the Juvenile staff in January. Other counties have partnered with NORCOR to attend the January training, which will help to offset the cost of the training to NORCOR.
- Emergency plans with the school district, in case of natural disaster, are nearly complete. Memorandums of Understanding (MOU) between NORCOR and the school district are being finalized.
- The Detention Facility applied for and received a \$1000 grant from the Wasco County Cultural Trust for the purchase of drums. Drumming and drum circles are evidence-based practices that help the Detention Facility reach the requirement of providing culturally-based services to youth.
- The Detention Facility has entered into a monthly contract with Advantage Dental to provide screenings, sealants, and fluoride treatments for the youth as necessary.
- The BIA contract has been extended at least through March.

Molly Rogers added:

- The Center for Living has stepped-up and provided some necessary mental health services for the youth in the Detention Center. Kathleen Green has also been able to step in and provide some services, when necessary.
- A request that the Board recommend a single financial document for updates to the Board for the rest of this fiscal year, instead of the separate documents for Adult and Juvenile. Molly suggested that the financial updates be split up into separate documents in the next fiscal year. There was a consensus that the financial updates should be presented in one single document for the rest of this fiscal year.
- A request for a meeting in January to discuss the Fiscal Year 19/20 budget process. There was a consensus that there is a need to have a meeting in January to discuss the budget process.

- **3.3 Sheriff Board –**

Lane Magill reported that the Correction Facility would begin the installation of the new body scanner in the coming weeks. Lane also noted that inspections are regularly performed in the jail, and that he, himself, could vouch for the cleanliness of the jail recently. Lane added that morale is high in the Correction Facility and that Inmate Welfare is a high priority for the staff. The Sheriffs are continuing to evaluate mental health issues in the community and their direct correlation to the jail.

- **3.4 Juvenile Directors –**

Amber DeGrange reported that since the policies are finished up, the Juvenile Directors Oversight Committee (JDOC) will soon be able to transition to meeting only once per month. JDOC is working to add on to the programming that is being provided in the Detention Facility. Amber noted that JDOC has had conversations about a celebration in March to celebrate the rebuilding process and all the hard work that has been done since the DRO report came out.

Tom McCoy asked if the Juvenile Director on the Board has the authority to make motions and second motions if they are not a voting member. Don Hull noted that he would need to see the NORCOR Bylaws. Juli Twidwell noted that she would send a copy of the Bylaws to him and to each of the Board Members.

- **3.5 Legal Counsel –**

Don Hull reported that there was an issue with pending litigation with OPB, and that he had met with their lead counsel and given them everything that they were entitled to receive. Don added that the meeting ended on an amicable note.

- **3.6 Commissioners Comments –**

Bob Benton introduced Commissioner Rich McBride who will serve as another alternate for Hood River County. Bob brought up a concern about contracts and MOUs and the fact that the Board authorized a signature on a contract that they have not seen yet. Bob requested that a consent agenda be drafted which would allow the Board members to see the contracts that they are being asked to vote on before the votes happen.

- **3.7 Next Board Meeting –**

The next Board Meeting was scheduled for Thursday, January 17, 2019 at 11:00 AM. Juli Twidwell asked if the new members of the Board would be notified of the meeting in January, since NORCOR has not received word yet on who the new Board members would be for Wasco County and Gilliam County. Molly Rogers answered that she would notify Wasco County and Amy Nation answered that he would notify Gilliam County.

4.0 Adjournment:

- **4.1 Board Member (only) tour of Correction Facility – in fulfillment of annual statutory requirements**

4.2 Adjournment: The meeting was adjourned @ 11:48 AM.

Date

Tom McCoy, NORCOR Board Chair

Date
Respectfully submitted,
Beth Anderson, NORCOR

Beth Anderson, NORCOR