



Northern Oregon Corrections  
Gilliam – Hood River – Sherman – Wasco  
201 Webber Street, The Dalles, OR 97058

## **NORCOR Board Meeting**

April 20, 2023

10am-Noon

NORCOR Juvenile Facility Conference Room  
211 Webber Street, The Dalles, OR 97058

### **AGENDA**

To view and participate in the live meeting via the Zoom Platform, you may access the link on the Website to join the meeting. Once you “join” the meeting you will be able to view and listen to the meeting. Join Zoom Meeting: <https://wascocounty-org.zoom.us/j/81529078864> One tap mobile: 1-253-215-8782 PIN: 815 2907 8864

#### **1.0 Call to Order – (10 minutes)**

1.1 Welcome and Introductions

1.2 Additions or Deletions

1.3 Consent Agenda: (Items of routine nature: documents previously discussed, and reports provided to the Board for review purposes – not all items require a vote, but acceptance of the packet)

**1.3.1 [Minutes – Board Meeting March 16, 2023](#)**

**1.3.2 [February Financial Statements](#)**

**1.3.3 [CIS Safety Audit, Grant Application, Award Letter](#)**

**1.3.4 [Health Inspections](#)**

#### **2.0 Public Comment (10 minutes)**

The NORCOR Board is committed to the public process and will consider all public testimony seriously. Please send written comments to [inquiries@norcor.co](mailto:inquiries@norcor.co) with the subject line labeled “Public Comment” by March 15, 2023, 8am. Verbal testimony will be accepted during the meeting.

#### **3.0 Coalition Update (10 minutes)**

#### **4.0 Business Items (30 Minutes)**

4.1 Administrator’s Update

**4.1.1 [Business Manager Update](#)**

**4.1.2 [Attorney’s Letter RFP](#)**

4.2 Committee Update

#### **5.0 Executive Session – ORS 192.660 (a) Employment of Public Officers, Employees, and Agents (h) Consulting with Legal Counsel**

#### **6.0 Scheduling of Next Meeting: May 18, 2023**

NOTE: The Agenda is subject to last minute changes; times are approximate – please arrive early. Meetings are ADA accessible. For special accommodations please contact NORCOR in advance at, (541) 298-1576.



# NORCOR CORRECTIONS FACILITIES

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



## NORCOR Board Meeting

March 16<sup>th</sup>, 2023

**Preliminary Business:** To support the Governor's Executive order for social distancing, the NORCOR Board meeting was held as a hybrid meeting offered on two platforms; by ZOOM and also in person at the NORCOR Juvenile Detention Facility at 211 Webber Street, The Dalles, OR.

**Board Members:** Scott Hege, Wasco County Commissioner, NORCOR Board Chair; Sherman County Judge Joe Dabulskis, NORCOR Vice Chair; Pat Shannon, Gilliam County Commissioner, NORCOR Secretary; Ed Weathers, Hood River County Commissioner.

**Oversight:** Brad Lohrey, Administrative Sheriff; Molly Rogers, Administrative Juvenile Director.

**Also in attendance:** Joyce Orendorff, Daniel White, Dan Lindhorst, Dale Whipple, Amber DeGrange, Bill Boyden, Phil Brady, Barb Harris, Sheriff Matt English, Robbie Johnson, Amy Nation, Tom McCoy, Tyler Stone, Connie Krummrich, Corliss March.

1.0 Call to Order – The meeting was called to order by Board Chair Scott Hege at 10:01 a.m.

1.1 Welcome and Introductions

1.2 Additions or Deletions – There were no additions or deletions.

1.3 Consent Agenda: Judge Dabulskis made a motion to accept the consent agenda, his motion was seconded by Pat Shannon.

2.0 Public Comment – There was no public comment.

3.0 Coalition Update –

Molly Rogers shared that the management team is hoping to include the NORCOR Resource Committee in the selection of the Business Manager.

4.0 Business Items –

4.1 Financial Policy Discussion: Judge Dabulskis made a motion to accept the Financial Policy, his motion was seconded by Pat Shannon.



# NORCOR CORRECTIONS FACILITIES

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



4.2.2 Attorney RFP Update – Sheriff Lohrey shared that there has not been any response so far to the Request for Proposals. It was agreed that many of the services needed could be provided electronically/ZOOM meetings and that the search would be broadened to improve the possibility of applicants.

4.2.3 Schedule a work session – April 11, 2023.

5.0 Next Board Meeting: April 20, 2023 @ 9am

Meeting Adjourned at 11:02 a.m.

Rebecca D. Beitel  
Rebecca Beitel, NORCOR

3/16/2023  
Date

\_\_\_\_\_  
Scott Hege, NORCOR Board Chair

\_\_\_\_\_  
Date

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>ADMINISTRATION DEPARTMENT</u>					
<u>REVENUE</u>					
REVENUE	.00	148,500.00	148,500.00	.00	100.0
ADMIN REIMBURSEMENTS	107,212.09	751,239.54	1,268,062.00	516,822.46	59.2
PROPERTY TAXES	1.14	136.94	.00	( 136.94)	.0
RENTAL REVENUES	58,841.68	497,477.21	732,894.00	235,416.79	67.9
OTHER REVENUES	2,742.56	26,336.59	2,800.00	( 23,536.59)	940.6
TOTAL ADMINISTRATION DEPARTMENT REVENUE	168,797.47	1,423,690.28	2,152,256.00	728,565.72	66.2
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	68,908.68	558,652.34	942,936.00	384,283.66	59.3
PAYROLL TAXES	5,394.64	42,293.98	71,224.00	28,930.02	59.4
BENEFITS	24,501.53	192,716.05	380,867.00	188,150.95	50.6
TOTAL PERSONNEL SERVICES	98,804.85	793,662.37	1,395,027.00	601,364.63	56.9
<u>MATERIALS &amp; SERVICES</u>					
ADMINISTRATIVE	28,686.39	277,060.87	398,967.00	121,906.13	69.4
KITCHEN	93.56	4,700.16	8,000.00	3,299.84	58.8
MAINTENANCE	540.57	4,689.79	19,000.00	14,310.21	24.7
CONTRACTED SERVICES	20,672.10	99,821.55	153,462.00	53,640.45	65.1
TOTAL MATERIALS & SERVICES	49,992.62	386,272.37	579,429.00	193,156.63	66.7
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	20,000.00	143,755.54	177,800.00	34,044.46	80.9
TOTAL CAPITAL OUTLAY	20,000.00	143,755.54	177,800.00	34,044.46	80.9
<u>TRANSFERS OUT</u>					
TRANSFERS OUT	.00	100,000.00	100,000.00	.00	100.0
TOTAL TRANSFERS OUT	.00	100,000.00	100,000.00	.00	100.0
<u>CONTINGENCY</u>					
CONTINGENCY	.00	.00	341,252.00	341,252.00	.0
TOTAL CONTINGENCY	.00	.00	341,252.00	341,252.00	.0

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TOTAL ADMINISTRATION DEPARTMENT EXPENSES	168,797.47	1,423,690.28	2,593,508.00	1,169,817.72	54.9
NET ADMINISTRATION DEPARTMENT	.00	.00	( 441,252.00)	( 441,252.00)	.0
<u>ADULT CORRECTIONS DEPARTMENT</u>					
<u>REVENUE</u>					
COUNTY SUBSIDIES	153,724.67	2,613,317.86	3,689,390.00	1,076,072.14	70.8
CONTRACT REVENUES	176,951.11	1,402,447.02	2,364,436.00	961,988.98	59.3
REIMBURSEMENTS	40,645.12	139,862.79	120,000.00	( 19,862.79)	116.6
OTHER REVENUES	59,220.90	217,981.58	94,000.00	( 123,981.58)	231.9
TOTAL ADULT CORRECTIONS DEPARTMENT REVENUE	430,541.80	4,373,609.25	6,267,826.00	1,894,216.75	69.8
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	192,391.56	1,596,258.42	2,456,689.00	860,430.58	65.0
PAYROLL TAXES	14,812.65	119,048.84	171,420.00	52,371.16	69.5
BENEFITS	97,592.44	763,252.79	1,220,117.00	456,864.21	62.6
TOTAL PERSONNEL SERVICES	304,796.65	2,478,560.05	3,848,226.00	1,369,665.95	64.4
<u>MATERIALS &amp; SERVICES</u>					
ADMINISTRATIVE	122,999.48	844,106.94	1,416,752.00	572,645.06	59.6
INFORMATION TECHNOLOGY	2,758.33	36,025.63	46,600.00	10,574.37	77.3
ADULT/JUVENILE SUPPLIES	27,893.36	151,364.40	100,050.00	( 51,314.40)	151.3
MAINTENANCE	1,719.67	25,944.19	32,000.00	6,055.81	81.1
MEDICAL	18,251.48	171,787.29	185,500.00	13,712.71	92.6
MENTAL HEALTH/PROGRAMS	3,080.16	3,483.36	5,200.00	1,716.64	67.0
STAFF SUPPORT	390.41	32,966.06	60,000.00	27,033.94	54.9
CONTRACTED SERVICES	23,662.40	201,145.95	406,780.00	205,634.05	49.5
TOTAL MATERIALS & SERVICES	200,755.29	1,466,823.82	2,252,882.00	786,058.18	65.1
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	17,965.56	54,989.16	58,300.00	3,310.84	94.3
TOTAL CAPITAL OUTLAY	17,965.56	54,989.16	58,300.00	3,310.84	94.3
<u>CONTINGENCY</u>					
CONTINGENCY	.00	.00	108,418.00	108,418.00	.0
TOTAL CONTINGENCY	.00	.00	108,418.00	108,418.00	.0

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TOTAL ADULT CORRECTIONS DEPARTMENT EXPENSE	523,517.50	4,000,373.03	6,267,826.00	2,267,452.97	63.8
NET ADULT CORRECTIONS DEPARTMENT	( 92,975.70)	373,236.22	.00	( 373,236.22)	.0
 <u>JUVENILE DETENTION DEPARTMENT</u>					
<u>REVENUE</u>					
COUNTY SUBSIDIES	43,524.92	739,925.86	1,044,601.00	304,675.14	70.8
CONTRACT REVENUES	47,830.00	338,097.00	609,875.00	271,778.00	55.4
REIMBURSEMENTS	460.83	4,865.12	10,000.00	5,134.88	48.7
OTHER REVENUES	67.20	12,879.64	28,000.00	15,120.36	46.0
TOTAL JUVENILE DETENTION DEPARTMENT REVENUE	91,882.95	1,095,767.62	1,692,476.00	596,708.38	64.7
 <u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	101,582.73	777,081.49	1,199,575.00	422,493.51	64.8
PAYROLL TAXES	7,909.42	58,571.12	85,876.00	27,304.88	68.2
BENEFITS	46,161.48	333,754.68	563,876.00	230,121.32	59.2
TOTAL PERSONNEL SERVICES	155,653.63	1,169,407.29	1,849,327.00	679,919.71	63.2
 <u>MATERIALS &amp; SERVICES</u>					
ADMINISTRATIVE	17,158.88	127,466.79	199,010.00	71,543.21	64.1
INFORMATION TECHNOLOGY	110.79	5,469.47	5,500.00	30.53	99.4
ADULT/JUVENILE SUPPLIES	332.54	9,103.91	13,050.00	3,946.09	69.8
MAINTENANCE	145.38	11,494.26	10,200.00	( 1,294.26)	112.7
MEDICAL	1,296.35	3,939.73	7,730.00	3,790.27	51.0
MENTAL HEALTH/PROGRAMS	.00	2,318.21	3,200.00	881.79	72.4
STAFF SUPPORT	834.91	6,029.43	9,000.00	2,970.57	67.0
CONTRACT SERVICES	2,855.38	24,863.50	49,707.00	24,843.50	50.0
TOTAL MATERIALS & SERVICES	22,734.23	190,685.30	297,397.00	106,711.70	64.1
 <u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	.00	.00	4,500.00	4,500.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	4,500.00	4,500.00	.0
TOTAL JUVENILE DETENTION DEPARTMENT EXPENSE	178,387.86	1,360,092.59	2,151,224.00	791,131.41	63.2
NET JUVENILE DETENTION DEPARTMENT	( 86,504.91)	( 264,324.97)	( 458,748.00)	( 194,423.03)	( 57.6)

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
NET GENERAL FUND	( 179,480.61)	108,911.25	( 900,000.00)	( 1,008,911.25)	12.1

Jail Risk Assessment for the  
Northern Oregon Regional Corrections Facility

April 2022



Completed by:

Sheila Lorance CIS Law Enforcement Risk Management Consultant





# Jail & Correctional Facility Risk Management Plan

## Fiscal Year: 2022-2023

**Entity Name:** Northern Oregon Corrections  
**Mailing Address:** 201 Webber Rd.  
**Physical Address:** 201 Webber Rd.  
**City / State / Zip:** The Dalles, OR 97058  
**Phone:** 541-506-2900  
**Fax:** 541-298-1082  
**Website:** <http://norcor.co.wasco.or.us/>  
**Employee Count:**

**Developed:** 7/7/2022  
**Modified:** 7/7/2022  
**Next Review:** 5/24/2024

**Risk Management Consultant:**  
 Sheila Lorange

Policy Information			
Line of Coverage	Premium	Agency	Agent
<b>Property/Liability Coverage</b>			
Auto Liability	\$4,532.71	Stratton Insurance Services, Inc.	Breanna Wimber
Auto Physical Damage	\$1,574.02	Stratton Insurance Services, Inc.	Breanna Wimber
General Liability	\$229,272.07	Stratton Insurance Services, Inc.	Breanna Wimber
Property	\$27,860.72	Stratton Insurance Services, Inc.	Breanna Wimber
Workers' Compensation	SAIF/CIS <i>Servicing Group</i>	Stratton Insurance Services, Inc.	Eileen Wilson
Excess Crime	<i>Not Purchased</i>		
Excess Earthquake	<i>Not Purchased</i>		
Excess Flood	<i>Not Purchased</i>		
Excess Cyber Liability	<i>Not Purchased</i>		
<b>Benefits Coverage</b>			
Medical	Yes		
Dental	Yes		
Life	Yes		

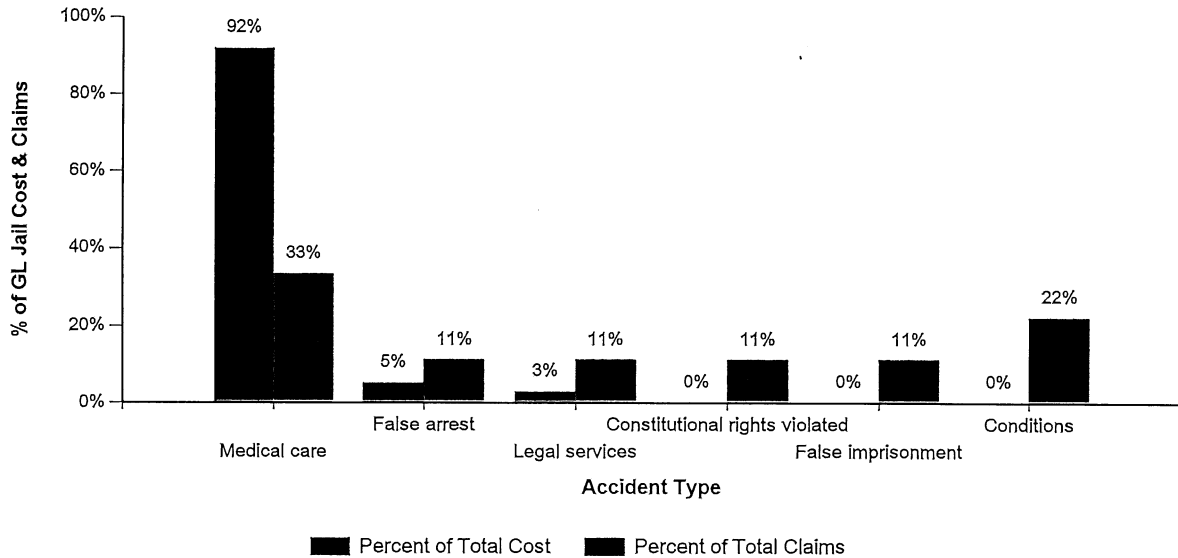
*Note: Premium totals reflect applicable credit(s).*

The following table contains 6 years (5 + current) of jail claims history by coverage year from 2017-2018 through 2021-2022, as of 6/30/2022.

**Jail Claim Totals by Coverage Years**

Coverage Year	Jail Claims	Non-Jail Claims	% Jail Claims	Jail Claim Costs	Non-Jail Claim Costs	% Jail Claim Costs	Avg. Jail Claim Cost
2017-2018	2	1	67%	\$63,644	\$731	99%	\$31,822
2018-2019	3	0	100%	\$585	\$0	100%	\$195
2019-2020	2	0	100%	\$2,137,949	\$0	100%	\$1,068,974
2020-2021	2	1	67%	\$0	\$0	0%	\$0
2021-2022	0	0	0%	\$0	\$0	0%	\$0
2022-2023	0	0	0%	\$0	\$0	0%	\$0
<b>Totals</b>	<b>9</b>	<b>2</b>	<b>450%</b>	<b>\$2,202,177</b>	<b>\$731</b>	<b>100%</b>	<b>\$244,686</b>

**% of GL Jail Cost & Claims by Accident Type (Top 7)**



# NORCOR Jail Risk Management Assessment

May 24, 2022

**Note:** *This report is not for public distribution due to security related issues.*

On Tuesday, May 24th, 2022, at 1:00 pm., I (Sheila Lorange, CIS Law Enforcement Risk Management Consultant) met with Administrative Lieutenant Orendorff to conduct a Jail Risk Management Plan/Best Practice Assessment. The Jail Commander, Dan Lindhorst was unavailable on the 24<sup>th</sup>.

The general intent of this assessment is to assist and support NORCOR to reduce liability for those who are housed in the jail and those who work in the jail. The goal of the jail risk management plan is to reduce and eliminate jail deaths and serious injuries in jail/correctional/detention facilities for our member agencies throughout the State of Oregon. It is also my goal to support the Sheriff's, and jail staff to mitigate risk in the daily jail operations, as well as the overall health and wellbeing of staff.

In this report I hope to make recommendations to support the above goals and highlight the things the staff at NORCOR are doing well.

## Areas of strength within the Jail

- One of the greatest strengths of NORCOR is Lieutenant Orendorff. I had the opportunity to meet her at a Jail Command Counsel meeting in 2021 and have been so impressed with her professionalism and dedication to her position and the people she works with. She cares deeply for the staff who work for her as well as the Adults in Custody (AIC) whom she is responsible for. Lieutenant Orendorff is one of the most compassionate, hard-working people I have met, and she is a credit to her profession. NORCOR is fortunate to have her on their team.
- Prior to the inspection date, I forwarded a multi-page questionnaire to Lieutenant Orendorff and asked that she complete as much as possible prior to my arrival. Within a few days, she had completed the entire questionnaire and attached supporting documents. It was thorough, well documented and her attention to detail is very much appreciated. I have reached out several times for clarification and follow up questions and she has been quick to respond.

- When I arrived at the jail I met with Lieutenant Orendorff in her office and we were joined by Kathleen Green, who is a Licensed Clinical Social Worker (LCSW). Kathleen is on staff at NORCOR, works Monday through Friday and is on call 24/7 to answer questions or respond to the jail if needed. Kathleen indicated they recently hired a mental health clinician who will work on the weekends. Kathleen is a tremendous asset and support for both the staff and Adults in Custody (AIC). NORCOR is fortunate to have this level of mental health services available considering most jails have little to no services available and especially the ability to have a QMHP and clinician on staff. Some of the amazing things Kathleen is doing are listed below:
  - NORCOR has dedicated a living unit for those AIC with mental health issues which keeps them out of the general population and helps address their specific needs. Kathleen works closely with the AIC to determine their needs and encourage a successful transition from jail to the community.
  - Kathleen facilitates a daily community meeting with the AIC in this unit to discuss issues, concerns, etc. She provides incentives (points) for participation, and they can purchase items with their points. Kathleen indicated this has proven to be very effective and the AIC support each other and work together. I have not seen a program like this in any other jail and it is something I would highly recommend.
  - Kathleen provides the following training for NORCOR staff
    - Crisis Intervention Training,
    - Vicarious trauma training for all deputies,
    - Mental health awareness at the New Employee Academy,
    - Suicide prevention training,
    - Annual training on mental health issues/concerns for all staff
    - De-escalation training for staff
  - Kathleen and Lieutenant Orendorff made arrangements with staff from the Oregon Health Plan (OHP) to provide training for an “assister” to help the AIC complete OHP paperwork prior to their release. This helps ensure they have health coverage upon their release and allow for continued care in the community.
  - Kathleen works with NORCOR nursing staff to provide 3 to 5 days of prescribed medication when an AIC is released. If needed, they will also call in a prescription to a local pharmacy to ensure the AIC can pick up their medication when released.

Kathleen remained with us for the entire jail tour, and it was so impressive to watch her interact with the AIC. It was obvious how passionate she is for the work she does, and the AIC clearly respect her. Lieutenant Orendorff indicated they know without a doubt just how fortunate they are to have Kathleen on their team.

- NORCOR also has tele-behavioral health available for AIC with mental health issues/concerns if Kathleen or the new clinician are not available. They have also set up procedures to obtain assessments and consultation for the AIC with both medical and mental health agencies in the community. They have also established an electronic means through Viapath (the AIC phone and Kiosk provider) for AIC to file medical or mental health requests directly and confidentially with MH or Medical staff.
- Lieutenant Orendorff indicated because of Covid restrictions they were not able to allow religious services in the facility. However, they were able to provide access to religious services through Viapath. In May they were able to resume services and will continue to allow access via the kiosks. Most jails I have worked with stopped all outside services during Covid and were unable to provide any other options. It is outstanding that NORCOR recognizes the importance of providing this service for the AIC and found a way to do it in spite of the pandemic.
- NORCOR also uses Viapath to allow AIC who are housed at NORCOR through a contract (i.e., Federal Marshalls) to file confidential requests/grievances. This allows the AIC to have direct access to the agency that is housing them with NORCOR and to get answers to their questions much quicker than through the mail.
- Most jails across Oregon provide ballistic vests for their staff. They are a vital piece of safety equipment for Deputies/Officers who work in a jail setting as well as those who transport AIC out of the facility. Lieutenant Orendorff indicated the vests they provide for jail staff are not only ballistic resistant they are also stab and shock resistant. This type of vest is specifically designed for a jail/prison environment. They are significantly more expensive than a ballistic vest and most jails are not able to provide them for staff because of the cost. This is a great example of the importance the Sheriff's and the NORCOR leadership team puts on the safety of their staff.
- Lieutenant Orendorff indicated if an AIC is high risk when they are brought into custody, they remain in the booking area so they can be more closely monitored. Deputies conduct security checks every 15 minutes on all AIC in the booking area (regardless of their risk level) and 30 minute checks for all AIC who are in "lockdown", such as segregation. Lieutenant Orendorff said if an AIC is actively suicidal (known suicide risk) they remain in the booking area under constant supervision (by deputies). The Oregon Revised Statutes require security checks

be completed at least every 60 minutes. NORCOR is going above and beyond this requirement and is the only jail I know who is doing this level of monitoring on a regular basis. Their dedication and commitment to reduce risk for the AIC is outstanding.

- Lieutenant Orendorff indicated if medical staff are not available to dispense prescription medications (after hours) the deputies will do so. She said medical staff provided training for the deputies and the medications are provided in bubble packs which minimizes the risk of giving the wrong medication. Although it is not ideal to have deputies dispense medications, there are times it is unavoidable. It is impressive that NORCOR has provided the deputies with the resources needed to accomplish this task and something I will recommend to other jails.
- NORCOR provides electronic tablets for the AIC that provide multiple educational and entertainment options to include games, music, movies, meditation, etc. The tablets also allow the AIC access to such things as mandatory and non-mandatory postings, law library, local attorney numbers, changes in jail activities, AIC manual and other useful information. The AIC can also use the tablet to visit with family and friends. Lieutenant Orendorff indicated because they have not been able to allow in person visits (because of Covid concerns) they have given each AIC 60 minutes of visits per week at no cost. They also provide Court appointed attorneys free phone and video visits with their clients who are housed in NORCOR. NORCOR clearly understands how difficult it can be for AIC to be incarcerated and away from their family and friends. They also recognize the importance of providing additional incentives for the AIC to encourage good behavior. This helps develop and maintain a culture of compassionate treatment and is something other jails should consider.
- CIS recommends agencies complete random monthly reviews of use of force reports as well as an annual review to determine trends or problem areas. NORCOR goes above and beyond this recommendation. Every use of force report goes through a complete review process including the Use of Force Instructor, Jail Lieutenant, and Jail Commander. It is rare and impressive to see reports reviewed all the way through the Chain of Command. This sends a clear message the reports are important and allows the Leadership Team to understand what is happening in the jail regarding use of force incidents. It can also help monitor job performance, identify training needs, and highlight good work done by officers that often goes unseen. The reviews can also help manage risk and liability by identifying issues early and allow the leadership team to look for policy adherence, professionalism, and proper procedure, as well as room for improvement or reasons for praise.

- NORCOR provides the opportunity for AIC to exercise 7 days per week. Lieutenant Orendorff indicated in addition to this, on the weekends, they allow the AIC an opportunity to go outside in the secure fenced area. This allows the AIC the opportunity to be outside of the facility, in the sunshine and exercise in a grassy area. This is an excellent way to encourage good behavior and once again, evidence that NORCOR repeatedly goes above and beyond the requirements.
- NORCOR is over 13 years old and still looks new and well maintained. There is secure parking for staff and department owned vehicles which helps prevent damage/vandalism and avoid threats to employees arriving and leaving work. There is also a secure sallyport for patrol vehicles to enter when entering the jail with a custody. Most jails in Oregon do not have secure parking for staff and patrol vehicles and several don't have a secure sallyport.
- During the jail tour, I had the opportunity to talk with several AIC. One of which indicated they had been in multiple jails throughout Oregon and other States. He said, "the food was good", the "staff were understanding and willing to work with them" and went on to say the staff were "the best" and he "loved the staff at NORCOR". Another AIC said the "deputies listen to us, and they care about us." He said staff "are kinder than any other jail" he had been to.
- The day before I arrived at the jail, Lieutenant Orendorff had purchased pizzas for all the AIC and personally delivered them. Earlier in the week she talked with the AIC and encouraged them to take extra time to clean up their individual living space as well as the common areas. She indicated if they were able to do this, she would provide pizzas for everyone and motivated the AIC to go above and beyond in their cleaning. Lieutenant Orendorff did not have to do this and could have simply ordered the AIC to properly clean their living space. However, she came up with a creative and inexpensive way to deal with what can be a challenging task. As we walked through the jail, numerous AIC commented about the pizza and how much they enjoyed it. This is another example of the dynamic leadership qualities of Lieutenant Orendorff. She is imaginative, willing to "think outside of the box" and displays the strengths of an exceptional leader. She is also an excellent example to the staff she leads as well as the AIC.
- NORCOR also provides special meals/gifts for the AIC on holidays, such as Christmas. They have also used incentives to promote better behavior and cooperation in starting new programs.

## Review of Observations and Recommendations:

The “best practices” standards serve as the baseline for this assessment and report, they primarily follow local, state, and federal law while also considering trends of law enforcement and corrections litigation. Although CIS poses and evaluates 198 questions as a part of its review, only those performance area(s) where the evaluator determines improvement is needed are noted for the sake of readability, response, and compliance verification.

**Goal: If AIC are held in custody for more than eight hours, the agency should have a qualified doctor or nurse readily available to respond to medical issues.**

*Medical negligence claims have shown to be the number one risk for jail/correctional facilities and NORCOR has worked hard to minimize that risk. Although they do not have on-site medical coverage 24/7, 365 days per year but they have better coverage than most jails across Oregon. They have the following:*

- *Two Registered Nurses. Providing coverage on-site 10 hours per day, 7 days per week.*
- *Medical Clerk who is on-site 40 hours per week*
- *Physician’s Assistant who is on call 24/7 365 days and is on site one day per week for 7 hours*
- *LCSW on site 40 hours per week*
- *Psychiatric Nurse Practitioner who is on site 6 hours per week*
- *Medical doctor who is on site 4 hours per month*

CIS has a “readily available” standard that requires agencies have a qualified doctor or nurse (RN’s) readily available if there is a medical need/emergency.

**Based on this standard, NORCOR could incur a \$10,000 deductible if a medical claim is filed, and medical staff are not available at the time of the event.**

**Goal: Deputies/officers are present during medical call.**

- *Lieutenant Orendorff indicated Deputies are not always present during medical call or med pass. However, in those instances they ensure there are 2 staff present (another civilian staff member).*

**Recommendation:** When civilian staff are working with AIC face to face without a deputy present it can increase risk and liability for them. It is recommended NORCOR consider developing a plan to ensure Deputies are always present when medical staff are meeting with the AIC and during med pass.



**Goal: Hearing Conservation Program in place (OAR 437-002-0120 and 29 CFR1910.333 and 1910.95).**

- *Lieutenant Orendorff indicated they do not have a Hearing Conservation Program in place at this time. She indicated they do hearing tests for all staff at the time of hire. They also have a policy that requires proper hearing protection at the range and at any job requiring the use of loud equipment.*

**Recommendation:** The initial hearing test establishes a baseline and the policy requiring hearing protection is very helpful. However, annual hearing tests are important because they can show hearing loss over time, due to firing range activities. Agencies without a program in place have paid large settlements to employees who claim hearing loss and it is difficult for the agency to prove it wasn't caused by range activities. It is recommended NORCOR consider partnering with another County/City agency who provides annual hearing testing or contracting with a mobile testing company to set up annual testing for NORCOR staff. The mobile company would allow annual hearing testing and could work with the different shifts/teams for the jail. NORCOR could also partner with the other Sheriff's Offices they represent if they don't already provide annual testing.

**Goal: Agency has a Policy/Procedure that requires CIS be notified whenever a use of force situation results in an injury that requires medical treatment beyond first aid.**

- *Lieutenant Orendorff indicated they do not have a policy that requires CIS be notified as mentioned above.*

**Recommendation:** It is recommended a Policy/Procedure be created to ensure CIS is notified as soon as possible if there is an injury because of a use of force situation to either an arrestee or AIC. It is important that CIS be notified in cases when employees are involved in a use of force situation and the individual(s) involved needs medical treatment beyond first aid. It is also important that CIS be notified if an AIC commits or attempts suicide as well as any escapes or attempted escapes from the jail. Early notification will allow CIS to determine if defense counsel is needed right away or if we can wait until notification of legal action from the involved individual. It is also important that all staff be trained on the policy and understand who to notify with CIS.

**Goal: Ergonomic evaluations completed for workstations and other jobs/tasks.**

- Lieutenant Orendorff indicated they have not done ergonomic evaluations for staff.

**Recommendation:** It is important to do an ergonomic assessment for staff, especially those who are assigned to a desk for long periods of time. An ergonomic assessment can help reduce staff's exposure to physical hazards such as straining of the body, repetitive tasks, or uncomfortable postures. The goal is to reduce work-related injury, help reduce workers' compensation costs and improve productivity. They can also help improve the quality of work and reduce absenteeism. If NORCOR does not have someone available to conduct ergonomic assessments, CIS has employees who could complete ergonomic assessments. If this is something you are interested in let me know and I can send additional information.

**Goal: PPE Assessments for each job classification have been conducted and findings documented.**

- *Lieutenant Orendorff indicated they have not done PPE Assessments for each job classification.*

**Recommendation:** OAR 437-002-0120 and 29 CFR 1910.132-139 require a personal protective equipment (PPE) assessment be conducted for each position within the organization. The assessment should look at the job duties, what safety equipment is needed to safely conduct the functions of the job and the findings must be documented. Management must then provide the listed safety equipment. It is recommended Lieutenant Orendorff review the listed OAR and ensure this is done for each position within the jail. It is further recommended the findings be documented and all staff be trained.

**Update:** Commander Lindhorst indicated they did complete an assessment for proper PPE gear; however, it was a number of years ago and it "probably needs to be done again to comply with current standards".

- **Additional Recommendation:** During the jail tour I observed the AIC bunks have holes in each corner. The bunks are designed to allow water to drain when they are cleaned. However, there is a significant risk of an AIC looping something through the hole and attempting suicide or injuring themselves. While not all AIC are suicidal, it is important to create suicide resistant housing and develop a physical prevention strategy to help prevent suicide or self-harm. With the increase in mentally ill AIC and jail suicides it is important to do everything possible to mitigate the risk. There is another County jail in Oregon that had the same type of

bunks and unfortunately had several suicides as a result. It is recommended Lieutenant Orendorff research what it would take to retrofit the bunks with metal plates (or another option). If needed CIS has grant funding available that could help cover part of the cost.

Overall, I was thoroughly impressed with the work the Leadership team and staff are doing at NORCOR. It is a well-run facility, and it is clear the staff genuinely care about the safety and treatment of the AIC they are responsible for. I will recommend many of the things they are doing to other jails throughout Oregon. Sheriff Bettencourt, Sheriff English, Sheriff Lohrey, Sheriff Magill, the NORCOR Leadership Team and the community they serve should be very proud of the work being done at the jail.

End of Report. SL 8-8-22



# NORCOR

## CORRECTIONS FACILITIES

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

Date: March 17, 2023  
From: Dan Lindhorst, NORCOR Jail Commander  
To: Sherman County LPSCC, Amber Degrange, Chair  
Regarding: JRI excess funds

---

It has come to my attention that Sherman County LPSCC may have some excess JRI funds from this biennium. NORCOR was given a "Jail Risk Assessment" by our insurance carrier CIS in April of 2022.

The report received in July of 2022, lists some areas of improvement that CIS believes should be remedied by NORCOR. One of these is found on the next to the last page of the report. The report states that the current AIC steel bunks found in our facility are a significant risk for an AIC to use when attempting suicide.

To reduce these risks, NORCOR wishes to replace all of our bunks in our celled units with beds constructed of Polyethylene that are designed to reduce the risk of being used for suicide attempts. The celled units are known to be of higher risk of AIC suicide attempts due to the privacy afforded the AIC. Dorm units are of lower risk due to other AIC being able to respond to self harm incidents and reporting them to staff. Dorms are also much more visible to staff, both directly and electronically.

To replace all of the bunks in the celled units, we will need to purchase 59 of the Polyethylene beds at a cost of roughly \$145,000 and have them installed by our Maintenance Staff. We have submitted a request for funding in our 2023-2024 budget. This budget has not yet been approved and is not for the full amount needed to replace all of the beds.

NORCOR is asking to be considered for any excess JRI Funds that may be available to use for this purpose. Thank you for considering our request.



## Quotation

**Command Sourcing, Inc.**

6100 Horseshoe Bar Rd, STE A #228  
 Loomis, CA 95650  
 www.commandsourcing.com  
 sales@commandsourcing.com

QUOTE NO. 320232  
 DATE March 20, 2023

**BILL TO** Northern Oregon Regional Corrections  
 Attn: Accounts Payable  
 201 Webber St  
 The Dalles, OR 97058

**SHIP TO** Northern Oregon Regional Corrections  
 Attn: Ron Diede  
 201 Webber St  
 The Dalles, OR 97058

Customer ID #	PO #	Contact Person	Contact Person Phone:	Payment Terms	Quote Valid Until
		Maggie Leach	(503) 780-1867	Net 30	4/19/23

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
30.00	7601SB	<b>Endurance Bed</b> - 1.0 Slate Blue, FR, Small	\$ 1,071.00	\$ 32,130.00
29.00	7701SB	<b>Bunk</b> - Wall Mount, Slate Blue, FR	\$ 1,203.60	\$ 34,904.40
60.00	8600SB	<b>Endurance Shelf/Step 2.0</b> - Slate Blue, FR, 7.76" H x 16" W x 10" D	\$ 102.00	\$ 6,120.00
1.00	3825P	<b>Barracuda Box 2 cu ft</b> - No Lid	\$ 40.80	\$ 40.80
1.00	SHP	<b>Shipping and Handling</b>	\$ 6,041.50	\$ 6,041.50
			<b>Sales Tax:</b>	\$ -
			<b>Total:</b>	<b>\$ 79,236.70</b>

**Comments or special instructions:**

Sales tax is assessed by the purchaser out of the state of California. 4% service charge on payment by Credit Card. Return Policy: Command Sourcing must be notified prior to receipt of any returned items and a restocking fee may be assessed.

FURNISHINGS & PRODUCTS  
NOW INFUSED WITH  
**CORx**  
ANTIMICROBIAL COMPOUND


## The Endurance™ All Purpose Wall Mount Shelf/Step 2.0 Large



10 Year  
Factory Warranty

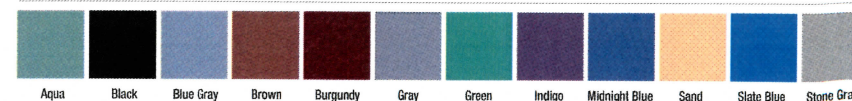
8H x 16W x 10D

### FEATURES:

- Durable, one piece, rotationally molded design for increased strength. Constructed of high impact "no break" polyethylene. No steel or wood components
- Functions as shelf or step
- Bolt to the wall via pilot holes with hardware of your choice
- Sound dampening
- Easy to clean, sanitize & maintain
- Passes Flammability UL 94 HB
- Tested to ISO 22196 showing a >99% reduction in bacteria
- Flame Retardant (passes Cal 133)  
Test reports available upon request
- Manufactured to ISO Quality Standards in the USA 

ITEM	COLOR
8600AQ	Aqua
8600BK	Black
8600BG	Blue Gray
8600BN	Brown
8600BY	Burgundy
8600GY	Gray
8600GN	Green
8600IG	Indigo
8600MB	Midnight Blue
8600SD	Sand
8600SB	Slate Blue
8600SG	Stone Gray

Available in



Custom colors available upon request. Call Cortech for details.

Contact your local Command Sourcing Representative at [sales@command sourcing.com](mailto:sales@command sourcing.com) or (888) 733-4746.

Contact your local Command Sourcing Representative at [sales@command sourcing.com](mailto:sales@command sourcing.com) or (888) 733-4745.



citycounty insurance services  
www.cisoregon.org

## CIS Public Safety Grant Application for Fiscal Year 2022/23

Date: April 4, 2023

CIS Member Name: Northern Oregon Regional Corrections Facility - NORCOR

Name of person submitting grant: JOYCE ORENDORFF

Position of person submitting grant: Administrative Lieutenant

Contact information:

Office #: 541-506-3111

Cell #: 541-993-1864

Email: jorendorff@gmail.com

Mailing address:

Street/PO Box: 201 Webber Street

City: The Dalles

Zip code: 97058

Type of grant requested: (Check the appropriate box)

Corrections (reduction of self-harm by AIC)

Law Enforcement (patrol)

Oregon Accreditation Alliance (OAA)

Body Cameras

Lexipol

Total amount of project: \$79,236.70

Grant amount requested: ~~\$25,000~~

Any other grant funds being applied to this project? \_\_\_\_\_

If yes, please explain.

\_\_\_\_\_

Has your agency received a grant from CIS within the last year? If yes, please describe what the grant was for and if the project was completed.

NORCOR has not been the recipient of a grant from CIS within the last year.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use the space below to explain why your jurisdiction needs grant funding from CIS?

On our April 2022 Jail Risk Assessment completed by CIS it was noted that the metal AIC bunks with holes in each corner pose a significant risk of AIC looping something through the hole and attempting suicide or injuring themselves.

The quote to refit the entire jail was well over \$115,000 and was not something that was budgeted for. After some discussion, NORCOR decided to reach out to CIS to see if there was any grant funding available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Please explain how the grant funding will reduce risk for your agency and reduce claims?

In our April 2022 Jail Risk Assessment completed by CIS it was noted that the metal AIC bunks with holes in each corner pose a significant risk of an AIC looping something through the hole and attempting suicide or injuring themselves.

It is important to create suicide resistant housing and develop a physical prevention strategy to help prevent suicide or self-harm. The funding would be used to replace the bunks in the lock down units where visibility is poor and AIC's are at higher risk of suicide.

Approval of grant request:

Supervisor/manager of submitter:

Joyce Orendorff

Title of Supervisor/manager:

Administrative Lieutenant

Date approved:

4/5/23

CIS will evaluate your grant request based on available funds as well as the reduction of risk your request will provide to your agency and to the CIS Pool.

Please submit your completed application to Joleen Wallace, email to [jwallace@cisoregon.org](mailto:jwallace@cisoregon.org), fax: 503-763-3900 or mail to:

CIS

Attention Joleen Wallace

15875 Boones Ferry Rd #1469

Lake Oswego, OR 97035

**CIS:**

Date grant request received:

Date grant was approved or denied: Approved April 13, 2023

Reviewer name/title:

Dave Nelson P/C Trust Director

## **Grant Requirements:**

All CIS grants require pre-approval by the Property/Casualty Trust Director or his/her designee.

CIS grants are reimbursement grants only.

CIS grants are for the fiscal year being submitted.

All reimbursement requests will be submitted by May 15, 2023, to Jaleen Wallace [jwallace@cisoregon.org](mailto:jwallace@cisoregon.org) to process for payment by the end of the fiscal year, June 30, 2023.

If the all the reimbursement information is not submitted by May 15, 2023, then grant monies will be forfeited.

To receive payment of the grant funds, CIS will need the following:

- Copy of the grant request
- Copy of the grant approval
- Copy of the invoice(s) from vendor to CIS member (not a purchase order or quote.)
- Copy of the payment from member to vendor or company (must be a copy of the actual signed check or credit card statement.)

Please note that CIS has limited grant funds and we may not be able to award the total amount requested.

Once the grant application is received and reviewed, you will receive an email notification providing either the approval or the reason for the denial of the requested grant.

If you have any questions regarding the Grant Program, please contact Dave Nelson, CIS Property/Casualty Trust Director at [dnelson@cisoregon.org](mailto:dnelson@cisoregon.org) or 503-763-3847.



citycounty insurance services  
cisoregon.org

To: Joyce Orendorff, Administrative Lieutenant NORCOR  
From: Dave Nelson, P/C Trust Director  
Subject: Grant Award – Correctional Risk Management Grant  
Date: April 13, 2023

Congratulations on your grant award in the amount of \$25,000.00 for the purpose of refitting jail bunks to reduce the risk of suicide in the NORCOR Correctional Facility.

We understand that this is only a portion of your \$79,236.70 project, and that this is a non-budgeted expense for you this fiscal year. We hope that this \$25,000 grant will help with the retrofit and reduce risk to your AICs.

Please forward me and Joleen Wallace, [jwallace@cisoregon.org](mailto:jwallace@cisoregon.org), a copy of the paid invoice and proof of payment as soon as possible so we can process your reimbursement. We will need to send the reimbursement to you before the end of the fiscal year, June 30<sup>th</sup>, 2023. Therefore, we will need all your information as soon as possible but no later than June 15<sup>th</sup>.

Thank you for applying for the CIS Public Safety/Correctional Risk Management Grant. We are happy to help NORCOR on this project to reduce and prevent risk. If you have any questions, please do not hesitate to contact me.

DN 4/13/2023

cc/ Joleen Wallace  
Dave Nelson  
Sheila Lorange

CLAIMS OFFICE • PO Box 1469, Lake Oswego, OR 97035 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 503-763-3901

A membership service of



# GENERAL INSPECTION REPORT

North Central Public Health, 419 E 7th Street, Room 100 The Dalles, OR 97058  
(541) 506-2600

**Establishment Name:** NORCOR  
201 Webber Street  
The Dalles, OR 97058

Inspection Type: Annual  
Inspection Result: Needs Reinspection  
Inspector: Paula Grendel

**Owner Name:** NORCOR  
201 Webber St.  
The Dalles, OR 97058

Establishment Number: KDWK-AKVQGS  
Establishment Type: Contract (Institutions)  
Inspection Date: 03/31/2023

---

AN EVALUATION OF SANITATION ON YOUR PREMISES HAS THIS DAY BEEN MADE AND YOU ARE HEREBY NOTIFIED OF THE VIOLATIONS FOUND.

---

## OBSERVED VIOLATIONS

### **Observed Violations**

**Total #** 11

**Repeated #** 1

#### 6-301.12 - Hand Drying Provision

Observation: VIOLATION OF SECTION 6-301.12 \*PRIORITY FOUNDATION\* Hand towels or a hand drying device is not provided at the handwashing sink, specifically:\*\* no drying provision at the hand sink located in the kitchen near the microwave.

Corrective Action: REQUIRED CORRECTION: CORRECT IMMEDIATELY. Each handwashing sink or group of adjacent handwashing sinks shall be provided with a supply of individual disposable towels, a continuous towel system that supplies the user with a clean towel, or a heated-air hand drying device.

#### 5-202.12(A) - Handwashing Sink, Temperature

Observation: VIOLATION OF SECTION 5-202.12(A) \*PRIORITY FOUNDATION\* A handwashing sink does not provide the minimum water temperature or is not equipped with a mixing valve or combination faucet, specifically:\*\* the restroom located in the pre-check in area has an observed maximum temperature of 82F.

Corrective Action: REQUIRED CORRECTION: CORRECT IMMEDIATELY. Handwashing sinks shall be equipped to provide water at a temperature of at least 100°F through a mixing valve or combination faucet.

#### 3-202.15 - Package Integrity

Observation: VIOLATION OF SECTION 3-202.15 \*PRIORITY FOUNDATION\* Food packages are not in good condition, specifically: \*\* the rim of a 55-ounce can of beans was crushed compromising the hermetic seal.

Corrective Action: REQUIRED CORRECTION: CORRECT IMMEDIATELY. Food packages shall be in good condition and protect the integrity of the contents.

\*\*The can was discarded. We spoke with the kitchen manager about package integrity and when dented cans should be returned or not available for use.

(Corrected During Inspection)

## GENERAL INSPECTION REPORT

### OBSERVED VIOLATIONS CONTINUED:

#### 4-602.11(E) - Food-Contact Non-PHF, Cleaning Freq.

Observation: VIOLATION OF SECTION 4-602.11(E) Surfaces of utensils and equipment contacting food that is not potentially hazardous is not cleaned as necessary, specifically: \*\*old crusted flour and dry food were observed on the inside of the bulk-storage bins.

Corrective Action: REQUIRED CORRECTION: Surfaces of utensils and equipment contacting food that is not potentially hazardous shall be cleaned: 1) at any time when contamination may have occurred; 2) at least every 24 hours for iced tea dispensers and consumer self-service utensils; 3) before restocking consumer self-service equipment and utensils; or 4) in equipment such as ice bins and beverage dispensing nozzles when required by the manufacturer or as necessary to keep them clean.

#### 4-501.114(A) - Chemical Sanitizer, Chlorine

Observation: VIOLATION OF SECTION 4-501.114(A) \*PRIORITY\* The chlorine sanitizer concentration, pH, or temperature is not adequate, specifically: \*\*no available and ready-to-use sanitizer buckets were provided in the kitchen.

Corrective Action: REQUIRED CORRECTION: CORRECT IMMEDIATELY. Provide and maintain an approved chlorine chemical sanitizer solution that has a minimum concentration of 50 ppm at 75°F for water with a pH of 8 or less, or 100°F for water with a pH of 10 or less, or as allowed in rule.

\*\* Sanitizer buckets should be made with the appropriate chlorine concentration before the start of any food prep and cooking activities. Keep wiping cloths stored in bucket with sanitizer solution when not being used. Rags in use should test positive for sanitizer. Replace solutions when the concentration gets weak or when the solution becomes cloudy.

#### 3-501.14 - Cooling

Observation: VIOLATION OF SECTION 3-501.14 \*PRIORITY\* Cooked potentially hazardous food is improperly cooled, specifically: \*\*two 5-gallon containers of beans had an observed temperature of 66F at approximately 10:30 am. Staff stated the beans were cooked the night before and placed in the walk-in to cool.

Corrective Action: REQUIRED CORRECTION: CORRECT IMMEDIATELY. Cooked potentially hazardous food shall be cooled: 1) from 135°F to 70°F within two hours; and 2) from 70°F to 41°F or less, within four hours. Potentially hazardous food received at a temperature above 41°F shall be cooled to those temperatures within four hours.

\*\*The beans were discarded to ensure food safety, however, a reinspection is required to ensure a consistent and safe cooling process is in place.  
(Repeat)

#### 3-501.17 - Ready-to-Eat Food, Dating

Observation: VIOLATION OF SECTION 3-501.17 \*PRIORITY FOUNDATION\* Ready-to-eat food is not properly date-marked, specifically: \*\*the establishment does not have a consistent and uniform date marking system in place. For example, several food items were not date marked at all including a container of refried beans, 2 containers of pinto beans, one container of black beans, a pot of hard-boiled eggs without shells, and 2 containers of unknown heat-treated vegetables. In addition, there were other containers of outdated food including salsa 3/23, mashed potatoes 3/15.

Corrective Action: REQUIRED CORRECTION: CORRECT IMMEDIATELY. Refrigerated, ready-to-eat potentially hazardous food prepared in the food establishment and held for more than 24 hours must be marked with the date of preparation or consumption. Including the date of preparation, food shall be consumed within 7 days if stored at 41°F or less. Food that is frozen shall be marked to indicate the remaining days that the food may be kept once the product is

## GENERAL INSPECTION REPORT

### OBSERVED VIOLATIONS CONTINUED:

thawed.

**\*\*Food was discarded for food safety, however, a reinspection is required to ensure an established date marking system is consistently implemented.**

4-204.112(A)(B)(D) - Air/Water TMD, Design/Location

Observation: VIOLATION OF SECTION 4-204.112(A)(B)(D) Temperature measuring devices are not provided, or are not easily readable, properly located, or accurately scaled in hot or cold food storage units, specifically: **\*\* thermometers were not observed in the refrigerator in the employee break room and the mini-fridge in the pre-check in area.**

Corrective Action: **REQUIRED CORRECTION:** An accurate, easily readable temperature measuring device shall be located in the warmest part of mechanically refrigerated units and in the coolest part of hot food storage units.

3-302.12 - Containers Identified/Common Name

Observation: VIOLATION OF SECTION 3-302.12 Working containers of food removed from their original packages are not identified, specifically: **\*\* two working containers holding unidentified liquids were found in the walk-in cooler. The original labels on the containers said mayo and sweet relish, however, the kitchen manager was unable to identify what was currently in them.**

Corrective Action: **REQUIRED CORRECTION:** Working containers holding food or food ingredients that are removed from their original packages shall be identified with the common name of the food.

**\*\*Food was discarded. We discussed the importance of labeling food that is removed from its original packages and stored in another food-grade container.  
(Corrected During Inspection)**

5-501.17 - Toilet Room Receptacle, Covered

Observation: VIOLATION OF SECTION 5-501.17 A covered receptacle is not provided in a restroom used by females, specifically: **no covered receptacle in the restroom area of the female locker room and no covered receptacle in the unisex restroom located in the pre-check in area.**

Corrective Action: **REQUIRED CORRECTION:** A toilet room used by females shall be provided with a covered receptacle for sanitary napkins.

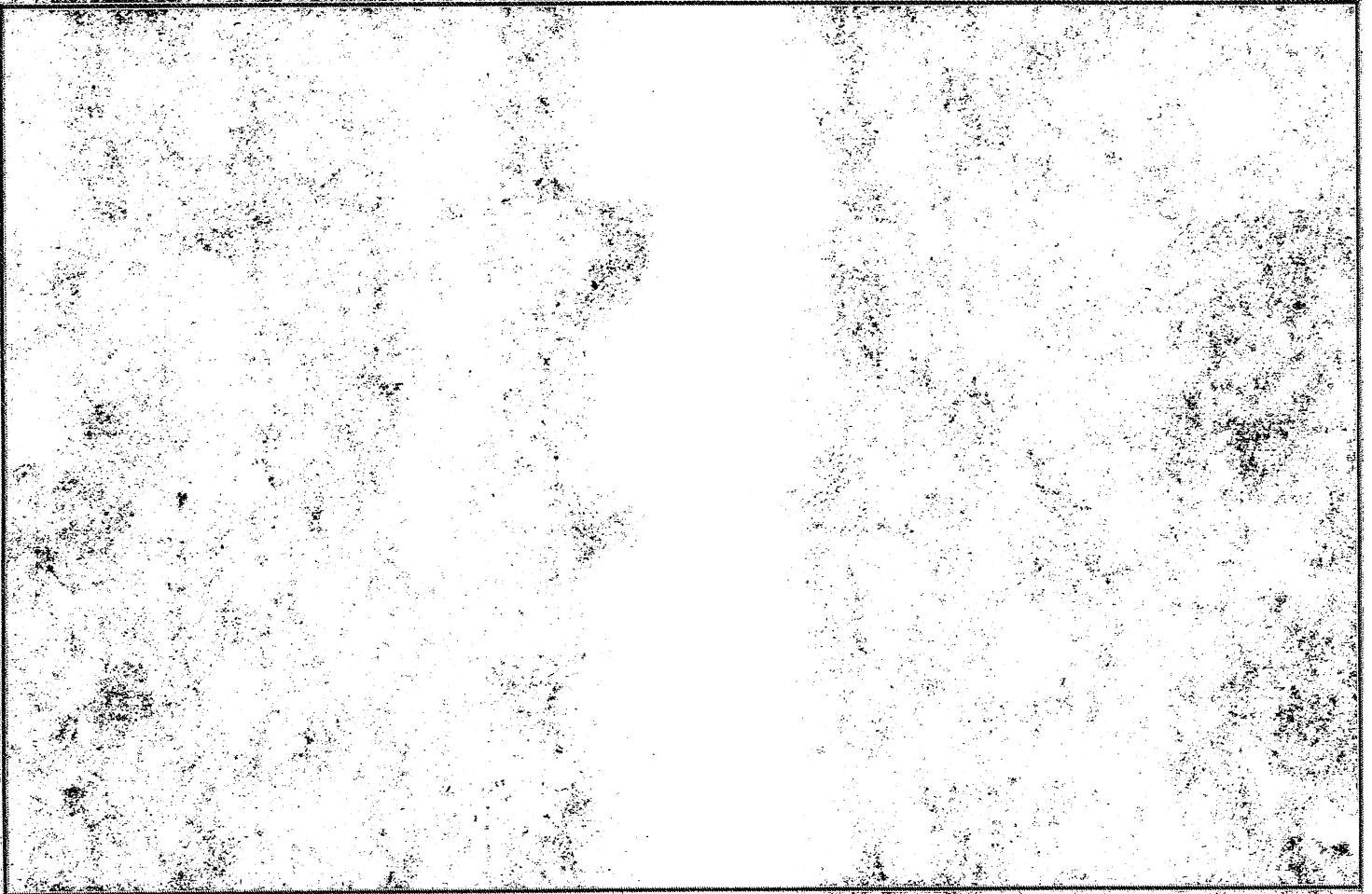
6-501.11 - Repairing, Premises/Fixtures

Observation: VIOLATION OF SECTION 6-501.11 Physical facilities are not maintained in good repair, specifically: **The door handle to the restroom located in the employee area is broken, not allowing the door to properly latch.**

Corrective Action: **REQUIRED CORRECTION:** Physical facilities shall be maintained in good repair.

# GENERAL INSPECTION REPORT

## COMMENTS:



**Person in Charge:** Joyce Orendorff

**Inspected By:** Paula Grendel, REHS  
(541) 506-2624

# GENERAL INSPECTION REPORT

North Central Public Health, 419 E 7th Street, Room 100 The Dalles, OR 97058  
(541) 506-2600

**Establishment Name:** NORCOR  
201 Webber Street  
The Dalles, OR 97058

Inspection Type: Annual  
Inspection Result: Complied  
Inspector: Eric Grendel

**Owner Name:** NORCOR  
201 Webber St.  
The Dalles, OR 97058

Establishment Number: KDWK-AKVQGS  
Establishment Type: Contract (Institutions)  
Inspection Date: 04/12/2023

---

---

AN EVALUATION OF SANITATION ON YOUR PREMISES HAS THIS DAY BEEN MADE AND YOU ARE HEREBY NOTIFIED OF THE VIOLATIONS FOUND.

---

---

## OBSERVED VIOLATIONS:

### **Observed Violations**

**Total # 1**

**Repeated # 0**

3-302.11(A)(1,2) - Separation, Packaging, Segregation, Cross-Cont.

Observation: VIOLATION OF SECTION 3-302.11(A)(1,2) \*PRIORITY\* Raw or ready-to eat food is not properly protected from cross contamination, specifically:

\*\*\* Stand up double refrigerator had staff food co-mingled with in service juvenile food.

Corrective Action: REQUIRED CORRECTION: CORRECT IMMEDIATELY. Foods shall be protected from cross contamination during storage, preparation, holding, and display by separating raw animal foods and unwashed produce from ready-to-eat foods, ready-to-eat raw animal foods (fish for sushi), fruits and vegetables, and by separating different types of raw animal foods from each other. If stored vertically, raw animal foods should be stored in ascending order of cooking temperature, with the highest required cooking temperature at the lowest level.

\*\*\* Designate staff food and store food separately from juvenile in service food.

(Corrected During Inspection)



# GENERAL INSPECTION REPORT

## COMMENTS:

- \*\*\* Recommend implementing a daily sanitizing routine for booking restrooms.
- \*\*\* All unisex and female-designated restrooms should be provided with a covered receptacle.
- \*\*\* Mini refrigerator in administration pantry should have a thermostat. The temperature was above 41°F and was consistently temped at 55°F.
- \*\*\* Staff microwave in the kitchen had build-up of debris on the inside top of the unit. Should be cleaned more frequently.



**Person in Charge:** Ron Diede



**Inspected By:** Eric Grendel, REHS  
(541) 506-2622



Statement of Qualifications  
to provide  
Attorney Services

Prepared for:  
NORCOR

March 17, 2023



LAURA WESTMEYER

[lwestmeyer@cablehuston.com](mailto:lwestmeyer@cablehuston.com)  
[www.cablehuston.com](http://www.cablehuston.com)

March 17, 2023

*Sent via e-mail to [sheriff@shermancounty.net](mailto:sheriff@shermancounty.net)*

NORCOR  
Attn: Brad Lohrey  
Adult Administrative Officer  
201 Webber Street, The Dalles, OR 97058

**Re: Cable Huston Response to Request for Qualifications for NORCOR Attorney Services**

Sheriff Lohrey:

Cable Huston LLP (“Cable Huston”) is pleased to submit this statement of qualifications to provide attorney services to Northern Oregon Regional Corrections (“NORCOR”). For over thirty years, Cable Huston has provided exceptional service and superior legal representation to clients throughout Oregon and the Pacific Northwest. We are a full-service law firm, with a dedicated group of attorneys who focus almost exclusively on representing public entities, including intergovernmental entities and special districts. Our attorneys represent these entities as general counsel, special counsel, and litigation counsel. We are active in the Special Districts of Oregon Association, and appear regularly before state and federal courts, administrative agencies, local governments, and the Oregon Land Use Board of Appeals. Although our offices are based in Portland, we have longstanding relationships representing public clients throughout the state, including serving as general counsel for entities located outside of the Portland metropolitan area.

I am a member of the firm’s Local Government Practice Group, and would be the lead attorney in providing legal services to NORCOR. I would provide legal counsel concerning contract matters, public record inquiries, review of policies, ordinances, resolutions, and all other general counsel needs for NORCOR’s daily operations. Other attorneys in the firm will be available to assist as the need for specialized legal counsel should arise. At Cable Huston, we work in a team environment, and we aim to use each of our specialized skills and knowledge to most effectively serve our clients. Initially, I would be the primary point of contact to direct NORCOR staff to the appropriate attorney at our firm for the matter at hand. For example, I would direct you to my colleague Michael McClory for any employment law matters, as Michael specializes in that area of law. Similarly, for litigation work, I would direct you to consult with one of the attorneys on our litigation team, depending on the type of claim that may arise.

Maintaining one attorney as the primary contact for NORCOR will help us to most efficiently provide legal services and ensure that NORCOR always has an attorney that it may use as go-to counsel for regular meetings and any legal matter that should arise. We have a full team of attorneys, associates, paralegals, legal assistants, and administrative staff, and would expect to be able to timely assist NORCOR with its legal needs throughout the contract term. The only area of law that we do not specialize in that NORCOR may require is labor law, and we would in those instances refer out to trusted counsel.

In the enclosed proposal, you will find the requirements as specified in the RFQ, along with additional information about our practice areas and the attorneys who will be available to assist in this contract. It would be a privilege to provide attorney services to NORCOR. Thank you for your time and consideration.

Very truly,

A handwritten signature in blue ink, appearing to read "Laura Westmeyer". The signature is fluid and cursive, with the first name "Laura" being more prominent than the last name "Westmeyer".

Laura Westmeyer

## STATEMENT OF QUALIFICATIONS

### Executive Summary

Cable Huston LLP was established in 1990. We hold our offices in downtown Portland. The firm includes twenty-four attorneys, along with supporting paralegals and legal assistants. We are a full-service law firm, with our attorneys advising both public and private clients. Representing local governments has been a part of our core mission since our founding, and we have a dedicated group of attorneys who focus almost exclusively on representing public entities, including intergovernmental entities, cities, counties, and a variety of special districts. Our attorneys are active in the Special Districts of Oregon Association, and regularly appear before state and federal courts, administrative agencies, local governments, and the Oregon Land Use Board of Appeals. Our attorneys also act as *pro tem* judges and hearings officers around the state.

### Qualifications

Laura Westmeyer has worked primarily with and for public entities for over twelve years. She received her juris doctorate from Lewis & Clark Law School and has practiced law for seven years. Laura has worked as a prosecuting attorney for governments in both civil and criminal matters. Laura is also trained as a professional mediator, which skills she employs routinely in her daily work and in public meetings. Laura currently serves as a city attorney and works as general counsel and assistant general counsel for a variety of special districts around the State of Oregon. She also serves as a hearings officer for code enforcement and land use hearings.

Laura's resume is attached to this proposal, as well as the qualifications of the other attorneys who will be available to work on this contract. We have also included as an attachment, a non-exhaustive list of representative cases and clients we work with in this practice group.

### Insurance Coverage

We have attached a certificate of insurance to this proposal, as requested in the RFQ.

### Additional Information - References

#### **Frank Stratton**

Executive Director, Special Districts of Oregon Association

E-mail: [fstratton@sdao.com](mailto:fstratton@sdao.com)

Phone: 800-285-5461

#### **Sarah Jo A. Chaplen**

General Manager, Oak Lodge Water Services

E-mail: [sarahjo@olwsd.org](mailto:sarahjo@olwsd.org)

Phone: 503-353-4200

**Jayme Bennett**

Interim City Manager, City of Mosier

E-mail: [jayme.bennett@cityofmosier.com](mailto:jayme.bennett@cityofmosier.com)

Phone: 541-478-3505

**Additional Information - Conflicts of Interest**

We are not aware of any current conflicts of interest in our potential representation of NORCOR. Our attorneys do represent various state agencies in litigation matters, including the Oregon Health Authority and the Oregon Department of Administrative Services; however, we are not aware of any conflicts concerning any current representation of those clients. We do run conflict checks on every new matter and would promptly advise NORCOR of any actual or potential conflict of interest in our representation on a requested matter. In the event of an actual conflict, we would work with NORCOR to either resolve the conflict or remove ourselves from the matter and ensure that NORCOR will receive adequate representation.

## List of Representative Clients

<b>Representative Clients Include:</b>	<b>Type of Representation</b>
Aurora Fire District	General Counsel providing services on property taxation (Measures 5/50 and Local Operating Levies), elections, land use and facility siting, emergency medical services, and public safety.
Central Lincoln People’s Utility District	Special Counsel on general utility matters for more than 30 years.
City of Albany, Oregon	Special Counsel regarding federal and state environmental permitting and compliance related to wastewater and surface water management.
City of Corvallis, Oregon	Special Counsel regarding federal and state environmental permitting and compliance relating to wastewater, drinking water, and surface water.
City of Hermiston, Oregon	More than 20 years providing services, including in the formation of a new municipal electric utility, franchise agreements, and all aspects of electric utility, water, wastewater, telecommunications, and land use.
City of Klamath Falls, Oregon	More than 10 years providing services in all aspects of permitting, design, construction, financing, and generation of a city-owned electric generating plant.
City of Lake Oswego, Oregon	Special Counsel for Lake Oswego and Tigard to create the LOT Water Partnership to permit, design, construct, own, and operate a joint water supply system. Special Counsel to LOT Water Partnership in a construction claim brought by the CM/GC and Special Counsel in construction claim regarding a large diameter sanitary sewer interceptor underneath Lake Oswego; matters resolved without litigation. Special Counsel for the Boones Ferry Road Project to assist in the acquisition of over 50 properties for a widening project.

<b>Representative Clients Include:</b>	<b>Type of Representation</b>
City of Mosier, Oregon	General Counsel for all aspects of local governance and operations since 2017.
Clatskanie People’s Utility District	More than 30 years providing General Counsel services.
Clatsop County	Hearings Officer for land use and code enforcement matters since 2019.
Clean Water Services (CWS)	Special Counsel for over 20 years under a master services agreement for matters including environmental, condemnation, intergovernmental service agreements, and general litigation. CWS provides wastewater and service water management to approximately 400,000 people, including 7 cities and unincorporated areas in Washington and Multnomah Counties.
Deschutes County	Hearings Officer for land use enforcement matters since 2020.
Emerald People’s Utility District	Special Counsel since 2007; General Counsel since 2015 on all matters of governance and operations.
Eugene Water & Electric Board	More than 30 years as Special Counsel on all aspects of electrical system and environmental and regulatory matters, as well as land use.
Gresham Barlow School District	Special Counsel in construction agreement for water system improvements to meet fire flow requirements for a high school in the district.
Hood River County	Hearings Officer for code enforcement matters since 2019.
Joint Water Commission (Cities of Beaverton, Forest Grove, Hillsboro, Tigard, and Tualatin Valley Water District)	More than 20 years providing General Counsel services, environmental and regulatory permitting and compliance, land use authorization, and design and construction of major supply facilities. JWC is an intergovernmental entity providing drinking water to 300,000 citizens of its member entities.



<b>Representative Clients Include:</b>	<b>Type of Representation</b>
McMinnville Water & Light (MWL)	More than 20 years as Special Counsel on water and power issues. Assisted in formation of the Yamhill Regional Water Authority (see YRWA, below). Project Counsel for the McGuire Dam Project and successfully defended NEPA challenges before the Ninth Circuit Court of Appeals.
Monmouth Independence Networks – MINET (Cities of Monmouth and Independence, Oregon)	Formed as independent entity under ORS Chapter 190 and have served as General Counsel for more than 15 years.
North Clackamas County Water Commission (NCCWC)	General Counsel for NCCWC, an intergovernmental entity that owns and operates a drinking water treatment plant supplying water to Sunrise Water Authority, Oak Lodge Water Services, and the City of Gladstone. Representation included successful construction claims against Siemens for water treatment plant defects.
Oak Lodge Water Services District (OLWSD)	More than 25 years providing General Counsel services, including environmental and regulatory permitting and compliance, land use, and real estate matters. Consolidated the former Oak Lodge Water District and Oak Lodge Sanitary District to form OLWSD.
Port of Astoria	Special Counsel regarding an environmental investigation.
Port of Cascade Locks	General Counsel in all aspects of local governance and operations since 2013.
Port of Portland	Special Counsel regarding Clean Water Act permitting issues and a bankruptcy claim.
Port of St. Helens	Special Counsel for matters of general governance, real estate, environmental, insurance coverage, property development issues, bankruptcy, and collection matters.

<b>Representative Clients Include:</b>	<b>Type of Representation</b>
Regional Radio System Partnership  (Washington County Consolidated Communications Agency, Clackamas 800 Radio Group, City of Portland, Clark County Regional Emergency Communications Agency)	Formed partnership to implement the Interoperable Communications Strategic Plan for the Portland Urban Area for a 911 digital radio system with P25 standards to connect into the Oregon Wireless Interoperability Network.
Rockwood People’s Utility District	General Counsel for all matters of local government.
Seven County Regional Radio Partnership	Part of consultant team to draft an agreement creating a Regional Radio Intergovernmental Entity to provide an interoperable 911 radio system for Benton, Coos, Curry, Douglas, Lane, and Linn Counties.
Sunrise Water Authority	General Counsel for all matters of local government.
Special Districts Association of Oregon/Oregon Public Ports Association	Special Counsel providing advice on legislative matters and interactions with state agencies such as the Oregon Marine Board.
Tillamook People’s Utility District	More than 15 years providing General Counsel services; currently assisting with obtaining land use approval for a new transmission line.
Tualatin Valley Water District	More than 25 years providing General Counsel services for all aspects of water system including environmental and regulatory permitting and compliance; land use authorization; design and construction of major facilities; annexation and withdrawal of territory by cities; intergovernmental cooperative agreements; creation of intergovernmental entities for large projects; system development charges and rates.
Umatilla Electric Cooperative	General Counsel in all aspects of utility governance and operation.

<b>Representative Clients Include:</b>	<b>Type of Representation</b>
<p>Willamette Intake Facilities Commission  (Tualatin Valley Water District, Cities of Beaverton, Hillsboro, Sherwood, Tigard, and Wilsonville)</p>	<p>Created the Willamette Intake Facilities Commission, an intergovernmental entity consisting of 6 members, to expand an existing Willamette River water intake from 70 million gallons per day (MGD) to 150 MGD as part of the Willamette Water Supply Program.</p>
<p>Willamette River Supply Coalition  (Tualatin Valley Water District, Cities of Sherwood, Tigard, and Tualatin)</p>	<p>General Counsel to an intergovernmental entity that jointly owns and manages a large water right on the Willamette River for the benefit of 4 entities.</p>
<p>Willamette Water Supply Program</p>	<p>Project Counsel to a partnership between the City of Hillsboro and the Tualatin Valley Water District for environmental and land use permitting, property acquisition (including condemnation), design, construction, and financing of a river intake, water treatment plant, 30 miles of large diameter pipe and reservoirs to be on line in 2026 at an estimated cost of \$1.2 billion. This includes negotiation and drafting of many IGAs with cities and Washington County as the project goes through incorporated and unincorporated areas as well as farm zones.</p>
<p>Woodburn Fire District</p>	<p>General Counsel providing services on property taxation (Measures 5 and 50 and Local Operating Levies), elections, land use and facility siting, emergency medical services, and public safety.</p>
<p>Yamhill Regional Water Authority Commission</p>	<p>Assisted in formation of the Yamhill Regional Water Authority, an intergovernmental entity with McMinnville Water &amp; Light, Dayton, Lafayette, and Carlton, to jointly use a Willamette River water right at a water treatment plant to be jointly designed, financed, constructed, owned, and operated.</p>

<b>Representative Clients Include:</b>	<b>Type of Representation</b>
Netarts-Oceanside Sanitary District (NOSD)	Litigation counsel to NOSD defending against differing conditions and delay claims by directional drilling contractor.
North Clackamas County Water Commission (NCCWC)	Litigation counsel for NCCWC in successful claims against Siemens for water treatment plant defects.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> RiskPoint Insurance Advisors, LLC 5285 Meadows Rd, Ste 242 Lake Oswego OR 97035	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (971) 282-4304		<b>FAX (A/C, No):</b> (503) 327-8145
	<b>E-MAIL ADDRESS:</b> certificates@riskpointins.com		
<b>INSURED</b> Cable Huston, LLP 1455 SW Broadway, Ste 1500 Portland OR 97201-3412	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> West American Insurance Co		44393
	<b>INSURER B:</b> Travelers Property Casualty Company of America		25674
	<b>INSURER C:</b> Admiral Insurance Company		24856
	<b>INSURER D:</b> Bridgeway Insurance Company		12489
	<b>INSURER E:</b> Aspen American Insurance Company		
<b>INSURER F:</b>			

**COVERAGES**

CERTIFICATE NUMBER: 506943193

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6807K915771	4/14/2022	4/14/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6807K915771	4/14/2022	4/14/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP8K263276	4/14/2022	4/14/2023	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			XWWW57724642	4/14/2022	4/14/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
C	Errors & Omissions - QS Lead			PLP-2074951-P1	1/1/2023	1/1/2024	Each Claim/Aggregate	5,000,000
D	Errors & Omissions - QS Follow			7GA7PL000146100	1/1/2023	1/1/2024	Each Claim/Aggregate	5,000,000
E	Errors & Omissions Excess			LX00A6R23	1/1/2023	1/1/2024	Each Claim/Aggregate	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Operations of the Named Insured subject to policy terms, conditions and exclusions.

Errors &amp; Omissions policy Retroactive Date: 1/1/15; Retention: \$25,000.

**CERTIFICATE HOLDER****CANCELLATION**

NORCOR  
 201 Webber Street  
 The Dalles OR 97058

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

# CABLE HUSTON<sup>LLP</sup>



**Laura Westmeyer**

**Practice Emphasis:**

Municipal Law  
Land Use  
Energy and Public Utility

**Education:**

**Juris Doctorate**

Lewis & Clark Law School

**Editor**

Environmental Law Review

**President**

Public Interest Law Project

**Bachelor of Arts**

Willamette University

**Council Member**

Sustainability Council

**Areas of Practice:**

Ms. Westmeyer is deeply committed to serving public entities, and her training and practice over the past eight years has included representing all levels of government, in both civil and criminal matters.

Prior to entering the legal field, Ms. Westmeyer

focused in land use, working as a staff city planner in the processing of current development proposals, for a state agency assessing the impacts of land use and transportation plans in local communities throughout Oregon, as a planning consultant for a private developer, and as a research aid for a planning and communications firm contracted with local governments. Ms. Westmeyer has a comprehensive understanding of the legal needs of local governments, having worked as both in-house counsel and staff for several Oregon municipalities.

At Cable Huston, Ms. Westmeyer's practice is focused on municipal law. She advises cities, intergovernmental entities, and special purpose districts in all matters of local governance and daily operations, including public procurements, meetings and records, local budget law, intergovernmental agreements, telecommunications and franchise negotiations, code enforcement, and policy formation, as well as in land use matters such as the adoption of comprehensive plan and zoning ordinance amendments, and the interpretation of state and federal statutes and administrative rules.

Ms. Westmeyer is honored to serve as a hearings officer for jurisdictions around Oregon in a variety of code enforcement matters. Ms. Westmeyer is also trained as a professional

mediator, which skills she employs routinely in her daily work, government negotiations, and public meetings.

**Professional Activities:**

- Oregon City Attorney's Association
- Government Law Section of the Oregon State Bar
- Oregon Chapter of the American Planning Association, Legislative and Policy Affairs Committee
- Real Estate & Land Use Section of the Oregon State Bar
- Oregon Women Lawyers' Association

**Admitted to Practice:**

Oregon State Courts



**Michael G. McClory**

**Practice Emphasis:**

- Affirmative Action Plans
- OFCCP Compliance
- Employment Litigation
- Disability Discrimination
- Reasonable Accommodation
- Leaves of Absence
- HR Counseling & Advice
- Personnel Policies & Practices

**Education:**

J.D., University of Notre Dame Law School, 1989

B.A., University of Notre Dame, 1986

**Volunteer Activities:**

OSWILG, President, Board Member, 2010-present

NWEEEO, Board Member, 2002-2010

Lake Oswego School Dist, Legal Budget Comm, ad hoc committees, 2006-2012

**Professional Experience:**

**Management-Side Labor and Employment Practice:**

Employment Litigation:

Mike defends employers in employment litigation and employers on employment law matters.

Employment Counseling:

Mike advises private and public employers on the full field of employment law issues. His practice includes but is not limited to:

- ADA and similar state laws (reasonable accommodation counseling, fitness for duty evaluations, and undue hardship analyses);
- FMLA, OFLA and other family leave laws;
- Drug and alcohol policies, including navigating medical and recreational marijuana use laws;
- EEO, discrimination, harassment, and retaliation issues;
- Wage and hour advice, overtime and exemptions, and meal and rest breaks;
- Military leave issues;
- Veterans preference compliance for public sector employers; and
- Personnel policies and practices, including handbook review.

AAP/OFCCP Compliance:

Mike represents federal contractors and subcontractors.

As a condition of contracting with the government, federal contractors and subcontractors are subject to a variety of legal obligations set forth in regulations enforced by OFCCP (the Office of Federal Contract Compliance Programs in the US Dept of Labor). These regulations impose non-discrimination and affirmative action obligations on covered federal contractors and subcontractors. His practice in this specialized area includes:

- Representing contractors during OFCCP compliance audits (responding to notices of desk audits, guiding contractors through onsite audits, advocating for contractors in the conciliation process);
- Advising contractors regarding obligations under Executive Order 11246; Section 503 of Rehabilitation Act of 1973, and VEVRAA;
- Assisting contractors with the design and implementation of affirmative action plans.

# CABLE HUSTON<sup>LLP</sup>



**Clark I. Balfour**

**Practice Emphasis:**

Land Use  
Eminent Domain  
Environmental  
Design and Construction  
Water  
Municipal  
Utility

**Education:**

Bachelor of Arts degree,  
Linfield College, 1976  
Juris Doctorate degree,  
Northwestern School of Law,  
Lewis and Clark College,  
1979

**Recognition:**

Clark was named a leader in his field in the 2015 edition of *Chambers USA*.

**Professional Experience:**

Since 1979, Clark Balfour has practiced principally in the areas of municipal, land use, public works and contracting, water, wastewater and power utilities, condemnation and environmental regulation.

Mr. Balfour serves as general counsel for a variety of municipalities and special districts providing sanitary sewer, surface water management, domestic water supply services, and public safety services.

Mr. Balfour has developed extensive experience in the federal and Oregon water quality laws, water rights, regulatory permits, construction claims, eminent domain, and land use laws. Mr. Balfour assists clients in project services such as property acquisition, permitting, procurement and construction, primarily for public works, including roads, utilities, reservoirs and dams.

Mr. Balfour represents local government clients in regulatory matters with local, state and federal agencies.

Mr. Balfour has formed various entities under ORS Chapter 190 to allow individual municipalities to form partnerships for public works, utility and public safety information technology projects.

**Representative Work:**

Drafted legislation that made it easier to locate utility facilities on EFU lands on behalf of the Special Districts Association of Oregon and the League of Oregon Cities.

Served as counsel to the City of Hermiston in condemnation litigation to acquire an electric distribution system from an investor-owned utility.

Assisted McMinnville Water & Light with NEPA issues related to increasing the McGuire Reservoir, including a successful defense in Federal District Court and Ninth Circuit Court proceedings.

Formation of intergovernmental entities to allow individual government members to jointly own and operate public works, utilities, public safety and information technology projects.

**Professional Activities:**

Member, Oregon State Bar, Government Law, Real Estate & Land Use, and Environmental & Natural Resources Sections

Past Member, Oregon State Bar, Government Law Section, Executive Committee

**Community Activities:**

Board of Directors, Tualatin Valley Fire & Rescue

Board of Directors, Special Districts Association of Oregon





**Tommy A. Brooks**

**Practice Emphasis:**

Land Use  
Municipal Law  
Energy and Public Utility  
Law

**Education:**

Juris Doctorate degree,  
University of Oregon  
School of Law  
Order of the Coif

Bachelor of Science  
degree, Forest Resources,  
University of Georgia  
*magna cum laude*

**Areas of Practice:**

Mr. Brooks' practice focuses on municipal law, with an emphasis on land use, energy law, and other regulatory issues. His municipal experience spans nearly two decades. Prior to attending law school, he worked in the Office of the Mayor in Portland, Oregon, for four years where he

served as the mayor's policy aide for planning, utility, environment and economic issues.

Since joining Cable Huston, Mr. Brooks has assisted in the representation of public and private entities in all types of land use regulatory matters, including issues related to real estate transactions, condemnation proceedings, land use permitting, zoning, interpretation of statutes and rules, and the enactment of proposed statutory and rule changes. These projects often involve leading teams of consultants in complex development matters combining land use and other environmental permitting issues.

Mr. Brooks also represents consumer-owned utilities of all types. He specializes in local government law and all aspects of ratemaking. He serves as general corporate counsel for a small Port district in Oregon and a small rate-regulated water company in Central Oregon. He has helped to successfully defend multiple municipalities' electric rates in Idaho.

While in law school, Mr. Brooks externed as a clerk for the Honorable Ann L. Aiken, U.S. District Court Judge for the District of Oregon.

**Professional Activities:**

- Oregon State Bar Local Government Executive Committee member
- Oregon State Bar member
- Multnomah Bar Association member
- Washington State Bar Association member
- American Bar Association member

**Admitted to Practice:**

- Oregon State and Federal Courts
- Washington State and Federal Courts
- United States Court of Appeals, Ninth Circuit

H

# CABLE HUSTON<sup>LLP</sup>



**Gretchen S. Barnes**

**Practice Emphasis:**

Real Estate  
Real Estate Finance  
General Business

**Education:**

Bachelor of Arts,  
Gonzaga University, 1993  
(*summa cum laude*)

Juris Doctorate,  
Northwestern School of Law  
at Lewis & Clark College,  
2003 (*cum laude*)

**Other Activities:**

Oregon State Bar Real  
Estate and Land Use Section

Washington State Bar

Commercial Real Estate  
Women (CREW)

American Bar Association Real  
Property, Probate & Trust  
Section

Multnomah County Bar  
Association

**Professional Experience:**

Prior to joining Cable Huston  
LLP, Ms. Barnes acted as  
Closing Attorney for the National  
Closing Office of a national title  
insurance and escrow company,  
where she closed multi-million  
dollar commercial and industrial  
acquisition and financing  
transactions in Oregon,  
Washington, California and  
Nevada. She also facilitated sales  
of closely held businesses,  
including both assets and real  
property.

**Scope of Practice**

Preparing documentation for asset  
based lending, real estate mortgage  
financing and closings; preparation  
of development and construction  
agreements between owners,  
project managers, contractors and  
subcontractors; negotiating work-  
outs and foreclosing on security  
documents; organizing partnerships  
and other vehicles for investment  
in real estate; negotiation of  
documentation for the acquisition  
and disposition of real estate;  
Section 1031 exchanges;  
representation of landlords and  
tenants in commercial lease trans-  
actions;

Organization of  
corporations, limited liability  
companies, general and  
limited partnerships;

Mergers, acquisitions and all  
related documentation,  
property issues, employee  
and shareholder matters;

Negotiation of buy-sell  
agreements between  
shareholders and  
corporations; resolving  
disputes between partners;  
and the preparation of leases,  
contracts, and other  
agreements in diverse  
situations.

**Admitted to Practice:**

Oregon  
Washington



**Casey M. Nokes**

**Practice Emphasis:**

Litigation  
Sports and  
Entertainment  
Title Insurance  
Appellate Practice Group  
Municipal

**Education:**

University of Notre Dame  
Law School, J.D., 2005,  
*cum laude*

- Barristers Moot Court Trial Team, *Captain*
- Edward F. Barrett Award for Outstanding Achievement in the Art of Trial Advocacy

California State  
University, Chico, B.A.  
2000

**Professional Experience:**

Casey has substantial experience in all aspects of state and federal litigation in cases involving corporate governance, complex contract disputes, securities fraud, commercial leases, government investigations, construction defects, and consumer protection laws. Casey's practice has included representation of corporations and individuals in state and federal complex civil litigation, arbitration, and appeals. Casey also has significant experience representing financial institutions in FINRA arbitrations and litigating in bankruptcy court.

Casey has argued before federal and state courts, including the U.S. Court of Appeals for the Ninth Circuit and the Oregon Supreme Court.

**Prior Experience:**

Prior to joining Cable Huston in 2011, Casey worked as a litigation associate at Kirkland & Ellis LLP in San Francisco. While there, Casey focused his practice on complex civil litigation, including acting as associate trial counsel and lead associate on multi-million dollar commercial disputes and contested Chapter 11 proceedings.

**Admitted to Practice:**

Oregon State Courts  
Washington State  
Courts; California State  
Courts; U.S. Court of Appeals,  
Ninth Circuit; U.S. District  
Court, Northern, Central,  
Eastern and Southern Districts  
of California; and U.S. District  
Court, District of Oregon

**Professional Activities:**

Visiting Faculty, Notre Dame  
Law School Intensive Trial  
Advocacy Program, 2012 –  
2019

Coach of Cleveland High  
School Mock Trial Team, 2013  
– 2019

Instructor/Judge, Golden Gate  
University Law School Trial  
Team, 2010 – 2011

Member, Federal Bar  
Association, Oregon Chapter

Member, American Bar  
Association

Member, Mid-Sized Firm  
Committee for Campaign for  
Equal Justice

**Recognition:**

*Casey Nokes has been selected  
by his peers for inclusion in  
Super Lawyers as a Rising Star  
2016.*



**Nicole M. Swift**

**Practice Emphasis:**

Commercial Litigation  
Eminent Domain  
Environmental Litigation

**Education:**

Vanderbilt University,  
B.A., 2005, *summa cum  
laude*

The Ohio State  
University Moritz  
College of Law, J.D.,  
2010, *cum laude*

**Recognition:**

Oregon Super Lawyers,  
Rising Star 2018-present

**Professional Experience:**

Nikki is a partner in the firm's litigation, energy and public utility, and environmental practice groups.

Nikki has substantial litigation and arbitration experience in complex matters involving eminent domain, commercial contract disputes, construction disputes, federal and state environmental laws, and land use disputes.

Nikki has advised public and private condemnors and private property owners in more than 40 eminent domain matters in Oregon and Washington.

**Previous Experience:**

Prior to joining Cable Huston in 2013, Nikki worked as a Business and Torts Litigation associate at Jones Day in Chicago. While at Jones Day, Nikki focused her practice on complex commercial disputes, *qui tam* litigation, and employment litigation. Prior to working at Jones Day, Nikki served as a judicial extern for the Honorable Jeffrey S. Sutton, United States Court of Appeals for the Sixth Circuit.

**Professional Activities:**

Nikki is a member of the Federal Bar Association, Oregon Bar Association, Washington Bar Association, Multnomah Bar Association, and Oregon Women Lawyers.

Nikki also is active in the community. She is on the Board of Directors of the Japan-America Society of Oregon (JASO) and a member of the Women's Leadership Committee. She also is a mentor in the District of Oregon's Re-Entry Court Program, which helps drug and alcohol abusers convicted of federal offenses transition from prison.

**Admitted to Practice:**

Oregon State Courts  
Washington State Courts  
Illinois State Courts  
United States Court of Appeals  
for the Ninth Circuit  
United States District Court,  
District of Oregon  
United States District Court,  
Eastern District of  
Washington  
United States District Court,  
Western District of  
Washington  
United States District Court,  
Northern District of Illinois

# CABLE HUSTON<sup>LLP</sup>



**Nicole A.W. Abercrombie**

**Practice Emphasis:**

Litigation  
Appellate Practice Group  
Internal Investigations  
Land Use  
Condemnation

**Education:**

Notre Dame Law School,  
J.D. 2014, *cum laude*

The College of Idaho, B.A.,  
2011, *summa cum laude*

**Professional Experience:**

Nikki Abercrombie is an associate in the firm's litigation and appellate practice groups. Her practice focuses primarily on civil and commercial litigation in Oregon and Washington.

She has been involved in a wide variety of matters in state and federal court, including breach of contract issues, corporate shareholder disputes, corporate internal investigations, construction defect and contractor

disputes, insurance and surety issues, eminent domain issues, and CERCLA actions.

Nikki has extensive experience in electronic discovery and complex discovery issues for high-volume document collection and review in both Oregon and Washington state courts, as well as federal court. Nikki has substantial experience in legal research and writing, including drafting pleadings, briefs, demand letters, mediation statements, and memoranda. She has first-chair arbitration experience and has also assisted in depositions, mediations, and corporate internal investigations.

Nikki's appellate practice experience includes drafting briefs and assisting in preparation for oral argument in the Oregon Court of Appeals, Oregon Supreme Court, and Ninth Circuit. She is an active participant in the Ninth Circuit's Appellate Pro Bono Program and has argued before the Ninth Circuit Court of Appeals.

In addition to her litigation practice, Nikki works with the firm's land use and municipal practice groups to advise public utility clients throughout Oregon on land use planning and eminent domain issues. She has successfully obtained

conditional use permits for siting transmission lines and natural gas lines in several Oregon counties and has assisted with land use cases before LUBA, the Oregon Court of Appeals, and the Oregon Supreme Court.

Prior to joining Cable Huston LLP as an associate in 2014, Nikki was a summer associate with the firm.

**Admitted to Practice:**

Oregon State Courts  
U.S. District Court, District of Oregon  
U.S. Court of Appeals, Ninth Circuit  
Washington State Courts

**Professional Activities:**

Oregon State Bar

- MCLE Committee, 2018-present

Multnomah Bar Association, Young Lawyers Section (YLS)

- YLS Board of Directors, President (2022–present)
- YLS Board of Directors, President-Elect (2021-2022)
- YLS Board of Directors, Treasurer (2020-2021)
- YLS Board of Directors, Director 2018-2020
- YLS CLE Committee, Chair 2017-2018
- YLS CLE Committee, Member 2015-2017

Member, Gus J. Solomon Inn of Court  
Member, Oregon Women Lawyers



# NORCOR CORRECTIONS FACILITIES

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



Date: April 18, 2023

To: NORCOR Board of Directors

From: NORCOR Management Team

Re: Business Manager Solicitation

The NORCOR Management Team is presenting to the NORCOR Board for the purposes of moving forward with the recruitment and hiring of the Business Manager. In 2022, the NORCOR Board of Directors approved the Management Team model of administration for the operations of NORCOR. In June 2022 Daniel White became the Manager of Juvenile Detention and Joyce Orendorff was selected to replace Dan Lindhorst as the Manager of Adult Corrections.

During the Spring of 2023 HR Answers was engaged in the process of reviewing the Management job descriptions and recommending the salary matrix for the three Management positions.

Position	Minimum		Market					Maximum
Business Manager	88,539	92,966	97,619	102,495	107,620	118,651	124,563	130,812
Jail Manager								
Detention Manager								

The Management Team also submitted the job description and final approval for the NORCOR Board By-laws, March 17, 2022. The 2022-2023 adopted budget included three (3) months of salary as part of the shared services personnel department.

The Management Team is requesting the following process for the solicitation and hiring of the Business Manager.

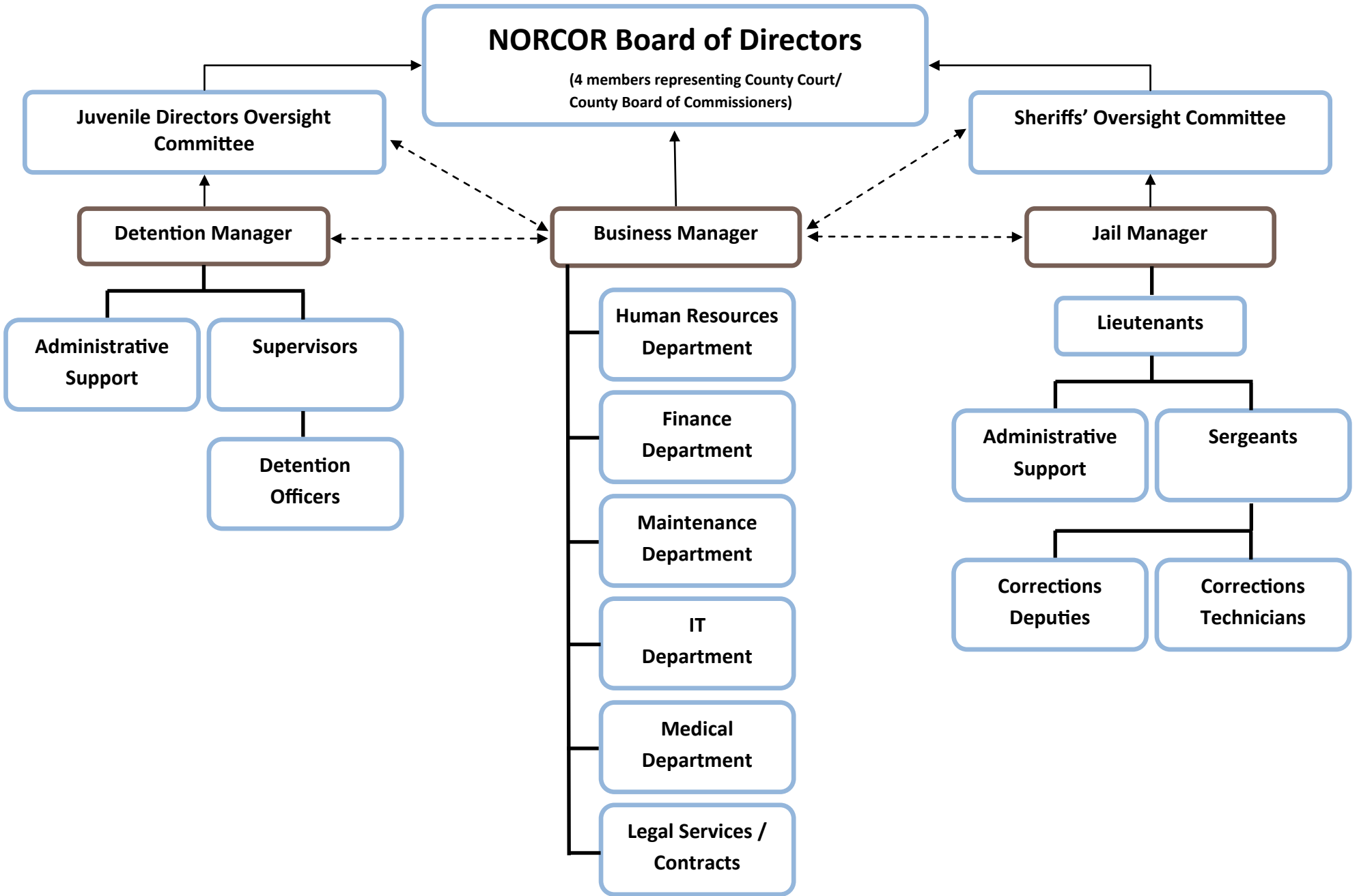
Posting of the position – April 24, 2023

Closing of solicitation – Initial request for closing May 16, 2023 (Option to extend if necessary)

Update and potential interviewing process presented at the May 18, 2023 NORCOR Board Meeting

Enclosure: Job description  
Organizational chart

# NORCOR ORGANIZATIONAL STRUCTURE



Northern Oregon Regional Correctional Facility  
201 Webber Street/211 Webber Street  
The Dalles, OR 97058

# Business Manager

## Job Description

### **POSITION TITLE**

Business Manager

### **REPORTS TO**

NORCOR Board of Directors

### **POSITION SUMMARY**

The Business Manager for the NORCOR Facility reports directly to the NORCOR Board of Directors for the administrative services and business operations of the NORCOR entity. This position provides overall development and management of the financial and human resources of NORCOR, and makes recommendations and implements policies to ensure NORCOR adheres to all state and federal finance, labor, and administrative regulations. The Business Manager provides subject matter expertise and facility recommendations to the Board of Directors to ensure compliance with all local, state, and federal laws and regulations.

This position is responsible for contracting, lease management, and general maintenance for NORCOR facilities. In collaboration with the Jail Manager and the Detention Manager, the Business Manager provides leadership in implementing best practices with regards to public contracting, public financing, and government human resources. It is the responsibility of this position to represent the NORCOR Board of Directors and to provide outreach and community education. This includes building a strong community network to ensure that the NORCOR Facility remains updated on community expectations.

The position of business manager is a co-equal member of the NORCOR Executive Management Team.

### **QUALIFICATIONS:**

The candidate must meet the requirements of the NORCOR Board of Directors for all member counties. The candidate must demonstrate at least six (6) years of experience in human resources, finance, public administration, or public affairs. A career record of increasing responsibility as an administrator or manager of a governmental or non-profit agency is highly desired. Bachelor's degree or equivalent training and work experience demonstrating expertise in management, financial management, and/or human resource knowledge with a minimum of four (4) years direct management experience in an agency with at least a \$1 million dollar annual budget. Any satisfactory combination of experience, training and education may be substituted and considered.



## **DUTIES AND RESPONSIBILITIES**

- Participates in regularly scheduled Management Team meetings with the Jail Manager and Detention Manager.
- Provides leadership for the management and operations of the shared services for the NORCOR facility. Shared services are defined as human resources, finance department, medical staff, maintenance, information services, and all sub-contracts.
- Performs the duty of Human Resources for the NORCOR organization and provides assistance and guidance to the Jail Manager and Detention Manager in situations that arise from the individual departments.
- Designated Equal Employment Opportunity (EEO) Officer for the organization; maintains affirmative action program, files EEO-1, maintains other records, reports and logs to conform to EEO.
- Develops and approves the necessary policies and protocols for the administrative functions of the NORCOR Facility.
- Responsible for the annual budget process. Regularly presents to the NORCOR Board of Directors on the financial status.
- Provides financial leadership with the Jail Manager and Detention Manager.
- Seeks opportunities for revenue and management of expenses.
- Assists the Detention Manager and Jail Manager in contracting opportunities as the subject-matter experts.
- Participates in Management Team to ensure the alignment of policies and practices with the Collective Bargaining Agreement and state and federal labor laws.
- In collaboration with the NORCOR management team, the Business Manager is responsible for the selection, training, supervision, performance evaluation, and any disciplinary outcomes for the shared staff of the NORCOR facility.
- Represents the NORCOR Facilities in community meetings and events on behalf of the NORCOR Board of Directors. This person can represent NORCOR at affiliate meetings in collaboration with the Jail Manager and Detention Manager.
- Coordinates with NORCOR oversight committees for the purposes of press releases, community campaigns, and public information requests.
- Performs all other lawful assignments directed to the Business Manager by the NORCOR Board of Directors.
- Maintains skills and updates in the field of business organizational best practices and legal updates with regards to public contracting, public financing, and government human resources.

## **SUPERVISORY RESPONSIBILITY**

The Business Manager is responsible for the supervision of the NORCOR shared services. This includes hiring, training, performance evaluations, and any potential disciplinary actions. The Business Manager works in collaboration with the Detention Manager and Jail Manager for any management level shared services position.

This position also works in collaboration with the Sheriffs' Advisory Committee and the Juvenile Directors Oversight Committee, for hiring, supervising and potential disciplinary actions for the respective managers. This position will support the Sheriffs' Advisory Committee and the Juvenile Directors' Advisory Committee to write performance evaluations for the Jail Manager and the Detention Manager.