



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

NORCOR Board Meeting September 16, 2021 10am-12pm

NORCOR is taking steps to limit exposure to and prevent the spread of COVID-19, as such this meeting will be held in a hybrid platform. To view and participate in the live meeting you must 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. Zoom Link: <https://wascocounty-org.zoom.us/j/82216389146> Call In: 1-253-215-8782 PIN: 82216389146

Agenda

1.0 Call to Order

- 1.1 Welcome and Introductions
- 1.2 Determination of Quorum
- 1.3 Additions or Deletions
- 1.4 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)
 - 1.4.1 [Draft Minutes August 19,2021](#)
 - 1.4.2 [Communication with Staff for COVID-19](#)
 - 1.4.3 [Center For Living Presentation](#)

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 with the subject line labeled “Public Comment”. If you would like to present to the Budget Committee please register using inquiries@norcor.co by 9am September 15, 2021. Verbal testimony will be accepted during the meeting. Please limit testimony to 3 minutes.

3.0 Business Items

- 3.1 COVID-19 Update
- 3.2 2021-2022 Audit Calendar and Update
- 3.3 [Strategic Planning Discussion \(Chair Bob Benton & Vice-Chair Kathy Schwartz\)](#)

4.0 Administrative Updates

- 4.1 Management Team
- 4.2 Updates from Oversight Committees
- 4.3 Updates from Board Members

5.0 Executive Session in accordance with **ORS 192.660(2)(h) – Conferring with Legal Counsel regarding litigation (Information only)**

6.0 Return from Executive Session

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
Fax 541-298-1082



NORCOR

Minutes of the NORCOR Board Meeting

August 19th, 2021

Preliminary Business: To support the Governor's Executive order for social distancing, the NORCOR Board meeting was held by video conference only.

Board Members: Bob Benton, NORCOR Board Chair; Kathy Schwartz, NORCOR Board Vice Chair; Joe Dabulskis - Sherman County Judge; Sherrie Wilkins - Gilliam County Commissioner; Amber De Grange - Sherman County Juvenile Director; Lane Magill - Wasco County Sheriff.

Legal Counsel: Jeremy Hull.

Oversight: Brad Lohrey, Administrative Sheriff; Molly Rogers, Administrative Juvenile Director; Dan Lindhorst, Jail Commander; Jeff Justesen, Detention Manager.

Also in attendance: Dale Whipple, Robbie Johnson, Jason Matthews, Joyce Orendorff, Connie Krummrich, Rebecca Beitel, Phil Brady, Tricia Leininger, Amy Nation.

1.0 Call to Order

- 1.1 The meeting was called to order at 10:02 am by Chair Bob Benton.
- 1.2 Quorum was determined.
- 1.3 Additions or Deletions – There were no additions or deletions.
- 1.4 Consent Agenda:
 - 1.4.1 Draft Minutes June 17, 2021.
 - 1.4.2 Contract for Warehouse Heat Tape.
 - 1.4.3 End of Year Financial Statements.

A motion was made by Judge Dabulskis to approve the consent agenda, his motion was seconded by Sheriff Lane Magill. The motion passed unanimously.

2.0 Public Comment: There was no public comment.



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3.0 Business Items:

3.1 COVID-19 Update-

Adult Facility - Sheriff Lohrey shared that one individual tested positive for COVID-19. All precautions have been taken and quarantines are in place. The lobby is still open to the public.

Juvenile Facility - Jeff Justesen shared that all COVID-19 precautions continue to be in place. No positive COVID-19 cases at the Juvenile Facility.

Commissioner Schwartz recommended that all staff observe and take seriously the mandates and all COVID-19 precautions. Commissioner Wilkins shared that they have had multiple positives in Gilliam County; they have adapted to less contact and continue to encourage others to get vaccinated. Molly Rogers shared that our Medical Department continues to offer COVID-19 vaccinations. Commander Lindhorst shared that medical meetings are occurring weekly and are encouraging all staff and AIC's to get vaccinated at NORCOR. Our medical staff members are insuring that there are no barriers limiting the ability for anyone to get vaccinated.

3.2 NORCOR Funding Task Force-

Molly Rogers shared that the Funding Task Force has met twice. They have been working on sustainability in our budget. The first meeting was more organizational. The second meeting was more serious in depth discussions working on recommendations for the Board by the next meeting. The purpose of the Task Force is meeting the funding needs of the facilities.

4.0 Administrative Updates

4.1 Management Team- The Management team asked Dale Whipple to calculate the difference in cost between a Case Manager and a Clinician which would be an additional \$22,000. All parties agreed that a Clinician would be the greatest benefit to NORCOR. With the necessary funding, multiple clinicians have expressed an interest in the position if it becomes available.

4.1.1 Position updates-

Molly Rogers shared that the Maintenance Manager position was filled by existing employee Ron Diede. Mike Shaw was promoted to Diede's previous position. A new person has been given a conditional offer of employment pending background check. Commander Lindhorst shared that our Case Manager left for another position.



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4.2 Updates from Oversight Committees-

Sheriff Magill shared that they had a meeting recently. They did not receive the grant from Pacific Source as they were hoping. He shared his appreciation for Commander Lindhorst for all of his work gathering information for the grant process.

4.3 Updates from Board Members-

Bob Benton expressed his hope that a plan will be developed on how to move forward to the new Management structure. He would like everyone to be prepared to be reengaged in discussing the new Management structure at the next meeting.

Sheriff Lohrey shared his gratitude to the Crestline Company for helping with a wildfire that broke out next to our warehouse. Crestline was the first on the scene to put out the fire. He also wanted extend a special to thank Deputy Alicia Talley who saved a young boy from the river when he and his mother were swept away. NORCOR Staff invited the family to NORCOR; the staff bought him new shoes.

Dan Lindhorst thanked Insitu for providing support to our Maintenance Team after the loss our Maintenance Manager. He also wanted to mention that our staff is going over and beyond on both sides, commending the staff for buckling down with precautions, cleaning, masks etc.

Sheriff Magill shared there was a grant opportunity through OSSA, Women in Law Enforcement Conference. Sheriff Magill nominated NORCOR Lieutenant Orendorff for this Conference/ training, very few are selected, only 16 women in the state of Oregon. Lieutenant Orendorff was selected for this prestigious training. He commended the Lieutenant for being selected.

Meeting adjourned at 10:57am.

Date

Bob Benton, NORCOR Board Chair

Date

Rebecca Beitl, NORCOR

Respectfully submitted,
Rebecca Beitl



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September 9th, 2021

****ATTN: ALL NORCOR STAFF, CONTRACTORS AND VOLUNTEERS****

RE: STATE OF OREGON COVID-19 VACCINATION REQUIREMENTS

NORCOR Staff, Contractors and Volunteers,

On August 19th, 2021 Governor Brown requested the Oregon Health Authority (OHA) adopt two new COVID-19 vaccination measures. As a result, OHA enacted the following two Temporary Administrative Orders and Rules:

Administrative Order PH 42-2021 (Codified as OAR 333-019-1010), **requires all health care providers and health care staff who work in healthcare settings to be vaccinated against COVID-19 on or before October 18, 2021, or request a medical or religious exception.**

Administrative Order PH 39-2021 (OAR 333-019-1030), **requires all teachers, educators, support staff, and volunteers in K-12 Schools to be vaccinated against COVID-19 on or before October 18, 2021, or request a medical or religious exception.**

NORCOR employees, contractors and volunteers who fail to comply with these Rules, as outlined above, will be considered non-compliant and the employee or contractor may be subject to discipline up to and including termination. Furthermore, NORCOR may face a fine of \$500 per day, per violation (per person), for non-compliance.

In addition to making you aware of these new Rules, the NORCOR Management Team wants to provide more information and clarity, as described below, on how this affects you as a NORCOR employee, contractor or volunteer.

Definition of a health care provider and staff in a health care setting (OAR 333-019-1010):

The definition of a health care provider or health care staff is defined broadly, and includes individuals, paid and unpaid, working, learning, studying, assisting, observing or volunteering in a healthcare setting. A healthcare setting includes any place where health care, including physical or behavioral health care is delivered and includes, but is not limited to, any health care facility or agency.

Local correctional facilities, such as NORCOR, are not exempt from the Rule. If NORCOR is responsible for the activities of healthcare providers or healthcare staff at the jail, NORCOR is required to comply.



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Specific employees, contractors and volunteers at NORCOR that are required to show proof of vaccination under this Rule include, but are not limited to:

- All Medical Personnel, whether a NORCOR employee, contractor or volunteer
- All Sworn Staff
- All Juvenile Division direct care staff

If you are unclear whether you are included in any of these classifications, please contact a member of the NORCOR Management Team.

Definition of schools and school-based programs (OAR 333-019-1030):

Similar to the Rule covering health care providers and settings, the Rule requiring vaccinations for those involved in a school or school-based program is also broad in application. The Rule applies to anyone who is employed by or volunteers in a public school, private school, parochial school, or charter school, alternative educational program or school-based program or who is not employed but otherwise engaged to provide goods or services to a school or school-based program through any formal or informal agreement, whether compensated or uncompensated, and includes but is not limited to teachers, administrative staff, coaches, drivers, and volunteers.

Specific employees, contractors and volunteers at NORCOR that are required to show proof of vaccination under this Rule include, but are not limited to:

- All Juvenile Division employees

Again, if you are unclear whether you are included in this classification, please contact a member of the NORCOR Management Team.

Proof of full vaccination:

An employee, contractor or volunteer who is fully vaccinated must provide documentation by a tribal, federal, state or local government, or a health care provider, that includes your name, date of birth, type of COVID-19 vaccination given, date or dates given, depending on whether it is a one-dose or two dose vaccine, and the name/location of the health care provider or site where the vaccine was administered.

Documentation may include but is not limited to a COVID-19 vaccination record card or a copy, or digital picture of the vaccination record card, or a print-out from the Oregon Health Authority's immunization registry. NORCOR management team will record the documentation.



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Delivering this documentation to NORCOR gives NORCOR express consent to share it with OHA. Proof of having contracted COVID 19 in the past does not substitute for a vaccine.

Please provide proof of vaccination to Dale Whipple as soon as possible, but no later than October 18, 2021.

Accessing the vaccine:

If you have not been vaccinated and are included in one of the groups described above, you should immediately get a one or two dose vaccine. You must complete your vaccination fourteen days prior October 18th to meet the Rule. Because there is some time required between the first and second dose of a two vaccine, it is highly recommended to act immediately.

NORCOR can usually provide a vaccination, at no cost to you, at its Thursday clinics. Please contact Jennifer Coleman at least 48 in advance to arrange for a vaccination. Other locations for a vaccination can be found online at www.getvaccinated.oregon.gov.

Vaccination Exceptions:

The OHA permits a medical or religious exception to the vaccination Rules as stated below:

A medical exception must be corroborated by a document signed by a medical provider, who is not the individual seeking the exception, on a form prescribed by the Oregon Health Authority (OHA) or a similar form that contains all of the information required in the OHA form, certifying that the individual has a physical or mental impairment that limits the individual's ability to receive a COVID-19 vaccination based on a specified medical diagnosis, and that specifies whether the impairment is temporary in nature or permanent.

A religious exception must be corroborated by a document, on a form prescribed by the Oregon Health Authority (OHA) or a similar form that contains all of the information required in the OHA form, signed by the individual stating that the individual is requesting an exception from the COVID-19 vaccination requirement on the basis of a sincerely held religious belief and including a statement describing the way in which the vaccination requirement conflicts with the religious observance, practice, or belief of the individual.



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If you believe you are eligible for an exception, we recommend you use the forms available at www.covidvaccine.oregon.gov. ***Please complete the form and provide relevant documentation in support of an exception to Dale Whipple as soon as possible, but no later than October 18, 2021.***

While NORCOR is not required to grant the exception if it creates an “undue hardship” on its operations, or a “direct threat” to the safety of the employee requesting the exception or NORCOR employees and contractors, NORCOR Administration will engage with you to determine if a reasonable accommodation is possible.

Additional information:

There is a wealth of information available at State of Oregon websites. You can find the OHA Order and the Administrative Rule at www.covidvaccine.oregon.gov. The NORCOR Management team also recognizes this is an evolving situation across the State, and updates to these Rules and administration are ongoing.

The NORCOR Management Team looks forward to partnering with you on these Rules. Please reach out to a member of the NORCOR Management Team with your questions and concerns.

Thank you,

The NORCOR Management Team

NORCOR



Behavioral Health
And
Jail Diversion Program

Nationally, an estimated 15 to 17 percent of people booked into jail have active symptoms of serious mental illness, such as schizophrenia, major depression, and bipolar disorder. This is three times the proportion among the general public.

People in jail who have mental illness typically also have high rates of substance abuse disorders (up to 80 percent, according to some estimates), they often are poor and/or homeless, and many have been repeatedly sexually and physically abused. They commonly have chronic physical health problems that will shorten their lifespan (by 13 to 30 years).

Although people with serious mental illness often are stereotyped as aggressive, their criminality typically is limited to low-level nuisance crimes. When their behavior does include violent crimes, it is usually related not to their mental illness but to other factors, such as substance abuse.

Once in jail, people who have a serious mental illness are vulnerable to intimidation and assault. Because the jail environment tends to exacerbate symptoms of mental illness, inmates with mental illness may act out or break jail rules, thus prolonging their incarceration. They also have high rates of recidivism—more than 70 percent in some jurisdictions.

Beginning in 2016, NORCOR changed the way we work with the mentally ill. Assessments upon arrest and continued evaluations help us better gauge how we may help with their recovery. We have also opened a Mental Health Unit (MHU) to aid in their treatment.

However, diverting more of these individuals from jail to community-based services has the potential to cut criminal justice system costs, reduce recidivism, and provide more effective mental health treatment for offenders. It also would represent a more humane response to individuals in jail who have a mental health disorder.

What is Jail Diversion

Diversion programs for individuals with mental illness redirect these individuals from the traditional criminal justice system into mental health treatment programs. This review focuses on post-arrest diversion programs, which are jail- or court-based programs. These programs typically offer probation, deferred prosecution, or withdrawal of charges in lieu of incarceration. The level of treatment provided to individuals varies widely. Some programs consist only of referrals to treatment options. Other more-substantial programs integrate aspects of the criminal justice system to monitor participants and require treatment attendance, or involve community-based treatment providers.

NORCOR Reentry Process



Getting Ready

- Institutional Phase



Going Home

- Transitional Phase



Staying Home

- Community Phase



PHASE 1: GETTING READY

The institutional phase. This phase is initiated when the offender is remanded

1) **ASSESSMENT AND CLASSIFICATION:** Measuring the offender's risks, needs, and strengths.

- Initial Screening : Medical/Mental Health/Suicide/PREA/Matrix
- Initial Classification: At remand determines Custody level (Min, Medium, Close) guides housing placements
- Initial Risk/Needs assessment : LSIR-SV- Determines Risk level (Low, Medium, High), and gives a needs assessment that allows for referral into appropriate programming

PHASE 2: GOING HOME

The **transitional phase** begins before the offender's target release date. In this phase, highly specific re-entry plans are created.

2. INMATE RELEASE PREPARATION:

Developing strong, public safety-conscious release plans:

- Offender Management Plan/Reentry
- Programs Completed
- Programs Needed
- Strengths/Weaknesses
- Community Resource Outlook
 - Housing
 - Employment
 - Family
 - Treatment/Aftercare
 - Finances
 - Transportation
 - Medical/Mental Health
- Incorporate Community Providers and Services into the release planning process. (Community in-reach)
- Transition to the community

PHASE 3: STAYING HOME

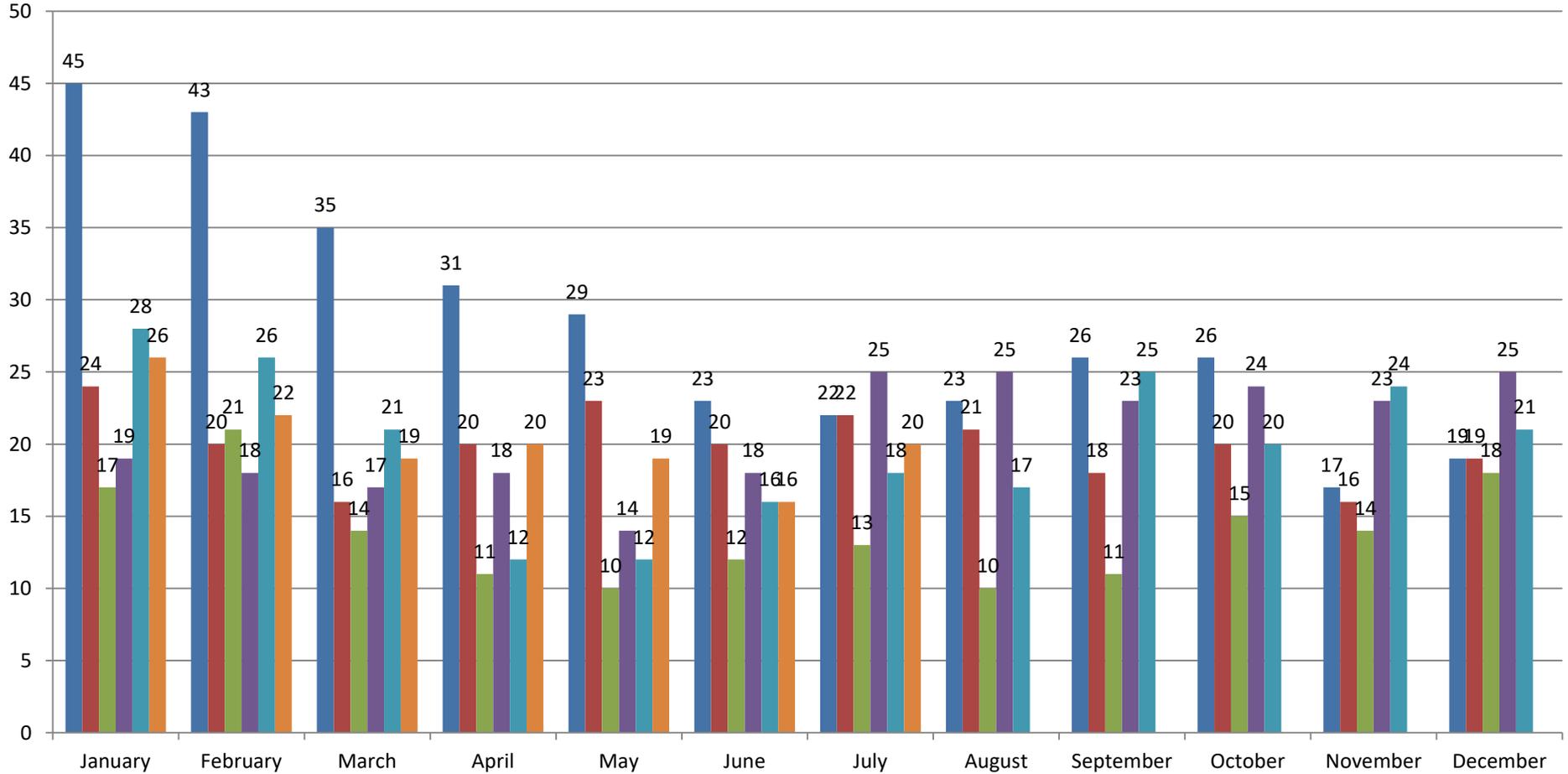
The **community phase** begins the moment the offender is released from jail and continues until he/she is discharged from community supervision:

- 4. SUPERVISION & SERVICES:** Providing flexible and firm supervision and services.
 - Supervising Based on Risk & Needs
 - Focusing on success & seamless transitions

- 5. REVOCATION DECISION MAKING:** Using graduated sanctions to respond to behavior
 - Violation and incentive matrix

- 6. DISCHARGE & AFTERCARE:** Determining community responsibility to “take over” the case.
 - Transition to Community Agencies
 - Provide services & support once off supervision

Monthly Average SPMI For Local AIC



What Are the Strengths and Weaknesses of the Current System?

System Strengths

- Good relationships and cooperation across the system
- Improvements in communication and support of elected officials in recent years
- Recently enhanced range of services and a focus on transition services
- Solidly established programs within the jail.

Opportunities for Improvement

- **Coordination across systems**—
A need for better coordination of the current mental health system components and associated funding
- **Information sharing (confidentiality)**—Difficulties sharing relevant medical, mental health, substance abuse, and criminal justice data given local procedures and federal confidentiality restrictions
- **Sharing of electronic data**—Lack of a centralized data system or data sharing across the many existing databases
- **Identifying defendants with mental illness at booking**—Being able to prioritize individuals for diversion/reentry and connection with services

- **Timelines/wait times**—Long wait times (up to four to six weeks) for defendants to get treatment beds or outpatient appointments
- **Staffing and training**—Issues related to agency hiring in general, the availability of dually certified staff (for mental health and substance abuse treatment), and training to work with forensic clients
- **Working with detainees**—A need for more engagement with detainees, improved provider access to them, and better preparation for release
- **Court/pretrial processes**—Better information sharing and triage of people with mental illness before or at arraignment; better education among criminal justice partners about mental illness and the diversion system

This position paper is being presented to you in order to demonstrate a viable option for the Mid-Columbia Center for Living Board to consider when looking at appropriate funding of programs that potentially have the ability to impact recidivism and public safety.

NORCOR's request is for help in funding an additional position that will be required in order to implement this program, a full-time Mental Health Clinician. This position will be responsible for case management, treatment planning, transition and reentry services as well as providing direct group counseling.

The cost is around \$100,000.00. NORCOR has existing limited funding that can be used to bring this position online but it will require an on-going funding source to maintain it long-term. With proper funding to this project this position can be maintained, and the program will be able to provide the indicated results.

In addition, NORCOR is requesting funding of \$50,000 to provide supports such as:

- Housing
Usually a couple of nights at a motel
- Employment
Peer support or appointment
- Family
Phone or transportation to contact
- Treatment/Aftercare
Means to get to treatment
- Finances
Food vouchers
- Transportation
Bus or Taxi
- Medical/Mental Health
Initial medications

Recommendations: *Fill prominent system gaps in the community.*

24---hour crisis drop---off center.

When an individual experiencing a mental health crisis has committed a low-level crime, there are few places law enforcement officers can take that person where he or she will be admitted for treatment. Often, because of the wait times involved for officers, the individual is taken to jail rather than the hospital emergency room. A 24-hour crisis drop-off center could help address this situation, especially if the drop-off center were designed to connect clients to treatment.

Dual---diagnosis treatment.

People in jail who have mental illness often also have substance abuse disorders, yet few local programs are designed to treat both diagnoses and/or have adequate numbers of dually certified clinicians.

Residential dual---diagnosis treatment for women.

The lack of these services has resulted in frequent treatment failures among the female caseloads.

Outreach and engagement.

Outreach and engagement to people with mental illness require special skills and approaches, but these activities lack support under current funding models, which emphasize reimbursement for enrolled clients who are actively participating in treatment.

Adequate supplies of appropriate housing.

Many people with mental illness who are transitioning out of jail require non-transitional housing (e.g., affordable, supportive, and low- or no-barrier housing), which is in short supply in the Gorge's tight housing market.



CIRCUIT COURT OF THE STATE OF OREGON
SEVENTH JUDICIAL DISTRICT
GLENN, HOOD RIVER, SHERMAN, WASCO, AND WHELLER COUNTIES
PO BOX 1400
511 Washington Street
The Dalles, OR 97058
361-506-2700

Jane L. Stauffer
Presiding Judge

John A. Olson
Circuit Judge

John A. Wolf
Circuit Judge

Karen Getye
Circuit Judge

Rick E. Beach
Trial Court Administrator

August 30, 2021

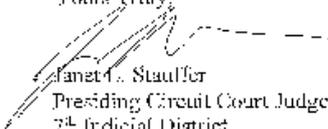
Mid-Columbia Center for Living
Board Members
1060 Webber St.
The Dalles, OR 97058

Dear Board Members,

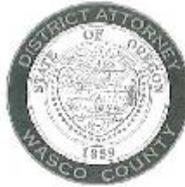
The Seventh Judicial District of the Oregon Judicial Branch fully supports Mid-Columbia Center for Living in securing funding through jail diversion dollars for funding a second mental health clinician to help with stabilization of mental health offenders in custody and connecting them to community resources upon release.

The Seventh Judicial District of the Oregon Judicial Branch is committed to partnering with NORCOR and Mid-Columbia Center for Living to assist those in custody with mental health needs.

Yours Truly,


Jane L. Stauffer
Presiding Circuit Court Judge
7th Judicial District

Cc: Jail coordinator
Dan Linchost
NORCOR



Matthew Ellis, District Attorney
Kara Davis, Chief Deputy District Attorney
Sally Carpenter, Senior Deputy District Attorney
Michelle Thomas, Deputy District Attorney
511 Washington St., Ste. 304 • The Dalles, OR 97058
p: [541] 506-2680 • f: [541] 506 2681 • www.co.wasco.or.us

August 24, 2021

Re: Jail Diversion

Dear MCCFL Board:

The Wasco County District Attorney Office supports our Wasco County partner, NORCOR, in securing funding for jail diversion dollars to fund another Mental Health Clinician.

NORCOR's jail diversion program is an essential element to the criminal justice system in Wasco County where it pertains to offenders suffering from mental health issues. The lone Mental Health Clinician, Kathleen Green, at NORCOR assists the attorneys in my office when a defendant has concerns with aid and assist issues and civil commitments. Her work is also vital in assisting those in jail due to mental health issues to return to our community safely. Jail is not the best solution to solve a mental health crisis, so it is vital that our community in safely place offenders whose criminal conduct stems from mental health issues back into the community. It is also clear that more and more offenders suffering from mental health issues are being placed in NORCOR, due to limited options within the community. The amount of offenders that need to be seen is too much for a single Mental Health Clinician.

As the elected Wasco County District Attorney, I appreciate the MCCFL Board for considering funding another Mental Health Clinician at NORCOR.

Sincerely,

Matthew Ellis
Wasco County District Attorney

Cc: Dan Lindhorst

TO: Mid-Columbia Center for Living Board

FROM: NORCOR Community Resources Coalition

RE: REQUEST FOR FUNDING JAIL DIVERSION PROGRAM

Date: September 3, 2021

The NORCOR Community Resources Coalition was formed in 2018 by a group of citizens who are interested in criminal justice reform, including efforts to reduce incarceration and recidivism.

It is our understanding that the NORCOR Board has directed the jail's Management Team to seek additional funding for its mental health services program. This letter is written on behalf of their request.

Throughout the country the number of incarcerated people with serious mental health conditions has been rising at an alarming rate. An even greater number of individuals who are detained in jails have mental health problems that do not rise to the level of serious mental health conditions, but may still require a "resource intensive response." (According to the Associated Press, 37% of those in state prisons and 44% of people in jails have been diagnosed with a mental health disorder.) County jails are on the "front lines" in the criminal justice system and its challenge to serve those in need.

Ideally, mentally ill people who get arrested would be diverted to treatment instead of jail. Such programs are in drastically short supply. We are aware of efforts led by Sheriff Lane Magill to establish more treatment options in our region in the next few years. NORCOR should be commended for filling this gap and providing mental health programming for some of its detainees. Collected data shows that those who receive services have a lower recidivism rate than those in control groups.

Currently, NORCOR has only one clinician devoted to stabilizing detainees and providing mental health treatment, with the goal of returning people to their communities with a wrap-around plan in place.

The need for an additional clinician at NORCOR is indisputable.

We urge you to aid NORCOR and the communities it serves by supporting their funding request.

NORCOR Community Resources Coalition:

Gretchen Kimsey Tim Schechtel

Richard Stevens Teresa Hepker

Corliss Marsh Katie Cook

Connie Krummrich

Questions

?

Business Manager

Job Description

Position Title:
Business Manager

Reporting 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 operations of NORCOR, makes recommendations and causes the budget to adhere to all state and federal regulations. The Business Manager provides leadership 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 facilities. The Business Manager works closely with the Jail Manager and the Juvenile Manager in carrying out the legal and best practices for the operations of the local correctional facility for both juveniles and adults. 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.

DUTIES AND RESPONSIBILITIES:

- Participate in regularly scheduled Management Team meetings with the Jail Manager and Detention Manager.
- Supervise and provide 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 contracting agencies.
- Perform the duty of Human Resources for the NORCOR organization – assist the jail manager and detention manager in situations that arise from the individual departments.
- Develop and approve the necessary policies and protocols for the administrative functions of the NORCOR facility.
- Responsible for the annual budget process. Regularly present to the NORCOR Board of Directors on the financial status.
- Perform the role of Budget Officer for NORCOR.

- Provide financial leadership with the Jail Manager and Detention Manager for opportunities for revenue and management of expenses.
- Seek and manage contracts for additional revenue – including land management and grant opportunities.
- Assist the Juvenile Detention Manager and Jail Commander in contracting opportunities as the subject-matter experts.
- Participate in Management Team for the purposes of alignment of policies and practices with Collective Bargaining Agreement and state and federal labor laws.
- Responsible for the selection, training, supervision, performance evaluation, and any disciplinary outcomes for the shared staff of the NORCOR facility.
- Represent the NORCOR Facility in community meetings and events on behalf of the NORCOR Board of Directors. This person can represent NORCOR at affiliate meetings with collaboration with the Jail Manager and Detention Manager.
- Represent NORCOR 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.
- Maintain 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

This position is responsible for hiring, supervision and any potential disciplinary actions for a supervisors or department heads within the shared services business array within NORCOR. This position will also have supervisory responsibility for the implementation of the Collective Bargaining Agreement with all represented staff.

This position is jointly responsible, with the Sheriffs Oversight Committee, for hiring, supervising and potential disciplinary actions for the Jail manager. This position is also jointly responsible, with the Juvenile Director's Oversight Committee, for hiring, supervising and potential disciplinary actions for the Detention Manager. This position in collaboration with the Sheriff's Oversight Committee and the Juvenile Director's Oversight Committee will cause performance evaluations for the jail manager and the detention manager.

Jail Manager

Job Description

POSITION TITLE

Jail Manager

REPORTS TO

Sheriff's Oversight Committee

POSITION SUMMARY

The Jail Manager for the NORCOR Facility reports to the Sheriffs' Oversight Board with regards to the operations of the NORCOR adult facility. The Jail Manager is responsible for following the NORCOR shared services policies and procedures, supervised by the Business Manager. This position provides management of the NORCOR adult facility budget. The Jail Manager provides leadership and facility recommendations to the Sheriffs' Oversight Committee to ensure compliance with all local, state, and federal laws and regulations. The Jail Manager works closely with the Business Manager and the Detention Manager in carrying out the legal and best practices for the overall management of NORCOR.

The position of jail manager is a member of the overall NORCOR Executive Management Team.

DUTIES AND RESPONSIBILITIES:

- Participates in regularly scheduled Management Team meetings with the Detention Manager and Business Manager.
- Supervises the management activities and operation of the adult correctional facility.
- Develops and approves the necessary policies and protocols for the adult correctional facility, ensuring compliance with applicable local, state, and federal laws and regulations.
- Informs and collaborates with the Sheriffs' Oversight Board regarding operational directions and needs for the adults in custody from member counties.
- Reviews and provides feedback to the Management Team for the purposes of shared services.
- Provides primary leadership for the staff of the NORCOR adult correctional facility.
- Provides support and information to the Sheriffs' Oversight Committee.
- Collaborates with the Business Manager to implement Human Resources best practices.
- Leads and ensures that the operations of the NORCOR adult facility are in compliance with the Oregon Revised Statutes and Oregon Jail Standards through the Oregon State Sheriffs' Association.

- Represents the NORCOR adult facility as a subject-matter expert for adult corrections within region, state, and national affiliate groups.
- Participates in continuing educational opportunities and trainings to remain up-to-date on best practices and changes in the field of adult local correctional facilities.

SUPERVISORY RESPONSIBILITY

This position has the supervisory responsibility for hiring, training, supervision and any potential disciplinary actions for any staff within the NORCOR adult facility. This position has direct responsibility for all command staff at the NORCOR adult facility, including all performance evaluations.

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Detention Manager

Job Description

POSITION TITLE

Detention Manager

REPORTS TO

Juvenile Directors Oversight Committee

POSITION SUMMARY

The NORCOR Detention Manager works with the Juvenile Directors' Oversight Board. The Detention Manager is responsible for adhering to the NORCOR shared services policies and procedures that are supervised by the Business Manager. The Detention Manager provides leadership, supervision, and operational management for the NORCOR juvenile detention facility. This position is responsible for providing recommendations to the Juvenile Directors' Oversight Committee for compliance with all local, state, and federal laws and regulations.

The position of detention manager is a member of the overall NORCOR Executive Management Team.

DUTIES AND RESPONSIBILITIES

- Participates in regularly scheduled Management Team meetings with the Business Manager and Jail Manager.
- Supervises the management activities and operation of the juvenile detention facility.
- Develops and approves the necessary policies and protocols for the juvenile detention facility, ensuring compliance with applicable local, state, and federal laws and regulations.
- Informs and collaborates with the Juvenile Directors' Oversight Board regarding operational directions and needs for the youth in custody from member counties.
- Reviews and provides feedback to the Management Team for the purposes of shared services.
- Provides primary leadership for the staff of the NORCOR juvenile detention facility.
- Provides support and information to the Juvenile Directors Oversight Committee.
- Leads and ensures that the operations of the NORCOR juvenile facility are in compliance with the Oregon Detention Guidelines through the Oregon Youth Development Division of the Oregon Department of Education.
- Represents the NORCOR juvenile detention facility as a subject-matter expert for juvenile detention within region, state, and national affiliate groups.

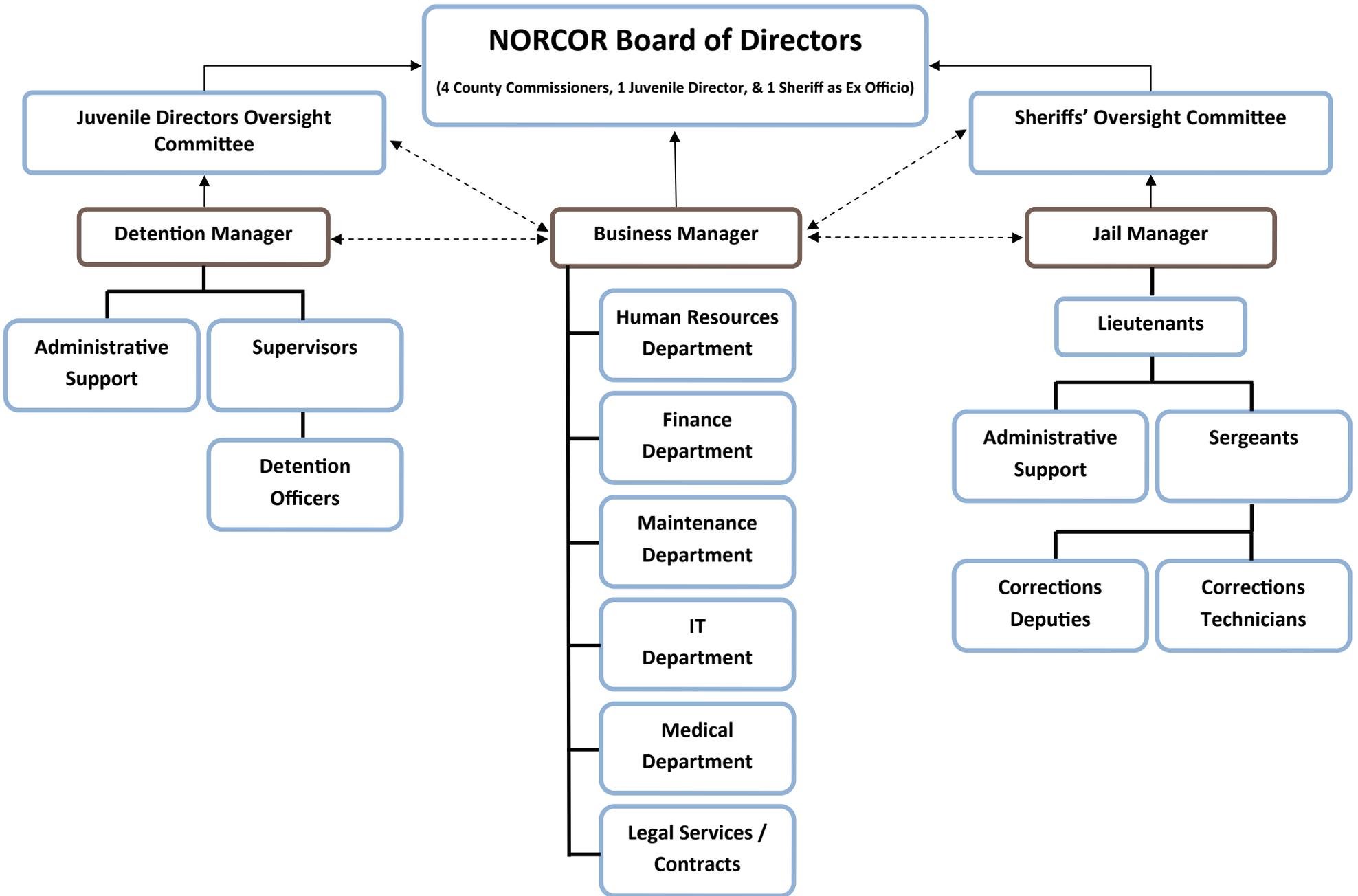
- Participates in continuing educational opportunities and trainings to remain up-to-date on best practices and changes in the field of juvenile detention.
- Collaborates with the Business Manager to implement Human Resources best practices.
- Responsible for the selection, training, supervision, performance evaluation, and any disciplinary outcomes for the command staff of the NORCOR juvenile facility.

SUPERVISORY RESPONSIBILITY

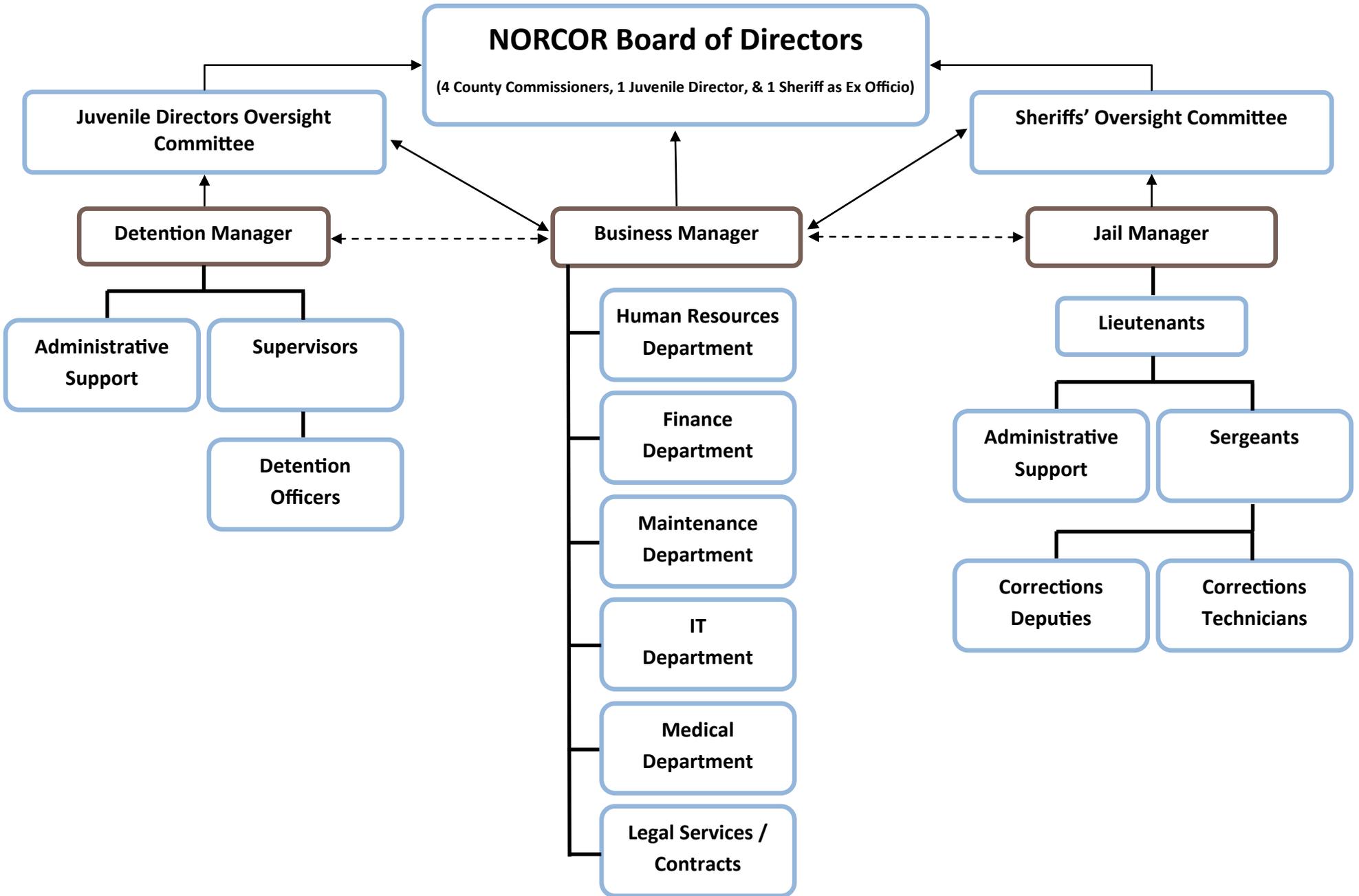
This position has the supervisory responsibility for hiring, training, supervision and any potential disciplinary actions for any staff within the NORCOR juvenile facility. This position has direct responsibility for all command staff at the NORCOR juvenile facility, including all performance evaluations.

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NORCOR ORGANIZATIONAL STRUCTURE



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