



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

NORCOR Regular Board Meeting

December 15, 2022 10am-11:30am

Hybrid Meeting – In Person: 211 Webber Street (Juvenile Conference Room) –Virtual Platform: Zoom

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/89396123631> Call in: +1 253 215 8782 US (Tacoma) Pin: 893 9612 3631

Agenda

1.0 Call to Order

1.1 Welcome

1.2 Additions or Deletions to the agenda

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 from October 20, 2022

1.3.2 Minutes from November 22, 2022

1.3.3 October Financial Reports

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” by December 14, 2022, 8am. Verbal testimony will be accepted during the meeting.

3.0 Business Items

3.1 Administrative Updates

4.0 Appreciations and Acknowledgements

5.0 Adjourn

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 Board Meeting

October 20th, 2022

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: Bob Benton, NORCOR Board Chair; Scott Hege, NORCOR Vice Chair (Filling in for Commissioner Kathy Schwartz; Joe Dabulskis - Sherman County Judge; Sherrie Wilkins-Gilliam County Commissioner

Oversight: Brad Lohrey, Administrative Sheriff; Molly Rogers, Youth Services Director.

Legal Counsel: Don Hull

Also in attendance: Joyce Orendorff, Rebecca Beitel, Bill Boyden, Barb Harris, Amber Degrange, Amy Nation, Tom McCoy, Tricia Leininger, Corliss Marsh.

1.0 Call to Order- The meeting was called to order at 10:04 a.m. by Chair Bob Benton

1.1 Welcome & Introductions

1.2 Additions or Deletions to the agenda – There were no additions or deletions.

1.3 Consent Agenda: Joe Dabulskis made a motion to approve the consent agenda. Sherrie Wilkins seconded the motion. All parties were in favor.

1.3.1 Minutes from August 18, 2022

1.3.2 August Financial Statements

1.3.3 NORCOR Agreement – Paving Project – This project has been completed.

1.3.4 NORCOR Agreement HVAC project – The process has begun and is in process.

2.0 Public Comment – Corliss Marsh reported that the Resource Coalition have been meeting regularly with the Management Team and have been having some great conversations and ideas.



NORCOR

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3.0 Business Items

3.1 Management Team Updates -

Molly Rogers shared that there will be a tour of the NORCOR Facilities with the Resource Coalition next month. The Management Team has been working with the Stratton Insurance Co. for a proposal for cyber security, that information will be shared in the December meeting.

HR Answers has begun the pay equity process; the first report will be presented in December.

Sheriff Brad Lohrey shared that the Facilities Radio system is failing. We are working through an RFP/state bid for estimated cost for replacement. Sheriff Bettencourt donated some extra radios he had on hand, which were a great update for us in the meantime.

NORCOR and Mid Columbia Center for living have made great strides in collaboration, MCCFL will now be coming to NORCOR regularly to assist with high level mental health AIC's and to help with educational classes. Historically, AIC classes completed at NORCOR have not been accepted by Department of Corrections. With MCCFL coming in, those courses will now count.

4.0 Administrative Updates

4.1 Updates from Oversight Committees

Juvenile- Amber DeGrange shared that they continue to meet regularly. Their most recent focus has been monitoring education to insure that the unique needs of the youth in custody are being met. At the most recent LPSCC meeting – the possibility of Boulder Care Telehealth Drug and Alcohol services may be a possibility at the NORCOR Facilities. This was a very promising idea as a supplemental option to current programs.

Sheriff Lohrey shared that the Sheriff's committee met last week. The primary discussion was the impacts of Measure 48 and AIC releases.



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4.2 Updates from Board Members – Scott Hege reported that Commissioner Schwartz is done at the end of this year making way for a new member. Molly suggested that potential NORCOR Board members attend the next meeting in preparation, so they’re familiar with all current issues with the Facilities.

Joe Dabulskis suggested that all prospective commissioners should tour the facility and attend the next meeting. It is unclear who will be the new members of the new Board.

5.0 Adjourn – the meeting was adjourned at 10:43 a.m.

Respectfully submitted,

Rebeccah Beitel, NORCOR

10/20/2022

Date

Bob Benton, NORCOR Board Chair

Date



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Wasco-Gilliam-Hood River-Sherman
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NORCOR Special Board Meeting

November 29th, 2022

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: Bob Benton, NORCOR Board Chair, Joe Dabulskis - Sherman County Judge; Sherrie Wilkins- Gilliam County Commissioner.

Oversight: Molly Rogers, Youth Services Director.

Also in attendance: Dan Lindhorst, Joyce Orendorff, Dale Whipple, Bill Boyden

1.0 Call to Order – The Special Board meeting was called to order by Chair Bob Benton at 9:02 a.m.

1.1 Welcome

1.2 Additions or Deletions to the agenda — there were no additions or deletions.

2.0 Public Comment – There was no public comment.

3.0 Business Items

3.1 Administrative Updates – Oregon Paid Leave insurance. The meeting was called today for a decision to be made by the governing body by the 30th of November regarding how NORCOR will manage the Paid Leave. There are three options:

- To self insure
- Go with the Oregon Paid Leave Program which is run by the State.
- Go with third party insurance. CIS/Hartford is offering an option.

Dale Whipple shared an in depth description of the pros and cons of each of the three Paid Leave options.

Joe Dabulskis made a motion to choose the State of Oregon Paid Leave Program. This motion was seconded by Sherrie Wilkins. All parties were in favor. The motion passed.



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4.0 Appreciations and Acknowledgements – Jail Commander Dan Lindhorst shared that the CPU that runs the door controls at the adult facility doors went down for a period of several days. The “Accurate Agency” was hired to repair system. Estimated costs for some of the components of the repairs so far are: locks and keys \$444.00, the CPU currently running was \$1600.00. It is still unknown the cost of repairs and labor. We are also looking at a backup CPU and possibly additional locks and keys. None of these items were budgeted and were unforeseen costs. The cost for the repair could be up to \$10,000.

5.0 Adjourn

Respectfully submitted,

Rebeccah Beitel, NORCOR

12/8/2022

Date

Bob Benton, NORCOR Board Chair

Date

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>ADMINISTRATION DEPARTMENT</u>					
<u>REVENUE</u>					
REVENUE	6,500.00	58,500.00	130,000.00	71,500.00	45.0
ADMIN REIMBURSEMENTS	120,885.47	424,515.09	1,268,062.00	843,546.91	33.5
PROPERTY TAXES	6.62	51.16	.00	(51.16)	.0
RENTAL REVENUES	59,017.67	235,031.12	732,894.00	497,862.88	32.1
OTHER REVENUES	9,513.14	14,050.34	2,800.00	(11,250.34)	501.8
TOTAL ADMINISTRATION DEPARTMENT REVENUE	195,922.90	732,147.71	2,133,756.00	1,401,608.29	34.3
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	71,068.24	279,255.97	942,936.00	663,680.03	29.6
PAYROLL TAXES	5,308.17	20,869.07	71,224.00	50,354.93	29.3
BENEFITS	22,566.10	90,198.69	380,867.00	290,668.31	23.7
TOTAL PERSONNEL SERVICES	98,942.51	390,323.73	1,395,027.00	1,004,703.27	28.0
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	29,485.52	119,462.60	398,967.00	279,504.40	29.9
KITCHEN	93.72	4,250.45	8,000.00	3,749.55	53.1
MAINTENANCE	647.44	2,150.75	19,000.00	16,849.25	11.3
CONTRACTED SERVICES	2,201.96	47,618.43	153,462.00	105,843.57	31.0
TOTAL MATERIALS & SERVICES	32,428.64	173,482.23	579,429.00	405,946.77	29.9
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	64,551.75	68,341.75	159,300.00	90,958.25	42.9
TOTAL CAPITAL OUTLAY	64,551.75	68,341.75	159,300.00	90,958.25	42.9
<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 4 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TOTAL ADMINISTRATION DEPARTMENT EXPENSES	195,922.90	732,147.71	2,575,008.00	1,842,860.29	28.4
NET ADMINISTRATION DEPARTMENT	.00	.00	(441,252.00)	(441,252.00)	.0
<u>ADULT CORRECTIONS DEPARTMENT</u>					
<u>REVENUE</u>					
COUNTY SUBSIDIES	614,898.17	1,537,245.68	3,689,390.00	2,152,144.32	41.7
CONTRACT REVENUES	187,729.50	769,895.04	2,364,436.00	1,594,540.96	32.6
REIMBURSEMENTS	4,388.00	45,924.74	120,000.00	74,075.26	38.3
OTHER REVENUES	587.85	51,132.12	94,000.00	42,867.88	54.4
TOTAL ADULT CORRECTIONS DEPARTMENT REVENUE	807,603.52	2,404,197.58	6,267,826.00	3,863,628.42	38.4
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	192,100.98	783,188.06	2,456,689.00	1,673,500.94	31.9
PAYROLL TAXES	14,169.51	57,772.09	171,420.00	113,647.91	33.7
BENEFITS	90,880.82	367,017.95	1,220,117.00	853,099.05	30.1
TOTAL PERSONNEL SERVICES	297,151.31	1,207,978.10	3,848,226.00	2,640,247.90	31.4
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	123,177.26	457,257.60	1,416,752.00	959,494.40	32.3
INFORMATION TECHNOLOGY	3,479.59	20,444.43	46,600.00	26,155.57	43.9
ADULT/JUVENILE SUPPLIES	6,282.38	15,883.14	100,050.00	84,166.86	15.9
MAINTENANCE	2,440.49	13,046.43	32,000.00	18,953.57	40.8
MEDICAL	41,993.48	102,632.03	185,500.00	82,867.97	55.3
MENTAL HEALTH/PROGRAMS	.00	345.22	5,200.00	4,854.78	6.6
STAFF SUPPORT	2,168.59	21,748.70	60,000.00	38,251.30	36.3
CONTRACTED SERVICES	23,815.19	98,228.85	406,780.00	308,551.15	24.2
TOTAL MATERIALS & SERVICES	203,356.98	729,586.40	2,252,882.00	1,523,295.60	32.4
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	6,848.00	21,926.00	58,300.00	36,374.00	37.6
TOTAL CAPITAL OUTLAY	6,848.00	21,926.00	58,300.00	36,374.00	37.6
<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 4 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TOTAL ADULT CORRECTIONS DEPARTMENT EXPENSE	507,356.29	1,959,490.50	6,267,826.00	4,308,335.50	31.3
NET ADULT CORRECTIONS DEPARTMENT	300,247.23	444,707.08	.00	(444,707.08)	.0
<u>JUVENILE DETENTION DEPARTMENT</u>					
<u>REVENUE</u>					
COUNTY SUBSIDIES	174,100.42	435,250.68	1,044,601.00	609,350.32	41.7
CONTRACT REVENUES	35,459.00	141,801.00	609,875.00	468,074.00	23.3
REIMBURSEMENTS	71.84	2,075.19	10,000.00	7,924.81	20.8
OTHER REVENUES	4,586.66	8,537.33	28,000.00	19,462.67	30.5
TOTAL JUVENILE DETENTION DEPARTMENT REVENUE	214,217.92	587,664.20	1,692,476.00	1,104,811.80	34.7
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	91,554.19	370,513.01	1,199,575.00	829,061.99	30.9
PAYROLL TAXES	6,797.20	27,547.97	85,876.00	58,328.03	32.1
BENEFITS	37,277.05	152,777.78	563,876.00	411,098.22	27.1
TOTAL PERSONNEL SERVICES	135,628.44	550,838.76	1,849,327.00	1,298,488.24	29.8
<u>MATERIALS & SERVICES</u>					
ADMINISTRATIVE	15,653.64	68,838.31	199,010.00	130,171.69	34.6
INFORMATION TECHNOLOGY	8,304.00	8,475.68	5,500.00	(2,975.68)	154.1
ADULT/JUVENILE SUPPLIES	639.03	5,004.90	13,050.00	8,045.10	38.4
MAINTENANCE	3,598.58	8,221.23	10,200.00	1,978.77	80.6
MEDICAL	414.26	1,588.21	7,730.00	6,141.79	20.6
MENTAL HEALTH/PROGRAMS	24.99	267.90	3,200.00	2,932.10	8.4
STAFF SUPPORT	638.91	4,507.81	9,000.00	4,492.19	50.1
CONTRACT SERVICES	2,761.03	11,378.12	49,707.00	38,328.88	22.9
TOTAL MATERIALS & SERVICES	32,034.44	108,282.16	297,397.00	189,114.84	36.4
<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	167,662.88	659,120.92	2,151,224.00	1,492,103.08	30.6
NET JUVENILE DETENTION DEPARTMENT	46,555.04	(71,456.72)	(458,748.00)	(387,291.28)	(15.6)

NORTHERN OREGON CORRECTIONS
 FUND SUMMARY BY DEPARTMENT
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
NET GENERAL FUND	346,802.27	373,250.36	(900,000.00)	(1,273,250.36)	41.5
BEGINNING FUND BALANCE	.00	.00	900,000.00	900,000.00	.0
ENDING FUND BALANCE	346,802.27	373,250.36	.00	(373,250.36)	.0