



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

NORCOR Board Meeting

July 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://zoom.us/j/8323818500> One tap mobile: 1-253-215-8782 PIN: 832 381 8500

1.0 Call to Order – (10 minutes)

1.1 Welcome and Introductions

[1.2 Surplus of NORCOR Property](#)

2.0 Business Items (30 Minutes)

2.1 Business Manager Interviews

[2.1.1 Biechler Resume](#)

[2.1.2 Loomis Resume](#)

3.0 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 July 19, 2023, 8am. Verbal testimony will be accepted during the meeting.

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

5.0 Return from Executive Session

6.0 Scheduling of Next Meeting: August 17, 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
Fax 541-298-1082

Date: July 18, 2023

To: NORCOR Board of Directors

From: NORCOR Management Team

Re: Request to declare certain NORCOR property as surplus property

The NORCOR Management Team requests that the following property be declared surplus:

33 powder coated steel bunk beds removed from the NORCOR adult facility. These beds are specialty beds for institutional facilities with dimensions less than a single size bed mattress.

The beds were determined to be a safety risk during a CIS audit of the NORCOR facility. NORCOR participated in a grant application and purchase of new beds for the AIC rooms with bunks. The beds removed are not considered usable in any Oregon correctional facility. Estimated value: \$300.00 as scrap metal.

(1) As authorized by ORS 279A.185, a contracting agency may dispose of personal property upon a determination made by the contracting agency that the method of disposal is in the best interest of the county. Factors that may be considered include costs of the sale, administrative costs and public benefits. The contracting agency shall maintain a record of the reason for the disposal method selected and the manner of the disposal. Personal property may be used or disposed of by any of the following methods:

- (a) Without competition, transfer or sell to another public agency.
- (b) By publicly advertised auction to the highest bidder.
- (c) By publicly advertised invitation to bid.
- (d) By liquidation sale using a commercially recognized third-party liquidator.
- (e) Establish a fixed sale price based upon an independent appraisal or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
- (f) By trade-in, in conjunction with the acquisition of other price-based items.
- (g) By donation to any organization operating within or providing a service to residents of Wasco County.



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(2) Personal property which has an estimated value of less than \$5000, or for which the costs of sale are likely to exceed the sale proceeds, may be disposed of by any means determined to be cost effective. Personal property of this nature cannot be given to any employee of the county, or their immediate relatives.

The NORCOR Management Team respectfully requests the NORCOR Board authorize the NORCOR Maintenance Manager to begin the process of the disposing of this equipment pursuant to ORS 279.185 (2), property valued less than \$5000.00 by removing the discarded beds to a licensed company for the purposes of recycling. This will be the most cost effective manner to dispose of the metal.

Nichole Biechler

Experience

Human Resources Manager/ Hattenhauer Distributing, The Dalles, OR

MAY, 2023 – CURRENT

- Handles discipline and termination of employees in accordance with company policy.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Human Resources Director/ Wasco County, The Dalles, OR

SEPTEMBER, 2016 – MAY, 2023

Human Resources Director – July 2018-current) • Wasco County • The Dalles, OR

Human Resources Manager – September 2016–June 2018) • Wasco County • The Dalles, OR

- Coach/Mentor to 17 individual department heads and teams focused on human resource education, leadership development, professional development and training, conflict resolution and emotional literacy.
- Oversight, coordination and policy development of the Wellness Committee, Safety Committee, Diversity Committee (DEI), X-Trainers Committee (All-Staff Training/Professional Development) and Recognition & Rewards Committee (STAR Team).
- Development and implementation of the Human Resources Strategic Plan and Wasco County Strategic Plan.
- Development, implementation and education of Succession Planning across all departments with toolkit for documentation purposes.
- Lead on Pay Equity Analysis and education to management. Updated performance review and job descriptions compliant with state guidelines.
- Maintain knowledge of industry trends and employment legislation to ensure organization compliance.
- Annually reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters.
- Point of contact for union related concerns including; grievances, labor negotiations, arbitration, etc.

Interim Human Resources Director / MCCFL, The Dalles, OR

OCTOBER, 2021 – MARCH, 2022

- Management collaboration between Wasco County and MCCFL (Mid-Columbia Center for Living).
- Provide HR support for collective bargaining and union policy and procedure
- Compliance and risk assessment
- Pay equity and market analysis lead
- FLSA audit

Certifications

DECEMBER 2019

IPMA-SCP / International Public Management Association (IPMA-HR)

Senior Certified Professional in Human Resources

AUGUST 2016

SHRM-CP / Society for Human Resource Management (SHRM)

Certified Professional in Human Resources

AUGUST 2012

Human Resource Management Certification / Portland State University, Portland, OR

Cohort program designed to provide professional development for certified HR professionals.

Boards/Memberships

JANUARY 2020 - CURRENT

IPMA-HR Oregon Chapter Vice President/ IPMA-HR, State of Oregon (January, 2023-current)

IPMA-HR Oregon Chapter Board Member/IPMA-HR, State of Oregon (January, 2022-December, 2022)

NOVEMBER 2019 – MAY, 2022

Human Resources Track, Founder/Chair/Association of Oregon Counties (AOC), State of Oregon

SEPTEMBER 2016 - CURRENT

Columbia Gorge HR Professionals Founder/CGHR Professionals, The Dalles, OR



**James
Loomis**

Hood River, OR 97031

SUMMARY

Goal oriented operations manager with 18 years experience. Looking for a career with a company that can benefit from my leadership and experience

SKILLS

- Policy/program development
- Supervision and training
- Performance improvements
- Leadership development

EXPERIENCE

General Manager

Hood River, OR

Gorge Building Supply/ Jun 2020 to Mar 2023

- Trained employees on duties, policies and procedures.
- Recruited, interviewed and hired qualified staff for open positions.
- Created schedules and monitored payroll to remain within budget.
- Developed service and sales strategies to improve retention and revenue.
- Delegated work to staff, setting priorities and goals.
- Monitored inventory levels and placed new orders for merchandise to keep supply well-stocked.
- Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.
- Reviewed financial statements and sales or activity reports to measure productivity or goal achievement.
- Formed and sustained strategic relationships with clients.
- Created effective business plans to focus strategic decisions on long-term objectives.
- Forecasted customer demand to set prices or credit terms for goods or services.
- Directed safety operations and maintained clean work environment to adhere to OSHA requirements.

General Manager/District Manager

Hood River, OR

Fastenal / May 2005 to May 2020

- Reviewed financial statements and sales or activity reports to measure productivity or goal achievement.
- Implemented successful business strategies to increase revenue and target new markets.
- Formed and sustained strategic relationships with clients.
- Used strong issue resolution and communication skills to cultivate and strengthen lasting client relationships.
- Mitigated business risks by working closely with staff members and assessing performance.
- Directed or coordinated financial or budget activities to fund operations and maximize investments.

EDUCATION AND TRAINING

Agricultural Business

Central Wyoming College

Riverton, WY