

## MINUTES OFFICE OF JUVENILE AFFAIRS

**December 7, 2007**

### **BOARD MEMBERS**

Present: Jay Keel  
Lonelia Simmons  
Edward Smith  
Gary Taylor  
George Lindley

Absent: Linda Ware Toure  
Charlie Jackson

### **PRESENT FROM THE OFFICE OF JUVENILE AFFAIRS**

Gary Bolin, Don Bray, Becky Brown, Dorothy Brown, Gene Christian, Paula Christiansen, Kevin Clagg, Laura Drexler, Jeff Gifford, Donna Glandon, Dennis Gober, JLYnn Hartman, Gayle Haynes, Sandy Humphrey, Wayne Johnson, Tina Rackley, Linda McLennan, Len Morris, Denise Stewart, Elizabeth Stewart, Shantha Varahan

### **OTHERS PRESENT**

Stella Church, Ellen Harwell, Barbara Hoberock, Ken Kelley, Richard Mann, Jeff Packham, Josh Robe, Mark Schlachtenhaufen, Bruce Walker

### **CALL TO ORDER**

Vice-Chairman George Lindley called the December Meeting of the Board of Directors of the Office of Juvenile Affairs to order at 10:05 a.m. at the Office of Juvenile Affairs State Office, 3812 N. Santa Fe, Suite 400, Oklahoma City, OK 73118

### **STATEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT**

Ms. Linda McLennan, Board Secretary, confirmed the Board of Juvenile Affairs is in compliance with the Open Meeting Act.

### **INTRODUCTION OF GUESTS**

Mr. Gene Christian, Executive Director, introduced guests attending the meeting: Stella Church representing Secretary Howard Hendrick, Barbara Hoberock of the *Tulsa World*, Josh Robe of *The Oklahoman*, Mark Schlachtenhaufen of *Capitol News Network*, Bruce Walker from Department of Public Services, Ellen Harwell representing OCCY, Ken Kelley from Eastern Oklahoma Youth Services, Jeff Packham from JRLR, and Assistant Attorney General Richard Mann from the Attorneys General's Office.

### **INTRODUCTION OF MS. PAULA CHRISTIANSEN, PUBLIC INFORMATION OFFICER**

Mr. Christian introduced Ms. Paula Christiansen who is the new Public Information Officer and has been with the agency for approximately one month. Ms. Christiansen comes to OJA from Oklahoma City as a graduate from Putnam City High School, with experience in the broadcasting field and has worked with KSBI, KWTW and KAUT. While at KAUT, Ms. Christiansen worked with the promotions/marketing department and also assisted the production department in their commercial shoots.

### **STATE CHARITABLE CAMPAIGN RECOGNITION**

Mr. Christian recognized Ms. Sandy Humphrey who was the OJA State Charitable Campaign Volunteer Coordinator. Thanks to Sandy and her volunteer committee group: Becky Brown, Kim Gray and Tina Rackley, OJA surpassed the goal of \$3,500 and raised \$3,514. All funds were raised through employee contributions. Ms. Humphrey and each team member received certificates for their achievement. Due to Ms. Humphrey's work and success on the State Charitable Campaign, OJA gave Ms. Humphrey the opportunity to pick the charity to which OJA would donate this season and the choice was Toys for Tots.

### **PUBLIC COMMENTS**

There were no Public Comments.

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Christian presented. This last month OJA had the opportunity to comment for an article with Jay Marks from *The Oklahoman* concerning the detention situation in Oklahoma County due to recent cases involving youthful offenders. Based upon that article, OETA approached OJA about a story at the L.E. Rader Center. OETA was offered the ability to go into the Rader facility and actually talk to staff, the Executive Director, Everett Gomez, Superintendent, and also one of the youth. OETA was very quick to respond. One day the opportunity was discussed, the next day OETA was ready. OJA had to actually put OETA off a week as to have the opportunity to advise counsel and seek consent. Mr. Christian commented on behalf of Mr. Gomez and the work being done at Rader. The young man that participated was excellent. It's not like the young man had a chance to prepare. In fact, staff had actually chosen two other young men to participate in the interviews. One young man was denied consent by his lawyer while the other was denied consent by his mother. Staff went to a third young man who is aging out shortly. This young man's lawyer agreed to the interview. The experience was very positive for OJA. The Director has yet to view the entire release. A copy will be made available to all Board Members.

### **REPORTS**

#### **FINANCE COMMITTEE REPORT**

Mr. Lindley presented. The Finance Committee met at 9:30 a.m. this morning with Ms. Shantha Varahan, Financial Services Administrator and moved directly into the finance report.

#### **FINANCE REPORT**

Ms. Shantha Varahan, Financial Services Division Administrator, presented the Finance Report for the Month ended November 30, 2007.

#### FY-08 Budget Projections as of November 20, 2007

<b>Description</b>	<b>Totals</b>
FY-2008 Budget Work Program	\$124,227,863
Year-to-Date Expenditures	(43,014,888)
Encumbrances	(47,777,491)
Balance as of November 30, 2007	33,435,484
Less: Pending Encumbrances	(1,661,625)
Less: Remaining Payroll Costs	(31,984,998)
Less: Remaining Travel/Other	(206,990)
Less: Restricted Funds	(529,476)
<b>Balance Available</b>	<b>(\$947,605)</b>

FY-08 Budget to Actual for Payroll as of November 30, 2007

	State Office	Residential Services	JSU	Totals
YTD BWP	2,557,048	10,966,096	7,214,586	20,737,730
YTD Exp	2,540,911	10,609,759	7,113,035	20,263,705
YTD Vary	16,137	356,337	101,551	474,025

State Office includes OJJDP, JAIBG, and MIS

**Does not include supplemental payroll of \$360,000 (estimated)**

Travel Costs Comparison to Budget as of November 30, 2007

- Agency Year-to-Date Budget \$ 192,916
- Year-to-Date Expenditures \$ 154,047
- Year-to-Date Variance **\$ 38,869**

General Revolving Fund Revenue Status – November 30, 2007

General Revolving Fund	Budget to Date	Receipts	In Transit	Variance
SSI and SSA Support	77,083	86,807	0	9,724
Income from Rent	4,670	2,957	948	(765)
School Lunch Program	217,889	182,404	62,676	27,191
Inter-Agency Reimbursements	3,250	446	6,448	3,644
Reimbursements – Non-Federal	14,412	11,774	255	(2,383)
Sales of Documents & Merchandise	4,705	5,687	1,024	2,006
Other Receipts	38,374	24,584	18,760	4,970
Parental Responsibility-Child Support	97,350	105,048	14,426	22,124
<b>Total Revolving Fund</b>	<b>\$457,733</b>	<b>\$419,707</b>	<b>\$104,537</b>	<b>\$66,511</b>

Agency Special Funds as of November 30, 2007

- 701 Trust Fund \$ 425,077
- 702 Canteen Fund 18,325
- 703 Donation Fund 1,455
- 706 Dedicated Fund 17

Title XIX and Title IV-E Revenue as of November 30, 2007

Type	Projections for FY-08		Actual FY-08		
	Annual Revenue	YTD Revenue	Receipts	In Transit	Variance
TCM	3,000,000	1,320,000	1,257,575	11,065	(51,360)
RBMS	5,177,817	2,278,239	2,459,231	5,514	186,506
Admin	175,000	77,000	49,059	127,455	99,514
Total IV-E	280,000	118,462	135,680	117,733	134,951
<b>Total</b>	<b>\$8,632,817</b>	<b>\$3,793,701</b>	<b>\$3,901,545</b>	<b>\$261,767</b>	<b>\$369,611</b>

Emergency Purchases

Date	Location	Description	Repair Cost
No Emergency Purchases since the last Board Meeting			

Sole Source

Vendor	Date	Cost	Requestor	Division/Purpose
Sign Language Referral Services	11/05/07	\$5,000	Jim Goble	Interpreter Services for Hearing Impaired
PbS Learning Institute, Inc.	12/03/07	\$36,150	Robert E. Christian	Performance Based Standards Program

**ACTION ITEMS**

**DISCUSSION AND/OR POSSIBLE ACTION TO APPROVE THE OCTOBER 19, 2007 BOARD MEETING MINUTES.**

MOTION BY JAY KEEL WITH SECOND BY LONELIA SIMMONS TO APPROVE THE BOARD MEETING MINUTES OF OCTOBER 19, 2007 AS PRESENTED.

MOTION PASSED

Voting Aye: Jay Keel  
 Lonnie Simmons  
 Edward Smith  
 Gary Taylor  
 George Lindley

**DISCUSSION AND/OR POSSIBLE ACTION TO APPROVE THE CALENDAR YEAR 2008 DATES FOR BOARD OF DIRECTORS MONTHLY MEETINGS.**

MOTION BY LONELIA SIMMONS WITH SECOND BY EDWARD SMITH TO APPROVE THE CALENDAR YEAR 2008 DATES FOR BOARD OF DIRECTORS MONTHLY MEETINGS AS PRESENTED WITH THE FOLLOWING CHANGES; MOVE JANUARY 18<sup>TH</sup> TO JANUARY 25<sup>TH</sup>, 2008 AND MOVE FEBRUARY 15<sup>TH</sup> TO FEBRUARY 25<sup>TH</sup>, 2008.

MOTION PASSED

Voting Aye: Jay Keel  
Lonnie Simmons  
Edward Smith  
Gary Taylor  
George Lindley

**DISCUSSION AND/OR POSSIBLE ACTION REGARDING AN EVERGENCY AS A RESULT OF A FIRE AT THE JSU OFFICES IN CUSTER COUNTY.**

No action was required.

Mr. Wayne Johnson, Assistant Attorney General, gave advice to the Board Members before voting to convene into Executive Session.

Items XI. (A) and (B) will be discussed in Executive Session due to confidential nature of communications between the Board and its attorneys concerning pending investigations and litigation. To discuss such in open session would seriously impair the ability of the Board to handle the pending litigations in the public's best interest.

**VOTE TO CONVENE INTO EXECUTIVE SESSION**

MOTION BY LONELIA SIMMONS WITH SECOND BY JAY KEEL TO CONVENE INTO EXECUTIVE SESSION.

MOTION PASSED

Voting Aye: Jay Keel  
Lonnie Simmons  
Edward Smith  
Gary Taylor  
George Lindley  
Charlie Jackson

**VOTE TO RETURN TO OPEN SESSION**

MOTION BY GEORGE LINDLEY WITH SECOND BY LONELIA SIMMONS TO RETURN TO OPEN SESSION

MOTION PASSED

Voting Aye: Jay Keel  
Lonnie Simmons  
Edward Smith  
Gary Taylor  
George Lindley

**POSSIBLE ACTION ON ITEMS FROM EXECUTIVE SESSION**

MOTION BY LONELIA SIMMONS WITH SECOND BY GEORGE LINDLEY TO SCHEDULE A SPECIAL BOARD MEETING ON TUESDAY, JANUARY 15, 2008 AT 9:00 A.M. IN TULSA.

MOTION PASSED

Voting Aye: Jay Keel  
Lonnie Simmons

Edward Smith  
Gary Taylor  
George Lindley

The Special Board Meeting was scheduled in order that all the Board Members may attend the Settlement Conference in the federal lawsuit The United State of America vs. The State of Oklahoma, et al. The conference is scheduled for Tuesday, January 15, 2008 at 9:30 a.m. in the Tulsa Courthouse.

**NEW BUSINESS**

There was no new business.

**ADJOURN**

MOTION BY JAY KEEL WITH SECOND BY LONELIA SIMMONS TO ADJOURN THE MEETING.  
MOTION PASSED

Voting Aye: Jay Keel  
Lonnie Simmons  
Edward Smith  
Gary Taylor  
George Lindley

The meeting was adjourned at 12:20 p.m.

Minutes approved in regular session on the 25<sup>th</sup> day of January, 2008

George W. Lindley  
George W. Lindley, Chairman

PREPARED BY:

Linda McLennan  
Linda McLennan  
Board Secretary