

**MINUTES
OFFICE OF JUVENILE AFFAIRS
BOARD OF DIRECTORS**

February 16, 2007

BOARD MEMBERS

Present: Jay Keel (arrived at 10:05 a.m.)
Lonnie Simmons
Edward Smith
Linda Ware Toure
George Lindley
Charlie Jackson

Absent: Gary Taylor

PRESENT FROM THE OFFICE OF JUVENILE AFFAIRS

Gary Bolin, Dorothy Brown, Rhonda Burgess, Kevin Clagg, Gene Christian, Laura Drexler, Jeff Gifford, Donna Glandon, Dennis Gober, JLYnn Hartman, Wayne Johnson, Anna Kelly, Linda McLennan, Len Morris, Rick Olderbak, Kim Sardis, Denise Stewart, Shantha Varahan

OTHERS PRESENT

Stella Church, Judge Jackie Duncan, Sherwana Gathers, Ellen Harwell, Gary Jones, Nancy Morin, Angel Riggs, Lisa Sells, Holly Webb, Pam Wise

CALL TO ORDER

Chairman Charlie Jackson called the February, 2007 Meeting of the Board of Directors of the Office of Juvenile Affairs to order at 10:00 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

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 Angel Riggs from *The Tulsa World*, Holly Webb and Nancy Morin from the ROCMND Group Home and Detention, Lisa Sells from the Oklahoma State Workers Union, Stella Church from Department of Human Services, Gary Jones of Jones Consulting and Ms. Ellen Harwell, Liaison from the Oklahoma Commission on Children and Youth.

PUBLIC COMMENTS

There were no comments.

EXECUTIVE DIRECTOR'S REPORT

Mr. Christian presented. Mr. Christian expressed his sympathy for the passing of OJA employee, Ms. Jessie CeLee. Her Memorial Services will be held today at 11:30 a.m. CeLee's last posting was to serve as Secretary to Gary Bolin, Chief of Staff. The courage that was shown during her illness was amazing. It is with regret that the meeting will be rushed, but OJA employees will be attending her Memorial Service today acknowledging the loss of a great lady and employee.

A written report of the Director's activities is available in the Board Books.

REPORTS

LEGISLATIVE REPORT

Ms. J Lynn Hartman, Legislative Liaison, presented. Ms. Hartman presented copies of legislative bills to the members and briefly discussed.

HB 1545 By Rep. Susan Winchester – It is OJA's HB 2999 clean-up. It has passed the full Human Services Committee.

HB 1578 By Rep. Ron Peters and Sen. Nancy Riley - Juvenile Drug Courts.

HB 1579 By Rep. Ron Peters and Sen. Don Barrington - Increases filing from 90 days to six months by the DA to file a petition alleging a child to be delinquent or in need of supervision.

SB 390 By Rep. Ron Peters and Sen. Don Barrington – In regards to the federal governmental issue of a change in organizational departments. The Department of Justice is now a part of Homeland Security. Allows the sharing of confidential juvenile records among departments.

SB 489 By Sen. Constance Johnson – Relates to the Delinquency and Youth Gang Intervention and Prevention Act. Authorizes OJA to enter into certain agreements. OJA employees will be presenting information at a Public Hearing today at 3:00 p.m.

SB 760 By Sen. Nancy Riley and Rep. Danny Morgan – OJA's Youthful Offender clean-up bill. Has Emergency Clause. If signed will be effective July 1, 2007.

Tracking the following bills:

SB 107 By Rep. Debbe Leftwich - Would require the Department of Juvenile Justice to pay for specific costs of transporting a child committed into their custody.

SB 370 Makes the Department of Juvenile Justice responsible for 100% of operating costs of Detention Centers rather than the 85% by the Department and 15% by the County as is currently stated.

SB 847 By Sen. Constance Johnson – Creates a new State Agency that is called the Office of Citizen Concerns for Criminal and Juvenile Justice, OCC. OJA is concerned it would be a duplication of services.

SB105 By Speaker Lance Cargill – Creates a new section of law that gives victims of certain felony offenses the right to be separated from the student offenders at school and during school transportation. Requires OJA to notify school districts when student is adjudicated.

HB 1364 Appropriates \$60,000 to OJA to provide funding for the Pontiac County CASA, the Court Appointed Special Advocate.

A full detailed report will be given at next month's meeting for those bills that progress forward.

FINANCE REPORT

Ms. Shantha Varahan, Financial Services Division Administrator, presented the Finance Report for the Month ended January 31, 2007.

FY-07 Budget Projections as of January 31, 2007

Description	Totals
FY-2007 Budget Work Program	\$119,886,115
Year-to-Date Expenditures	(59,948,724)

Encumbrances	(37,677,670)
Balance as of January 31, 2007	\$22,259,721
Less: Remaining Payroll Costs (Est.)	(21,180,960)
Less: Remaining Travel Budget	(348,636)
Less: OJJDP/JAIBG/Other Adjustments	(374,452)
Funds Available	\$355,673

FY-07 Budget to Actual for Payroll as of January 31, 2007

	State Office	Residential Services	JSU	Totals
YTD BWP	4,069,512	15,110,812	9,346,048	28,526,372
YTD Exp	3,614,218	14,843,006	9,114,571	27,571,795
YTD Vary	455,294	267,806	231,477	954,577

State Office includes OJJDP, JAIBG, and MIS

Travel Costs Comparison to Budget as of January 31, 2007

- Agency Year-to-Date Budget \$ 348,642
- Year-to-Date Expenditures \$ 309,281
- Year-to-Date Variance \$ 39,361

Analysis: Travel costs remain closely in line with budget target. We will continue to closely monitor all travel plans before being approved.

Revolving Fund Revenue Status as of January 31, 2007

- School Lunch \$ 291,059
- SSI & SSA Support \$ 100,536
- Rent \$ 7,757
- Miscellaneous \$ 63,183
- Amount in Transit \$ 74,923

- YTD Revenue \$ 537,276
- YTD Budgeted Revenue \$ 556,865
- Budget Variance \$ (19,589)

A budget revision to reduce budgeted revenue by \$57,104 was approved by the Office of State Finance and will be reflected in next month's report.

Revolving Fund Status as of January 31, 2007

- Beginning Fund Balance \$ 428,723
- Estimated Income to Fund \$ 954,626
- Funds included in BWP \$ 1,383,349
- Year-to-Date Expenditure \$ 737,381
- Remaining Funds in Budget \$ 645,968

Title XIX and Title IV-E Revenue as of January 31, 2007

Type	Projections for FY-07		Actual FY-07		
	Annual Revenue	YTD Revenue	Receipts	In Transit	Variance
TCM	3,000,000	1,860,000	1,786,492	145,507	203,399
RBMS	5,177,817	3,210,247	2,791,716	459,020	40,489
Admin	175,000	108,500	---	51,629	(56,871)
Total	8,352,817	5,178,747	4,578,207	656,157	187,018
Title IV-E	400,000	238,462	310,277	76,144	147,960

Analysis: Title XIX and Title IV-E revenue collections are on target to meet budget. Title XIX Admin claim is in process of being prepared and will include three quarters – April 06 thru September 06.

Ms. Kim Sardis, Division Administrator for Community Services presented additional information to the members regarding Target Case Management (TCM). Ms. Sardis reported that the Health Care Authority has informed OJA about new requirements for TCM that requires OJA to have a diagnosis for every child receiving that service. The Health Care Authority rejected OJA claims as of January 1, 2007. Ms. Sardis has spoken with the Health Care Authority and they have requested an extension from the Feds until April 1, 2007 for OJA to meet that requirement. OJA is waiting for a determination on the extension date and then a decision will have to be made as to whether it will be cost effective to get a diagnosis for every child receiving TCM. OJA is looking at a shortfall in TCM with that projected revenue due to the new requirement.

Emergency Purchases

Date	Location	Description	Repair Cost
01/22/2007	COJC	Repair north and south heat exchangers in clinic	\$7,075
01/25/2007	COJC	Repair heat exchange in security building	\$2,620
01/29/2007	SOJC	Repair water heater in food services	\$4,490
01/31/2007	LERC	Repair RTP lift station	\$5,000

Sole Source

Control #	Vendor	Date	Cost	Requestor	Division/Purpose
	Multi-Health Systems	01/29/2007	\$6,000	Mary Jo Sullivan	YLSI/CMI Renewal

Supplemental Request

OJA had included a supplemental request of \$5.2 million as a part of FY 2008 Budget Request.

Governor's Executive Budget released on February 5, 2007 does not recommend the supplemental request for OJA, with the exception of \$2 million for Craig County Juvenile Detention Center.

Governor's FY-2008 Recommendation

- The Governor's budget includes \$1,000,000 for the purpose of reducing turnover among Juvenile Justice Specialists and Juvenile Specialists.
- Includes \$192,000 to replace lost federal funds which are currently being used in Administration.
- The Governor's budget includes \$500,000 for gang intervention programs targeted at high risk families who live in neighborhoods with gang activity.
- The Governor's budget recommends \$250,000 in funding to be appropriated to the Office of Juvenile Affairs as pass-through funds for the Military Department. This funding will allow the Military Department to add three assistant leaders for services in the Thunderbird Regimented Training Program.
- Includes \$2.0 million in a capital bond issue to build the Craig County Juvenile Detention Center.

ACTION ITEMS

DISCUSSION WITH POSSIBLE ACTION TO APPROVE THE JANUARY 11, 2007 BOARD MEETING MINUTES.

MOTION BY LONELIA SIMMONS WITH SECOND BY EDWARD SMITH TO APPROVE THE BOARD MEETING MINUTES OF JANUARY 11, 2007 AS PRESENTED.

MOTION PASSED

Voting Aye: Jay Keel
George Lindley
Edward Smith
Linda Ware Toure
Lonelia Simmons

Abstain: Charlie Jackson

DISCUSSION WITH POSSIBLE ACTION TO APPROVE ONE BOARD MEMBER AS A DESIGNEE TO ASSIST WITH LITIGATION AND ATTEND HEARINGS AND CONFERENCES OF LAW SUITS.

MOTION BY LONELIA SIMMONS WITH SECOND BY JAY KEEL FOR GEORGE LINDLEY TO REPRESENT THE BOARD MEMBERS WITH LITIGATION, HEARINGS AND CONFERENCES REGARDING LAW SUITS.

MOTION PASSED

Voting Aye: Jay Keel
Lonelia Simmons
Edward Smith
Linda Ware Toure
Charlie Jackson

Abstain: George Lindley

DISCUSSION WITH POSSIBLE ACTION REGARDING BUDGET REVISION FOR SOUTHWESTERN YOUTH SERVICES FORMULA GRANT

Ms. Anna Kelly presented for the State Advisory Group.

Southwestern Youth Services
Budget Revision Request

Southwestern Youth services awarded \$40,000 to operate two Positive Youth Development Academies

Altus – Jackson County
 Hollis – Harmon County

Budget Areas	Current Budget	Requested Budget	Amount of Change
Personnel	\$22,200.00	\$28,400.00	+ \$6,200.00
Travel	\$ 4,600.00	\$ 3,600.00	- \$1,000.00
Supplies	\$ 1,500.00	\$ 700.00	- \$ 800.00
Operating expenses	\$11,700.00	\$ 7,300.00	- \$4,400.00
TOTAL	\$40,000.00	\$40,000.00	

MOTION BY JAY KEEL WITH SECOND BY LINDA WARE TOURE TO APPROVE THE BUDGET REVISION FOR SOUTHWESTERN YOUTH SERVICES FORMULA GRANT AS PRESENTED.
 MOTION PASSED

Voting Aye: Jay Keel
 Lonelia Simmons
 Edward Smith
 Linda Ware Toure
 George Lindley
 Charlie Jackson

Mr. Christian stated that additional guests had arrived at the meeting. He recognized Judge Jackie Duncan from Custer County, Pam Wise, Multi-County Youth Services, and Sherwana Gathers, County Director of Human services in Custer and Dewey County. Ms. Wise extended a special invitation to staff and Board Members to attend a meeting in her area on Friday, February 23 for discussion of the creation of a shelter.

DISCUSSION WITH POSSIBLE ACTION TO APPROVE POLICY REVISIONS P-3-19-03, OJA PROCUREMENT PROCEDURES

Ms. Laura Drexler presented. The last time the purchasing procedures were revised was October 2004.

Revised Agency Purchasing Procedures

Summary of Revisions

- RATIONALE:

To make minor changes that clarifies existing procedures, and adds new procedures to comply with HB 2999 for the solicitation and award of Core Community-Based Youth Services and technical assistance to Designated Youth Services Agencies.

OSF Approval: Changing the dollar threshold for Office of State Finance approval of computer hardware and software acquisitions fro \$2,500 to \$25,000, pursuant to new amounts in title 62, § 41.5, and adding language to comply with the State Plan for Telecommunications.

OJA Purchasing Authority: New language describing purchases within OJA purchasing authority contracts made in compliance with title 74, § 85.39 but not subject to other provisions of the Central Purchasing Act and the methods OJA shall use for acquisition.

Acquisitions from funds designated for Community-Based Youth Services:

- New process follows HB 2999 in manner and intent.
- Provides a process and time frame for solicitation and submission of proposals.
- Describes criteria for content of proposals.
- Describes the selection, negotiation and award process.
- Provides a process for protest, appeal and formal review.
- Provides for continuation of services should negotiations not result in an award, and during any

protest, appeal or formal review of award.

Acquisitions for Technical Assistance to Community-Based Youth Services Agencies

Follows the same outline process as acquisitions for CBYS, providing for solicitation, submission of proposals, criteria for content, selection, negotiation, and protest/appeal of award.

Sole Source/Sole Brand: Simplifies the process for the Executive Director to review and determine validity of a Sole Source/Sole Brand acquisition prior to approving and signing a Sole Source/Sole Brand Affidavit.

The revised procedures eliminate a bureaucratic process that required mandatory meetings. The Executive Director now may determine what information he needs and from whom.

In addition, the procedures add a DCS document developed for agencies to use as guidance in determining the circumstances when a Sole Source/Sole Brand may be valid, and the justification that the affidavit requires.

A complete copy of the revised procedures had been mailed to each Board Member for their review prior to the meeting.

MOTION BY ED SMITH WITH SECOND BY LINDA WARE TOURE TO SEND THE REVISED PROCUREMENT POLICIES AS PRESENTED TODAY TO THE DEPARTMENT OF CENTRAL SERVICES FOR THEIR APPROVAL.

MOTION PASSED

Voting Aye: Jay Keel
Lonelia Simmons
Edward Smith
Linda Ware Toure
George Lindley
Charlie Jackson

DISCUSSION WITH POSSIBLE ACTION TO APPROVE THE STATE PLAN FOR COMMUNITY-BASED YOUTH SERVICES.

Mr. Dennis Gober presented.

Purpose:

Provide framework for the advancement and continuation of services provided to children and youth in the State of Oklahoma.

Stakeholders:

- Oklahoma Department of Human Services
- Oklahoma Association of Youth Services
- Local Youth Service Agencies
- Oklahoma Department of Mental Health and Substance Abuse Services
- Oklahoma Commission on children and Youth
- Oklahoma Institute for Child Advocacy

Mission:

Enhance and maintain a comprehensive and culturally competent system of community-based youth service agencies available to at-risk children, youth, families and significant others throughout the state in an effort to prevent and intervene in real life issues that may contribute to a child's or youth's involvement in juvenile justice or child welfare systems.

Goals and Objectives

- Systemic in nature
- Future plans will address service provision more specifically

- Will guide the implementation of innovative approaches to enhancing the prevention, early intervention and treatment systems

Profile of Risks and Needs Indicators

Due to time constraints in publishing this State Plan, a comprehensive tabulation of risks and needs was not possible.

However, the risks and needs indicators in this initial State Plan reference the most common and important risks and needs identified by criminal justice and human service professions.

Distribution:

This State Plan is to assist Youth Services Agencies for development of applications to this and other funding sources. Data included within the tables and maps will be distributed to agencies by hard copy and also electronic format.

As we proceed with the annual development of future State Plans it is anticipated that the list of risks and needs indicators will undergo changes.

A copy of the State Plan was mailed to each Board Member a week prior to the meeting. A copy was also located in each member's Board Book.

MOTION BY EDWARD SMITH WITH SECOND BY LINDA WARE TOURE TO APPROVE THE STATE PLAN FOR COMMUNITY-BASED YOUTH SERVICES.

MOTION PASSED

Voting Aye: Jay Keel
Lonelia Simmons
Edward Smith
Linda Ware Toure
George Lindley
Charlie Jackson

Dorothy Brown, Assistant Attorney General, had advice for the Board Members before going into Executive Session. With respect to the proposed executive session Item C, "Discussion of the Federal Lawsuit," involves confidential communication between your board and your legal advisor and to disclose those communications in the public forum would not be in the public's best interest. After consultation with Wayne Johnson, Assistant Attorney General, Executive Session Item B was stricken from the agenda.

VOTE TO CONVENE INTO EXECUTIVE SESSION

MOTION BY LONELIA SIMMONS WITH SECOND BY EDWARD SMITH TO CONVENE INTO EXECUTIVE SESSION.

MOTION PASSED

Voting Aye: Jay Keel
Lonelia Simmons
Edward Smith
Linda Ware Toure
George Lindley
Charlie Jackson

VOTE TO RETURN TO OPEN SESSION

MOTION BY LONELIA SIMMONS WITH SECOND BY EDWARD SMITH TO CONVENE INTO OPEN SESSION

MOTION PASSED

Voting Aye: Jay Keel
Lonelia Simmons
Edward Smith
Linda Ware Toure
George Lindley
Charlie Jackson

POSSIBLE ACTION ON ITEMS FROM EXECUTIVE SESSION

There were no items requiring action.

ADJOURN

MOTION BY LINDA WARE TOURE WITH SECOND BY JAY KEEL TO ADJOURN THE MEETING.
MOTION PASSED

Voting Aye: Jay Keel
Lonelia Simmons
Edward Smith
Linda Ware Toure
George Lindley
Charlie Jackson

The meeting was adjourned at 11:35 a.m.

Minutes approved in regular session on the **16th** day of **March, 2007**

Charlie Jackson

Charlie Jackson, Chairman

PREPARED BY:

Linda McLennan

Linda McLennan
Board Secretary