

OFFICE OF JUVENILE AFFAIRS
FEBRUARY
MONTHLY BOARD MEETING MINUTES

February 22, 2008

BOARD MEMBERS

Present: Jay Keel
Lonelia Simmons
Edward L. Smith
Gary A. Taylor
Charlie Jackson

Absent: George Lindley
Linda Ware Toure

PRESENT FROM THE OFFICE OF JUVENILE AFFAIRS

Gary Bolin, Dorothy Brown, Gene Christian, Jeff Gifford, Donna Glandon, Dennis Gober, JLynn Hartman, Wayne Johnson, Linda McLennan, Len Morris, Cathy Olberding, Kim Sardis, Elizabeth Stewart, Shantha Varahan

OTHERS PRESENT

Geoff Bowen, Lance Britton, Stella Church, Jim Dorsey, Susan Kuzmic, Angel Riggs, Josh Rabe, Travis Schutten, Joanne Verity

CALL TO ORDER

Vice Chairman Gary A. Taylor called the February 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: Susan Kuzmic from the Department of Commerce; Travis Schutten from *KFOR* Channel 4, Angel Riggs of the *Tulsa World*; Josh Rabe of *The Oklahoman*; Joanne Verity from OCCY; Stella Church representing Secretary Howard Hendrick; Lance Brittan, OU Media Department; and Geoff Bowen and Jim Dorsey both parents of juvenile victims.

PUBLIC COMMENTS

There were no Public Comments.

WORKKEYS SKILLS ASSESSMENT SYSTEM

Mr. Bolin introduced Ms. Susan Kuzmic, Economic Development Specialist Workforce Solutions of the Oklahoma Department of Commerce. Ms. Kuzmic presented an explanation of Oklahoma's Career Readiness Certification (CRC).

GrowOklahoma is a partnership of organizations comprising the Governor's Council for Workforce and Economic Development. The goal is to create a competitive advantage in a global economy. Oklahoma

must have an aggressive and forward-thinking plan that integrates workforce and economic development efforts. This site has been designed to build success of all of our partners, citizens, planners and businesses.

Who uses GrowOklahoma.com?

- Career changers
- Job seekers
- Students
- Workforce and economic development professionals
- Policymakers
- Businesses

GrowOklahoma.com Services include:

- Career Exploration
- Educational Planning
- Job Seeking
- Business Start-Ups
- Thriving in Oklahoma
- About GrowOklahoma
- My GrowOklahoma – your personal information

GrowOklahoma Strategic Plan includes:

- Growing talent, skills and knowledge
- Growing and delivering solutions for talent recruitment and retention
- Growing awareness and success

The Career Readiness Program identifies skills needed for specific jobs, pre-assesses and provides training needed to close any gaps and assesses your skill level. Job Profiling assesses a job and translates it to required CRC levels. It identifies the skills needed within key industries on a job-by-job basis and uses the common language of WorkKeys® to identify individuals with the skills required for a particular job to benefit employers. Oklahoma currently has 10 WorkKeys® licensed job profilers. 100 incentive WorkKeys® job profiles are being offered through an application process.

Pre-Assessment and Upgrading Skill Levels

ACT® Level I Publishers:

KeyTrain® - www.keytrain.com

WIN® - www.w-win.com

KeyTrain® accounts are available at most Career Technology centers or workforce Centers. There is no cost involved and can be accessed anywhere there is an Internet connection. WorkKeys® Foundational Skills include:

Applied Mathematics
Reading for Information
Listening

Observation
Business Writing
Writing

Applied Technology
Teamwork
Locating Information

Oklahoma Career Readiness Certificates are portable credentials that confirm the position of certain fundamental skills needed in the workplace. WorkKeys® is the common language of workforce development between business and education. WorkKeys® certification depends on the applicants score. GOLD – awarded to those who score at or above a level 5. SILVER – awarded to those who score at or above a level 4. BRONZE – awarded to those who score at or above a level 3. To date, Oklahoma has issued 13,854 Career Readiness Certificates.

A Career Readiness Certificate verifies to employers nationwide that an individual has essential core employability skills. The certificate offers individuals, employers, and educators proof of preparedness – proof that an individual is ready to learn quickly, solve problems, and come up to speed on a new challenge. The CRC takes the guesswork out of hiring for the employers. It reduces turnover cost and

overtime. Reduces training time, training costs increases productivity and increases the bottom-line. The assessments take about 45 to 55 minutes each. If a computer is used, the score is shown instantly. The Department of Commerce is an express Scoring site for all Oklahoma CRC sites. It takes approximately 5 days to receive your paper and pencil results.

At this time, existing and available workforce participation in the Career Readiness Certification program is absolutely free.

“SON SAFETY”

Mr. Christian introduced the film “Son Safety” and two fathers of juvenile gun victims. Geoff Bowen and Jim Dorsey. The film was a coproduction between OJA, District Attorney Brett Burns and the OU Media Production Department. Two courageous fathers speak about the importance of gun safety. It is the hope of the Office of Juvenile Affairs to start the discussion on safe storage and the handling of firearms in the home. OJA wants to redefine their purpose and mission and show the communities that the agency is more than just juvenile corrections.

These accidents are preventable. It is the hope of OJA for the video to bring the awareness for everyone to teach kids about gun safety. Let's begin the debate and start the conversations so that accidents don't happen.

Ms. Lonelia Simmons, Board Member, asked to make comments regarding Ms. Brenda Owens. Ms. Owens was a specialized community home operator for OJA for 20 plus years and she passed away this week. She operated her home in Muskogee for boys specializing in preparing them for independent living. Ms. Owens often spoke of her “calling” to help troubled youth. She will be missed and appreciated for her years of service and dedication. Services for Ms. Owens will be Saturday morning, February 23 in Muskogee.

Mr. Gary Taylor, Vice Chair, noted the passing of Representative Opio Toure. His wife, Dr. Linda Ware Toure, is a member of OJA's Board of Directors. Mr. Taylor's statement - "Opio was a voice for sanity in our criminal justice system, and equality of treatment under the law for all. But his legacy extends further. He was a wonderful human being who never said no to a friend in need. He continually fought for the interests of the disenfranchised regardless of whether by race, by poverty, or other life condition. Before he turned to politics, Opio was a staff attorney with Legal Aid in OKC, then a public defender doing death penalty cases among others. He was a strong supporter of legal services in the legislature. Opio also practiced what he preached, and among other callings, was an ordained minister.

I will miss him personally. We were teammates on legal aid's softball teams (literally decades ago), and often he would greet me with the notion that it was never too late to go to open tryouts with the Yankees, when all our other work was finished. It was a running joke. There are many who will miss him and his indomitable spirit.”

The meeting was recessed for 15 minutes.

EXECUTIVE DIRECTOR'S REPORT

Mr. Christian presented and directed the Board Members to the prepared text for last month's activities.

REPORTS

FINANCE COMMITTEE REPORT

Mr. Jackson verified that the Finance Committee met at 9:30 a.m. this morning with Ms. Shantha Varahan, Financial Services Administrator and asked Ms. Varahan to present the finance report.

FINANCE REPORT

Ms. Shantha Varahan, Financial Services Division Administrator, presented the Finance Report for the Month ended January 31, 2008.

FY-08 Budget Projections as of January 31, 2008

Description	Totals
FY-2008 Budget Work Program	\$123,957,863
Year-to-Date Expenditures	(62,461,602)
Encumbrances	(38,517,828)
Balance as of January 31, 2008	22,978,433
Less: Pending Remaining Payroll Costs (Estimated)	(23,117,918)
Less: Remaining Travel Budget	(152,026)
Less: Restricted Funds	(393,104)
Less: Pending Encumbrances/Transfers	(482,309)
Less: Operational Deficit	(1,910,709)
Balance Available (Deficit)	(3,077,633)

FY-08 Budget to Actual for Payroll as of January 31, 2008

	State Office	Residential Services	JSU	Totals
YTD BWP	3,599,115	15,532,955	10,193,764	29,325,834
YTD Exp	3,552,384	15,177,773	10,026,023	28,756,180
YTD Vary	46,731	355,182	167,741	569,654

State Office includes OJJDP, JAIBG, and MIS

Travel Costs Comparison to Budget as of January 31, 2008

- Agency Year-to-Date Budget \$ 251,786
- Year-to-Date Expenditures \$ 226,680
- Year-to-Date Variance **\$ 25,106**

General Revolving Fund Revenue Status – January 31, 2008

General Revolving Fund	Budget to Date	Receipts	In Transit	Variance
SSI and SSA Support	107,917	114,754	0	6,837
Income from Rent	6,537	4,053	400	(2,084)
School Lunch Program	305,045	266,167	53,694	14,816
Inter-Agency Reimbursements	4,550	3,184	10,324	8,958
Reimbursements – Non-Federal	20,177	19,261	0	(916)

Sales of Documents & Merchandise	6,587	8,663	943	3,019
Other Receipts	53,724	34,809	16,828	(2,087)
Parental Responsibility-Child Support	136,290	136,942	18,581	19,233
Total Revolving Fund	\$640,827	\$587,833	\$100,770	\$47,776

Agency Special Funds as of January 31, 2008

- 701 Trust Fund \$ 444,894
- 702 Canteen Fund 14,902
- 703 Donation Fund 1,455
- 706 Dedicated Fund 17

Title XIX and Title IV-E Revenue as of January 31, 2008

Type	Projections for FY-08		Actual FY-08		
	Annual Revenue	YTD Revenue	Receipts	In Transit	Variance
TCM	3,000,000	1,860,000	1,622,727	198,344	(38,929)
RBMS	5,177,817	3,210,247	2,472,055	849,960	111,768
Admin	175,000	108,500	132,585	43,930	68,015
Total IV-E	280,000	166,923	135,680	149,368	118,125
Total	\$8,632,817	\$5,345,670	\$3,977,323	\$492,041	\$258,979

Emergency Purchases

Date	Location	Description	Repair Cost
No emergency purchases since last Board Meeting			

Sole Source

Vendor	Date	Cost	Requestor	Division/Purpose
Multi-Health Systems	2/6/08	\$5,500	Robert E. Christian	Youth Level of Service/ Case Management Inventory

LEGISLATIVE REPORT

Ms. JLynn Hartman, Legislative Liaison, presented. The Office of Juvenile Affairs had 5 bills in the Legislation.

SB 1402 – Senator Don Barrington

Modified list of public entities, which may perform random or routine drug or alcohol testing.

- Allow OJA to request or require drug or alcohol testing (random selection or scheduled, periodic) of employees who work in the direct contact with juveniles that are in the custody of

OJA.

Status: **DEAD**

SB 1419 – Senator Henry Coates

Authorizes the Office of Juvenile Affairs to employ a licensed architect or engineer.

- Allows OJA to hire a licensed architect or engineer as an employee, either temporary or full time.

Status: **DEAD**

SB1403 – Senator Patrick Anderson

Relates to juvenile offenders; modifying procedures of the Youthful Offender Act.

- Modifies:
 - (1) the authority for the court;
 - (2) the age limit in sentencing of Youthful Offender;
 - (3) the procedures relating to the sentencing of a Youthful Offender;
 - (4) the transfer of Youthful Offenders; and
 - (5) the ability to review a hearing.

Status: Passed from the Senate

SB 1822 – Senator Judy Eason McIntyre

Allows OJA to enter into Interlocal Agreements relating to the Delinquency and Youth Gang Intervention and Prevention Act.

- Allows OJA to contract with municipalities, county agencies, neighborhoods or organizations for delinquency and gang intervention and prevention programs for children and their family members who live in at-risk neighborhoods and communities.

Status: Passed from the Senate

HB 2663 – Representative Randy McDaniel

Expands list of acquisitions to include certain pharmaceuticals.

- Allow acquisitions of pharmaceuticals not covered by Medicaid for juveniles in the custody of the Office of Juvenile Affairs.

Status: **DEAD**

ACTION ITEMS

DISCUSSION AND/OR POSSIBLE ACTION TO APPROVE THE JANUARY 25, 2008 BOARD MEETING MINUTES.

MOTION BY LONELIA SIMMONS WITH SECOND BY EDWARD SMITH TO APPROVE THE JANUARY 25, 2008 BOARD MEETING MINUTES AS PRESENTED.

MOTION PASSED

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

Ms. Dorothy Brown, Assistant Attorney General, gave advice to the Board Members before voting to convene into Executive Session.

Items XI. (A) (B) and (C) 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 EDWARD SMITH WITH SECOND BY LONELIA SIMMONS TO CONVENE INTO EXECUTIVE SESSION.

MOTION PASSED

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

VOTE TO RETURN TO OPEN SESSION

MOTION BY CHARLIE JACKSON WITH SECOND BY JAY KEEL TO RETURN TO OPEN SESSION

MOTION PASSED

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

POSSIBLE VOTE ON ITEMS FROM EXECUTIVE SESSION.

There were no items for vote.

NEW BUSINESS

It was discussed and decided that the Board Members and Executive Staff would make a donation in honor of Opio Toure to the Langston University

ADJOURN

MOTION BY EDWARD SMITH WITH SECOND BY LONELIA SIMMONS TO ADJOURN THE MEETING.

MOTION PASSED

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

The meeting was adjourned at 1:00 p.m.

Minutes approved in regular session on the *21st* day of *March, 2008*

George W. Lindley
George W. Lindley, Chairman

PREPARED BY:

Linda McLennan
Linda McLennan
Board Secretary