

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

March 16, 2007

BOARD MEMBERS

Present: Lonelia Simmons
Edward Smith
Gary Taylor
Linda Ware Toure
George Lindley
Charlie Jackson

Absent: Jay Keel

PRESENT FROM THE OFFICE OF JUVENILE AFFAIRS

Jim Adams, Gary Bolin, Dorothy Brown, Rhonda Burgess, Kevin Clagg, Gene Christian, Jeff Gifford, Dennis Gober, JLynn Hartman, Wayne Johnson, Tammy Kelly, Len Morris, Kim Sardis, Elizabeth Stewart, Shantha Varahan

OTHERS PRESENT

Shawn Black, Stella Church, Trish Frazier, Nancy Morin, Josh Rabe, Spencer Shaw, Holly Webb

CALL TO ORDER

Chairman Charlie Jackson called the March, 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

Ms. Tammy Kelly confirmed the Board of Juvenile Affairs is in compliance with the Open Meeting Act.

INTRODUCTION OF GUESTS

Mr. Gene Christian, Executive Director introduced guests Nancy Morin from the ROCMND Group Home, Holly Webb, Detention Center at ROCMND, Spencer Shaw from CWA, and Stella Church representing Cabinet Secretary Howard Hendrick.

OJA has a new staff member and The Director asked Mr. Gary Bolin, Chief of Staff to make that introduction. Mr. Bolin introduced the newest employee at State Office. Mr. Jim Adams, a retired FBI Agent, has been hired to replace Richard Duke, Administrator of the Contract Monitoring Unit. Jim started his career with the FBI and to Oklahoma in 1989 from Pennsylvania. He completed his entire FBI career here. OJA is happy to have him as head of the Contract Monitoring Unit. Mr. Adams introduced himself further as recently retired from the FBI. He stated he was very honored to have this opportunity to work for OJA. All of Mr. Adams' work with the FBI was financial and computer crimes. Prior to working for the FBI, he worked in the private sector in the area of taxes and computer programming. Mr. Adams began working for OJA on March 1.

SPECIAL RECOGNITION OF LONELIA SIMMONS

Mr. Charlie Jackson, Chairman of the OJA Board of Directors, presented Ms. Simmons with a plaque honoring her for her past service as Chairperson of the Board. Mr. Jackson thanked Ms. Simmons for her extra work and leadership during the past year.

PUBLIC COMMENTS

There were no comments.

EXECUTIVE DIRECTOR'S REPORT

Mr. Christian presented. The Director's activity report was available in the Member's Board Book. Mr. Christian explained the meeting with legal counsel of the Department of Central Services was concerning the SAG issue, which was discussed with the Board two meetings ago. OJA has been able to satisfy that item and will report back to the Board next month with the approving of the SAG grants. The meeting with Mr. Lloyd Snow was held at the school in Sand Springs. Senator Nancy Riley, chairman of the Senate Appropriations Subcommittee, Rep. Chris Benge, chairman of the House Appropriations Committee and Rep. Lucky Lamons were present. Media from the local community was also present. It was nice to see the support of the local community involving Rader. They were willing to work with us involving the issues at Rader. It was a very productive meeting. Concerns were raised due to rumors circulating in the community that OJA was going to RIF employees at the Rader facility. After our discussion they realized the only way to have the reduction in force was to pull the ad from the paper stating more employees are needed. All of those issues were addressed

The Director spoke to the Board Members in detail regarding the Military Department Thunderbird Program. The Thunderbird Program held graduation exercises yesterday and OJA staff had the opportunity of attending. The Thunderbird Program is a contract between OJA with the Military Department. At one point the contract was for 3 million dollars. In the past this program was used for those juveniles in the JSU Unit and Judges were allowed to send juveniles to the program for reintegration.

This is the first time OJA actually sent two juveniles from the institutions through this program. The deal was: OJA will allow you to leave the institution to go through this regimented program of the Military Department and it is a 16-week program. The juveniles are allowed to work toward finishing their education. The Board Members were given information regarding the results of the program. These two institution kids were told if they did well and completed the program, OJA would grant them a parole. I am happy to announce that both of these individuals completed the program without incident. The two juveniles did not have any type of negative conduct reported during the entire 16-week program. One of these individuals was selected and recognized as the outstanding leader of the group. The next class starts on Monday, March 19 and OJA has six individuals currently going from institutions. All of these kids are OJA's kids. Some come from the community, some from the Juvenile Bureaus but we found this is an excellent opportunity for us to use as an integration or step-down program. The program is located in Pryor, OK. This Program takes 32 kids per session in 3 sessions per year. The criteria is the juveniles have not finished their high school education, not committed a violent crime, male only and a minimum of 13 years of age. Mr. Bolin called to the Board's attention that one of these two individuals improved his grade level by 5 years during these 16 weeks.

REPORTS

FINANCE COMMITTEE REPORT

Mr. Jackson presented. The Finance Committee met at 9:00 a.m. this morning with Ms. Shantha Varahan, Financial Services Administrator and moved directly into her finance report.

FINANCE REPORT

Ms. Shantha Varahan, Financial Services Division Administrator, presented the Finance Report for the Month ended February 28, 2007.

FY-07 Budget Projections as of February 28, 2007

Description	Totals
FY-2007 Budget Work Program	\$119,886,115
Year-to-Date Expenditures	(69,959,312)
Encumbrances	(32,166,428)
Balance as of February 28, 2007	\$17,760,375
Less: Remaining Payroll Costs (Est.)	(16,944,798)
Less: Remaining Travel Budget	(290,535)
Less: OJJDP/JAIBG/Other Adjustments	(369,636)
Balance Before Supplemental Request	\$155,406

FY-07 Budget to Actual for Payroll as of February 28, 2007

	State Office	Residential Services	JSU	Totals
YTD BWP	4,669,256	17,359,660	10,733,618	32,762,534
YTD Exp	4,141,672	16,779,920	10,424,381	31,345,974
YTD Vary	527,584	579,740	309,237	1,416,560

State Office includes OJJDP, JAIBG, and MIS

Travel Costs Comparison to Budget as of February 28, 2007

- Agency Year-to-Date Budget \$ 406,749
- Year-to-Date Expenditures \$ 349,823
- Year-to-Date Variance \$ 56,926

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

OJA Revenue Sources

General Appropriation
 General Revolving Fund
 Parental Responsibility Fund
 Santa Claus Fund
 Federal-Formula Grant/Title V
 Federal-Black Grant
 Title XIX
 Title IV-E

Agency Special Funds (Juvenile Accounts):

- Trust Fund
- Canteen Fund
- Donation Fund
- Dedicated Fund

General Revolving fund Revenue Status as of February 28, 2007

General Revolving Fund	FY-2007 Budget	Budget to Date	Receipts	Variance
SSI and SSA Support	140,461	93,641	113,663	20,022
Income from Rent	11,767	7,845	8,139	294
School Lunch Program	599,925	399,950	338,393	(61,557)
Inter-Agency Reimbursements	9,535	6,357	4,581	(1,776)
Reimbursements – Non-Federal	85,782	57,188	32,376	(24,812)
Sales of Documents & Merchandise	11,402	7,601	6,954	(647)
Other Receipts	38,650	25,767	26,235	468
Total Revolving Fund	\$897,522	\$598,348	\$530,341	(\$68,007)

Restricted/Special Purpose Revolving Fund Revenue Status as of February 28, 2007

Description	FY-2007 Budget	Budget to Date	Receipts	Variance
<u>Special Purpose Revolving Funds</u> Parental Responsibility Fund – Child Support	267,714	178,476	151,529	(26,947)
<u>Restricted Revolving Funds</u> OJJDP-Formula Grant/Title V	1,517,822	1,011,881	1,029,177	17,296
Juvenile Accountable Block Grant	619,200	412,800	1,163,400	750,600
Investment Income	100,000	66,667	55,559	(11,108)
Investment Income	6,111	4,074	2,790	1,549
Santa Claus Commission fund Investment Income			2,833	

Title XIX and Title IV-E Revenue as of February 28, 2007

Type	Projections for FY-07		Actual FY-07		
	Annual Revenue	YTD Revenue	Receipts	In Transit	Variance
TCM	3,000,000	2,100,000	1,984,282	227,943	112,225
RBMS	5,177,817	3,624,472	3,250,736	459, 879	86,143
Admin	175,000	122,500	---	100,688	(21,812)
Total	8,352,817	5,846,972	5,235,018	788,511	176,557
Title IV-E	400,000	269,231	310,277	76,144	117,190

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.

Agency Special Funds

701 Trust Fund – Established to account for any funds a juvenile received or expended while in OJA custody.

Cash balance as of 02/28/07 was \$431,967.

702 Canteen Fund – Established to account for all funds received or expended at the canteens located at each of the three OJA institutions. Profits from the canteen are used for the benefit of the juvenile.

Cash Balance as of 02/28/07 was \$14,571.

703 Donation Fund – Established to account for all donated funds received or expended. These funds are used for the benefit of the juvenile.

Cash Balance as of 02/28/07 was \$11,998.

706 Dedicated Fund – Established to address an issue of the social Security administration. This fund is specifically for an individual juvenile's funds that must be separate from the trust fund. These funds belong to the juvenile.

Cash Balance as of 02/28/07 was \$16.

Emergency Purchases

Date	Location	Description	Repair Cost
02/20/2007	COJC	Repair heat exchanger in Maintenance Building	\$2,695

Sole Source

Control #	Vendor	Date	Cost	Requestor	Division/Purpose
No Sole Source Contract since the last Board Meeting					

POLICY REVISION P-3-19-03, OJA PURCHASE CARD (P CARD) PROCUREMENT PROCEDURE

Mr. Kevin Clagg, Assistant Division Administrator for Financial Services, presented.

Summary of Changes to OJA's P/Card Procedures

- Name of Bank managing the P/Card program
- Payments are now made directly to the Bank instead of OSF
- Adjusted procedures for Travel P/Card Program
- Adjusted procedures for State Wide P/Card Program

A copy of the policy with all changes was available to the Board Members in their Board Books.

LEGISLATIVE REPORT

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

HB 1578 By Rep. Ron Peters and Sen. Nancy Riley

Requires OJA to assist in the establishment of Juvenile Drug courts.

- Authorize OJA to establish juvenile drug courts with DMHSAS.
- Ensures certain aspects of the juvenile drug court program.
- Directs the supervising staff and the treatment staff to work together to investigate and consider the juvenile.

- Defines supervising staff.

STATUS: 03-05-07 Passed House 100/0;
03/06/07 Engr to Senate
Full Title, No Emergency, November 1, 2007.

HB 1579 By Rep. Ron Peters and Sen. Don Barrington
Juvenile proceedings, increasing certain time limitation, authorizing assessment fee; and allows disclosure of records.

- Extends the deadline for the DA to file a petition alleging a child to be delinquent or in need of supervision from 90 days to up to 6 months.
- Confidential agency records may be inspected and disclosed without a court order.
- Allows for the confidential records to be shared with the U.S. Department of Homeland Security or any employee of the U.S. Probation Office.

STATUS: 03-13-07 Passed House 99/0
03-14-07 Engr to Senate
Full Title, No Emergency, November 1, 2007

HB 1864 By Shannon and C. Johnson
Relates to the Delinquency and Youth Gang Intervention and Prevention Act.

- Allows for OJA to propose and enter into agreements and contracts for delinquency and gang intervention and prevention programs.
- The Board of OJA:
 - (1) Allowed to authorize new funding appropriated to expand the current OJJDP Comprehensive Gang Model contracts.
 - (2) Would select a contractor and would provide technical assistance to the pilot programs, as well as update rules.
- Each entity would work with local community leaders, neighborhood associations, direct service providers, local school officials, law enforcement and other stakeholders.
- Oklahoma Statewide Steering Committee:

Created until February 1, 2012 with 22 members.
First meeting convening on or before September 1, 2007.
Travel expenses paid by respective agencies or appointing authorities.
OJA and Criminal Justice Resource Center provide administrative support.
- Oklahoma Statewide Steering Committee shall:
 - (1) Coordinate OK's response to gang activity and violence.
 - (2) Make recommendations to improve and make more effective the implementation and funding of current efforts.
 - (3) Monitor and renew on a yearly basis the success of these programs.
 - (4) Catalog and report the total amount of federal funds available;
 - (5) Work with OJA to develop measurable performance outcomes;
 - (6) Evaluate local gang initiatives across the state and the nation;
 - (7) Study and make recommendations of juvenile services:
 - (a) Processing into statewide database for gang-involvement
 - (b) Evaluate the youth within 48 hours of arrest
 - (c) Conduct a meeting and assessment with the family.
 - (8) Make an annual report by February 1st of each year.

STATUS: 03-13-07 Passed in House 99/1
03-14-07 Engr to Senate
Title Struck, Emergency, at signing.

SB 619 Adelson and Adkins

New law – Modifying provisions related to competency hearings for juveniles.

- Defines Competent or competency; incompetent or incompetency; dangerous; criminal proceeding; juvenile; and qualified juvenile forensic examiner.
- If the court finds at any time before the end of trial, the juvenile lacks substantial capacity to understand the proceedings; the court shall order a competency evaluation.
- Once complete, a report is submitted to the court concerning:
 - 1) the juvenile's capacity to understand the proceedings;
 - 2) the juvenile's ability to assist the juvenile's attorney;
 - 3) a plan for treatment and competency restoration and need for services.
- Once the court receives the report, the court shall promptly determine the juvenile's competency to stand trial for adjudication or disposition.
- If the juvenile is found to competent, the proceedings resume.
- If competency is doubted, DMHSAS is to perform an exam by a qualified juvenile forensic examiner.
- If the juvenile is incompetent due to a mental illness, the court suspends criminal proceedings in order for DMHSAS to provide treatment, therapy and services, and a report to the court is given at least every 90 days.
- If the juvenile is incompetent due to any other reasons than a severe mental illness, the court may not commit the juvenile into DMHSAS.

STATUS: 03-07-07 Passed in Senate 36/10
03-14-07 Engr House
Title Struck, No Emergency, November 1, 2007.

PROPOSED SECURITY MEASURES

Mr. Christian explained background to set the stage for Mr. Gifford. Last month Gary's secretary was lost to cancer and Kristie Rodriguez, who is currently our receptionist is a temporary employee. There are actually two positions, a receptionist and a secretary for the Chief of Staff. If security issues were modified, those two positions could be reduced to one staff position. In order to do this, the front office has to be modified. Mr. Jeff Gifford, Administrator of Support Services Division, presented. This security proposal is still in the early stages.

Why Initiate a Safety and Security Project?

Mr. Gary Bolin, Chief of Staff
Recent training at State Office on preventing Workplace violence
Other state agencies?
Other tenants
Litigation
Workplace Trauma
Study of Perpetrators

Who are the Perpetrators?

Customers	44%
Strangers	24%
Co-workers	20%
Boss	7%
Ex Employees	3%
Others	2%

Showed pictures of a sample layout of proposed security

How are we going to pay for it?

Once approved by DCS, a temporary rent increase will begin

How much will it cost?

Construction of walls and door	=> under \$4,000
Installation of electronics	=> under \$6,000
Total Project	=> under \$10,000

What Happens Next?

DCS Approval	=> Construction
Reception Training	
Guest registration	
Employee escorts	
Panic page	
Workplace Violence Policy	
Employee/Supervisor Training	

ACTION ITEMS

DISCUSSION WITH POSSIBLE ACTION TO APPROVE THE FEBRUARY 16, 2007 BOARD MEETING MINUTES.

MOTION BY LONELIA SIMMONS WITH SECOND BY GEORGE LINDLEY TO APPROVE THE BOARD MEETING MINUTES OF FEBRUARY 16, 2007 AS PRESENTED.

MOTION PASSED

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

Abstain: Gary Taylor

DISCUSSION WITH POSSIBLE ACTION TO REVISE 2007 MEETING DATRS AND TO SCHEDULES A BOARD OF DIRECTORS RETREAT.

No voting was necessary. Decided on dates of July 19th with staff and July 20th with Board Members. The Director will decide on location for retreat. Linda Ware Toure will be out for both the June and July meetings.

Chairman Jackson expressed his opinions that it would be nice to travel two or three times a year for exposure of the Board Members and visitation of OJA facilities. Maybe making various site visits during the meetings.

Dorothy Brown, Assistant Attorney General, had advice for the Board Members before going into Executive Session. With respect to the proposed executive session Item X A. "Discussion of the Federal Lawsuit," involves confidential communication between your board and your legal advisors, Kindy Jones and Richard Mann of the Attorney's General's Office, and to disclose those communications in the public forum would not be in the public's best interest.

VOTE TO CONVENE INTO EXECUTIVE SESSION

MOTION BY GEORGE LINDLEY WITH SECOND BY LONELIA SIMMONS TO CONVENE INTO EXECUTIVE SESSION.

MOTION PASSED

Voting Aye: Lonelia Simmons

Edward Smith
Gary Taylor
Linda Ware Toure
George Lindley
Charlie Jackson

VOTE TO RETURN TO OPEN SESSION

MOTION BY GEORGE LINDLEY WITH SECOND BY EDWARD SMITH TO CONVENE INTO OPEN SESSION

MOTION PASSED

Voting Aye: Lonelia Simmons
Edward Smith
Gary Taylor
Linda Ware Toure
George Lindley
Charlie Jackson

POSSIBLE ACTION ON ITEMS FROM EXECUTIVE SESSION

There were no items requiring action.

ADJOURN

MOTION BY LONELIA SIMMONS WITH SECOND BY GARY TAYLOR TO ADJOURN THE MEETING.
MOTION PASSED

Voting Aye: Lonelia Simmons
Edward Smith
Gary Taylor
Linda Ware Toure
George Lindley
Charlie Jackson

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

Minutes approved in regular session on the 20th day of April, 2007

Charlie Jackson
Charlie Jackson, Chairman

PREPARED BY:

Linda McLennan
Linda McLennan
Board Secretary

