

**OFFICE OF JUVENILE AFFAIRS**  
**June**  
**MONTHLY BOARD OF DIRECTORS MEETING**  
**MINUTES**

**June 19, 2008**

**BOARD MEMBERS**

Present: Charlie Jackson  
Lonelia Simmons  
Linda Ware Toure  
George Lindley

Absent: Jay Keel  
Edward Smith  
Gary A. Taylor

**PRESENT FROM THE OFFICE OF JUVENILE AFFAIRS**

Gary P. Bolin, Dorothy Brown, Gene Christian, Paula Christiansen, Greg Delaney, Jeff Gifford, JLynn Hartman, Tony Jones, Anna Kelly, Abbey Kimbro, Linda McLennan, Kim Sardis, Elizabeth Stewart, Shantha Varahan, Shelley Waller, Robert Wilson

**OTHERS PRESENT**

Dawn Dee Bostwick, Bill Bradley, Stella Church, Judge Joe J. Enos, Dana Holden, Stanley Hopkins, Judge Carl Lamar

**CALL TO ORDER**

Chairman Judge George Lindley called the June, 2008 Meeting of the Board of Directors of the Office of Juvenile Affairs to order at 10:05 a.m. at the Simmons Center, Redbud Courtyard Rooms, 800 Chisholm Trail Parkway, Duncan, OK 73534.

**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 Cabinet Secretary for Human Services, Dana Holden from Oklahoma Commission on Children and Youth and Robert Wilson, representing the Advocate General for the Office of Juvenile Affairs.

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

Items V. (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 CHARLIE JACKSON WITH SECOND BY LONELIA SIMMONS TO CONVENE INTO EXECUTIVE SESSION.

MOTION PASSED

Voting Aye: Charlie Jackson  
Lonnie Simmons  
Linda Ware Toure  
George Lindley

**VOTE TO RETURN TO OPEN SESSION**

MOTION BY LONNIE SIMMONS WITH SECOND BY LINDA WARE TOURE TO RETURN TO OPEN SESSION.

MOTION PASSED

Voting Aye: Charlie Jackson  
Lonnie Simmons  
Linda Ware Toure  
George Lindley

Recessed for a 5-Minute Break

**POSSIBLE VOTE ON ITEMS FROM EXECUTIVE SESSION.**

There were no items requiring a vote.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Christian called attention to the outline in the Board Members Books for listing of his activities from April 21, 2008 through June 18, 2008. Mr. Christian talked to the Board Members about the "2008 Kids Count Book" he has just received. He was shocked because the numbers were not anticipated. The Kids Count Book looks at all states on a national level and completes comparisons.

Oklahoma's rate of detained and committed youth in custody (these are 2006 numbers) is 104 per 100,000 youth ages 10 to 15. The national rate is 125 per 100,000 youth detained. In our particular case, Oklahoma is lower than the national average and has a custody amount of 924 youth. In 2008, this number has decreased dramatically due to the fact that OJA does not even have 924 beds for detained youth.

What if someone asked, "Is Oklahoma detaining too many youth?" Based upon the national average, we are below. At this same time, I bring some numbers for our teachers and educators on the Board that is good news. The percentage of Oklahoma teens age 16 through 19 who are high school dropouts has improved by 43%. In 2000 the dropout rate for 16 through 19 year olds was 14%. In 2006 this rate is down to only 8%. This decline is in spite of the fact that the poverty level tends to increase in the state of Oklahoma and there has also been an increase in the death rate for children and teens.

There is both bad news and good news in the "2008 Kids Count book" and I believe OJA has had a part in making the good news happen.

Due to the close numbers on quorum, the agenda has been adjusted and the Action Items will be presented next.

## **ACTION ITEMS**

### **DISCUSSION AND/OR POSSIBLE ACTION TO APPROVE THE APRIL 18, 2008 BOARD MEETING MINUTES.**

MOTION BY LONELIA SIMMONS WITH SECOND BY CHARLIE JACKSON TO APPROVE THE APRIL 18, 2008 BOARD MEETING MINUTES AS PRESENTED.

MOTION PASSED

Voting Aye: Charlie Jackson  
Lonnie Simmons  
George Lindley

Abstain: Linda Ware Toure

### **DISCUSSION AND/OR POSSIBLE ACTION TO DECLARE AN EMERGENCY AS AUTHORIZED BY SB 1403 CONCERNING THE TIME REQUIREMENTS INVOLVED IN PLACEMENT OF YOUTHFUL OFFENDERS.**

Mr. Christian stated that an "Emergency Status" had been avoided at this time by the placement of Youthful Offenders from Oklahoma County. An Emergency Placement can only be declared by a vote of the Board of Directors. The Director felt it was necessary to place on the agenda if action was necessary. At this time no action is necessary and no vote was taken. OJA has managed to get the Placement Waiting down to 12 at this time.

### **DISCUSSION AND/OR POSSIBLE ACTION CONCERNING THE MODIFICATIONS TO THE OKLAHOMA STATE PLAN FOR THE ESTABLISHMENT OF JUVENILE DETENTION SERVICES.**

Ms. Kim Sardis and Ms. Shelly Waller presented the modifications to the State Plan. This State Plan has not been updated in several years. These changes have gone through a process of bringing in numerous State-Wide Detention operators to get their input regarding this Plan. The President of the Detention Operators Association, Stanley Hopkins, will be coming to the meeting for any questions the Board Members may have.

#### **State Plan for the Establishment of Juvenile Detention Services Resolution**

WHEREAS, the Board of Juvenile Affairs is authorized by law to develop, adopt and implement a plan for the establishment of detention facilities and services known as the State Plan for the Establishment of Juvenile Detention Services; and

WHEREAS, the Plan may be amended or modified only by the Board of Juvenile Affairs as necessary and appropriate;

THEREFORE BE IT RESOLVED that the Board has not and will not delegate its authority to any person to act on its behalf or to make representations as to the Board's intent in determining the number or geographic location of beds to be included in the State Plan.

#### **History**

Concern over the negative effects of incarcerating juveniles in adult jail facilities led the State of Oklahoma to begin to consider other options. Plans to remove juveniles from these adult facilities began in the 1970's. In 1978, then Governor David Boren directed the Criminal Justice Services Division of the Department of Economic and Community Affairs to conduct a study of the State's detention practices for juveniles.

Court Related and Community Services, a branch of the Department of Human Services, participated directly in the study by providing all necessary information relating to the practice of placing juveniles in locked facilities. The

outcomes of the study documented that in 1979, seven thousand eight hundred (7,800) juveniles were confined in locked facilities. Four thousand one hundred fourteen (4,114), or almost fifty-three percent (53%) of these juveniles, were held in adult facilities. Data collected from the same geographic region in 1980 indicated that rural admissions of juveniles into adult jail facilities had increased to four thousand nine hundred (4,900). Incidents of abuse, mistreatment and loss of life by suicide increased with the rise in incarceration.

The Oklahoma Legislature passed reform legislation in 1980 that prohibited the jailing of juveniles who were alleged to be Deprived or In Need of Supervision. The restrictions for the use of adult jails broadened in 1982 when the legislature mandated that "after July 1, 1985, no child may be detained in any jail, adult lockup or other adult detention facility." Statutes gave a mandate to the Oklahoma Commission of Human Services in 1982 to "develop and implement a plan for juvenile detention services." The Commission approved the initial "Plan for Juvenile Detention Services" in February 1984. That document is the original "State Plan for the Establishment of Juvenile Detention Services."

Further legislation extended the 1985 deadline to July 1, 1987. The legislature again extended the jail removal deadline, setting a new deadline for January 1, 1988. The State of Oklahoma met the January 1, 1988 deadline by establishing contracts with county governments to provide secure regional detention programs.

The original plan called for a system of short-term and full-service facilities. The two short-term facilities were to hold juveniles up to five days, at which time ~~the a~~ juvenile would be released or transferred to a full-service facility. The five-day time frame was later changed to fifteen judicial days. Short-term facilities were not required to provide educational or recreational services. Once a juvenile was moved to a full-service facility, a variety of services, including education and recreation, were then provided.

The 1985 revised State Plan for the Establishment of Juvenile Detention Services authorized up to four additional short-term detention facilities. The plan never came to fruition, however. The concept of short-term centers bridging juveniles into ~~the~~ full-service centers so that a full range of services could be provided seldom became a reality, based upon the fact that those full-service facilities were typically at full capacity. The lack of bed availability at full-service facilities, coupled with the fact that every juvenile is entitled to a full array of services upon admission to detention, precipitated the two existing short-term facilities to be funded so that services equivalent to those offered at full-service facilities could be provided. The State Plan was again modified in 1994. Additional secure detention services were added and the two short-term facilities were converted to full-service facilities.

Each of the full-service detention facilities, now commonly referred to as detention centers, is required to be certified by the Office of Juvenile Affairs. Detention centers must meet standards for certification promulgated by the Board of Juvenile Affairs, the body responsible for certification of detention facilities and services. The standards shall include, but are not limited to: screening for detention, providing education, providing recreational opportunities, and meeting the accreditation requirements of the American Correctional Association ([ACA](#)). In order to remain eligible for grants or contracts, secure detention services and facilities must be certified by the Board of Juvenile Affairs within two years of the date of the initial contract or grant.

Transportation services are an integral part of the State Plan. Legislation was passed in 1994 directing county sheriffs, their designee, private contractors, or juvenile court officers to provide transportation services to and from secure detention for the purposes of admission, inter-facility transfer, discharge, medical or dental attention, court appearance or placement designated by the Office of Juvenile Affairs.

### **State Plan for Alternative Detention Services**

The development and support of community-based alternatives to detention programs have played an important role in the formulation of the State Plan for the Establishment of Juvenile Detention Services. The State of Oklahoma supports the funding of these alternative services.

Screening guidelines were adopted by the Senate Joint Resolution (SJR) 13 Judicial Oversight Committee for the Oklahoma Supreme Court in 1984. These screening guidelines are crucial to the success of the detention plan for both alternative detention services and secure detention.

Screening guidelines are used in each of seventy ~~three~~ four, non-metro counties and are also provided to the ~~three~~ four metropolitan counties ([Oklahoma, Tulsa, Comanche and Canadian](#)) where screening is done by juvenile bureau operators or their designees. When juveniles are screened at the time of their apprehension, a better determination of the appropriateness of detention alternatives can be made.

When deemed appropriate, a "promise to appear" contract may be initiated by law enforcement to release the juvenile to his/her parents, or other responsible adult, who will assure that the juvenile appears for an intake interview

with the Office of Juvenile Affairs or the juvenile bureau. Some of these options include: Crisis Intervention Centers (CIC), attendant care, own-home detention, electronic monitoring, court shelter homes and Youth Services shelter care.

Crisis Intervention Centers (CIC) are short-term holding facilities used for juveniles taken into custody by law enforcement for an alleged law violation and for whom detention is unavailable or inappropriate. Juveniles may be held in a CIC for a maximum of 24 hours prior to being released to a parent, guardian, attorney, or responsible adult. The juvenile and his/her parent are required to sign a release or a "promise to appear" as described above. CIC's are staff secure and, with the exception of Woodward, are open 24 hours a day, seven days a week. CIC's are currently located in Enid, Clinton, Lawton, Duncan, Norman, Oklahoma City, Muskogee and Woodward. During the 2007 legislative session, approval was given for an additional two CIC's to be located in Tulsa and Woodward. Tulsa CIC is not yet operational.

Attendant care is a service designed to meet the needs of juveniles who require short-term supervision or crisis intervention. Attendant care must be authorized by the court and is administered in the local community. An attendant remains with the juvenile until the circumstances requiring intervention no longer exist. This program has been ideal for alcohol-related offenses, juveniles who are flight risks, or juveniles who are exhibiting behaviors for which they would normally be returned home if a responsible adult could be located.

Own-home detention is most appropriately utilized for juveniles who require non-secure detention services for a longer period of time than those youth who benefit from attendant care. Additionally, juveniles who require this service are limited to their own home, unless approved by the court to attend school or work. The primary focus of this program is to allow for detention in the juvenile's home, with follow-up observation, to ensure that the juvenile will be present for scheduled court hearings. Random **and** unannounced phone calls are likely to be made, as well as a minimum of one face-to-face contact per day for the duration of own-home detention.

Electronic monitoring expands **on** the own-home detention model by accounting for the juvenile's whereabouts through the use of electronic equipment, as well as a daily tracking schedule/itinerary.

Court shelter homes are homes of individuals who provide residential care and supervision on an intensive one-on-one basis. A minimum of one responsible adult is available in the shelter home at all times to assure that the juvenile is complying with court-ordered rules and to ensure court attendance.

Youth Service shelters are also used as **an** alternatives to secure detention and provide structured, residential care to juveniles. These programs are among the most structured detention alternative available. They provide residential services to juveniles who are unable or unwilling to benefit from less restrictive services. Shelter programs provide around-the-clock staffing patterns and programming for crisis intervention, 24 hours a day, seven days a week. Shelter programs play a vital role in the State Plan by allowing certain juveniles to avoid admission to secure detention.

These alternatives to detention play a vital role in the State Plan by allowing certain juveniles to avoid admission to secure detention.

### **State Plan for the Establishment of Secure Detention Services**

There will always be a percentage of Oklahoma youth who require secure detention services. Every effort has been made and will continue to be made to establish a statewide system that will be neither quickly outgrown nor overbuilt. The State of Oklahoma, in conjunction with local **and** county governments, is committed to a cost-effective detention system that serves the public interest and provides a safe, humane environment for the population for whom it is designed to serve.

Transporting juveniles has become an increasing problem as juveniles are transported daily to and from secure detention for the purposes of admission, inter-facility transfer, discharge, medical or dental attention, court appearances or placement designated by the Office of Juvenile Affairs. This has caused a strain on the current system with the local sheriff's office. The sheriff's office, or their designee, currently receives a reimbursement rate of \$12.00/hour. Enhancing the present OJA high-risk transportation system or allowing detention centers to receive the current reimbursement rate would result in juveniles being transported more efficiently, with greater cooperation and collaboration among detention centers.

### Current Site Locations and Capacities

The State Plan for the Establishment of Juvenile Detention Services outlines a system of secure juvenile detention facilities strategically located throughout the state. The plan presently calls for 301 beds, which are located in seventeen counties. The facility locations and ~~their corresponding~~ approved bed capacities are as follows:

**Six (6) Bed Facilities:**

Beckham County  
Bryan County  
Osage County  
Texas County

**Eight (8) Bed Facility:**

Woodward County

**Ten (10) Bed Facilities:**

Canadian County\*  
Craig County\*\*  
Garfield County  
Muskogee County  
Pittsburgh County  
LeFlore County

**Twelve (12) Bed Facilities:**

Lincoln County (Sac & Fox)  
Pottawatomie County

**Twenty-five (25) Bed Facility**

Comanche County

**Twenty-six (26) Beds Facility**

Cleveland County

**Fifty-five (55) Bed Facility**

Tulsa County

**Seventy-nine (79) Bed Facility**

Oklahoma County

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\* Four Canadian County beds are specifically designated as post-disposition beds for OJA custody youth awaiting admission to treatment facilities.

**\*\* Craig County will increase to an 18-bed facility when construction of their new detention center is completed.**

### Future Potential Site Locations and Capacities

Detention center sites are determined by a number of factors. Those factors include arrest data, analysis of the juvenile population, number of admissions to detention, geographic factors such as access to major transportation arteries and distance from other detention centers, community support and services, number of existing detention beds, adequate funding and other factors of need.

On April 10, 1997, the Board of Juvenile Affairs authorized the Office Of Juvenile Affairs to explore the need for additional secure detention beds in North Central and South Central Oklahoma. ~~The Office of Juvenile Affairs continues to examine the need for two 14-bed facilities to be located in those geographic areas. Based on the afore-referenced criteria, detention facilities would potentially be located in or around Carter County and in or around Kay County, should it be determined that there is a need for additional detention facility beds. The Office of Juvenile Affairs examined the need for additional detention beds, and at the time it appeared that there were geographical gaps. The new detention facilities never came to fruition. However, the Office of Juvenile Affairs recognizes the need for potential detention facilities in the North Central and South Central regions of Oklahoma.~~

Current trends indicate a more critical need for two (2) more detention centers based on arrest data and the number of admissions to detention. These facilities would potentially be located in or around Rogers County and in or around Pontotoc County.

There are currently eighteen (18) unused secure detention beds located in Lincoln County at the Sac and Fox Juvenile Detention Center that are not contracted for by the Office Of Juvenile Affairs. If funding were appropriated for the use of these youthful offender beds, no monies for construction of additional beds for youthful offenders would be needed.

Also, the 6-bed detention centers have the capability to expand to 10-12 bed facilities. There will be construction and operational costs associated with this expansion; however, it is projected the cost would pay for itself within a ten (10) year timeframe. If detention rates were reviewed on a six-month basis instead of a yearly basis, this could serve as one source to address the financial increase that will be incurred. Oklahoma State Statues (7302-4.1) addresses a Juvenile Detention Improvement Revolving Fund. There have never been any monies appropriated to this fund, and the Office Of Juvenile Affairs finds that funds should be appropriated by the Legislature to allow for capital improvements.

The passage of the Youthful Offender Act that was implemented in 1998 has created a critical situation in which youthful offenders are often housed with much younger, non-violent, less aggressive offenders and

take up secure detention bed space. Because youthful offenders are placed in juvenile detention centers awaiting placement or pending hearings, placing them in a separate wing or pod of each detention center would be more appropriate.

### Summary

The State of Oklahoma began removing juveniles from adult jails in the 1980's. The State, in conjunction with local county governments, has implemented a host of alternatives to secure detention, converted the short-term centers into full-service facilities, expanded the number of secure detention beds, and assumed certification responsibilities. The State will continue to gather, analyze, and evaluate data to determine the trends and needs of an ever-changing population so that programs and services can be appropriately adjusted.

Preliminary indications suggest that North Central and South Central Oklahoma are the remaining geographic areas where access to secure detention is an ongoing concern. ~~If a need for future detention facilities is shown and should funding become available for the previously identified potential facilities located in or around Carter County and in or around Kay County, then all but four counties would be within a sixty-mile radius of a secure detention center. The exceptions would be Harmon County with a seventy-one mile radius, Beaver County with a sixty-eight mile radius, Woods County with a sixty-four mile radius, and Cimarron County with a sixty-two miles radius. Detention use in these counties is low, primarily due to the small number of detention-eligible youth rather than the length of travel distances. These detention facilities never came to fruition. A more critical area has been identified based on the high numbers of arrest data and the number of admissions to detention. These facilities would potentially be located in or around Rogers County and in or around Pontotoc County.~~

~~Effective July 1, 1998 detention beds constructed and operated by a county solely through revenues from county sources were exempted from the State Plan provisions. These detention facilities must, however, meet Office of Juvenile Affairs certification standards.~~

Youthful Offenders, on-going transportation issues, and an increase in juveniles with mental health issues have all played a role in the crisis that appears to be gripping the statewide detention centers. Expanding the current 6-bed facilities, contracting for the unused detention beds, construction of the proposed new facilities and funding the Juvenile Detention Improvement Revolving Fund outlined in State Statute would be steps in the right direction and would allow the State to address a system that, unfortunately, is bursting at the seams.

MOTION BY CHARLIE JACKSON WITH SECOND BY LINDA WARE TOURE TO APPROVE THE AMENDMENTS TO THE OKLAHOMA STATE PLAN FOR THE ESTABLISHMENT OF JUVENILE DETENTION SERVICES AS PRESENTED.

MOTION PASSED

Voting Aye: Charlie Jackson  
Lonnie Simmons  
Linda Ware Toure  
George Lindley

### DISCUSSION AND/OR POSSIBLE ACTION TO APPROVE THE CITY OF SHAWNEE TITLE V GRANT.

Ms. Anna Kelly presented the information. The Oklahoma State Advisory Group is recommending the OJA Board of Directors approve Title V Grant Funding (July 1, 2008 / June 30, 2009 for the City of Shawnee.

#### **Title V**

- City of Shawnee
- Project S.T.A.R.T.
- (Stop Truancy and Reduce Tardiness)
- Serving Shawnee School District I-93

#### **Truancy and Drop Out Prevention**

##### *Community Collaboration*

- Shawnee Police Department
- Shawnee Public schools
- District Attorney

- Shawnee Youth and Family Services
- Big Brothers and Sisters
- Local Business Persons

**Federal Title V Funds**

**Recommended Award Amount \$50,000.00**

MOTION BY LINDA WARE TOURE WITH SECOND BY LONNIE SIMMONS TO APPROVE THE RECOMMENDATION OF THE TITLE V GRANT AWARD TO THE CITY OF SHAWNEE.

MOTION PASSED

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

**DISCUSSION AND/OR POSSIBLE ACTION TO RE-SCHEDULE AND/OR CANCEL THE REGULAR BOARD MEETING DATES FOR UPCOMING MONTHS.**

MOTION BY CHARLIE JACKSON WITH SECOND BY LONNIE SIMMONS TO CANCEL TO MEETING SCHEDULED FOR JULY 18<sup>th</sup>, 2008 AND TO RE-SCHEDULE THE SEPTEMBER BOARD MEETING FOR THURSDAY, SEPTEMBER 4, 2008 FOR AN ALL DAY RETREAT.

MOTION PASSED

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

**OJA NEW PILOT PROGRAM – ALTERNATIVE WORK SCHEDULES**

The Alternative Work Schedules information was presented to the Board Members by Mr. Jeff Gifford and Mr. Christian.

**Why** does OJA need to implement Alternative Work Schedules?

- No raise in pay
- Rising Fuel Prices
- Save Money
- Improved Flexibility => Higher Job Satisfaction

**Who** will be involved in the Alternative Work Schedules?

- All non-institutional personnel
- High-Risk Transportation Officers
- Temporary Staff/Part-time Staff/Interns

**What** is the Alternative Work Schedule?

- 90-Day Pilot Program
- Polled 14 State agencies
- Mandatory Accountability System
- 17 Different Schedule Options
- 7:00 a.m. until 6:00 p.m.

**When** will the Alternative Work Schedule be in effect?

- July 1<sup>st</sup>, 2008 through September 30, 2008

**Alternate Work Schedule options:**

**I. 980 - 9 hour days with every other Friday off**

	#	Days of week and times	Length of lunch
<input type="checkbox"/>	A-1	Monday- Thursday- 7:30am - 5:00pm Every other Friday - 7:30am - 4:00pm	30 minutes
<input type="checkbox"/>	A-2	Monday- Thursday- 7:00am - 5:00pm Every other Friday -7:00am - 4:00pm	1 hour
<input type="checkbox"/>	A-3	Monday- Thursday- 8:00am - 5:30pm Every other Friday - 8:00am - 4:30pm	30 minutes
<input type="checkbox"/>	A-4	Monday- Thursday- 8:00am - 6:00pm Every other Friday - 8:00am - 5:00pm	1 hour
<input type="checkbox"/>	B-1	Monday- Thursday- 7:30am - 5:00pm Every other Friday - 7:30am - 4:00pm	30 minutes
<input type="checkbox"/>	B-2	Monday- Thursday- 7:00am - 5:00pm Every other Friday -7:00am - 4:00pm	1 hour
<input type="checkbox"/>	B-3	Monday- Thursday- 8:00am - 5:30pm Every other Friday - 8:00am - 4:30pm	30 minutes
<input type="checkbox"/>	B-4	Monday- Thursday- 8:00am - 6:00pm Every other Friday - 8:00am - 5:00pm	1 hour

**OR:**

**II. 10 Hour days - with either every Monday OR Friday off**

	#	Days of week	Times	Length of lunch
<input type="checkbox"/>	C -1	Tuesday- Friday	7:00am – 5:30pm	30 minutes
<input type="checkbox"/>	C -2	Tuesday - Friday	7:00am – 6:00pm	1 hour
<input type="checkbox"/>	D -1	Monday- Thursday	7:00am – 5:30pm	30 minutes
<input type="checkbox"/>	D -2	Monday- Thursday	7:00am – 6:00pm	1 hour

**OR:**

**III. Regular Work Schedule Options:**

	#	Days of week	Times	Length of lunch
<input type="checkbox"/>	E-1	Monday- Friday	7:30am – 4:00pm	30 minutes
<input type="checkbox"/>	E-2	Monday- Friday	7:30am – 4:30pm	1 hour
<input type="checkbox"/>	E-3	Monday- Friday	8:00am – 4:30pm	30 minutes
<input type="checkbox"/>	E-4	Monday- Friday	8:00am – 5:00pm	1 hour
<input type="checkbox"/>	E-5	Monday- Friday	8:30am – 5:00pm	30 minutes

MEETING RECESSED AS GUESTS ARRIVE FOR LUNCH AND A TIME OF VISITATION

**REPORTS**

**FINANCIAL COMMITTEE REPORT**

Mr. Charlie Jackson stated that the Finance Committee did meet at 9:30 a.m. this morning prior to the Board Meeting. He will defer the finance report to Ms. Shantha Varahan.

**FINANCE REPORT**

Ms. Shantha Varahan presented the Finance Report for the Month ended May 31, 2008.

FY-08 Budget Projections as of May 31, 2008

Description	Totals
FY-2008 Budget Work Program	\$126,219,921
Year-to-Date Expenditures	(103,905,126)
Encumbrances	(14,863,499)
Balance as of May 31, 2008	7,451,296
Less: Remaining Payroll Costs (Estimated)	(4,443,656)
Less: Remaining Travel Budget	(70,000)
Less: Restricted Funds	(521,929)
Less: Pending Encumbrances/Transfers	(184,624)
<b>Balance Available (Deficit)</b>	<b>2,231,087</b>
<b>Less: One Time Expenditures</b>	
Rader Improvements	(935,000)
COJC Career Tech	(80,000)
Thunderbird	(80,000)
Clinton Fire	(50,000)
Rader School	(360,000)
<b>Balance Available (Deficit)</b>	<b>726,087</b>
Projected Lapse/Carryover	1,116,286
FY-09 Additional Appropriations	2,068,446
Balance as of May 31, 2008	3,910,819
Less: Additional FTES (3 FTE Unfunded)	(180,000)
Less: Clinton Shelter	(300,000)
Less: Additional Level E (4 Beds)	(143,805)
Less: Unfunded Benefits Allowance	(1,162,000)
Less: Operational Increases	(3,060,765)
Less: Federal Funding Less (TCM)	(1,900,000)
<b>Balance Available (Deficit)</b>	<b>(2,835,751)</b>

FY-08 and FY-09 Budget Work Program Comparison

	FY-08	FY-09	Difference
OJJDP	1,225,511	1,300,000	74,489
Administration	6,802,961	6,922,339	119,378
Residential	53,756,011	53,049,971	(706,040)
Non-Residential	38,972,749	35,932,112	(3,040,637)
Community Based Youth Service Agencies	24,869,750	25,169,750	300,000
Juvenile Accountability Block Grant	582,939	1,000,000	417,061
Santa Claus Commission	10,000	10,000	0
<b>Total</b>	<b>126,219,921</b>	<b>123,384,172</b>	<b>(2,835,749)</b>

Note: A \$2.8 million deficit exists due to operational increases related to rising fuel prices and the federal funding loss of TCM.

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

	State Office	Residential Services	JSU	Totals
YTD BWP	5,591,986	23,611,311	15,849,187	45,052,484
YTD Exp	5,591,355	23,548,697	15,769,216	44,909,268
YTD Vary	631	62,614	79,971	143,216
YTD Var %	0.01%	0.27%	0.50%	0.32%

State Office includes OJJDP, JABG, and MIS

Travel Costs Comparison to Budget as of May 31, 2008

- Agency Year-to-Date Budget \$ 474,190
- Year-to-Date Expenditures \$ 382,475
- Year-to-Date Variance **\$ 91,715**

Agency Special Funds as of May 31, 2008

- 701 Trust Fund \$ 458,715
- 702 Canteen Fund 15,121
- 703 Donation Fund 1,050
- 706 Dedicated Fund 17

General Revolving Fund Revenue Status – May 31, 2008

General Revolving Fund	Budget to Date	Receipts	In Transit	Variance
SSI and SSA Support	169,583	199,574	0	29,991
Income from Rent	10,273	6,246	600	(3,427)
School Lunch Program	479,356	451,597	41,201	13,442
Inter-Agency Reimbursements	7,150	6,835	10,324	10,009
Reimbursements – Non-Federal	31,707	31,979	0	272
Sales of Documents & Merchandise	10,351	12,692	3,490	5,831
Other Receipts	84,423	46,279	16,877	(21,267)
Parental Responsibility-Child Support	214,170	227,283	21,809	34,922
<b>Total Revolving Funds</b>	<b>\$1,007,013</b>	<b>\$982,485</b>	<b>\$94,301</b>	<b>\$69,773</b>

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

Type	Projections for FY-08		Actual FY-08		
	Annual Revenue	YTD Revenue	Receipts	In Transit	Variance
TCM	3,000,000	2,820,000	2,582,079	9,944	(227,977)
RBMS	5,177,817	4,867,148	4,776,182		(90,966)
Admin	175,000	164,500	176,515	39,676	51,691
Total IV-E	280,000	253,077	285,048		31,971
<b>Total</b>	<b>\$8,632,817</b>	<b>\$8,104,725</b>	<b>\$7,819,824</b>	<b>\$49,620</b>	<b>(\$235,281)</b>

RBMS Claims for the months of March, April, and May totaling \$129,684 is in process.  
 Possible recoupment of TCM billed after March 3, 2008: \$279,658.  
 Estimated total revenue loss for the title XIX & Title IV-E for FY-08 is estimated to be (\$149,974)

Sole Source

Vendor	Date	Cost	Requestor	Division/Purpose
Soft Choice	4/11/08	\$4057.11	IT	Maintenance for Web Filter

Emergency Purchases

Date	Location	Description	Repair Cost
No Emergency Purchases Since Last Board Meeting.			

**LEGISLATIVE REPORT**

Ms. JLynn Hartman, Legislative Liaison, presented a Legislative Update of the 2008 Second Session of the Oklahoma 51<sup>st</sup> Legislature of those pertaining to or having effects on the Office Juvenile Affairs.

**Summary:**

- HB2568 – Confidential records to school districts.
- HB2643 – National Criminal history records search for OJA employees; fingerprint search and juvenile justice reviews for foster family homes; approval of permit or license not granted until search, registry, and training complete.
- HB3325 – OK Central Purchasing Act - DCS.
- SB502 – Two CLEET peace officers/investigators.
- SB906 – Interstate Compact for the Placement of Children.
- SB1369 – OJA FTEs.
- SB1403 – Youthful Offender Act.
- SB1421 – Waive fingerprinting in foster homes.
- SB1673 – National criminal history records check on employees with access or reviewing.
- SB1760 – Juvenile court case managers.
- SB1763 – Juvenile bureaus as departments of county for legal representation only.
- HB2259 – \$2,000,000 FY-08 OJA supplemental appropriation.
- HB2276 – \$112,129,258 FY-09 OJA General Appropriation.

- HB2406 – RFP, lease-purchase agreement with prior approval by the Legislature available funds.  
SB1280 – \$125,000 appropriation.  
SB1281 – \$112,129,258 FY-09 OJA Budget Limitation + RFP.

**Take Special Notice of:**

**SB 1403 Youthful Offender Act**

Senate: Anderson

House: Duncan

Modifies the Youthful Offender Act relating to sentencing procedures, duration of sentence, transfers, extensions, and court procedures.

Clarifies definitions. Adjudicated YOs that are age 17 and 18 may be held in county jails; age 18 may be held in general population. OJA shall place within 45 days of the filing and adoption of the treatment plan, unless the board declares an emergency. YOs in OJA custody shall have an annual review hearing, previously semi-annual (YOs in OJA supervision are not included), At age 18, the YO appears before the sentencing court who makes a determination for the YO to either (1) return to OJA not to exceed 18 years and 5 months, (2) transfer to DOC for incarceration (3) place on probation with DOC or (4) release from custody.

**Emergency added.**

**Signed 6-2-08 at 2:05 p.m.**

**Effective immediately.**

**NEW BUSINESS**

There was no new business to be heard.

**ADJOURN**

MOTION BY LONELIA SIMMONS WITH SECOND BY CHARLIE JACKSON TO ADJOURN THE MEETING.

MOTION PASSED

Voting Aye: Charlie Jackson  
Lonnie Simmons  
Linda Ware Toure  
George Lindley

The meeting was adjourned at 1:14 p.m.

Minutes approved in regular session on the *17<sup>th</sup>* day of *October, 2008*.

*George W. Lindley*

Judge George W. Lindley, Chairman

PREPARED BY:

*Linda McLennan*

Linda McLennan  
Board Secretary