

OFFICE OF JUVENILE AFFAIRS
October
MONTHLY BOARD OF DIRECTORS MEETING
MINUTES

October 17, 2008

BOARD MEMBERS

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

Absent: Jay Keel

PRESENT FROM THE OFFICE OF JUVENILE AFFAIRS

Dorothy Brown, Gene Christian, Paula Christiansen, Jeff Gifford, Donna Glandon, Dennis Gober, Wayne Johnson, JLynn Hartman, Anna Kelly, Linda McLennan, Cathy Olberding, Kim Sardis, Elizabeth Stewart, Shantha Varahan

OTHERS PRESENT

Erin Beckman, Ellen Harwell, Joanne Verity

CALL TO ORDER

Chairman Judge George Lindley called the October, 2008 Monthly Meeting of the Board of Directors of the Office of Juvenile Affairs to order at 10:04 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: Ellen Harwell and Joanne Verity who are both employees of the Oklahoma Commission of Children and Youth and also Erin Beckman representing eCapitol news media.

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE DIRECTOR'S REPORT

Mr. Christian called attention to the outline in the Board Members Books for listing of his activities from June 19, 2008 through October 16, 2008. Mr. Christian expressed his appreciation to Robert Morey, James Johnson, Everett Gomez and the staffs of the L.E. Rader Center (LERC) and Central Oklahoma Juvenile Center (COJC) for their hard work in acquiring their ACA Accreditation Ratings. COJC received

a 100% rating on both mandatory and non-mandatory standards. The Rader Center received a 100% rating on the mandatory standards and 99.5% on non-mandatory standards.

REPORTS

FINANCIAL COMMITTEE REPORT

Mr. Charlie Jackson stated that the Finance Committee met 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 ending September 30, 2008.

FY-09 Budget Projections - As of September 30, 2008

Description	Totals
FY-2009 Budget Work Program	\$126,202,899
Year-to-Date Expenditures	(23,142,135)
Encumbrances	(58,733,276)
Balance as of September 30, 2008	44,327,488
Less: Remaining Payroll Costs (Estimated)	(38,547,965)
Less: Remaining Travel Costs (Estimated)	(339,961)
Less: Restricted Funds	(1,184,618)
Less: Pending Encumbrances/Transfers	(6,891,944)
Plus: Projected Carryover	1,077,000
Balance Available (Deficit)	(1,560,000)

FY-09 Budget to Actual for Payroll as of September 30, 2008

	State Office	Residential Services	JSU	Totals
YTD BWP	1,577,403	6,567,797	4,534,980	12,680,180
YTD Exp	1,542,507	6,382,878	4,306,232	12,231,617
YTD Vary	34,896	184,919	228,748	448,563

State Office includes OJJDP, JABG, and MIS

Travel Costs Comparison to Budget as of September 30, 2008

- Agency Year-to-Date Budget \$ 76,282
- Year-to-Date Expenditures \$ 83,586
- Year-to-Date Variance **(\$ 7,304)**

Agency Special Funds as of September 30, 2008

- 701 Trust Fund \$ 487,576
- 702 Canteen Fund 9,680
- 703 Donation Fund 950
- 706 Dedicated Fund 17

General Revolving Fund Revenue Status – September 30, 2008

General Revolving Fund	Budget to Date	Receipts	In Transit	Variance
SSI and SSA Support	58,500	90,500	0	32,000
Income from Rent	1,800	2,245	400	845
School Lunch Program	126,000	123,928	22,396	20,324
Inter-Agency Reimbursements	1,950	913	1,902	865
Reimbursements – Non-Federal	9,000	27,124	0	18,124
Sales of Documents & Merchandise	3,750	2,839	1,109	198
Other Receipts	13,500	16,050	14,906	17,456
Parental Responsibility-Child Support	58,500	122,338	33,354	97,192
Total Revolving Funds	\$273,000	\$385,937	\$74,067	\$187,004

Title XIX and Title IV-E Revenue as of September 30, 2008

Type	Annual Revenue	YTD Revenue	Revenue	In Transit	Variance
TCM	3,000,000	1,119,658	1,026,327	34,579	(58,752)
RBMS	5,301,000	1,461,880	2,317,937	32,581	888,638
Admin	200,000	56,000			(56,000)
Total IV-E	285,000	76,731		114,531	37,800
Total	\$8,786,000	\$2,714,269	\$7,819,824	\$49,620	\$811,686

RBMS revenue includes \$903,575 for FY-08 that was received in FY-09

Sole Source

Vendor	Date	Cost	Requestor	Division/Purpose

Emergency Purchases

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

REPORT ON FLEXIBLE WORKING HOURS, ALTERNATIVE WORK SCHEDULES AND THE TIME MANAGEMENT SYSTEM

Mr. Christian stated that almost all of the feedback from employees has been positive regarding the new flexible working hours, alternative work schedules and time management system. A questionnaire was sent to employees for their evaluation of the 90-day pilot program. Examples of input from employees were discussed with the Board Members

Flexible Working Hours have been expanded to allow employees and supervisors to work together to select working hours that may begin as early as 7:00 a.m. and stay as late as 6:00 p.m. Lunch breaks may be either 30 minutes or one hour.

Until further notice, the Time Management System will be continued. Suggested improvements are under consideration and revisions will be ongoing.

APPOINTMENT PROCESS FOR BOARD MEMBERS

Mr. Christian met with the Governor's Appointment Secretary, Andrea Mitchell, to discuss the upcoming expiration terms of OJA's Board of Directors. OJA has 2 Board Members that cannot be re-appointed and 3 members, whose terms expire, but are eligible for re-appointment.

*BOARD OF JUVENILE AFFAIRS
(10 O.S. Section 7302-1.1)*

History and Function: The Board is the rule-making body for the Office of Juvenile Affairs. The Board reviews and approves the budget requests of the office; conducts "periodic reviews and planning activities related to the goals, objectives, priorities, and policies" of the office; and provides a "public forum for receiving comments and disseminating information to the public and the regulated community regarding goals, objectives, priorities, and policies" of the office. In regard to the latter responsibility, the Board has "the authority to adopt nonbonding resolutions requesting action by the Office of Juvenile Affairs in response to comments received or upon the Board's own initiative."

The Board annually elects a chair and vice-chair. The Board appoints and fixes the compensation of the Executive Director.

Number of Members: Seven appointed members.

Term: Four years. Members may be re-appointed to succeed themselves for one additional term. If a vacancy occurs which the Governor does not fill within 90 days, the remaining board members may appoint a provisional member to serve until the Governor fills the vacancy.

Special Qualifications: Each congressional district is to be represented by one member. The remaining members are appointed at large. All must be U.S. citizens and residents and qualified electors of the state without any felony conviction. One member is to be a layperson. Members appointed shall include persons having experience in social work, juvenile justice, criminal justice, criminal-justice-related behavioral sciences, indigent defense, and education. Consideration shall be given to urban, rural, gender, and minority representation.

Present Members:

<u>Name</u>	<u>Residence</u>	<u>Cong.D.</u>	<u>Qualification</u>	<u>Term Expires</u>
Jay Keel	Ada	4	OCCY	March 15, 2009
Charles F. Jackson	Tulsa	1	Justice Work	March 15, 2009
Lonelia Simmons	Muskogee	2	Educator	March 15, 2009
George W. Lindley	Duncan	4	Justice Work	July 1, 2009
Gary A. Taylor	Oklahoma City	5	Indigent Defender	July 1, 2009
Edward Smith	Clinton	3	Criminal Justice	March 15, 2010
Linda Ware Toure	Oklahoma City	5	Lay Member	March 15, 2010

Red Signifies the member is not eligible for reappointment.

Blue Signifies the member is eligible for reappointment.

Pink signifies the member's term has not expired.

Mr. Christian will stay apprised on the process and the nominations to appoint new Board Members.

ACTION ITEMS

DISCUSSION AND/OR POSSIBLE ACTION TO APPROVE THE JUNE 19, 2008 BOARD OF DIRECTORS MEETING MINUTES

MOTION BY LONELIA SIMMONS WITH SECOND BY CHARLIE JACKSON TO APPROVE THE JUNE 19, 2008 BOARD OF DIRECTORS MEETING MINUTES AS PRESENTED.

MOTION PASSED

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

Abstain: Gary Taylor

DISCUSSION AND/OR POSSIBLE ACTION TO APPROVE THE SEPTEMBER 4, 2008 BOARD OF DIRECTORS RETREAT MEETING MINUTES.

MOTION BY GARY TAYLOR WITH SECOND BY LONELIA SIMMONS TO APPROVE THE SEPTEMBER 4, 2008 BOARD OF DIRECTORS RETREAT MEETING MINUTES AS PRESENTED.

MOTION PASSED

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

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

Ms. Anna Kelly presented the grant proposal, which has been recommended by the SAG board for approval.

**Recommendation for Title V Grant Funding
November 1, 2008 / June 30, 2009**

Title V

- Geographical Area of Oklahoma City
- Your Family is Our family
- (Mentoring and Family Support Program)
- Serving Capitol Hill, Crooked Oak and Douglass High School and their Feeder Schools

Risk and Protective Factors in Sphere of Influence

- Community Crime/Presence of Caring Supportive Adults
- School dropout/Youth Participation, Involvement and Responsibility in School
- Family History of Problem Behavior/Positive Bonding with Attachment and Commitment
- Gang Involvement / Involvement with Positive Peer Activities and Norms
- Antisocial Behavior and Alienation/Social Competencies

Community Collaboration

District Attorney	Police Department
OKC Public Schools	Metro Tech
Capitol Chamber of Commerce	Effective Transitions Inc.
Local Business Persons	Ministerial Alliance

**Federal Title V Funds
Recommended Award Amount \$50,000.00**

MOTION BY CHARLIE JACKSON WITH SECOND BY EDWARD SMITH TO AWARD THE FEDERAL TITLE V FUNDS TO THE PARTY REQUESTING THE GRANT FOR THE DISTRICT ATTORNEY'S OFFICE TO COVER THE GEOGRAPHICAL AREA OF OKLAHOMA CITY IN THE AMOUNT OF \$50,000.

MOTION PASSED

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

Abstain: Lonelia Simmons

DISCUSSION AND/OR POSSIBLE ACTION ON THE PROPOSED SCHEDULE FOR THE BOARD OF DIRECTORS MEETING DATES FOR CALENDAR YEAR 2009.

Mr. Christian proposed the following dates.

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 23, 2009	10:00 a.m.	Office of Juvenile Affairs 3812 N. Santa Fe, 4 th Floor Oklahoma City, OK 73118
February 20, 2009	10:00 a.m.	Office of Juvenile Affairs 3812 N. Santa Fe, 4 th Floor Oklahoma City, OK 73118

March 20, 2009	10:00 a.m.	Office of Juvenile Affairs 3812 N. Santa Fe, 4 th Floor Oklahoma City, OK 73118
April 17, 2009	10:00 a.m.	Office of Juvenile Affairs 3812 N. Santa Fe, 4 th Floor Oklahoma City, OK 73118
May, 2009	No Regularly Scheduled Board Meeting	
June 19, 2009	10:00 a.m.	Office of Juvenile Affairs 3812 N. Santa Fe, 4 th Floor Oklahoma City, OK 73118
July 17, 2009	10:00 a.m.	Office of Juvenile Affairs 3812 N. Santa Fe, 4 th Floor Oklahoma City, OK 73118
August, 2009	No Regularly Scheduled Board Meeting	
September 18, 2009	10:00 a.m.	Office of Juvenile Affairs 3812 N. Santa Fe, 4 th Floor Oklahoma City, OK 73118
October 16, 2009	10:00 a.m.	Office of Juvenile Affairs 3812 N. Santa Fe, 4 th Floor Oklahoma City, OK 73118
November, 2009	No Regularly Scheduled Board Meeting Combine November and December Meetings at an earlier date in December	
December 4, 2009	10:00 a.m.	Office of Juvenile Affairs 3812 N. Santa Fe, 4 th Floor Oklahoma City, OK 73118

MOTION BY LINDA WARE TOURE WITH SECOND BY GARY TAYLOR TO ACCEPT THE 2009 CALENDAR MEETING DATES OF THE BOARD OF DIRECTORS AS PRESENTED.

MOTION PASSED

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

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

Item IX. (A) 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. Item (B) will be stricken from the Agenda and not discussed.

VOTE TO CONVENE INTO EXECUTIVE SESSION

MOTION BY GEORGE LINDLEY WITH SECOND BY LINDA WARE TOURE TO CONVENE INTO EXECUTIVE SESSION.

MOTION PASSED

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

VOTE TO RETURN TO OPEN SESSION

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

MOTION PASSED

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

POSSIBLE VOTE ON ITEMS FROM EXECUTIVE SESSION.

There were no items requiring a vote.

NEW BUSINESS

There was no new business to be heard.

ADJOURN

MOTION BY GARY TAYLOR WITH SECOND BY LINDA WARE TOURE TO ADJOURN THE BOARD OF DIRECTORS MEETING.

MOTION PASSED

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

The meeting was adjourned at 12:10 p.m.

Minutes approved in regular session on the *5th* day of *December, 2008*.

George W. Lindley
Judge George W. Lindley, Chairman

PREPARED BY:

Linda McLennan
Linda McLennan
Board Secretary