

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

September 19, 2006

BOARD MEMBERS

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

Arrived at 9:20 a.m.

PRESENT FROM THE OFFICE OF JUVENILE AFFAIRS

Gary Bolin, Don Bray, Dorothy Brown, Rhonda Burgess, Gene Christian, Kevin Clagg, Jeff Gifford, Donna Glandon, Linda McLennan, Marla Parish, Kim Sardis, Elizabeth Stewart

OTHERS PRESENT

Shawn Black, Ellen Harwell, Mick Hinton, LeRoy Smith

CALL TO ORDER

Chairperson Lonelia Simmons called the September 19, 2006 Board Retreat of the Board of Directors of the Office of Juvenile Affairs to order at 9:05 a.m. at the J.D. McCarty Center, 2002 East Robinson, Norman, OK.

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.

Chairperson Lonelia Simmons read the Office of Juvenile Affairs Mission Statement.

Executive Director Gene Christian introduced guests: Ellen Harwell from OCCY, Mick Hinton from the *Tulsa World*, and LeRoy Smith from OAYS. Shawn Black, Executive Director of OAYS will be joining the meeting later in the morning.

Director Christian gave his Report to the Board. Mr. Christian stated that the staff has been very considerate of his learning curve. He will discuss priorities with the Board Members expecting that Pay Increases be of paramount interest and the top issue. He will be presenting a list of his top five priorities to the Board.

DISCUSSION WITH POSSIBLE ACTION TO APPROVE THE BOARD MEETING MINUTES OF AUGUST 17 AND 18, 2006.

MOTION BY JAY KEEL WITH SECOND BY EDWARD SMITH TO APPROVE THE BOARD MEETING MINUTES OF AUGUST 17 AND 18, 2006 AS PRESENTED.

MOTION PASSED

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

Absent: Charlie Jackson

DISCUSSION WITH POSSIBLE ACTION REGARDING 2007 LEGISLATIVE GOALS.

Mr. Christian listed Legislative Goals for the 2007 Legislative Session.

- (1) Budget for OJA
- (2) Budget for Youth Services
- (3) Victim Services
- (4) Juveniles and Guns
- (5) Clean-up of HB 2999
- (6) Bond Proposal for New Facility

(1) FY '08 OJA Budget

Mr. Gary Bolin, Deputy Director, presented the proposed FY '08 OJA Budget

Office of Juvenile Affairs
 FY-2008 Budget Request
 Updated September 18, 2006

	Description	FY-2007 Supplemental Request		FY-2008 Request Amount		FY-2008 Request Totals
	Salary					
1	Annualization of 5% Pay Increase			437,000		
2	Midpoint w/\$8K Cap			3,350,000		
3	Yearly Increase in Benefits Allowance and Retirement Rate	560,000	¹	1,500,000		5,287,00
	Operational					
4	Workers Compensation	1,354,000		67,000		
5	Travel, Fuel, Rent, Food Utilities, Maintenance	1,154,000		146,000		
6	Administrative Costs for Federal Grants			192,000		
7	Alt to Detention Services	746,000		54,000		
8	Vehicles Replacement Plan			500,000	²	
9	Medical Services for Juveniles	292,000		8,000		
10	School Contract Increase	165,000		55,000		
11	Psch Evals	81,000		19,000		
12	Leap Year			50,000		
13	Audit / Independent Auditors – A133	162,000		(122,000)		
14	Information Technology	46,000				
15	Career Tech Skills Center for COJC (\$154,400 start-up)	1,354,000		85,600		1,054,600

	Program Resources				
16	Level E (Reintegration Level E 36 new beds @ \$154 per day)			1,454,000	
17	Level E Rate Increase (222 beds @ \$154 per day)			1,459,000	
18	Court System Tele-Conferencing			500,000	
19	Increase for Detention Services			195,000	3,608,000
	Youth Services				
20	Outreach, FTOP, Emergency Youth Shelters			10,000,000	10,000,000
	One-Time Capital Items				
21	Capital Projects – Institutions			3,230,000	²
22	Fully Fund Camera Systems and Digital Recording Upgrade			750,000	²
23	Information Technology			836,000	
24	Career Tech Skills Center for CPJC (\$154,400 start-up)			154,400	
25	Youthful Offender Facility				
26	Construction			20,000,000	²
27	Operations			2,000,000	
28	Construction of Detention Center in Craig County				26,970,400
29	Less: Carryover Projection	(1,342,978)			
30	Totals	3,217,022		46,920,000	46,920,000

(2) FY '08 Youth Services Budget

Mr. Christian presented the proposed increases for the FY '08 Youth Services Budget.

(1)	Shelter Services	\$3,500,000
(2)	Community Based Youth Services Program Funding	\$5,500,000
(3)	Community Intervention Centers	\$1,000,000
	TOTAL INCREASE	\$10,000,000

A chart of youth services funding by agency and city was presented. Mr. Shawn Black stated that the Oklahoma Association of Youth Services is in agreement with the proposed budget. It was clarified that if additional agencies are certified as Youth Service Agencies, the funding allocation for that community will be divided among those agencies in that area.

MOTION BY GEORGE LINDLEY WITH SECOND BY EDWARD SMITH TO APPROVE LAST YEAR'S APPROPRIATIONS PLUS THE '07 SUPPLEMENTAL AND THE INCREASE OF AN ADDITIONAL \$10,000,000 FOR THE FY '08 BUDGET.

MOTION PASSED

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

Lonelia Simmons

(3) Victim Services

- Provide status or progress notes
- Notify the victims about offender's release
- Provide victim awareness programming for offenders
- Support groups for families traumatized by youth services
- Mentoring
- Counseling
- Housing assistance
- Parenting classes
- Employment assistance
- Reconciliation and rebuilding relationships
- Networking with victim witness coordinators and District Attorney's offices
- Victim Mediation

(4) Juveniles and Guns

Mr. Christian said he would like to introduce legislation making it a crime for any person to recklessly leave a firearm in a place or location that could harm or endanger a child.

Discussion followed. Ideas were expressed that it was risky, but yet courageous and a bold move for OJA. Mr. Christian will bring the proposed legislation before the Board on October 20. A legislative author for the bill must be identified. The legislation would be patterned after a similar bill passed in the state of Virginia.

[It shall be unlawful for any person to recklessly leave a loaded, unsecured weapon designated in Section 1272, including any rifle or shotgun, in such a manner as to endanger the life of any child under the age of fourteen years of age.]

(5) Clean-up of HB 2999

1. The Division of Institutional Services which shall be responsible for the institutions operated by or contracted for by the Office of Juvenile Affairs;
2. The Division of Community-based Youth Services which shall be responsible for contracting with, monitoring, evaluation and support of Community-based Youth Services Agencies;
3. The Division of Juvenile [and Treatment] Services which shall be responsible for intake, probation and parole services, supervision and placement of juveniles [and the contracting for, monitoring and evaluation of residential and treatment programs other than institutions and Community-based Youth Services Agencies; and]
- ~~4. The Division of Residential and Treatment Programs which shall be responsible for contracting for, monitoring and evaluation of residential and treatment programs other than institutions and community-based Youth Services Agencies; and~~
- ~~5. [4].~~ Such other divisions specifically established by law [the Executive Director of the Office of Juvenile Affairs, with the approval of the Board].

Mr. Christian's comments:

- Number 1 is the same.
- Number 2 is new.
- Combine numbers 3 and 4
- Number 5 becomes number 4.

The re-organization will be designed as outlined in the present law rather than the clean-up legislation to be presented in the 2007 Legislative Session.

VOTE TO CONVENE INTO EXECUTIVE SESSION

MOTION BY CHARLIE JACKSON WITH SECOND BY GEORGE LINDLEY TO CONVENE INTO EXECUTIVE SESSION

MOTION PASSED

Voting Aye: Jay Keel
George Lindley
Edward Smith
Gary Taylor
Lind Toure
Charlie Jackson
Lonelia Simmons

VOTE TO RETURN TO OPEN SESSION

MOTION BY CHARLIE JACKSON WITH SECOND BY GEORGE LINDLEY TO CONVENE INTO OPEN SESSION

MOTION PASSED

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

Jay Keel left the meeting at 1:05 pm

VOTE ON ITEMS FROM EXECUTIVE SESSION

There were no items for vote.

DISCUSSION WITH POSSIBLE ACTION ON '07 BOND PROPOSAL FOR NEW FACILITY

Mr. Kevin Clagg presented.

Youthful Offender Facility Study

- OJA has been directed by the Legislature through the 07 appropriations bill to conduct a Youthful Offender Facility Study utilizing \$15,000 from general funding.
- OJA is negotiating with the gh2 GRALLA Architectural firm (GRALLA) to conduct the study.
- GRALLA is an Oklahoma based architectural firm providing a full range of professional planning and design services for corporations, governmental organizations, small businesses, and individuals. They have been in business since 1972. GRALLA services North America, Latin America, Europe and Southeast Asia. GRALLA is the consultant of record for the Rader fence project.
- GRALLA has been under contract as an "on-call" consultant for the State of Oklahoma through the Department of Central Services' Construction and Properties Division and is in the process of renewing its contract for FY '07.

- Proposal Summary
 - (a) Research current practices and similar facilities.
 - (b) Develop/Refine Facility Space Program Alternatives, and conceptual space planning diagrams.
 - (c) Research current costs for similar facilities.
 - (d) Prepare a detailed cost model, based upon Facility Space Programs, Conceptual Space Planning, and desired quality level projections. Cost model will analyze costs per Offender Bed, building costs per square foot, overall development (soft) costs, as well as site development costs if potential sites are identified during the study effort. As directed by OJA, cost models may compare scenarios related to the construction of one large facility vs. multiple smaller facilities at different sites.
 - (e) Review Meetings/work-sessions with OJA staff – at least two of these meetings will be ½ day work-sessions where the proposed facilities is discussed in great detail with the OJA working group.

MOTION BY CHARLIE JACKSON WITH SECOND BY GEORGE LINDLEY TO SPEND \$15,000 FOR THE ARCHITECTURAL FIRM gh2 GRALLA TO CONDUCT A STUDY FOR A NEW YOUTHFUL OFFENDER FACILITY.

MOTION PASSED

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

Absent: Jay Keel

DISCUSSION WITH POSSIBLE ACTION ON MARKETING PLAN

Rhonda Burgess, Public Information Officer, presented. A Marketing Calendar assists in launching the message in a structured and well thought-out manner, allows us to see where we are going and where we have been, helps identify marketing gaps, and insures we are getting out the message statewide.

Marketing vehicles to help get the message out are television, radio, print, legislative interactions, partnership meetings, civic organization presentations visiting OJA staff and personal contact in the community.

Upcoming OJA Marketing Calendar

October 3	Op/Ed for the <i>Oklahoman</i>
October 6	OJA New Worker Academy Graduation
October 8	Flashpoint - Channel 4 OKC
October 10	Oklahoma Institute for Child Advocacy at UCO
October 18	Oklahoma Correctional Association, OKC
October 27	<i>Purcell Register</i> Interview McClain County Youth Services and JSU Luncheon <i>Norman Transcript</i> Editorial Board and Interview
October 30	"This Week in Texoma" KSWO – Channel 7 – Lawton
November (TBA)	"Good Morning Oklahoma" – Channel 8 - Tulsa Interview KRMG - Tulsa

DISCUSSION OF REPORT FORMAT

Staff Reports, which include Finance and Legislative, are to remain in the same format.

Donna Glandon, Advocate General, presented the Board with a sample report of incidents. The Board Members suggested the name of the facility be added to the information.

DISCUSSION AND POSSIBLE ACTION ON FORMATION AND CONTINUANCE OF BOARD COMMITTEES.

Mr. Christian presented. The Rates and Standards Committee is created by statute. Chairperson Lonelia Simmons appointed Board Vice-Chairman Charlie Jackson as Chairman of this Committee in August 2006.

Volunteers were asked for participation in the remaining Finance Committee and Rules Committee.

MOTION BY CHARLIE JACKSON WITH SECOND BY GARY TAYLOR TO LAPSE THE COMMUNITY OUT REACH COMMITTEE.

MOTION PASSED

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

Absent: Jay Keel

DISCUSSION WITH POSSIBLE ACTION ON THE 5-YEAR STRATEGIC PLAN

Mr. Christian presented an updated version of the FY 2008 – 2012 Strategic Plan for the Office of Juvenile Affairs as of September 15, 2006.

A Strategic Planning Team comprised of the Executive Director's staff and the Assistant Division Administrator developed the updated plan.

MOTION BY LINDA WARE TOURE WITH SECOND BY GARY TAYLOR TO ACCEPT THE FY 2008 - 2012 STRATEGIC PLAN AS PRESENTED.

MOTION PASSED

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

Absent: Jay Keel

ADJOURNMENT

MOTION BY GEORGE LINDLEY WITH SECOND BY CHARLIE JACKSON TO ADJOURN THE MEETING.

MOTION PASSED

Voting Aye: George Lindley
Edward Smith
Gary Taylor

Linda Toure
Charlie Jackson
Lonelia Simmons

Absent: Jay Keel

Minutes approved in regular session on the *20th* day of *October, 2006*.

Lonelia Simmons

Lonelia Simmons, Chairperson

PREPARED BY:

Linda McLennan

Linda McLennan
Board Secretary