



Northern Oregon Corrections  
Gilliam – Hood River – Sherman – Wasco  
201 Webber Street, The Dalles, OR 97058

## NORCOR Board Meeting

May 16, 2024

10am-Noon

NORCOR Juvenile Facility Conference Room  
211 Webber Street, The Dalles, OR 97058

### AGENDA

To view and participate in the live meeting via the Zoom Platform, you may access the link on the Website to join the meeting. Once you “join” the meeting you will be able to view and listen to the meeting.

Join Zoom Meeting: <https://zoom.us/j/8323818500> One tap mobile: 1-253-215-8782 PIN: 832 381 8500

#### 1.0 Call to Order

1.1 Welcome and Introductions

1.2 Additions or Deletions to the Agenda

1.3 Consent Agenda: (Items of routine nature: documents previously discussed, and reports provided to the Board for review purposes – not all items require a vote, but acceptance of the packet)

**1.3.1 [Minutes – Board Meeting April 18, 2024](#)**

#### 2.0 Public Comment (10 minutes)

The NORCOR Board is committed to the public process and will consider all public testimony seriously. Please send written comments to [inquiries@norcor.co](mailto:inquiries@norcor.co) with the subject line labeled “Public Comment” by April 17, 2024, 8am. Verbal testimony will be accepted during the meeting.

#### 3.0 Business Item

3.1 Business Manager Updates

3.1.1 Approval of FY 2024-2025 Budget

3.1.2 Staffing Updates

3.1.3 One Community Health Letter of Support

**3.1.4 [Katrina McAlexander Contract Renewal 2024-2025](#)**

3.2 Detention Manager Update

3.2.1 Construction Update

3.3 Finance Update

**3.3.1 [March 2024 Financials Statements](#)**

#### 4.0 Administrative Updates

4.1 Coalition Update(s)

4.2 Oversight Committee Update(s)

4.2.1 Sheriff’s Oversight

4.2.2 Juvenile Director’s Oversight

4.3 Board Member Update(s)

#### 5.0 Adjourn

5.1 Next NORCOR Board Meeting will be June 20, 2024 at 10:00 am



# NORCOR CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman  
201 Webber Street  
The Dalles, OR 97058  
541-298-1576  
Fax 541-298-1082



## NORCOR Board Meeting

April 18<sup>th</sup>, 2024

Preliminary Business – The NORCOR Board meeting was held as a hybrid meeting offered on two platforms; by ZOOM and in person at the NORCOR Juvenile Detention Facility at 211 Webber Street, The Dalles, OR.

Board Members – NORCOR Board Chair Scott Hege (Wasco), Judge Joe Dabulskis (Sherman), Secretary/Treasurer- Commissioner Pat Shannon (Gilliam), Commissioner Ed Weathers (Hood River).

Oversite Sheriff – Sheriff Matt English  
Oversite Juvenile Director – Amber DeGrange

Other Attendees – Joyce Orendorff, Nichole Biechler, John Miller, Amy Nation, Robbie Johnson, Barb Harris, Tom McCoy, Daniel White, Molly Rogers, Dale Whipple, Bob Benton, Bill Boyden, Don Jameson, Tyler Stone, Rebecca Beitel, Connie Krummrich, Tim Schechtel, Monica Morris.

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1.0 Call to Order –Board Chair Scott Hege opened the meeting at 10:10 a.m.

1.1 Welcome and Introductions

1.2 Additions or Deletions to the Agenda – There were no additions or deletions.

1.3 Consent Agenda:

1.3.1 Minutes – Board Meeting March 21, 2024

Ed Weathers made a motion to approve the consent agenda; his motion was seconded by Joe Dabulskis.

2.0 Public Comment – There was no public comment.

3.0 Business Item –

3.1 Finance Update –

3.1.1 February 2024 Financials Statements – Dale Whipple gave an overview of the current financials.



# NORCOR

## CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman  
201 Webber Street  
The Dalles, OR 97058  
541-298-1576  
Fax 541-298-1082



3.2 Warm Springs contract – Jail Commander Joyce Orendorff and Sheriff Matt English gave a detailed explanation for the Warm Springs contract termination. Commissioner Weathers made a motion to accept termination of the Warm Springs contract. Judge Joe Dabulskis seconded this motion.

3.3 Klickitat County discussions - Jail Commander Joyce Orendorff pointed out that the possibility of a Klickitat County contract is just a discussion. She will keep the board posted on any changes.

3.4 Proposed letter of Support for Gorge Recovery Center – Daniel White explained the importance of community support for the Center. All parties agreed to support the Gorge Recovery Center.

#### 4.0 Administrative Updates –

4.1 Coalition Update(s) – Tim Schechtel shared that he and Nichole Biechler attended a meeting sponsored by the Chamber of Commerce, this meeting went very well. The coalition are strongly dedicated to supporting Sheriff Magill and the Community Resolution Center. They have been discussing Measure 4002, and the impact of the possible increase in custodies. They enjoy working with the Management team.

#### 4.2 Oversight Committee Update(s) -

4.2.1 Sheriff's Oversight – Matt English shared that the sheriffs have been communicating regularly. The Sheriffs have been reviewing NORCOR updated policies.

4.2.2 Juvenile Director's Oversight – No updates.

#### 4.3 Board Member Update(s) – No updates.

Nichole Biechler added at closing that Jennifer Coleman has stepped down as Nursing Director, Cassie Hill will be stepping into the Nursing Director position next week. She has worked for NORCOR previously, so we are anxious for her to be rejoining the NORCOR team.



# NORCOR CORRECTIONS FACILITIES

Wasco-Gilliam-Hood River-Sherman  
201 Webber Street  
The Dalles, OR 97058  
541-298-1576  
Fax 541-298-1082



5.0 Adjourn -

5.1 Next NORCOR Board Meeting will be May 16, 2024, at 10:00 a.m.

Respectfully submitted by:

Rebeccah Beitel

5/8/2024

Rebeccah Beitel  
NORCOR Admin Assistant

Date

\_\_\_\_\_  
Commissioner Scott Hege  
NORCOR Board Chair

\_\_\_\_\_  
Date

**NORCOR**  
**CORRECTIONS FACILITIES**

Wasco-Gilliam-Hood River-Shamman  
201 Webber Street  
The Dalles, OR 97058  
541-298-1576  
Fax 541-298-1082

**Parties:**

**Katrina McAlexander PMHNP-BC CV**  
6670 trout Creek Road  
Mt. Hood, Oregon 97041

(hereafter referred to as "Contractor")

Northern Oregon Regional Corrections  
201 Webber Street  
The Dalles, OR 97058

(hereafter referred to as "NORCOR")

This agreement formed on April 11, 2024 is between Katrina McAlexander ("Contractor") a private service provider, and the Northern Oregon Regional Corrections Facility ("NORCOR").

**WHEREAS**, NORCOR is authorized to provide regional jail and detention services and Contractor is authorized to provide prescriptive behavioral health services and is licensed with the state of Oregon, an agreement between both parties as follows. This Agreement is not effective until signed by all parties. This Agreement is subject to the availability of local, state and federal funds. This Agreement is for the period indicated and does not in any way commit NORCOR or Contractor to obligate funds for continuation of these services.

**WHEREAS**, Contractor has, or can obtain, a license to allow for the prescription of psychotropic medication and liability insurance as indicated by her licensure.

**Contact Effective Date and Termination.**

The effective date of this contract shall be July 1, 2024, and shall continue through June 30, 2025.

**Statement of Work**

Contractor agrees to perform the following personal or professional services with the following results: Provide 6 hours of psychiatric care per week to the detainees of NORCOR under the over-site of the NORCOR Management Team.

**Compensation.**

NORCOR shall compensate Katrina McAlexander for satisfactory performance of the above described duties under this agreement. NORCOR will compensate Contractor at a rate of \$130.00 per hour with a determined work week of 6 hours.

NORCOR will supply materials and supplies for performance of these duties.

- Contractor shall assume responsibility for any expense or liabilities involved in providing such service.
- NORCOR certifies that sufficient funds are currently available and are authorized for expenditure to finance costs of this agreement in the agency's current appropriation or limitation.
- There will be a review of this agreement in six months and adjust funding appropriate to the needs of NORCOR.

**Independent Contractor.**

Katrina McAlexander is engaged as an Independent Contractor and as such agrees to the following:

1. Contractor shall be responsible for any Federal or State Taxes applicable to this payment.
2. Contractor is not eligible and NORCOR is not obligated for any benefits from these contract payments of Federal Social Security, State Worker's Compensation or Unemployment Insurance. Information returns will be furnished to the Department of Revenue and the Internal Revenue Service as required.
3. Contractor certifies that all appropriate licenses and malpractice insurance are maintained, and that NORCOR can request proof of this coverage at any time.

**Confidentiality.**

Contractor agrees to not use or disclose any information concerning a NORCOR client for a purpose not directly connected with the administration of its responsibilities under this Contract, except on written consent of the NORCOR client, his/her legally responsible parent or guardian, or if appropriate, his or her attorney.

**Ownership of Product.**

Work products created by Contractor pursuant to the statement of work for this agreement shall be the property of NORCOR exclusively.

**Compliance with Applicable Law.**

Contractor shall comply with all federal, state, and local laws applicable to the work under this agreement, and all regulations and administrative rules established pursuant to those laws.

**Early Termination.**

Mutual Agreement. The parties to the agreement may terminate the agreement at any time evidenced by a signed written agreement thirty (30) days prior to the date of termination.

Unilateral Action. Either party may terminate this agreement upon 30 days written notice to the other party.

Termination Upon Breach. Either party may terminate the agreement in the event of breach, provided a 15-day notice of intent to terminate has been provided prior to the termination with opportunity to cure the breach.

Immediate Termination Upon Loss of License or Endangerment of Clients. The contract may be terminated immediately if NORCOR, upon evidence of the Contractor's loss of licensure, whether by denial, suspension, revocation, or non-renewal of any license to practice or certificate of insurance, or upon evidence that the Contractor has endangered or is endangering the health and safety of clients, staff or the public.

Insufficient Funding. NORCOR may terminate all or part of this agreement with 20 days' notice if funding sources are not obtained to allow for purchase of the indicated quantity of services.


**Arbitration.**


In the event of a dispute between the parties to this agreement and after reasonable attempts to resolve the matter informally, the parties agree to refer the matter in dispute to a mutually accepted Arbitrator with the decision of the Arbitrator to be final and legally binding and judgment may be entered thereon, or if Arbitration is not pursued, it is agreed any suit in the matter will be filed in Wasco County, Oregon with prevailing party to be awarded reasonable attorney fees.

**THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH AFFECTS YOUR LEGAL RIGHTS AND MAY BE ENFORCED BY THE PARTIES.**

**Effective Date:** This contract shall be effective upon the date both parties have signed below.

**Contractor:**

  
\_\_\_\_\_  
Katrina McAlexander

  
\_\_\_\_\_  
Date

**NORCOR:**

  
\_\_\_\_\_  
Nichole Biechler, Business Manager

  
\_\_\_\_\_  
Date

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 9 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>ADMINISTRATION DEPARTMENT</u>					
<u>REVENUE</u>					
ADMIN REIMBURSEMENTS	126,208.77	1,132,162.14	1,688,807.00	556,644.86	67.0
PROPERTY TAXES	.00	301.13	.00	( 301.13)	.0
RENTAL REVENUES	56,619.91	549,989.06	738,935.00	188,945.94	74.4
OTHER REVENUES	3,045.05	38,468.32	10,800.00	( 27,668.32)	356.2
<b>TOTAL ADMINISTRATION DEPARTMENT REVENUE</b>	<b>185,873.73</b>	<b>1,720,920.65</b>	<b>2,438,542.00</b>	<b>717,621.35</b>	<b>70.6</b>
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	86,828.23	786,184.11	1,117,942.00	331,757.89	70.3
PAYROLL TAXES	6,871.14	64,160.55	89,629.00	25,468.45	71.6
BENEFITS	32,206.91	295,032.33	481,599.00	186,566.67	61.3
<b>TOTAL PERSONNEL SERVICES</b>	<b>125,906.28</b>	<b>1,145,376.99</b>	<b>1,689,170.00</b>	<b>543,793.01</b>	<b>67.8</b>
<u>MATERIALS &amp; SERVICES</u>					
ADMINISTRATIVE	40,583.17	340,752.46	468,671.00	127,918.54	72.7
INFORMATION TECHNOLOGY	65.72	2,449.48	.00	( 2,449.48)	.0
KITCHEN	987.50	5,498.21	8,500.00	3,001.79	64.7
MAINTENANCE	261.69	6,412.98	14,000.00	7,587.02	45.8
MEDICAL	39.96	39.96	500.00	460.04	8.0
EXPENDITURE 80	1,878.93	5,617.98	5,400.00	( 217.98)	104.0
CONTRACTED SERVICES	16,150.48	144,461.60	148,301.00	3,839.40	97.4
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>59,967.45</b>	<b>505,232.67</b>	<b>645,372.00</b>	<b>140,139.33</b>	<b>78.3</b>
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	.00	70,310.99	104,000.00	33,689.01	67.6
<b>TOTAL CAPITAL OUTLAY</b>	<b>.00</b>	<b>70,310.99</b>	<b>104,000.00</b>	<b>33,689.01</b>	<b>67.6</b>
<u>CONTINGENCY</u>					
CONTINGENCY	.00	.00	301,410.00	301,410.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>301,410.00</b>	<b>301,410.00</b>	<b>.0</b>
<b>TOTAL ADMINISTRATION DEPARTMENT EXPENSES</b>	<b>185,873.73</b>	<b>1,720,920.65</b>	<b>2,739,952.00</b>	<b>1,019,031.35</b>	<b>62.8</b>
<b>NET ADMINISTRATION DEPARTMENT</b>	<b>.00</b>	<b>.00</b>	<b>( 301,410.00)</b>	<b>( 301,410.00)</b>	<b>.0</b>

ADULT CORRECTIONS DEPARTMENT



NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 9 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
COUNTY SUBSIDIES	161,410.92	2,905,395.78	3,873,861.00	968,465.22	75.0
CONTRACT REVENUES	151,817.39	1,751,456.13	2,368,455.00	616,998.87	74.0
REIMBURSEMENTS	.00	108,895.49	130,000.00	21,104.51	83.8
OTHER REVENUES	36,630.81	184,132.52	77,000.00	( 107,132.52)	239.1
<b>TOTAL ADULT CORRECTIONS DEPARTMENT REVENUE</b>	<b>349,859.12</b>	<b>4,949,879.92</b>	<b>6,449,316.00</b>	<b>1,499,436.08</b>	<b>76.8</b>
<u>EXPENSES</u>					
<u>PERSONNEL SERVICES</u>					
SALARY & WAGES	189,538.51	1,892,869.77	2,497,938.00	605,068.23	75.8
PAYROLL TAXES	14,681.50	146,760.69	188,015.00	41,254.31	78.1
BENEFITS	92,617.08	900,483.01	1,338,010.00	437,526.99	67.3
<b>TOTAL PERSONNEL SERVICES</b>	<b>296,837.09</b>	<b>2,940,113.47</b>	<b>4,023,963.00</b>	<b>1,083,849.53</b>	<b>73.1</b>
<u>MATERIALS &amp; SERVICES</u>					
ADMINISTRATIVE	130,498.34	1,214,259.56	1,794,355.00	580,095.44	67.7
INFORMATION TECHNOLOGY	2,582.10	40,834.73	54,500.00	13,665.27	74.9
ADULT/JUVENILE SUPPLIES	15,829.66	76,921.34	97,500.00	20,578.66	78.9
MAINTENANCE	3,285.96	32,704.53	39,000.00	6,295.47	83.9
MEDICAL	8,981.48	173,766.39	220,000.00	46,233.61	79.0
MENTAL HEALTH/PROGRAMS	290.00	895.46	4,000.00	3,104.54	22.4
STAFF SUPPORT	1,017.24	29,967.28	70,000.00	40,032.72	42.8
CONTRACTED SERVICES	21,130.00	208,753.50	340,000.00	131,246.50	61.4
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>183,614.78</b>	<b>1,778,102.79</b>	<b>2,619,355.00</b>	<b>841,252.21</b>	<b>67.9</b>
<u>CAPITAL OUTLAY</u>					
CAPITAL OUTLAY	1,598.59	83,058.97	243,915.00	160,856.03	34.1
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,598.59</b>	<b>83,058.97</b>	<b>243,915.00</b>	<b>160,856.03</b>	<b>34.1</b>
<b>TOTAL ADULT CORRECTIONS DEPARTMENT EXPENSE</b>	<b>482,050.46</b>	<b>4,801,275.23</b>	<b>6,887,233.00</b>	<b>2,085,957.77</b>	<b>69.7</b>
<b>NET ADULT CORRECTIONS DEPARTMENT</b>	<b>( 132,191.34)</b>	<b>148,604.69</b>	<b>( 437,917.00)</b>	<b>( 586,521.69)</b>	<b>33.9</b>
<u>INTERFUND TRANSFER</u>					
<u>REVENUE</u>					
<b>TOTAL INTERFUND TRANSFER REVENUE</b>					
<u>EXPENSES</u>					

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 9 MONTHS ENDING MARCH 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
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CLASS 80					
EXPENDITURE 00	.00	100,000.00	100,000.00	.00	100.0
TOTAL CLASS 80	.00	100,000.00	100,000.00	.00	100.0
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TOTAL INTERFUND TRANSFER EXPENSES	.00	100,000.00	100,000.00	.00	100.0
NET INTERFUND TRANSFER	.00	( 100,000.00)	( 100,000.00)	.00	(100.0)
<hr/>					
JUVENILE DETENTION DEPARTMENT					
<hr/>					
REVENUE					
COUNTY SUBSIDIES	45,701.17	822,624.03	1,096,832.00	274,207.97	75.0
CONTRACT REVENUES	99,493.98	892,430.99	1,019,225.00	126,794.01	87.6
REIMBURSEMENTS	2.00	11,334.32	10,000.00	( 1,334.32)	113.3
OTHER REVENUES	4,397.99	27,598.70	28,000.00	401.30	98.6
TOTAL JUVENILE DETENTION DEPARTMENT REVENUE	149,595.14	1,753,988.04	2,154,057.00	400,068.96	81.4
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EXPENSES					
<hr/>					
PERSONNEL SERVICES					
SALARY & WAGES	104,858.10	979,228.19	1,231,277.00	252,048.81	79.5
PAYROLL TAXES	8,205.13	76,725.49	94,541.00	17,815.51	81.2
BENEFITS	48,026.38	426,399.74	571,097.00	144,697.26	74.7
TOTAL PERSONNEL SERVICES	161,089.61	1,482,353.42	1,896,915.00	414,561.58	78.2
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MATERIALS & SERVICES					
ADMINISTRATIVE	22,568.24	172,290.32	248,065.00	75,774.68	69.5
INFORMATION TECHNOLOGY	104.90	603.79	1,000.00	396.21	60.4
ADULT/JUVENILE SUPPLIES	2,147.17	12,114.28	14,000.00	1,885.72	86.5
MAINTENANCE	258.72	5,676.98	10,500.00	4,823.02	54.1
MEDICAL	1,306.85	9,709.68	7,900.00	( 1,809.68)	122.9
MENTAL HEALTH/PROGRAMS	196.92	13,052.70	3,700.00	( 9,352.70)	352.8
STAFF SUPPORT	944.62	4,065.26	7,750.00	3,684.74	52.5
CONTRACT SERVICES	6,189.07	33,887.07	54,900.00	21,012.93	61.7
TOTAL MATERIALS & SERVICES	33,716.49	251,400.08	347,815.00	96,414.92	72.3
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CAPITAL OUTLAY					
CAPITAL OUTLAY	.00	120,805.06	270,000.00	149,194.94	44.7

NORTHERN OREGON CORRECTIONS  
 FUND SUMMARY BY DEPARTMENT  
 FOR THE 9 MONTHS ENDING MARCH 31, 2024

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
TOTAL CAPITAL OUTLAY	.00	120,805.06	270,000.00	149,194.94	44.7
TOTAL JUVENILE DETENTION DEPARTMENT EXPENSE	194,806.10	1,854,558.56	2,514,730.00	660,171.44	73.8
NET JUVENILE DETENTION DEPARTMENT	( 45,210.96)	( 100,570.52)	( 360,673.00)	( 260,102.48)	( 27.9)
NET GENERAL FUND	( 177,402.30)	( 51,965.83)	( 1,200,000.00)	( 1,148,034.17)	( 4.3)
BEGINNING FUND BALANCE	.00	.00	1,400,000.00	1,400,000.00	.0
ENDING FUND BALANCE	( 177,402.30)	( 51,965.83)	200,000.00	251,965.83	( 26.0)