



State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School

Meeting Minutes
November 10, 2020

Board Members Present via Videoconference

Sean Burrage
Amy Emerson
Janet Foss
Stephen Grissom
Mautra Jones
Timothy Tardibono
Karen Youngblood
Jenna Worthen

Absent

Sidney Ellington

Call to Order

Chair Youngblood called the November 10, 2020, the Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School Zoom meeting to order at 9:05 a.m. and requested roll be called.

Public Comments

No public comment.

Presentation on experience with the Oklahoma Youth Academy Charter School from J.C. and K.M., residents/students at the Central Oklahoma Juvenile Center (COJC)

J.C. and K.M. spoke to and answered questions from the Board.

Director's Report

Interim Executive Director Holt ran through her board report, see attached.

Chair Youngblood: Any Comments from the Board? We appreciated your very thorough report.

Ms. Worthen: I put some calls into the Speaker and the Pro-Temps office about the virtual meetings. I saw a press release from the Democratic leaders pushing for a special session. I got a response about a special session would be difficult because the capitol is under revision, specifically both chambers. I was assured, and the goal for us, would be virtual meetings in the future. I applaud the team for the work that has been put in the virtual meetings and the work for the future. I would encourage you to reach out to your appointing authorities regarding these virtual meetings.

Mr. Tardibono: I would like it noted that the Director is hoarding cheesecake and not sharing with staff or board members.

Chair Youngblood: So noted. I think there will be future repercussions.

Ms. Laura Broyles presented on the State Advisory Group (SAG) recommendation, see attached.

Discussion and/or possible vote to approve State Advisory Group (SAG) recommendation - the Office of Juvenile Affairs contract with the City of Ada, in the amount of \$30,000 for Ada Police Department to train and lead law enforcement training, "Effective Police Interactions with Youth" (EPIY) to rural and tribal police departments. The Ada Police Department will: 1) Train rural and tribal police departments in EPIY; 2) Partner with Police Departments to become trainers and lead compliance efforts in their jurisdictions; and 3) Mentor law enforcement agencies and police officers as they encounter youth

Mr. Tardibono: Ms. Broyles if you could just elaborate, so this would be setting up the Ada Police Department to be a partner trainer for other rural law enforcement agencies?

Ms. Broyles: That is correct. The initial funding, does not cover rural Oklahoma. Past funding, focused on the urban police departments. We thought this would be the time to push it out to rural Oklahoma.

Chair Youngblood: Director Holt, any comments on this? I know you look at this from a 30,000 foot perspective

Director Holt: This is exciting. When I went through this training, there was a Cleveland County deputy. It was really important to have law enforcement teach it to him. I think it helps make connections when doing this. Doing this statewide makes this a State project rather than an OJA project.

Chair Youngblood: We have been happy to take the lead but it is great to get more partners across the state.

Dr. Grissom moved to approve with a second by Ms. Jones

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

State Advisory Group (SAG) recommendation - the Office of Juvenile Affairs contract with the City of Ada, in the amount of \$30,000 for Ada Police Department to train and lead law enforcement training, "Effective Police Interactions with Youth" (EPIY) to rural and tribal police departments. The Ada Police Department will: 1) Train rural and tribal police departments in EPIY; 2) Partner with Police Departments to become trainers and lead compliance efforts in

their jurisdictions; and 3) Mentor law enforcement agencies and police officers as they encounter youth approved.

Chair Youngblood: Audrey has sent you an update on the minutes with a clarifying line. Is there a motion?

Approval of Minutes for the October 13, 2020 Board Meeting

Ms. Jones moved to approve as amended with a second by Mr. Burrage

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Abstain: Emerson

Absent: Ellington

The October 13, 2020 board minutes approved.

Director Holt presented the emergency administrative rule, see attached.

Discussion and/or possible vote to approve Emergency Administrative Rule amending 377:3-13-127 Physical Plant Requirements

Judge Foss moved to approve with a second by Dr. Emerson and Mr. Burrage

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

Emergency Administrative Rule amending 377:3-13-127 Physical Plant Requirements approved.

Mr. Clagg ran through the presentation regarding the Next Generation Facility change orders and land purchase, see attached.

Discussion and/or possible vote to approve change order NGF-056 to Flintco contract – Temporary fencing upgrade, remove sally port and add permanent emergency access gate - \$93,774.00 increase

Judge Foss moved to approve with a second by Dr. Grissom

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

Change order NGF-056 to Flintco contract – Temporary fencing upgrade, remove sally port and add permanent emergency access gate - \$93,774.00 increase approved.

Discussion and/or possible vote to approve change order NGF-057 to Flintco contract – Tree trimming at North Parking Lot – to allow lighting installation - \$5,154.00 increase

Dr. Emerson moved to approve with a second by Dr. Grissom and Judge Foss

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

Change order NGF-057 to Flintco contract – Tree trimming at North Parking Lot – to allow lighting installation - \$5,154.00 increase approved.

Discussion and/or possible vote to approve change order NGF-058 to Flintco contract – Replace/stabilize unsuitable soil at North Parking Lot - \$12,097.00 increase

Dr. Grissom moved to approve with a second by Judge Foss

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

Change order NGF-058 to Flintco contract – Replace/stabilize unsuitable soil at North Parking Lot - \$12,097.00 increase approved.

Discussion and/or possible vote to approve change order NGF-059 to Flintco contract – Landscaping package for Phase I to replace specific items removed during original contract negotiations - \$130,033.00 increase

Dr. Grissom moved to approve with a second by Judge Foss and Dr. Emerson

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

Change order NGF-059 to Flintco contract – Landscaping package for Phase I to replace specific items removed during original contract negotiations - \$130,033.00 increase approved.

Discussion and/or possible vote to approve change order NGF-060 to Flintco contract – Raise existing inlet box - \$1,757.00 increase

Dr. Grissom moved to approve with a second by Judge Foss

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

Change order NGF-060 to Flintco contract – Raise existing inlet box - \$1,757.00 increase approved.

Discussion and/or possible vote to approve purchase of strip of land between original COJC property and new North Parking lot – \$5,000.00 for land plus an estimated \$1,250 for closing costs

Dr. Grissom moved to approve with a second by Mr. Burrage

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

Purchase of strip of land between original COJC property and new North Parking lot – \$5,000.00 for land plus an estimated \$1,250 for closing costs approved.

Mr. Clagg discussed the finance report for OJA, see attached.

Discussion and/or possible vote to approve the year-to-date OJA Finance Report

Mr. Burrage moved to approve with a second by Dr. Emerson

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

The year-to-date OJA Finance Report approved.

Mr. Clagg discussed the finance report for OYACS, see attached.

Discussion and/or possible vote to approve the 2020-2021 year-to-date Oklahoma Youth Academy Charter School Finance Report

Mr. Burrage moved to approve with a second by Ms. Jones

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

The 2020-2021 year-to-date Oklahoma Youth Academy Charter School Finance Report approved.

Discussion and/or possible vote to approve modifications to the FY2021 encumbrances for the Oklahoma Youth Academy Charter School

Judge Foss and Ms. Jones moved to approve with a second by Dr. Grissom

Aye: Burrage, Emerson, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington

Modifications to the FY2021 encumbrances for the Oklahoma Youth Academy Charter School approved.

Oklahoma Youth Academy Charter (OYACS) School Administration Report

Ms. White: I wanted to give a real quick update. You heard from two of our kids this morning. I wanted to give an update on graduations and GED testing. We are working the field and IT teams to organize a virtual celebration ceremony for those close to passing/ that have passed. For GED tests, we have had 8 youth that have completed requirements. We have multiple youth, working through content areas that have passed some subjects but not taken all the tests. Still working on completing SDE reports that are due, that were extended due to power outages. We are still giving GED testing at state office for those in Level E group homes.

Chair Youngblood: Thank you for the report. Do any members require executive session? I believe we have been updated.

Discussion and possible vote to enter executive session

Not required.

Discussion and possible vote to return to Regular Session

N/A

Discussion and/or possible vote on items arising from Executive Session

N/A

Announcements/comments

Chair Youngblood: Anyone of questions or comments.

Mr. Tardibono: For Director Holt, is the plan until the Legislature can fix the virtual meeting option, is the plan for an in person meeting with a virtual option for those that would like to participate.

Director Holt: Yes, we are required to have a quorum of board members in one location and other members can participate in a location available to the public. Our intent is to keep a virtual platform for non-board members. We have been joined by people all over the state.

Mr. Tardibono: I appreciate that. I think this has been one of the benefits, we have been forced to adopt this platform, and I think this provides people across the state to participate. I want to second Ms. Worthen's comments and thank her for your efforts with legislative leadership.

Chair Youngblood: We are going to try again next month to get to COJC, we had our schedules organized and then we had an ice storm. We would love for you to join us we will get a date sent, just remember we cannot have a quorum. I, think, speak on behalf of the board, when we saw the announcement that our interim director became executive director it was with

overwhelming excitement and appreciation for the interim job that you carried for months with no clear clarity of when it would be resolved. We are just delighted, we don't necessarily get to make the decision with the change of statute. It was the change we would have made if we controlled the process. We are delighted the interim is taken off and we will now call you what you always were executive director. I think we have the most amazing board in all of the state. I applaud all of you for the work you do in attending committee meeting and pre-reviewing all the documents. Thank you to the staff for getting us the documents on Friday. I love that our board is so transparent and engaged. Thank you all.

New business

N/A

Adjournment

Dr. Grissom moved to adjourn with a second by Mr. Burrage

Aye: Burrage, Emerson, Foss, Grissom, Jones, Tardibono, Worthen, and Youngblood

Nay:

Absent: Ellington

Chair Youngblood adjourned the meeting at 10:14 a.m.

Minutes approved in regular session on the 19th day of January, 2021.

Prepared by:

Signed by:

Audrey Rockwell

Audrey Rockwell (Jan 27, 2021 10:30 CST)

Audrey Rockwell, Secretary

Karen Youngblood

Karen Youngblood (Jan 27, 2021 09:20 CST)

Karen Youngblood, Chair









proposed - Nov. 2020 board minutes

Final Audit Report

2021-01-27

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State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Rachel Canuso Holt, Executive Director

NOVEMBER 2020 BOARD UPDATE

OJA Operations

1. COJC visit
2. SWOJC visit
3. Chaired the State Council for Interstate Juvenile Supervision virtual meeting
4. Length of Stay (LOS) Policy Academy Module 6: Aligning Developmentally Appropriate Programming and Treatment Services, Effective Dosage, and Length of Stay
5. LOS Academy Module 7: Using Behavior Motivation Systems to Support Appropriate Lengths of Stay
6. LOS Academy Module 8: Reducing Barriers to Release Through Effective Reentry Practices: Promoting Family and Community Readiness and Multidisciplinary Collaboration
7. CJA: South Region Call: Best Practices for Winter Business Meeting 2021
8. Tour of Thunder Ridge, Scissortail Point and Scissortail Landing group homes with Secretary Justin Brown

Partner Engagement

1. Secretary Justin Brown
2. Dr. Deborah Shropshire, DHS Child Welfare Director
3. Dr. Peter Messiah, OAYS
4. Annette Jacobi, OCCY
5. Juvenile Justice Meeting with OJA and the Five Tribes
6. HEC Cabinet Legal Peer Group meeting
7. HEC Cabinet Legislative Peer Group meeting
8. Panelist, Garvin County Resilience Film Panel Discussion
9. HEC Cabinet and partners Legislative Agenda meeting
10. HEC Cross-Cabinet presentation on OJA
11. Dr. Marcie Mack, State Director Oklahoma CareerTech
12. Kent Roof, Oklahoma CareerTech
13. Robert Cornelius, Oklahoma Children and Youth Coalition
14. Presenter, 2020 DAC/ODAA Annual Fall Conference
15. Jennifer Hardin, OCCY
16. Kathryn Brewer DAC

Legislative & Executive

1. Secretary John Budd
2. Representative Cyndi Munson
3. Representative Mark Lawson
4. Senator Julia Kirt
5. Senator-elect Jessica Garvin



State of Oklahoma
OFFICE OF JUVENILE AFFAIRS
Residential Placement Support

Carol Miller, Deputy Director Residential Placement Support

Board Report – November 2020

October 1st to 31st activity

Releases (3) from Secure Care

October 2020

Intakes (6) for Secure Care

Paroles: COJC – 1, SWOJC – 1

Intakes COJC – 4, SWOJC – 2

Court Release: COJC- 0, SWOJC – 1

Central Oklahoma Juvenile Center (COJC) facility events

- Effective Practices for Positive Interactions with Youth training completed for 105 staff at COJC.
- Six residents registered to vote and received information lessons through Generation Citizen.
- Fall break activities included organized sports tournaments.
- Virtual religious services provided through Life Church and Transformation Church.
- Volunteers for Rock Teen Ministries arranged for Newman's Firehouse BBQ food truck to feed residents and staff on all shifts.
- Youth enjoyed a week of fall decorating fun with painting pumpkins with a decorating contest.

Southwest Oklahoma Juvenile Center (SWOJC) facility events

- Residents communicate with mentors and bible study leaders by letters and virtual visitation.
- Fall break activities included cooking class, cake decorating and sports tournaments.
- Six residents were registered to vote and 5 completed their absentee ballots. Education was completed on the voting process and how to complete their ballots.
- Sermons from Life Church are viewed on each Unit's DVD player.

Division Leadership Activities

- COVID19 preventative practices and protocols are primary focus of all division activities.
 - Participated in the Next Generation Subcommittee meeting
 - Participated in the Performance based Standards (PbS) southern regional training on Continuity of Operations during COVID19.
 - Collaborated with ODMHSAS to arrange virtual visitation with SED residents and Oklahoma Federations of Families with the Evolution Foundation.
 - Facilitated PREA training for secure care staff and residents.
 - Attended Council of Juvenile Justice Administrators (CJJA) webinar for Facility Director/Superintendent training on Staff Wellness. Goal set to address immediate needs of OJA staff through exploration of OneLife Employee Assistance Program.
 - Held weekly TEAMS meetings with Division staff to ensure quality coverage of all liaison and oversight duties were current.
 - Participated in CJJA biweekly Length of Stay Virtual Policy Academy focusing on Front End Decisions and Their Impact on Length of Stay with Day 2 training on Aligning Appropriate Programming and Treatment Services, Effective Dosage and Length of Stay
 - Participated in biweekly CJJA Length of Stay Virtual Policy Academy focusing on Using Behavior Motivation Systems to Support Appropriate Lengths of Stay with Day 2 training on Reducing Barriers to Release through Effective Reentry Practices.
 - Completed COJC/Next Gen Superintendent second Interview with Executive Director Holt.
 - Participated in Next Gen Campus Art Committee tour with OKC artist Angel Little.
 - Participated in CJJA Facility/Director Training on Understanding and Responding to Trauma in Context: The Role of Development and Culture.
-

Shelley Waller, Community Based Services Deputy Director
Board Report for September 8, 2020
Contacts and Activities for August 2020

- **TEAMS Meetings**

- Coordinated, planned and participated in three (3) District Supervisor and Community Based Services Leadership Team meetings
- Participated in three (3) Executive Team meetings
- Participated in two (2) Programs Team meetings
- Participated in one (1) JJS Support Team meeting
- Participated in three (3) Executive Placement Staffing meetings
- Participated in four (4) high acuity case consultations with OJA Chief Psychologist, Dr. Paul Shawler and Shel Millington, Director of behavioral Health
- Participated in one (1) consultation with Interim Executive Director, Rachel Holt
- Participated in three (3) consultations with General Counsel, Ben Brown
- Coordinated, planned and participated in one (1) statewide Group Home Provider meeting
- Participated in one (1) Personnel Strategies meetings
- Participated in District 7 Statewide meeting
- Participated in three (3) HB1282, Detention Screener meetings
- Participated in one (1) Lunch & Learn meeting
- Participated in one (1) internal JRAP meeting
- Participated in one (1) Mission and Vision meeting
- Participated in two (2) Data Governance meetings
- Participated in two (2) TCM contract meetings
- Participated in one (1) Secure Transport and Vehicle presentation

- **ZOOM Meetings**

- Attended the OJA Board Meeting held October 13, 2020
- Participated in two (2) OJA/DHS dual custody collaboration meetings
- Participated in two (2) Tribal meetings on McGirt
- Participated in one (1) Community Action Targeted Solutions (CATS) meeting
- Participated in one (1) CareerTech meeting in reference to Mustang Treatment Center
- Participated in three (3) Length of Stay (LOS) Policy Academy meetings

- **Conference Calls**

- Participated in weekly conference calls with each District Supervisor
- Participated in three (3) conference calls with varying providers: group homes, detention centers
- Participated in four (4) conference calls with varying CBS staff to provide coaching and consultation
- Participated in one (1) conference call with Carol Miller, Deputy Director

- **Training**

- Participated in one (1) webinars
- In collaboration with DHS, provided training to DHS staff on OJA 101, Lawful Use of Detention and the OJA Placement Process.

- **Provider Visits and Visitation with OJA custody youth**

- Mustang Treatment Center and Graduation ceremony

- **Weekly in-office visits to the State Office**



State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Janelle Bretten, Director of Strategic Planning and Engagement

Board Report-November-2020

- **Pregnancy Assistance Fund (PAF) Grant**
 - Since July 1, we have received 139 referrals.
 - We continue to facilitate concrete support requests.
 - We will begin transition of PAF services to fall under CBYS due to grant ending December 31st.
- **Children's State Advisory Workgroup (CSAW)**
 - Co-chaired CSAW meeting and continued work on projects, including Community Hope Centers, which are designated organizations, such as Boys and Girls Clubs and YMCAs to address immediate needs of children and families, particularly in the area of virtual learning in response to COVID-19. CARES Act funding is currently supporting services and we are working on sustainability plan for when that funding ends.
 - Attending weekly planning and subcommittee meetings surrounding CSAW projects.
 - Attended meeting with Casey Family's, OSU and CSAW co-chair to discuss continued funding for CSAW project/cross systems coordinator position.
- **Trauma-Informed Care Task Force**
 - Assisted in completing draft for the trauma informed care strategy report due in November per Senate Bill 1517. Completed section in the report for OJA regarding OJA's efforts in becoming a trauma informed agency.
 - Represented OJA as designee at regularly scheduled TIC Task Force meeting.
- **ARTIC Scale**
 - We participated in consultation with the Traumatic Stress Institute and developing timeline for ARTIC rollout for initial baseline assessment of staff attitudes toward trauma informed care. We are currently working through some technical issues and testing email system for staff to receive assessment link. We will begin communication of timeline to staff as soon as email situation is resolved.
- **Youth Level of Service/Case Management Inventory**
 - Planning next YLS/CMI virtual training for new OJA staff tentatively set for December.
 - Plan to complete refresher training for remaining districts in November.
- **Length of Stay (LOS) Policy Academy**
 - Participating with team in attending series of virtual webinars with recent focus and technical assistance on the following: Front End Decisions and Impact on LOS; Appropriate Programming and Treatment Services, Effective Dosage, and Length of Stay; and Using Behavior Motivation Systems.
- **Tribal Liaison**
 - Attending meetings between OJA leadership and the Inter-Tribal Council of Five Tribes juvenile justice committee to navigate and respond to McGirt ruling.
 - Attended DAC Fall Conference - State, Tribal, and Federal Partners Juvenile Roundtable with Executive Director Holt and presented on juvenile justice and tribal partnerships.
 - We are working to provide JOLTS profile access to the five tribes to support their juvenile justice work, as well as working on process for case transfers to tribal court
 - Provided additional data to the tribes to assist with planning in response to the McGirt ruling.



State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Janelle Bretten, Director of Strategic Planning and Engagement

- **Governor's Interagency Council on Homelessness (GICH)**
 - Attended GICH main Council meeting. Updated the team on work within Employment, Education and Training (EET) Subcommittee.
 - Led EET subcommittee meeting with partners where we reviewed goals and actions steps for the subcommittee. Agenda included presentation provided by Volunteers of America regarding new grant funded services for homeless veterans.
 - Attended the NE Continuums of Care Discharge Planning Forum hosted by the GICH.
- **In-depth Technical Assistance (IDTA): Develop Cross-System Policy and Practice Strategies to Support Pregnant Women with Substance Use Disorders, Their Infants and Their Families**
 - Representing OJA as member of core team, which will be working on multiple areas, to include reviewing current statutes related to Plans of Safe Care to determine if changes need to occur with any policy and procedures to facilitate goals.
- **Oklahoma City Basic Center Program**
 - Attended advisory team meeting for grant supported emergency shelter (Pivot), drop in services (Sisu) and street outreach (Mental Health Association). Programs working to meet the immediate needs of runaway and homeless youth and their families.
- **OJA Strategic Plan FY21-26:** Assisted team with modifications to agency mission and vision statements.
- **Human Services and Early Childhood Initiatives Cabinet Peer Group Meeting – Innovation**
 - Attended meeting with other agency leaders to collaborate on innovative strategies to transform services and practices that best meet the needs of families and stakeholders.
- **Interim Study - S20-017 Pay for Success Model**
 - Attended interim study where presenters provided information examining the potential for the Pay for Success model to be used in more areas of Oklahoma's social programs to improve outcomes.
- **State Leaders Meeting for Workforce**
 - Represented OJA at meeting arranged by the Oklahoma Office of Workforce Development, under the Governor's Council for Workforce and Economic Development to review the state's workforce strategic plan, updates on progress and metrics.

State Advisory Group on Juvenile Justice and Delinquency Prevention Recommendation

City of Ada, Ada Police Department

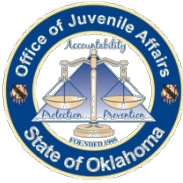
\$30,000 Title II Funding

Approved by SAG and OJJDP in Request for Extension of Funding

1. Training for rural and tribal police departments in the expanded curriculum, *Effective Police Interactions with Youth*;
2. Partner with police departments to become trainers and lead compliance efforts in their jurisdictions; and
3. Mentor law enforcement agencies and officers as they encounter youth.

Dr. Stephen Grissom,
SAG Chair

Laura Broyles,
Director
Office of Standards for
Prevention and System
Improvement



State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School

Meeting Minutes

October 13, 2020

Board Members Present via Videoconference

Sean Burrage

Janet Foss

Stephen Grissom

Mautra Jones

Timothy Tardibono

Karen Youngblood

Jenna Worthen

Absent

Sidney Ellington

Amy Emerson

Guests

Peter Messiah, Tyler Talley, Raegan Qualls, and Shanna Rice

Present from the Office of Juvenile Affairs

Monique Blankenship, Ben Brown, Monica Chaney Paula Christiansen, Kevin Clagg, Valerie Cochell, Donna Glandon, Tracie Goad, Rachel Holt, Michael McNutt, Carol Miller, Shel Millington, Sonya Parsons, Audrey Rockwell, Leticia Sanchez, Paul Shawler, Terry Smith, Paula Tillison, Shelley Waller, and Melissa White

Call to Order

Chair Youngblood called the October 13, 2020, the Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School Zoom meeting to order at 9:04 a.m. and requested roll be called.

Public Comments

No public comment.

Presentation from S.M., Welch Skills Center

S.M. presented to the board.

Director's Report

Interim Executive Director Holt ran through her board report, see attached.

Approval of Minutes for the September 8, 2020 Board Meeting

Judge Foss moved to approve with a second by Dr. Grissom and Mr. Tardibono

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

The September 8, 2020 board minutes approved.

Discussion and/or possible vote to approve 2021 meeting schedule

Dr. Grissom moved to adopt the proposed 2021 meeting schedule for the third Tuesday of the month, see attached, with a second by Ms. Jones

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

The proposed 2021 meeting schedule for the third Tuesday of the month was adopted.

Mr. Clagg presented the attached report on the change orders for the Next Generation Facility (NGF).

Discussion and/or possible vote to approve change order NGF-041 to Flintco contract – Replace/stabilize unsuitable soil at road to maintenance building - \$28,226.00 increase

Judge Foss moved to approve with a second by Dr. Grissom

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

Change order NGF-041 to Flintco contract – Replace/stabilize unsuitable soil at road to maintenance building - \$28,226.00 increase is approved.

Discussion and/or possible vote to approve change order NGF-051 to Flintco contract – credit for lockers in the intake building - (\$1,625.00) decrease

Dr. Grissom moved to approve with a second by Judge Foss

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

Change order NGF-051 to Flintco contract – credit for lockers in the intake building - (\$1,625.00) decrease is approved.

Discussion and/or possible vote to approve change order NGF-052 to Flintco contract – Replace/stabilize unsuitable soil at loading dock - \$3,015.00 increase

Judge Foss moved to approve with a second by Mr. Burrage

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

Change order NGF-052 to Flintco contract – Replace/stabilize unsuitable soil at loading dock - \$3,015.00 increase is approved.

Discussion and/or possible vote to approve change order NGF-054 to Flintco contract – gravel access road to maintenance building - \$3,779.00 increase

Mr. Burrage moved to approve with a second by Judge Foss and Ms. Worthen

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

Change order NGF-054 to Flintco contract – gravel access road to maintenance building - \$3,779.00 increase is approved.

Discussion and/or possible vote to approve change order NGF-055 to Flintco contract – Erosion Control – sod/RIP RAP at hill west of maintenance - \$22,765.00 increase

Judge Foss moved to approve with a second by Dr. Grissom

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

Change order NGF-055 to Flintco contract – Erosion Control – sod/RIP RAP at hill west of maintenance - \$22,765.00 increase is approved.

Discussion and/or possible vote to approve a theme for naming the cottages on the Next Generation campus

Ms. Worthen: It is really lovely, I like the narrative and storytelling based on putting down roots and growing. I think this is great symbolism. Great job team.

Judge Foss: We are not set on which trees. We are still dealing the research about the most sustainable and low maintenance. We worked through a lot of themes, and with the current climate, we thought it was best to go with a neutral theme. I believe this is the theme Oregon used.

Chair Youngblood: I hear we are going the official names back to the kids to let them come up with the worst names based on the proposed names. I love Jenna's comments about the narrative. This is a lovely suggestion. Do we need to vote?

Judge Foss: I think we need to approve this theme.

Judge Foss moved to adopt the theme of native trees to name the new cottages on the Next Generation campus with a second by Dr. Grissom

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

The theme of native trees to name the new cottages on the Next Generation campus is adopted.

Mr. Clagg ran through the attached finance reports.

Discussion and/or possible vote to approve the year-to-date OJA Finance Report

Judge Foss moved to approve with a second by Mr. Burrage

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

The year-to-date OJA Finance Report approved.

Discussion and/or possible vote to approve the 2020-2021 year-to-date Oklahoma Youth Academy Charter School Finance Report

Ms. Worthen moved to approve with a second by Mr. Burrage

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

The 2020-2021 year-to-date Oklahoma Youth Academy Charter School Finance Report approved.

Discussion and/or possible vote to approve modifications to the FY2021 encumbrances for the Oklahoma Youth Academy Charter School

There were no encumbrances.

Oklahoma Youth Academy Charter (OYACS) School Administration Report

Ms. White gave a quick update. No major changes at either campus. Due to Covid, as a safety precaution, we moved school to the units. I know with the new campus this will be easier to do moving forward. We are in the process of updating the GED computers. I want to tell you about an email I received today.

To Teachers of my Education: I just wanted to tell you how grateful I am for the help I received towards my education. I really appreciate the help. If it was not for encouragement from my teachers, I would not be where I am with my education. I hope the best for all my teachers. I give thanks to all of you. This is the best group of teachers I have ever had and thank you. I thank God for the second chances I have got towards my new beginnings.

Discussion and/or possible vote to approve to replacing the State CCRA test with the ACT for the Oklahoma Youth Academy Charter School

Due to technical difficulties, Ms. Parsons was unable to present. We are asking the Board to continue with the ACT rather than the CCRA, we already have the tools for the ACT. This is used by college admittance, which a lot of our kids don't realize they are college ready. So we are just asking the board to adopt the ACT.

Ms. Worthen moved to approve with a second by Mr. Burrage

Aye: Burrage, Foss, Grissom, Tardibono, and Youngblood

Nay:

Absent: Ellington and Emerson

Replacing the State CCRA test with the ACT for the Oklahoma Youth Academy Charter School was approved.

Discussion and possible vote to enter executive session

Not required.

Discussion and possible vote to return to Regular Session

N/A

Discussion and/or possible vote on items arising from Executive Session

N/A

Announcements/comments

Jenna: on her eleventh month birthday, June took her first two steps. I thought, as she attended several meetings, you would like the update.

Chair Youngblood: You need to put her on camera so we can see how big she is.

Judge Foss: Dr. Emerson and I went out to COJC last month, it was raining and extremely muddy. It is pretty bad out there when it gets wet. It was great to see the facility and I would encourage the board members to go out there while it is under construction so you can create a comparison.

Chair Youngblood: I will get out there before our next board meeting. It was exciting to see it on the video. I cannot believe the buildings look like the drawings we saw years ago. I think Ms. Jones is going to go with me. I would like us all to keep S.M. in our thoughts and prayers as he moves forward in his journey. Actually, keep all our kids and staff in your thoughts and prayers. Congratulate our friend Mautra Jones, on her award of women of the year. It was great to see her presented with that award. It was also amazing to hear how serving on our board has impacted her life. Also, keep Dr. Ellington in your thoughts and prayers as he is out serving in storm damaged states.

New business

N/A

Adjournment

Judge Foss moved to adjourn with a second by Mr. Burrage

Aye: Burrage, Foss, Grissom, Jones, Tardibono, Worthen, and Youngblood

Nay:

Absent: Ellington and Emerson

Chair Youngblood adjourned the meeting at 10:44 a.m.

Minutes approved in regular session on the 10th day of November, 2020.

Prepared by:

Signed by:

Audrey Rockwell, Secretary

Karen Youngblood, Chair

TITLE 377. OFFICE OF JUVENILE AFFAIRS
CHAPTER 3. Administrative Services

RULEMAKING ACTION:

EMERGENCY adoption

PROPOSED RULES:

Subchapter 13. Office of Public Integrity

Part 11: Secure Juvenile Facilities

377:3-13-127. Physical Plant Requirements [AMENDED]

AUTHORITY:

The Board of Juvenile Affairs; 10A O.S. §§ 2-7-101(F)(2) and 2-7-603

EFFECTIVE:

December 26, 2020 or upon Governor's approval

EXPIRATION:

December 26, 2021

SUPERSEDED EMERGENCY ACTIONS:

N/A

INCORPORATIONS BY REFERENCE:

N/A

FINDING OF EMERGENCY:

In accordance with 75 O.S. § 253, the proposed amendment to 377:3-13-127 is deemed an emergency needed for certification of the new residential cottages at the Next Generation Campus, Tecumseh, Oklahoma, and is needed to certify the new facility for occupancy in order to provide for the safety and welfare of the juveniles placed in Secure Juvenile Facilities while maintaining compliance with the Standards for Juvenile Correctional Facilities as established by the American Corrections Association.

ANALYSIS:

CONTACT PERSON:

Audrey Rockwell, Executive Assistant, (405) 530-2806, audrey.rockwell@oja.ok.gov

**PURSUANT TO THE ACTIONS DESCRIBED HEREIN, THE FOLLOWING
EMERGENCY RULES ARE CONSIDERED PROMULGATED AND EFFECTIVE
UPON APPROVAL BY THE GOVERNOR, PER 75 O.S. § 253(F):**

SUBCHAPTER 13. Office of Public Integrity
Part 11. Secure Juvenile Facilities

377:3-13-127. Physical plant requirements

- (a) The secure juvenile facility shall conform to applicable federal, state and/or local building codes and zoning ordinances.
- (b) The secure juvenile facility shall be clean and sanitary and shall comply with standards, rules and regulations promulgated by the Oklahoma State Department of Health.
- (c) Each juvenile shall have at a minimum a bed, storage space for clothing and access to a writing area.

- (d) Multiple-occupancy rooms, including open-bay dormitories, and single occupancy rooms shall provide at least ~~80~~70 square feet per juvenile.
- (e) Dayrooms are situated adjacent to sleeping areas and provide a minimum of 35 square feet per juvenile for the maximum number of juveniles who use the dayroom at one time (exclusive of lavatories, showers and toilets).
- (f) Clean and sanitary bathrooms are convenient to sleeping rooms and dayrooms:
 - (1) One flush toilet, hand sink and bathtub or shower in good working order is available for each six juveniles.
 - (2) Flush urinals may be substituted for up to one-half the required number of toilets to serve male juveniles only.
 - (3) Hand sinks, bathtubs and showers have cold and hot water with temperatures between 100 and 120 degrees Fahrenheit.
 - (4) Toilet paper, soap and individual sanitary towels are provided to juveniles.

NEXT GENERATION FACILITY

Summary of Proposed Change for Consideration

No	Description	Amount
#56*	Phase II temporary fencing upgrade, remove sally port and add permanent emergency access gate	\$93,774
#57*	Trimming of north parking lot trees to allow lighting installation	5,154
#58*	Unsuitable soil at North Parking Lot	12,097
#59	Landscaping package for Phase I	130,033
#60*	Raise Existing Inlet Box	1,757
Total		<u>\$242,815</u>

The last slide of this presentation represents items on hold and will not be considered at this Board Meeting. These items are merely presented for completeness and transparency.

*Work either completed or commenced with Building Subcommittee approval in order to avoid significant delay in project and/or increase in cost.

**#56 – REMOVAL OF SALLY PORT, ADD APPROACH AND MISC.
FENCING CHANGES
\$93,774**

This change order is for Phase 2 interior security fencing. The purpose for the fencing is to keep residents from entering the construction areas. The original contract criteria required a 10' chain link fence. A decision was made in Phase 1 to add an additional 5' of mini mesh anti-climb to the top of the 10' chain link fence. This fence has been effective in preventing residents from entering the construction areas. There are a number of credits in the Change Order Request . The Sally Port was removed and other fencing requirements were changed. The Tecumseh Fire Department is requiring that we install a full size gate on the North end of the campus between the Administration building and the Nightingale cottage. The purpose for this gate is to allow fire truck access to the East side of the campus. This gate will remain as a permanent gate. The phase I temporary fencing plan was CO # 2. Due to the need to order fence material to maintain construction schedule, the sub-committee gave approval to proceed.

#57 – TREE TRIMMING
\$5,154

This change order is for trimming trees around the new north parking lot. The trees surrounding the parking lot hung over the lot which prevented the installation of the light poles. These limbs were also dangerous for the cars that parked in those spaces. The amount was for a minimum of 4 hours of time onsite for the contractor.

#58 – UNSUITABLE SOIL AT NORTH PARKING LOT

\$12,097

- The soil in this area of the campus has had a very high moisture level. After the old parking lot asphalt was removed the soil was tested by Terracon. The test results found the soil to be unstable and therefore it had to be removed, replaced and compacted.

#59 – LANDSCAPING PACKAGE WITH ALTERNATE, PHASE I

\$130,033

- To add back landscaping to the project for Phase I. Below are items that were removed or reduced from the original contract (total cost \$310,000)

Omit trees and shrubs

Omit planting beds

Omit above beds irrigation

Omit irrigation at the sports field

Hydro-mulch in lieu of sod throughout

Eliminate soccer engineered sports field and furnish sod only

- The original contract requirements were for hydro-mulch around the campus and sod on the main sports field. Hydro-mulch is not practical for this facility. The campus is on a hill and the slopes in many areas are too steep to support hydro-mulch. There will be runoff and erosion. Hydro-mulch also requires constant watering. We will also need sprinkler systems to support the maintenance of the grounds. This change order also includes trees, some of which will match the cottage names. This change order also includes planting bed materials. There are planting beds in the design throughout the campus. The landscape company, Grooms, has agreed to involve some of our residents in the design and installation process and would be willing to give some of the residents jobs when they leave the facility. Grooms also does maintenance/service contracts throughout the state and would be willing to develop and submit a proposal/bid for regular maintenance of the campus.

**#60 – RAISE EXISTING INLET BOX
\$1,757**

- While sod was being installed next to the new maintenance building a drain was uncovered which needs to be repositioned (raised 3 feet) to be more functional and easier to maintain.



FLINTCO CONTRACT CHANGE ORDER SUMMARY

Original Contract Amount	\$46,011,073	%
Change Order Capacity (10%)	\$4,601,107	100%
Change Orders To-Date (Board Approved)	2,510,282	54.56%
Current Change Order Request	242,815	5.28%
Total Change Orders To-Date if Current Proposals Are Approved	\$2,753,097	59.84%

PENDING ISSUES

Summary of Change Orders On Hold and/or Waiting on Additional Information or Revisions

No	Description	Amount
#29	Renovation of Gym and Admin Building – on hold	\$949,027
#37	Clear and cleanup overgrowth around west access road	\$23,427
#45	Covid-19 Delay (add 7 days to project)	-0-
#48	Window blinds for Intake Offices	\$5,205
#49	Fire protection at the existing gym/school	\$16,500
TBD	Phase 2 Landscaping (Rough Estimate)	\$175,000

LAND PURCHASE - \$6,250



Office of Juvenile Affairs Board of Director's Meeting

November 10, 2020

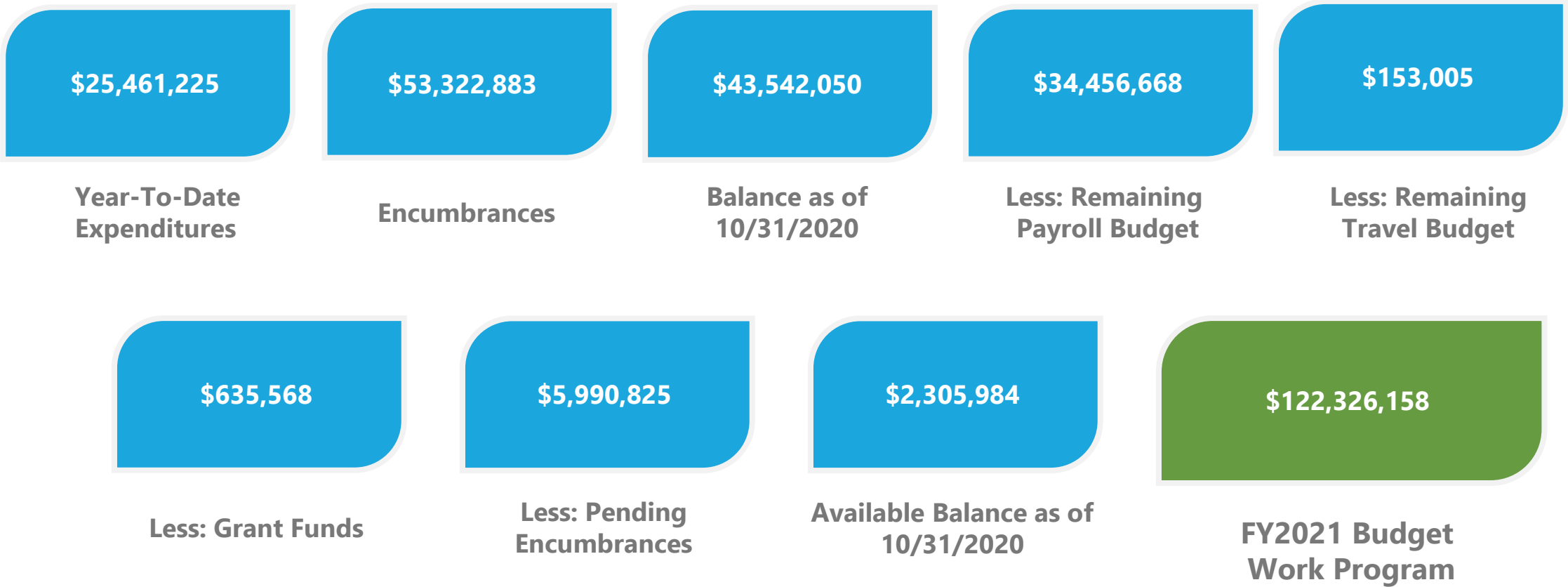


OKLAHOMA



FY-2021 Operation/Capital Budget Projections

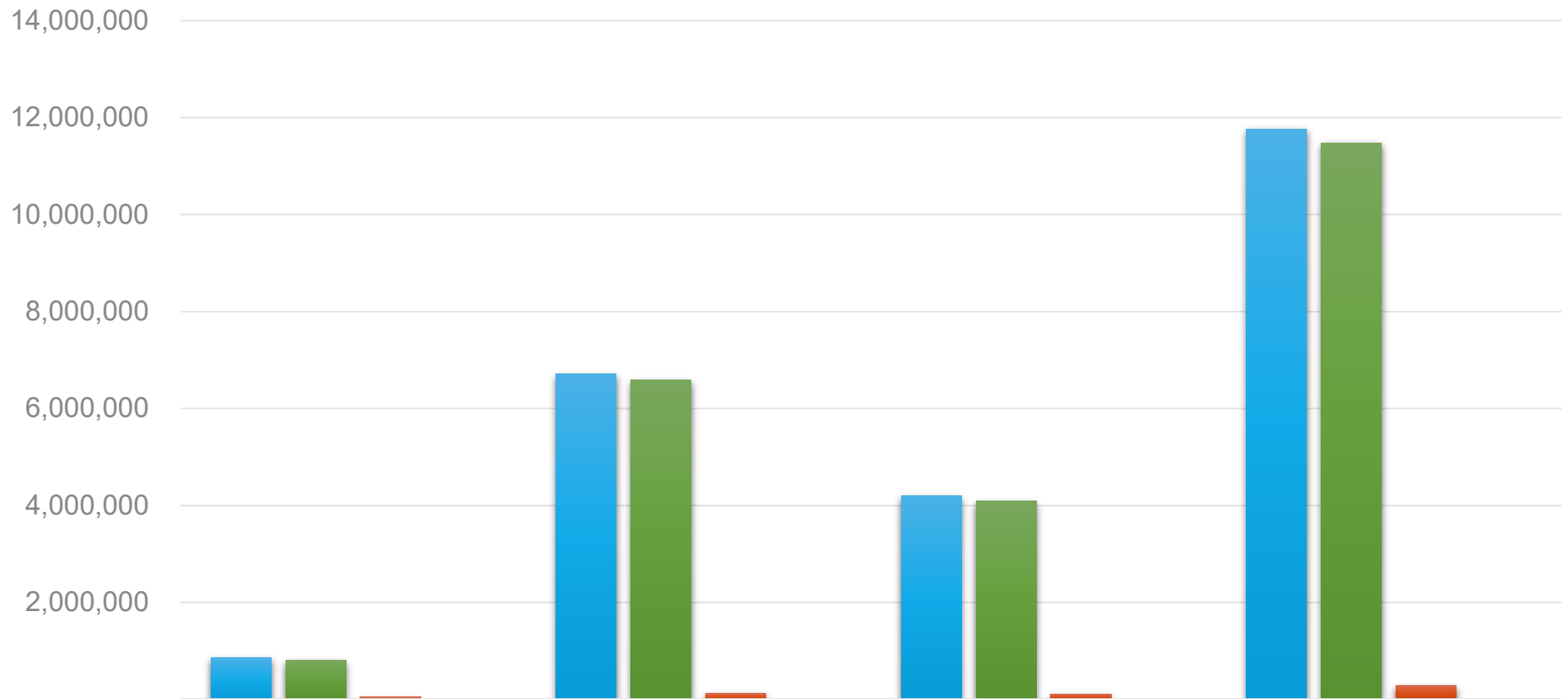
As of: October 31, 2020





FY2021 Payroll Costs

As of: October 31, 2020



	Administration	Residential	Non-Residential	Total
■ YTD Budget	855,290	6,714,886	4,196,755	11,766,931
■ YTD Expenditures	805,656	6,588,108	4,085,116	11,478,881
■ YTD Variance-Expenditures to Budget	49,634	126,779	111,638	288,050
■ % Variance	5.8%	1.9%	2.7%	2.4%

General Revolving Fund Revenue

As of: October 31, 2020



	FY-21 Budget	Budget to Date	Receipts	In-Transit	Over (Under) Budget
Revenue Source					
SSI and SSA	\$ 85,000	\$ 28,333.33	\$ 32,344	\$ -	\$ 4,010
Income from Rent	5,586	1,862	4,643		2,781
Charter School State Aid/Grants	1,302,770	434,257	277,548		(156,709)
School Breakfast/Lunch/Snacks Program	200,000	66,667	53,501	12,451	(714)
Refunds & Reimbursements <small>(includes COVID-19)</small>	5,056,803	1,685,601	3,105,229		1,419,628
Sales	9,816	3,272	3,088		(184)
Child Support	172,000	57,333	80,589		23,256
Other Receipts	22,000	7,333	39,566		32,233
Total Revolving Funds	\$ 6,853,975	\$ 2,284,658	\$ 3,596,508	\$ 12,451	\$ 1,324,301

Federal Grants Revenue

As of: October 31, 2020



Source - FFP Revolving Funds

Projected
Annual
Revenue

Projected
YTD
Revenue

Actual
Revenue

In-transit

Variance

Residential Behavior Management Services (RBMS)	\$ 6,739,000	\$ 2,246,333.33	\$ 2,547,690	\$ -	\$ 301,357
Targeted Case Management (TCM)	2,400,000	\$ 800,000.00	727,639	-	(72,361)
IV-E Shelter	106,120	\$ 35,373.33	31,213	-	(4,161)
Indirect Cost Reimbursement (OHCA)	122,795	\$ 40,931.67	-	-	(40,932)
Grants (Formula)	658,214	\$ 219,404.67	13,234	98,004	(108,167)
OSDH-Youth Pregnancy & Parenting	129,900	\$ 43,300.00	27,148	33,851	17,698
DAC-RSAT	184,650	\$ 61,550.00	33,668	6,394	(21,488)
CARES (COVID-19)		-	224,491	-	224,491
Total	\$ 10,340,679	\$ 3,446,893	\$ 3,605,083	\$ 138,249	\$ 296,438



700 FUND ACCOUNTS

As of: October 31, 2020

TRUST FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.

****Cash Balance as of 10/31/2020 was \$9,622**

DONATION FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.

Cash Balance as of 10/31/2020 was **\$1,325**

701

702

703

704

CANTEEN FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.

Cash Balance as of 10/31/2020 was **\$12,916**

VICTIM RESTITUTION FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.

Cash Balance as of 10/31/2020 was **\$28,974**

SOLE SOURCE PURCHASES

As of: October 31, 2020



SS#	Date	Vendor	Description	Location	Amount
None to Report					

EMERGENCY PURCHASES

As of: October 31, 2020



There Are No Emergency Purchases to Report

Oklahoma Youth Academy Charter School (OYACS)



Board of Director's Meeting
November 10, 2020



Oklahoma Youth Academy Charter School Combined
Statement of Revenue, Expenditures and Fund Balances
School Year 2020-2021 as of October 31, 2020

	OJA General and Revolving Funds	Fund 25000	Totals as of 09/30/2020	COJC (972)	SOJC (975)	Total
Revenues						
State Aid	\$ -	\$ 205,746.28	\$ 205,746.28	\$ 102,873.14	\$ 102,873.14	\$ 205,746.28
Title I N&D		40,163.91	40,163.91	23,792.38	16,371.53	40,163.91
Title IA		-	-			-
Title II A		-	-			-
IDEA-B Flowthrough		-	-			-
Title IV-A LEA		-	-			-
Textbooks/Ace Technology		4,242.05	4,242.05	2,121.03	2,121.02	4,242.05
Child Nutrition Program _Breakfast		18,809.46	18,809.46	8,585.14	10,224.32	18,809.46
Child Nutrition Program _Lunches and Snacks		34,691.80	34,691.80	15,833.54	18,858.26	34,691.80
Refunds		-	-			-
Office of Juvenile Affairs **	438,885.94		438,885.94	244,961.67	193,924.27	438,885.94
Total Revenues	\$ 438,885.94	\$ 303,653.50	\$ 742,539.44	\$ 398,166.90	\$ 344,372.54	\$ 742,539.44
Expenditures						
Payroll Expenses	\$ 422,222.66	\$ 325,394.11	\$ 747,616.77	\$ 400,277.90	\$ 347,338.87	\$ 747,616.77
Training and Travel	-		-			-
Operational Expenses	15,279.28	62,234.19	77,513.47	43,086.42	34,427.05	77,513.47
Equipment and Library Resources	1,384.00	57,000.00	58,384.00	29,110.50	29,273.50	58,384.00
Total Expenditures	\$ 438,885.94	\$ 444,628.30	\$ 883,514.24	\$ 472,474.82	\$ 411,039.42	\$ 883,514.24
Excess of Revenues Over (Under) Expenditures	\$ -	\$ (140,974.80)	\$ (140,974.80)	\$ (74,307.92)	\$ (66,666.88)	\$ (140,974.80)
Fund Balances July 1, 2020	-	344,854.98	344,854.98	174,402.93	170,452.05	344,854.98
Fund Balances 2020-2021 School Year	\$ -	\$ 203,880.18	\$ 203,880.18	\$ 100,095.01	\$ 103,785.17	\$ 203,880.18
**OJA Funds						
Fund 19001	\$ 4,299.27					
Fund 19101	\$ 434,586.67					
	<u>\$ 438,885.94</u>					



Office of Juvenile Affairs
Oklahoma Youth Academy
Encumbrances for Approval - School Year 2020-2021
November 10, 2020 Board Meeting

Encumbrance#	Product Description	Vendor	Justification	Campus			
				Unit Cost	COJC	SOJC	Total
2021-051	School Staff Training (Grant Funded)	Great Expectations	<p>Methodology Training is grounded in six basic tenets- All Children Can Learn, Building Self Esteem, Climate of Mutual Respect, High Expectations, Teacher Attitude and Responsibility, and Teacher Knowledge and Skill.</p> <p>In the training session participants are immersed in the research-based 17 Classroom Practices to be an effective teacher and teacher assistants. 9 slots per campus</p>	\$500.00	\$4,500.00	\$4,500.00	\$9,000.00



QUESTIONS?

End of Board Finance Reports



OKLAHOMA
Juvenile
Affairs