



State of Oklahoma

## OFFICE OF JUVENILE AFFAIRS

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

---

Meeting Minutes

January 19, 2021

### Board Members Present via Videoconference

Amy Emerson

Janet Foss

Stephen Grissom, virtual

Mautra Jones

Timothy Tardibono

Jenna Worthen, virtual

Karen Youngblood

### Absent

Sean Burrage

Sidney Ellington

### Call to Order

Chair Youngblood called the January 19, 2021, the Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School Zoom meeting to order at 9:11 a.m. and requested roll be called.

### Public Comments

No public comment.

### Director's Report

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

### Election of the 2021 Board of Juvenile Affairs Chair

Ms. Worthen nominated Karen Youngblood with a second by Dr. Emerson

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

Nay:

Absent: Burrage and Ellington

Karen Youngblood elected 2021 Board of Juvenile Affairs Chair.

Chair Youngblood: Thank you, I am honored by my peers.

### Election of the 2021 Board of Juvenile Affairs Vice Chair

Chair Youngblood: Mr. Burrage has been serving as vice chair, but new to his job responsibilities this may be difficult, we have not heard back from him. Dr. Jones are you willing to serve?

Dr. Jones: Yes.

Judge Foss nominated Mautra Jones with a second by Ms. Worthen

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

Nay:

Absent: Burrage and Ellington

Mautra Jones elected 2020 Board of Juvenile Affairs Vice Chair.

Discussion and/or possible vote to approve a Chairman for the Rates and Standards Committee

Chair Youngblood: Rachel, help me with this one. I know as chair, I am already on rates and standards.

Secretary Rockwell: The rule states, the chair of finance is automatically a member and the Board elects the Chair.

Chair Youngblood: Great. This is where they put me on it in the past.

Secretary Rockwell: Correct.

Chair Youngblood: Timothy, Judge Foss and I have had many discussions about the board committees.

Mr. Tardibono: I have been delinquent.

Chair Youngblood: No, you have not. We have had a lot to deal with Covid. We have discussed recreating the subcommittees. So we can address new areas we would like to focus on. Mr. Burrage is currently serving as finance chair and, therefore, serving on rates in standards, per the rule. Do we need to vote to amend subcommittees?

Rockwell: No, You can change those at will.

Chair Youngblood: Chairman of rates and standards serves on rates and standards.

Rockwell: The finance chair becomes an automatic member and the Board elects the chair.

Youngblood: Finance is one of the most important committees, the chair has always been the vice chair of the board. In the past, it has been the chair acting as the chair of rates and standards. However, we have such an amazing board, I don't think we necessarily need to continue that tradition. Any member of finance could be a member of Rates and Standards. Is there a name to

bring forward? I have been serving. If someone feels passionate, please step up. If not, please put my name forward.

Dr. Jones nominated Karen Youngblood with a second by Judge Foss

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

Nay:

Absent: Burrage and Ellington

Karen Youngblood elected Chairman for the Rates and Standards Committee.

#### Minutes for the November 10, 2020 Board Meeting

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

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

Nay:

Absent: Burrage and Ellington

Minutes for the November 10, 2020 Board Meeting approved.

#### Presentation on recommended Rates and Standards

Mr. Clagg went through the attached presentation.

Judge Foss: What is prompting the changes in 1, 2, and 3? Those are expansions, right?

Mr. Clagg: In 1, it is a clarification of a rate and splitting it into two rates, reducing one rate and the other is an increase. I am sorry Judge, is your specific question on the rate or the standard?

Judge Foss: I don't know what prompted the need for the changes. Are they just clarifications, it appears we are expanding in one beyond CARS.

Mr. Clagg: Yes, all these rates are receiving additional scrutiny. We want to make it a requirement to review all rates yearly. This is part of this change. All of the rates are utilized in community-based youth services contracts. We have been moving to rates reimbursement. Covid, has slowed down the move. Many of the agencies have moved to rates and will be moving to 100% rates in the future. We are analyzing the data, when reviewing the rates, and modifying as needed.

Judge Foss: Thank you.

Chair: From being in the meeting, sometimes it is that Kevin goes in to analyze the rate, notices it is under-utilized and we want the agency to utilize the rate, so we do this to incentive the agency. Occasionally, we found the requirements were stringent, doctoral required, when a

master level would be acceptable. Or we find we need more stringent qualifications and make those amendments. Also, there was work to modernize for new technologies, or to address COVID issues, or stress if we felt one-on-one services needed to be utilized. I love #3, the data entry, they could make hundreds of dollars for a few key strokes, so we adjusted accordingly.

Tardibono: How does this impact our budget?

Mr. Clagg: We anticipate no budget impact. The contracts are set up so they don't exceed a set amount. It may change the number of services available in a given year. We expect services to increase, with the hope there will be less lapse at the end of the year. Also, this makes the rates more equitable.

Mr. Tardibono: With Medicaid Expansion, are any of these rates tied to or will we have more access to funding, we will have more access to funds?

Mr. Clagg: One thing Medicaid expansion could effect, is they could provide additional services than we contract for. These services would be billed directly to the Health Care Authority. It should not affect our contracts. We may shift our funds, as needed.

#### Public Comment on proposed Rates and Standards

No public comment.

#### Discussion and/or possible vote to modify rates and standards Client Advocacy Services Individual Direct Service, RS21-002-001b from \$15.63 per 15 minutes to \$14.00 per 15 minutes

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

Ms. Worthen: I think it is important to acknowledge everyone's work. It is a lot of work to look at these details. It matters to me, and the Board. We are grateful for the work. I don't want to miss that as we go through the votes. So thank you to all that worked on this.

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

Nay:

Absent: Burrage and Ellington

Modification to rates and standards Client Advocacy Services Individual Direct Service, RS21-002-001b from \$15.63 per 15 minutes to \$14.00 per 15 minutes approved.

#### Discussion and/or possible vote to modify and approve rates and standards Clinical Supervision – modify - RS21-002-002a – Clinical Supervision from \$8.23 per 15 minutes to \$17.00 per 15 minutes

Dr. Jones moved to approve with a second by Dr. Emerson

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

Nay:

Absent: Burrage and Ellington

Modification to rate and standard - RS21-002-002a – Clinical Supervision from \$8.23 per 15 minutes to \$17.00 per 15 minutes approved.

Discussion and/or possible vote to modify and approve rates and standards Clinical Supervision - RS21-002-002b – new rate - Case Staffing \$14.00 per 15 minutes

Dr. Jones moved to approve with a second by Dr. Emerson

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

Nay:

Absent: Burrage and Ellington

New rate and standard RS21-002-002b – Case Staffing \$14.00 per 15 minutes approved.

Discussion and/or possible vote to modify rates and standards Data Entry, RS21-002-003, to 5% of the data entry fee for direct services only

Dr. Jones moved to approve with a second by Dr. Emerson

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

Nay:

Absent: Burrage and Ellington

Modification to rate and standard Data Entry, RS21-002-003, to 5% of the data entry fee for direct services only approved.

Discussion and/or possible vote to modify rates and standards Community-based Travel, RS21-002-004 from GSA mileage compensation to \$14.50 per 15 minutes of travel time

Dr. Emerson moved to approve with a second by Dr. Jones

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

Nay:

Absent: Burrage and Ellington

Modification to rate and standard Community-based Travel, RS21-002-004 from GSA mileage compensation to \$14.50 per 15 minutes of travel time approved.

Video update on the next generation project shown. Mr. Clagg ran through the attached presentation on change orders.

Chair Youngblood: What was the name of the building that was the home for wayward girls?

Judge Foss: Girls Town. They used to be called Industrial Schools.

Chair Youngblood: I took joy in seeing those building come down. It is great to see the new replace the old. Thank you to the facility subcommittee for being so involved. The committee continued to meet, despite the cancelled meeting, to avoid any delays in the project. I appreciate that.

Discussion and/or possible vote to approve change order NGF-061 to Flintco contract – Time Extension #1 37 days due to COVID-19 \$0.00

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

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

Nay:

Absent: Burrage and Ellington

Change order NGF-061 to Flintco contract – Time Extension #1 37 days due to COVID-19 \$0.00 approved.

Discussion and/or possible vote to approve change order NGF-062 to Flintco contract – temporary gravel road for construction and emergency access \$6,040.00

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

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

Nay:

Absent: Burrage and Ellington

Change order NGF-062 to Flintco contract – temporary gravel road for construction and emergency access \$6,040.00 approved.

Discussion and/or possible vote to approve change order NGF-064 to Flintco contract – unsuitable soil at supply building \$60,805.00

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

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

Nay:

Absent: Burrage and Ellington

Change order NGF-064 to Flintco contract – unsuitable soil at supply building \$60,805.00 approved.

Discussion and/or possible vote to approve change order NGF-065 to Flintco contract – relocate and replace electric lines and boxes behind the pool \$51,234.00

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

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

Nay:

Absent: Burrage and Ellington

Change order NGF-065 to Flintco contract – relocate and replace electric lines and boxes behind the pool \$51,234.00 approved.

Discussion and/or possible vote to approve change order NGF-066 to Flintco contract – Intake Building – waxing resilient flooring \$7,813.00

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

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

Nay:

Absent: Burrage and Ellington

Change order NGF-066 to Flintco contract – Intake Building – waxing resilient flooring \$7,813.00 approved.

Discussion and/or possible vote to approve change order NGF-067 to Flintco contract – Intake Building – replace existing sanitary sewer line \$7,125.00

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

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

Nay:

Absent: Burrage and Ellington

Change order NGF-067 to Flintco contract – Intake Building – replace existing sanitary sewer line \$7,125.00 approved.

Discussion and/or possible vote to approve change order NGF-069 to Flintco contract – Sleeping Rooms – omit electrical outlets (\$280.00)

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

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

Nay:

Absent: Burrage and Ellington

Change order NGF-069 to Flintco contract – Sleeping Rooms – omit electrical outlets (\$280.00) approved.

Discussion and/or possible vote to approve change order NGF-070 to Flintco contract – Cottage kitchens & Clinic breakroom – purchase appliances \$15,000.00

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

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

Nay:

Absent: Burrage and Ellington

Change order NGF-070 to Flintco contract – Cottage kitchens & Clinic breakroom – purchase appliances \$15,000.00 approved.

Mr. Clagg discussed the attached OJA finance report.

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

Dr. Jones moved to approve with a second by Dr. Emerson

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

Nay:

Absent: Burrage and Ellington

The year-to-date OJA Finance Report approved.

Discussion and/or possible vote to approve an emergency purchase in the amount of \$125,000.00 for the Central Oklahoma Juvenile Center (COJC) for the purchase and installation of air ionizers on the HVAC supply ducts as a mitigation tool for COVID-19 in addition to other viruses, mild and harmful microorganisms

Mr. Tardibono: Is this an add-on to the existing system HVAC or is it a new item? Mechanically, how does this work?

Mr. Clagg: It is an add-on, they will open the system and install the ionizer to the air handler.

Mr. Tardibono: How did we select this service provider? I know this is an emergency, but what process did we use to select this provider?

Mr. Clagg: The maintenance team at SWOJC did the initial research and selected Trane. We then requested Trane provide us a quote for adding the equipment at COJC. The Trane quote was shared with the next generation team: DLR, Paul Haley- OMES project manager, and with Flintco. They all agreed this was a worthwhile endeavor and the price was fair and reasonable price. We do not bid emergency purchase.

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

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

Nay:

Absent: Burrage and Ellington



Emergency purchase in the amount of \$125,000.00 for the Central Oklahoma Juvenile Center (COJC) for the purchase and installation of air ionizers on the HVAC supply ducts as a mitigation tool for COVID-19 in addition to other viruses, mild and harmful microorganisms approved.

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

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

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

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

Nay:

Absent: Burrage and 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

Chair Youngblood: Is the item we are approving for the record the \$14,000 or \$13,300?

Mr. Clagg: \$13,300.

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

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

Nay:

Absent: Burrage and Ellington

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

Superintendent White quickly explained they are the same per year and discussed the calendar differences between COJC and SWOJC, see attached.

Discussion and/or possible vote to approve the 2021 – 2022 Oklahoma Youth Academy Charter School Calendar for COJC

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

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

Nay:

Absent: Burrage and Ellington

The 2021 – 2022 Oklahoma Youth Academy Charter School Calendar for COJC is approved.

Discussion and/or possible vote to approve the 2021 – 2022 Oklahoma Youth Academy Charter School Calendar for SWOJC

Dr. Jones moved to approve with a second by Dr. Emerson

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

Nay:

Absent: Burrage and Ellington

The 2021 – 2022 Oklahoma Youth Academy Charter School Calendar for SWOJC is 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

Mr. Tardibono: How do you say Dr. and Grand Marshal Jones? I wanted to take a moment to congratulate Dr. Jones for acting as the grand marshal for the Martin Luther King Jr. virtual parade. It was a great experience. As I am developing in my own awareness, I am putting this on my annual calendar, and cannot wait to experience in person.

Dr. Jones: Thank you so much. I have always participated through the years, but I was honored to serve as grand marshal. I learned our city's parade is one of the largest in the country.

Dr. Emerson: Just a word of thank you to Director Holt. This has been an unprecedented season with many challenges, I appreciate your communication and due diligence as you serve our state and the children of our state.

Judge Foss: I want to thank Karen Youngblood for being willing to serve as chair for another year.

Chair Youngblood: I was going to say, thank you for your vote of confidence

Dr. Jones: Yes, thank you for service and keeping us on track.

Chair Youngblood: This board is so talented. I see your passion for your particular expertise and overall. You all are so talented and passionate. I want to extend my thanks to Sean Burrage for his service, he is a quiet graceful leader behind the scenes. Thank you to your commitment to the Board over the years. Congrats to Dr. Jones, we have become friends through our service.

When Jenna was pregnant and getting to experience that together. We just truly want what's best for each other. It is amazing to be on a board that wants to go above and beyond and acknowledges and respects the work of the field. Dr. Shawler, I appreciated the mental health newsletter. Everyone please stay safe. I hope we all come out on the other side of this.

Dr. Jones: Thanks and great job to the team. You all are doing a fabulous job in working through this unprecedented time. Hats off to you and your team for your hard work. I hope they know how proud we are of them and all they are doing. I hope they know how proud we are of them and how much we appreciate the work that they do. I want to thank my fellow board members for the work you do. I hope everyone has an amazing 2021.

#### New business

N/A

#### Adjournment

Dr. Jones moved to adjourn with a second by Dr. Emerson and Judge Foss

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

Nay:

Absent: Burrage and Ellington

Chair Youngblood adjourned the meeting at 10:32 a.m.

Minutes approved in regular session on the 16th day of February, 2021.

Prepared by:

Signed by:

Audrey Rockwell

Audrey Rockwell (Mar 15, 2021 10:59 CDT)

Audrey Rockwell, Secretary

Karen Youngblood

Karen Youngblood (Mar 11, 2021 09:42 CST)

Karen Youngblood, Chair












# Jan. 2021 board minutes

Final Audit Report

2021-03-15

Created:	2021-02-16
By:	Audrey Rockwell (Audrey.rockwell@oja.ok.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE1xAXIf-Kk3eRYchRBm9S2uNuDDHy8D

## "Jan. 2021 board minutes" History

-  Document created by Audrey Rockwell (Audrey.rockwell@oja.ok.gov)  
2021-02-16 - 9:02:11 PM GMT- IP address: 165.225.216.107
-  Document emailed to Karen Youngblood (karen.youngblood@oja.ok.gov) for signature  
2021-02-16 - 9:02:33 PM GMT
-  Email sent to Karen Youngblood (karen.youngblood@oja.ok.gov) bounced and could not be delivered  
2021-02-16 - 9:02:36 PM GMT
-  Email sent to Audrey Rockwell (Audrey.rockwell@oja.ok.gov) bounced and could not be delivered  
2021-02-16 - 9:02:41 PM GMT
-  Email sent to Audrey Rockwell (Audrey.rockwell@oja.ok.gov) bounced and could not be delivered  
2021-02-16 - 9:02:46 PM GMT
-  Email viewed by Karen Youngblood (karen.youngblood@oja.ok.gov)  
2021-03-11 - 3:42:03 PM GMT- IP address: 168.151.136.197
-  Document e-signed by Karen Youngblood (karen.youngblood@oja.ok.gov)  
Signature Date: 2021-03-11 - 3:42:31 PM GMT - Time Source: server- IP address: 184.188.193.183
-  Document emailed to Audrey Rockwell (Audrey.rockwell@oja.ok.gov) for signature  
2021-03-11 - 3:42:33 PM GMT
-  Email viewed by Audrey Rockwell (Audrey.rockwell@oja.ok.gov)  
2021-03-12 - 11:51:24 PM GMT- IP address: 204.62.26.57
-  Document e-signed by Audrey Rockwell (Audrey.rockwell@oja.ok.gov)  
Signature Date: 2021-03-15 - 3:59:53 PM GMT - Time Source: server- IP address: 204.62.26.57
-  Agreement completed.  
2021-03-15 - 3:59:53 PM GMT



State of Oklahoma

# OFFICE OF JUVENILE AFFAIRS

Rachel Canuso Holt, interim Executive Director

---

## JANUARY 2021 BOARD UPDATE

### **OJA Operations**

1. COJC visits – attended Holiday program
2. SWOJC visits
3. State CFO Amanda Rodriguez and Secretary John Budd – OJA finance meeting
4. LOS Policy Academy: Modules, Technical Assistance, Team meetings, Communications
5. Council of Juvenile Justice Administrators (CJJA) South Region Meetings and trainings
6. Juvenile Services Unite Joint District Meeting – Districts 2, 3, 4, 5
7. OYACS graduation (virtual) from COJC
8. Agency-wide 2020 Wrap-up meeting

### **Partner Engagement**

1. Secretary Justin Brown
2. Dr. Deborah Shropshire, DHS Child Welfare Director
3. Dr. Peter Messiah, OAYS
4. John Schnieder, Youth & Family Services, Inc.
5. Annette Jacobi, Oklahoma Commission on Children and Youth (OCCY)
6. Joe Dorman, Oklahoma Institute for Childhood Advocacy (OICA)
7. Ed Long, MetaFund re Unite Us
8. OCCY Commission Meeting
9. HEC Cabinet meetings – Legal Peer Group, Legislative Peer Group, Agency Directors
10. Lindsay Laird and Lucie Doll, Arnall Family Foundation
11. Shanna Rice, Steve Lewis, Dr. Peter Messiah – OJA & meeting with Secretary Brown
12. Brad Clarke, State Department of Education

### **Legislative & Executive**

1. Senator Greg McCortney
2. Senator Julie Daniels
3. Senator Jessica Garvin
4. Representative Nicole Miller
5. Representative Mike Osburn
6. Representative Jose Cruz
7. Representative Cyndi Munson
8. Deputy Secretary of State Jessica Cleveland

### **Judicial**

1. Juvenile Justice Oversight and Advisory (JJOAC)
2. Judge Rebecca Gore, Mayes County
3. District Attorney Chris Boring, District 26



***Shelley Waller, Community Based Services Deputy Director***

***Board Report for January 19, 2021***

***Contacts and Activities for November and December 2020***

***\*Annual leave for one (1) week\****

- **TEAMS Meetings**
  - Coordinated, planned and participated in four (4) District Supervisor and Community Based Services Leadership Team meetings
  - Coordinated, planned and participated in one (1) statewide (DS, ADS, CBS) Leadership Team meeting
  - Participated in six (6) Executive Team meetings
  - Participated in three (3) Programs Team meetings
  - Participated in thirteen (13) Executive Placement and Case Staffing meetings for high acuity and/or high-profile cases
  - Participated in three (3) consultations with Executive Director, Rachel Holt
  - Participated in one (1) consultation with CFO, Kevin Clagg
  - Participated in five (5) Personnel Strategies meetings
  - Participated in two (2) Placement and HB1282 meetings
  - Participated in two (2) TCM possible expansion meetings to discuss juvenile bureau participation
  - Participated in two (2) Level E standardization of forms, RBMS and ITSP meeting
  - Participated in one (1) meeting with an OJA custody youth
  - Participated in one (1) multi-District Meeting (Districts 2, 3, 4 and 5)
  - Participated in one (1) statewide Level E GH meeting
  - Participated in one (1) OJA/CWS Collaboration meeting
  - Watched the COJC Christmas Program
  - Participated in one (1) OJA Restricted Registry meeting
  - Participated in one (1) OJA Administrative Services meeting
- **ZOOM Meetings**
  - Participated in three (3) Length of Stay (LOS) Policy Academy meetings/training
  - Participated in one (1) treatment and behavioral health meeting with OJA Chief Psychologist, Dr. Paul Shawler and Director of Behavioral Health, Shel Millington
  - Participated in the OJA 2020 Agency Wrap-up
  - Participated in one (1) meeting to discuss the possible transfer of an OJA custody youth
- **Conference Calls**
  - Participated in one (1) conference call with an OJA custody youth in detention
  - Participated in weekly conference calls with each District Supervisor
  - Participated in one (1) conference call with a group home provider
  - Participated in two (2) conference calls with a detention provider
  - Participated in ten (10) 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) webinar "Blending In: How Offenders Groom Society and Victims"
  - Participated in one (1) webinar "Medications Commonly Used for Children and Youth"
  - Participated in one (1) TCM training
  - Participated in one (1) webinar "Positive Youth Development: Meaning and Measurements"
- **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-January 2021

---

### ○ **Pregnancy Assistance Fund (PAF) Grant**

- The PAF grant was a two-year grant, which was extended to December 31<sup>st</sup> 2020 as response to pandemic.
- Over the course of the grant, 205 referrals were received to provide services to expectant and parenting youth.
- We are currently working on final report to submit to the Oklahoma State Department of Health.
- While the grant funding ended December 31<sup>st</sup>, the Nurturing Parents evidence-based curriculum will continue to be provided to expectant and parenting youth. Steps were taken to transition Nurturing Parents to fall under CBYS as of January 1<sup>st</sup>

### ○ **Children's State Advisory Workgroup (CSAW)**

- Continue to co-chair CSAW meetings and work on projects relating to sustainability of Community Hope Centers (initiative supported through CARES Act funding) and trauma informed care. Team is providing weekly updates to Secretary Brown on progress with work in sustaining and enhancing Community Hope Centers.
- Our team worked with OSU and Casey Family to support CSAW projects with a cross systems coordinator who will assist with collaboration and coordinating CSAW projects.
- Presented at a Systems of Care NE multi county coalition meeting and provided updates on OJA initiatives and CSAW projects.
- Attended Systems of Care State Advisory Team monthly meeting.

### ○ **Trauma-Informed Care (TIC) Task Force**

- Currently leading TIC Coordination Subcommittee meeting, which will soon become the TIC Practices Workgroup. This workgroup will be an arm of CSAW and continue statewide TIC efforts toward Oklahoma TIC model.
- New cross systems coordinator will assist with coordinating public and private collaboration to move the work forward per the TIC Task Force Strategy Report.

### ○ **ARTIC Scale**

- We plan to roll out organizational trauma informed survey for state office staff at the end of January. Field staff will be next and then our secure care staff. The survey results will assist us with a strategy to target training and resources where most needed, but also help us develop a trauma informed organizational plan and assess out progress.

### ○ **Youth Level of Service/Case Management Inventory**

- We are planning our next YLS/CMI virtual training for new OJA staff for January. This will be our second virtual training.
- YLS/CMI refresher virtual trainings completed in December for Districts 2, 3, 4, and 5 being held in December.
- Our team is currently discussing plans for virtual trainings and support for the Juvenile Bureaus.

### ○ **Length of Stay (LOS) Policy Academy**

- Continued participation with team in attending series of virtual webinars and action plan development.



State of Oklahoma

## OFFICE OF JUVENILE AFFAIRS

---

*Janelle Bretten, Director of Strategic Planning and Engagement*

- **Tribal Liaison**
  - 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. JOLTS training was conducted with designees from the five tribes in December.
  - Attended Inter-Tribal Council of the Five Civilized Tribes, Tribal Service Programs subcommittee meeting and participated in discussion regarding OJA's partnership with the five tribes.
- **Governor's Interagency Council on Homelessness (GICH)**
  - Chaired Employment, Education and Training (EET) subcommittee meeting with partners where we reviewed goals and actions steps for 2021.
  - Attended the North Central 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. Meeting focused on development of guiding principles for the OK Family Care Plan.
- **Human Services and Early Childhood Initiatives Cabinet Peer Group Meeting – Innovation**
  - Attended meeting with other agency leaders to collaborate on innovative strategies. Focused on what agencies are specifically doing to best meet the needs of families and stakeholders.
- **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. Continued discussion on the state's workforce strategic plan, updates on progress and metrics.
- **Workforce Youth Apprenticeship Grant**
  - Attending meetings and assisting with development of program. Participated in OJA assessment to support development of shared referral process to connect youth to registered apprenticeship.
- **Healthy Minds Policy Initiative in Tulsa**
  - Along with Dr. Shawler and Shel Millington, joined in conversation with Tri-Star Consulting and Healthy Minds to provide juvenile justice information for their children's mental health project. They are conducting a statewide analysis on children's mental health services delivery system to inform advocacy efforts and legislative decision-making related to expanding and improving the children's mental health system and integrated pediatric primary care.
- **Unite Us**
  - Attended meeting to hear presentation by Ed Long about Unite Us and access to a coordinated care network of health and social providers that will provide efficient access to services that will support the families we serve.





State of Oklahoma  
**OFFICE OF JUVENILE AFFAIRS**  
**Residential Placement Support**

---

*Carol Miller, Deputy Director Residential Placement Support*

## **Board Report – December 2020**

November 1<sup>st</sup> to 30<sup>th</sup> activity

### **Releases (6) from Secure Care**

Paroles: COJC – 2, SWOJC – 2

Court Release: COJC- 0, SWOJC – 1

Bridged to DOC: COJC – 0, SWOJC - 1

### **November 2020**

### **Intakes (4) for Secure Care**

Intakes COJC – 2, SWOJC – 2

### **Central Oklahoma Juvenile Center (COJC) facility events**

- Residents enjoyed a bountiful Thanksgiving meal and organized sports activities.
- Residents identified as honorary SAG members and Youth Emerging Leaders participated in the SAG OJJDP virtual conference
- Virtual religious services provided through Life Church and Transformation Church.
- Virtual visitation and family phone contact continues to increase.

### **Southwest Oklahoma Juvenile Center (SWOJC) facility events**

- Residents communicate with mentors and bible study leaders by letters and virtual visitation.
- SWOJC resident recipes were included in the staff Cookbook fundraiser.
- Sermons from Life Church are viewed on each Unit's DVD player.
- Virtual Visitation and family phone contact continues to be facilitated with family counseling sessions included.
- Thanksgiving included a bountiful meal and organized activities with staff and residents.

### **Division Leadership Activities**

- COVID19 preventative practices for staff/residents continues to be a daily focus at secure care.
  - Welcomed New COJC Superintendent Bryan Hiel.
  - Held weekly TEAMS meetings with Division staff to ensure quality coverage of all liaison and oversight duties.
  - Meet weekly with Facility Superintendents to address goals and facility issues.
  - Participated in Council on Juvenile Justice Administrators (CJJA) Facility Director/Superintendent Training focusing on developing and implementing a plan for Staff Wellness.
  - Participated in CJJA Deputy Director training closing session. Receive an affiliate membership to CJJA to gain access to resources and information sharing with other states.
  - Participated in CJJA biweekly Length of Stay Virtual Policy Academy focusing on Communications and Virtual Technical Assistance call for implementation of Length of Stay initiative.
  - Participated in CJJA Facility/Director Training on Conditions of Confinement.
  - Participated in Community Based Services Leadership Meeting and provided update on Next Generation Campus construction progress.
  - Prepared for American Correctional Association (ACA) reaccreditation by performing mock audits at COJC and SWOJC.
  - Prepared for Prison Rape Elimination Act (PREA) federal certification by performing mock audits at COJC and SWOJC.
-



State of Oklahoma  
**OFFICE OF JUVENILE AFFAIRS**  
**Residential Placement Support**

---

*Carol Miller, Deputy Director Residential Placement Support*

## **Board Report – January 2021**

December 1<sup>st</sup> to 31<sup>st</sup> activity

### **Releases (8) from Secure Care**

Paroles: COJC – 0, SWOJC – 4

Court Release: COJC- 2, SWOJC – 0

Bridged to DOC: COJC – 1, SWOJC – 0

Step Down to Level E: COJC- 1, SWOJC - 0

### **December 2020**

### **Intakes (2) for Secure Care**

Intakes COJC – 1, SWOJC – 1

### **Central Oklahoma Juvenile Center (COJC) facility events**

- Residents participated in Man Up groups with OKC PD Lt. Waylan Cubit.
- Christmas Parties held on units with gifts and lots of food provided by Church volunteers.
- COJC annual Christmas Program provided virtual participation for OJA staff.
- Residents participated in specialized activities daily during the winter break from school including a New Year's Resolution writing contest, tournaments, hot chocolate social and door decorating contest.

### **Southwest Oklahoma Juvenile Center (SWOJC) facility events**

- Church volunteers donated handmade stockings filled with goodies for each resident.
- Residents make candy and cookies which were packaged by the youths and distributed to each living unit.
- Residents participated in a series of athletic tournaments during the Christmas Break.
- Residents enjoyed visits by Santa and the Grinch along with hot cocoa and homemade sugar cookies baked by residents. Staff led residents in Christmas caroling and a solo Christmas song.

### **Division Leadership Activities**

- COVID19 preventative practices for staff/residents continues to be a daily focus at secure care including installation of Phenomenal Air Ionization Filters to be installed in facility buildings.
  - Participated in Performance based Standards (PbS) data outcome review and facility improvement plan progress review with PbS Coach Russ Jennings, COJC and SWOJC staff.
  - Held weekly TEAMS meetings with Division staff to ensure quality coverage of all liaison and oversight duties.
  - Met weekly with Facility Superintendents to address goals and facility issues.
  - Participated in Council on Juvenile Justice Administrators (CJJA) Facility Director/Superintendent Training focusing on implementation of Staff Wellness initiative.
  - Participated in CJJA Length of Stay Virtual Policy Academy focusing on Strategic Communication Strategy.
  - Presented RPS Division 2020 accomplishments and 2021 goals during agency wide 2020 wrap up Virtual session.
  - Participated in CJJA Positive Youth Development virtual training and Restorative Justice in Youth Facilities training.
  - American Correctional Association (ACA) reaccreditation audit postponed by ACA due to potential COVID exposures.
  - Prison Rape Elimination Act (PREA) federal certification postponed due to decertification of auditor.
  - Participated in Franklin Covey's 7 Habits for Effective Managers event.
  - Participated in the OJA Restricted Registry Review Committee.
-



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, Secretary

---

Karen Youngblood, Chair



**OKLAHOMA**

**BOARD OF JUVENILE AFFAIRS**

**Rates and Standards  
Presentation**

**January 19, 2021**

On December 1, 2020, the OJA Rates and Standards Committee voted to recommend to the Board of Juvenile Affairs the proposal represented by items within this presentation designated by the number series RS21-002 – 001 through 005.

As required by statute, each component of these rate proposals were submitted to OMES for review and approval. Approvals were granted by State Purchasing Director, Dan Sivard on December 16, 2020. (Copies of the request and approval letters are in the board packet)

This presentation is a brief summary of proposed new rates and Standards. Detailed descriptions are in the Board Packet.

## RS21-002-001b - Modification to CARS Client Advocacy Service

Rate - \$14.00 / 15min.

The proposal is to broaden the definition of the rate to include youth beyond those receiving services within the Communities at Risk (CARS) program. Under this definition, any youth is eligible to receive this service. With the broader definition, it was determined that the rate should be adjusted to a rate more commiserate with the value of provided service resulting in a reduction of \$1.63 per unit of service to \$14.00 per fifteen (15) minutes.

## RS21-002-002a - Modification of Clinical Supervision or Case Staffing Services New Title – “Clinical Supervision”

Rate: \$17.00/15 min.

The proposed modification is to split this rate into two separate rates and standards resulting in a modification of this rate and creation of a new rate described in the next item. The modification proposes the following:

- a. removes “case staffing” from the title
- b. sets a limit of four hours per week per youth per professional
- c. adds narrative to clarify definition providing examples of eligible services
- d. Increases the rate from \$8.23 to \$17.00 per 15 minutes, but making it a flat rate instead of being variable based on the number of staff involved.

## RS21-002-002b - Creation of a new rate for Case Staffing \$14.00/15 min.

This is the second part of splitting the previous referenced rate. This creates a rate that is tailored more specifically to Case Staffing and aides in tracking the two (2) different services.

RS21-002-003 - Modification of Data Entry rate  
5% of eligible direct Services billing – not available for indirect.

This modification is redefining the services eligible to receive the five percent (5%) data entry fee. With this modification, only direct services (that do not have an administrative component built into the rate) would be eligible for the data entry fee. The purpose of this rate is to compensate contractors for entering information into OJA's computer systems. Indirect services doesn't require much entry and in some cases results in several hundred dollars billed for data entry which takes a few seconds to perform.

## RS21-002-004 - Modification of Community Home Based – Travel

\$14.50 / 15 min

This modification redefines the criteria when it can be applied and changes the rate. This was set up originally to compensate contractor for transportation costs related to service delivery for most OJA rates. This change converts the compensation from travel expense to the cost of the contractor's time traveling to client's location. This results in a more equitable compensation and removes a barrier that was discouraging providers from seeking clients in the communities.



## Summary

1. RS21-002-001b - Modification to CARS Client Advocacy Service - \$14.00 / 15min.
2. RS21-002-002a - Modification of Clinical Supervision or Case Staffing Services New Title – “Clinical Supervision” - \$17.00/15 min.
3. RS21-002-002b - Creation of a new rate for Case Staffing - \$14.00/15 min.
4. RS21-002-003 - Modification of Data Entry rate - 5% of eligible direct Services billing – not available for indirect.
5. RS21-002-004 - Modification of Community Home Based –Travel - \$14.50 / 15 min

# NEXT GENERATION FACILITY

Change orders under consideration

# Summary of Proposed Change for Consideration

No	Description	Amount
#61	Time Extension #1 37 days due to COVID-19	\$0
#62	Temporary Gravel Road	\$6,040
#64*	Unsuitable Soil @ Supply Building	\$60,805
#65*	Relocate/Replace Electrical Service to Pool Building	\$51,234
#66*	Waxing Resilient Flooring	\$7,813
#67*	Replace Existing Sanitary Sewer Line @ Intake	\$7,125
#69	Omit Outlets in Sleeping Rooms	(\$280)
#70	Furnish Appliances for Cottage Kitchens/Intake Breakrooms	\$15,000

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.

## #61 –TIME EXTENSION #1 \$0

The Flintco contract allows “Excused Delay” due to unforeseen interruption of critical path activities of the overall schedule of this project. This delay request is associated with the delays due to the COVID-19 pandemic in 2 separate timeframes, as follows:

1. The inability to perform critical path activities during the month of July. Staff with sub-contractors were sick with COVID. This caused work delay.
  2. Receipt of Metal Wall Panels for buildings. This delay is due to COVID in the factory.
- These delays are for 37 working days. Both of the delays were due to COVID. Paul Haley confirmed these were appropriate.

**#62 - TEMPORARY GRAVEL ROAD FOR  
CONSTRUCTION AND EMERGENCY ACCESS  
\$6,040**

**There is a new entrance and a secondary access road on the west side of the campus. The road has a gate on the north end and the south end. This road leads to the southern construction area where cottages 5,6 &7 are being built. This road is also an emergency access for fire and ambulance. Due to heavy rain this road had become unsafe and would not have supported fire and ambulance vehicles. Additional gravel was necessary to maintain emergency access capacity. Due to the emergency access issue I gave approval for immediate repair.**

**#64 – UNSUITABLE SOIL @ SUPPLY BUILDING**  
**\$60,805**  
**(APPROVED BY SUB-COMMITTEE ON 12/29/20)**

- **During construction of this concrete parking lot/drive behind the supply building many items such as concrete pillars/blocks and various old water and sewer pipes were uncovered. These had to be removed. The soil was also tested by Terracon and was found to be unstable. This soil was removed and replaced.**

**#65 - RELOCATE/REPLACE SERVICE TO POOL BUILDING  
AND POOL PANEL BOARDS**

**\$51,234**

**(APPROVED BY SUB-COMMITTEE ON 12/29/20)**

- **While planning electrical work which involved integrating the pool electrical panels with new construction, a pre-existing condition was discovered with the electrical service inside the pool mechanical room. Electrical panels have rusted and deteriorated and have been deemed to be unsafe. The sub-committee agreed that this must be corrected immediately. The pool has been shut down until this work is completed.**

**#66 - WAXING RESILIENT FLOORING**  
**\$7,813**  
**(APPROVED BY SUB-COMMITTEE ON 12/29/20)**

- **These are the floors in the new intake building. The Flintco contract only requires 1 coat of wax. 3 coats are necessary. The final 2 coats are the responsibility of the owner. (DLR confirmed this) Since we are short of maintenance staff and the fact that we are on a schedule to have office furniture delivered we asked Flintco to complete the work.**



**#67 - REPLACE EXISTING SANITARY SEWER LINE @ INTAKE**

**\$7,125**

**(SUB-COMMITTEE APPROVED ON 12/29/20)**

- **During the construction of the parking lot behind the new intake building a sewer line was discovered that was very close to the surface. This line had to be lowered in order to complete the parking lot.**

## **#69 - OMIT ELECTRICAL OUTLETS IN SLEEPING ROOMS**

**(\$280)**

- **Removal of electrical outlets in sleeping rooms. There is a slight credit for this change.**

## **#70 - FURNISH KITCHEN/BREAKROOM APPLIANCES**

### **\$15,000**

- **This change order is for refrigerators (10 with top freezers, 7 compact under counter refrigerators) for the kitchens in the cottages and the break room in the clinic. By allowing Flintco to purchase these items we will be able to have the same brands and the same provider as the other equipment in our facility. Flintco will organize the delivery and installation and warranty coverage for these units.**

# FLINTCO CONTRACT CHANGE ORDER SUMMARY

<b>Original Contract Amount</b>	<b>\$46,011,073</b>	<b>%</b>
Change Order Capacity (10%)	\$4,601,107	100%
Change Orders To-Date (Board Approved)	2,753,097	59.84%
Current Change Order Request	147,737	3.21%
Total Change Orders To-Date if Current Proposals Are Approved	\$2,900,834	63.05%

# 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	Temporary Fencing Upgrade for Phase two	<u>\$175,000</u>
	Total With CO approved and pending board approval this is 88.5% of CO Capacity	\$1,169,159

# Office of Juvenile Affairs Board of Director's Meeting

January 19, 2021

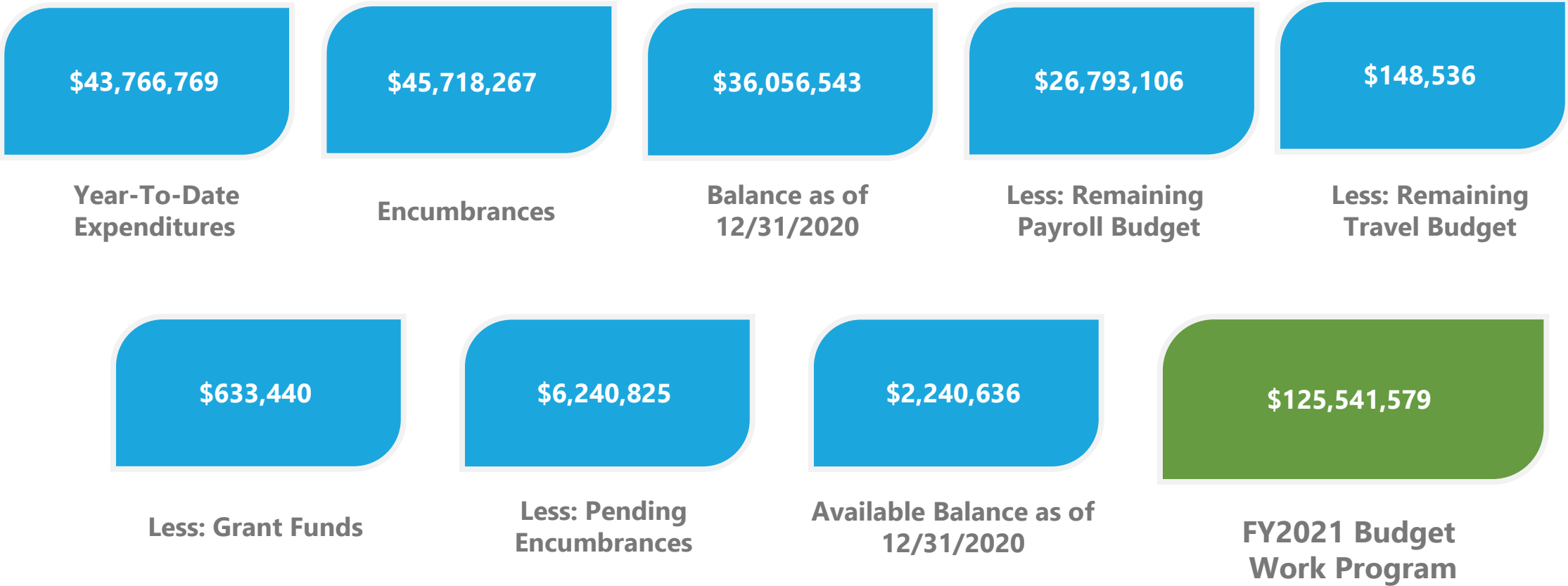


OKLAHOMA



# FY-2021 Operation/Capital Budget Projections

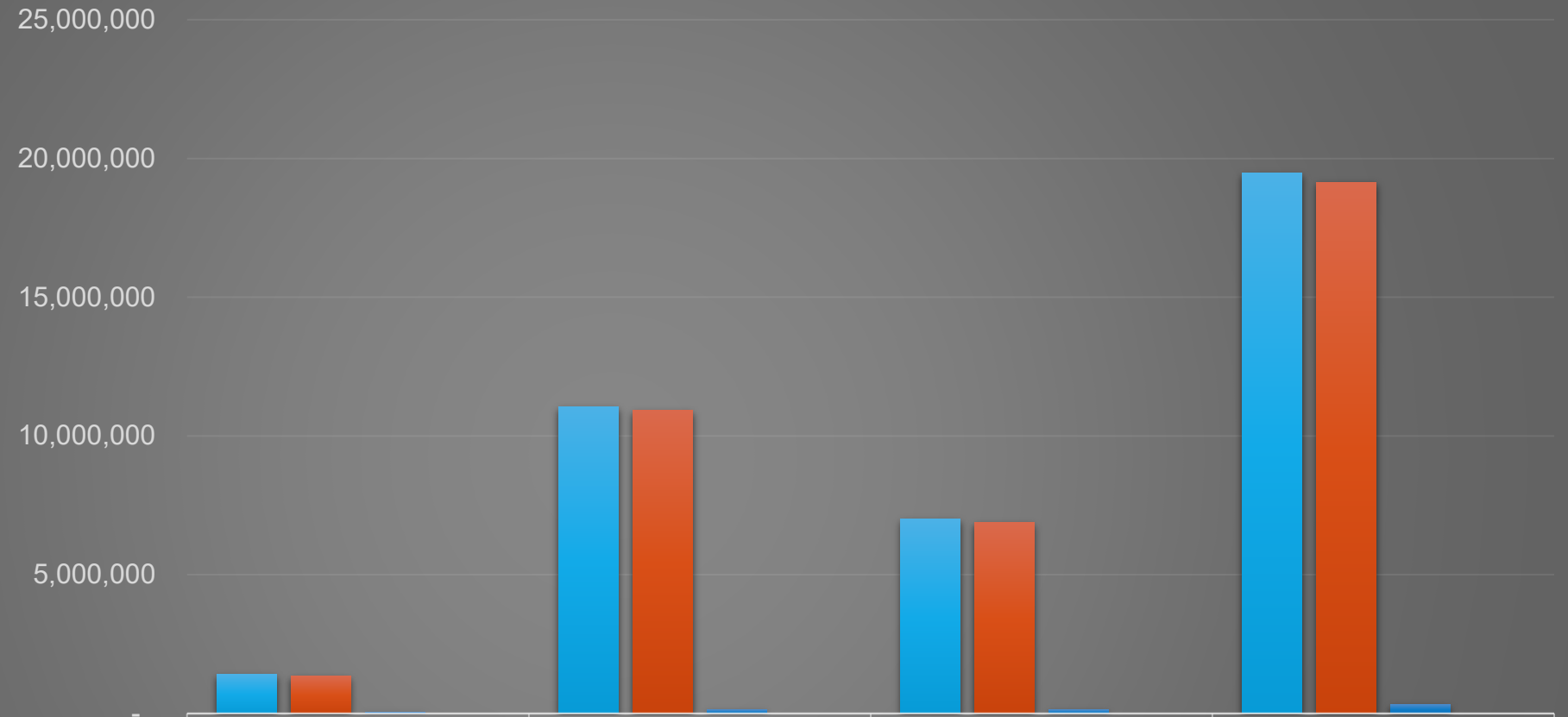
As of: December 31, 2020





# FY2021 Payroll Costs

As of: December 31, 2020



	Administration	Residential	Non-Residential	Total
YTD Budget	1,413,709	11,054,243	7,005,687	19,473,638
YTD Expenditures	1,351,350	10,919,478	6,871,615	19,142,443
YTD Variance-Expenditures to Budget	62,358	134,765	134,072	331,195
% Variance	4.4%	1.2%	1.9%	1.7%



# General Revolving Fund Revenue

As of: December 31, 2020



	FY-21 Budget	Budget to Date	Receipts	In-Transit	Over (Under) Budget
Revenue Source					
SSI and SSA	\$ 85,000	\$ 42,500	\$ 37,426	\$ -	\$ (5,074)
Income from Rent	5,586	2,793	6,239		3,446
Charter School State Aid/Grants	1,302,770	651,385	417,350	119,163	(114,872)
School Breakfast/Lunch/Snacks Program	200,000	100,000	78,020	11,515	(10,465)
Refunds & Reimbursements (includes COVID-19)	5,056,803	2,528,402	3,169,392		640,991
Sales	9,816	4,908	18,037		13,129
Child Support	172,000	86,000	102,818		16,818
Other Receipts	22,000	11,000	41,289		30,289
<b>Total Revolving Funds</b>	<b>\$ 6,853,975</b>	<b>\$ 3,426,988</b>	<b>\$ 3,870,571</b>	<b>\$ 130,678</b>	<b>\$ 574,262</b>

# Federal Grants Revenue

As of: December 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	\$ 3,369,500.00	\$ 3,770,116	\$ 642,305	\$ 1,042,921
Targeted Case Management (TCM)	2,400,000	1,200,000	1,044,746	220,088	64,834
IV-E Shelter	106,120	53,060	31,213	45,396	23,549
Indirect Cost Reimbursement (OHCA)	122,795	61,398	-	95,322	33,925
Grants (Formula)	658,214	329,107	13,234	201,587	(114,286)
OSDH-Youth Pregnancy & Parenting	129,900	64,950	27,148	43,705	5,903
DAC-RSAT	184,650	92,325	40,062	27,347	(24,916)
CARES (COVID-19)		-	224,491	-	224,491
<b>Total</b>	<b>\$ 10,340,679</b>	<b>\$ 5,170,340</b>	<b>\$ 5,151,010</b>	<b>\$ 1,275,750</b>	<b>\$ 1,256,421</b>



# 700 FUND ACCOUNTS

As of: December 31, 2020

## TRUST FUND

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

\*\*Cash Balance as of 12/31/2020 was \$10,267

## DONATION FUND

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

Cash Balance as of 12/31/2020 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 12/31/2020 was \$13,081

## VICTIM RESTITUTION FUND

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

Cash Balance as of 12/31/2020 was \$28,974

# SOLE SOURCE PURCHASES

As of: December 31, 2020

None to Report





# EMERGENCY PURCHASES

As of: December 31, 2020

EMR#	Date	Vendor	Description	Location	Amount
SS2021 - 02	12/23/2020	Trane	Provide and Install Phenomenal Air - Bipolar Ionization for the (16) Roof Top units for COVID 19 mitigation	SWOJC	\$23,700

# Oklahoma Youth Academy Charter School (OYACS)



Board of Director's Meeting  
January 19, 2021



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

		OJA General and Revolving Funds	Fund 25000	Totals as of 12/31/2020	COJC (972)	SOJC (975)	Total
<b>Revenues</b>							
	State Aid	\$ -	\$ 342,910.47	\$ 342,910.47	\$ 171,455.23	\$ 171,455.24	\$ 342,910.47
	Title I N&D		40,163.91	40,163.91	23,792.38	16,371.53	40,163.91
	Title IA		-	-			-
	IDEA-B COVID		2,638.35	2,638.35	1,359.15	1,279.20	2,638.35
	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		27,508.20	27,508.20	12,341.26	15,166.94	27,508.20
	Child Nutrition Program _Lunches and Snacks		50,511.36	50,511.36	22,660.64	27,850.72	50,511.36
	Refunds		-	-			-
	Office of Juvenile Affairs **	762,085.44		762,085.44	429,594.70	332,490.74	762,085.44
	<b>Total Revenues</b>	\$ 762,085.44	\$ 467,974.34	\$ 1,230,059.78	\$ 663,324.39	\$ 566,735.39	\$ 1,230,059.78
<b>Expenditures</b>							
	Payroll Expenses	\$ 733,791.19	\$ 496,288.22	\$ 1,230,079.41	\$ 663,090.52	\$ 566,988.89	\$ 1,230,079.41
	Training and Travel	525.00		525.00	225.00	300.00	525.00
	Operational Expenses	21,552.57	90,222.45	111,775.02	58,728.99	53,046.03	111,775.02
	Equipment and Library Resources	6,216.68	74,573.31	80,789.99	31,526.84	49,263.15	80,789.99
	<b>Total Expenditures</b>	\$ 762,085.44	\$ 661,083.98	\$ 1,423,169.42	\$ 753,571.35	\$ 669,598.07	\$ 1,423,169.42
	<b>Excess of Revenues Over (Under)</b>						
	<b>Expenditures</b>	\$ -	\$ (193,109.64)	\$ (193,109.64)	\$ (90,246.96)	\$ (102,862.68)	\$ (193,109.64)
	<b>Fund Balances July 1, 2020</b>	-	344,854.98	344,854.98	174,402.93	170,452.05	344,854.98
	<b>Fund Balances 2020-2021 School Year</b>	\$ -	\$ 151,745.34	\$ 151,745.34	\$ 84,155.97	\$ 67,589.37	\$ 151,745.34
	<b>**OJA Funds</b>						
	Fund 19001	\$ 9,131.95					
	Fund 19101	\$ 752,953.49					
		\$ 762,085.44					



**Office of Juvenile Affairs**  
**Oklahoma Youth Academy**  
**Encumbrances for Approval - School Year 2020-2021**  
**December 2020 Board Meeting**

Encumbrance #	Product Description	Vendor	Justification		Campus		
				Unit Cost	COJC	SOJC	Total
2021-051*	School Staff Training (Grant Funded)	Great Expectations	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. In the training session participants are immersed in the research-based 17 Classroom Practices to be an effective teacher and teacher assistants.	500 or 150	8,000.00	5,300.00	13,300.00
* Revised the requisition from previous meeting from \$9,000.00 to \$14,000.00, this is grant funded.							
2021-052	Charter School Closure Reimbursement Revolving Fund (CSCRFF)	OSDE	House Bill 3369 passed legislation "each charter school shall pay to the Charter School Closure Reimbursement Revolving Fund" an amount based on the Average Daily Membership (ADM) of the first nine weeks times five dollars (\$5.00). Once the balance meets or exceeds one million dollars (\$1,000,000.00) on July 1, no future payments are required for the next school year	\$5	167.18	167.17	334.35





# QUESTIONS?

End of Board Finance Reports



**OKLAHOMA**  
Juvenile  
Affairs

# 2021/22 OYACS Calendar - COJC

Calendar

edia

  
Your source for calendars

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18.5

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

21

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

21.5

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18







February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

19

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

15

OYACS 2021/22

 No School/Holiday	 OJA Training Day	 First/Last Day of School	 Professional Development Day	 Open House/PTC
 Last Day of School				

# 2021/22 OYACS Calendar - SWOJC

Calendar

edia

  
Your source for calendars

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

16

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18.5

August 2021						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

21

September 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

21.5

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21

October 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18







February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

19

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

15

## OYACS 2021/22

 No School/Holiday	 OJA Training Day	 First/Last Day of School	 Professional Development Day	 Open House/PTC
 Last Day of School				