



State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

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

Meeting Minutes

March 16, 2021

Board Members Present via Videoconference

Sidney Ellington

Stephen Grissom

Mautra Jones

Jenna Worthen

Karen Youngblood

Absent

Amy Emerson

Janet Foss

Timothy Tardibono

Call to Order

Chair Youngblood called the March 16, 2021, the Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School Zoom meeting to order at 9:02 a.m. and requested roll be called.

Public Comments

No public comment.

Video of performances at the Southwest Oklahoma Juvenile Center's (SWOJC) Black History Celebration

Board watched video presentation. SWOJC residents A.E. and K.H. spoke with and answered questions from the Board.

Director's Report

Director Holt quickly discussed the attached report.

Minutes for the February 16, 2021 Board Meeting

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

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

Minutes for the February 16, 2021 Board Meeting approved.

Secretary Rockwell discussed the attached presentation on proposed OJA permanent rule amendments.

Dr. Ellington: Elaborate on 5(A), the mandatory physical, how it was a burden?

Secretary Rockwell: I may need to call on Jeremy Andrews, it is more of a time frame burden. Technically they are not supposed to working without the clearance. If you are a six facility bed and lose a staff there is now a barrier in place.

Dr. Ellington: We are not taking away the requirement, correct?

Secretary Rockwell: Correct.

Mr. Andrews: There is a deadline, after a hiring, this allows for the facility to control the timeline and also, creates the ability for the facility to have a follow-up physical.

Dr. Ellington: They will still get a physical, this just alleviates a burden for the facilities?

Secretary Rockwell: Correct.

Chair Youngblood: A point of clarification, 377-3-13-43, is not listed on the agenda, but it was in the packet and includes 2 strike through but was not on the agenda.

Public comment on permanent rule amendments

Ms. Twyla Snider: the remarks I have prepared are not what I need to say so I am going to go off the cuff. Historically, the OK Detention Association, has been involved with OJA when crafting rules regarding our facilities. Syd to address the concern you had, number 1 you have 90 days to get the physical, it is not the time but the expense. Number 2 if you are not going to hire the individual, then what is the point.

Dr. Ellington: That makes sense. Thank you.

Ms. Snider: Group homes do not require physicals. I do not know about secure care. It costs about \$120 for a physical. On the CPR item, what we had asked for, the card is good for two years, the contract requires annual certification. So the refresher course does not change anything for us. We have a lot of concerns, but we feel left out of the discussion for these rules, but it because of Covid, or the shrinkage of detention center. My largest concern as Preside of the Association, we have always been involved in discussion regarding policy changes. The medical verification is has to verify if the kid received an emergency medical treatment. This would be impossible. Most of this happens in the midnight hours, when you can get ahold of no one. This is a troublesome language change for us. The other one, criminal record checks, we cannot do that. We have asked for that language to be corrected or for OJA to provide us with direction on how to accomplish that requirement. On the 15 minute check, can you imagine getting that accomplished when you have 30 kids, but can you imagine if they are in the restroom? We want to be good partners but we would like some dialogue.

Secretary Rockwell: The fingerprint requirement is actually federal and state requirements, which were formally adopted in 2018 after rulemaking error in 2016. The 15 minute check is required within our own

facilities when children are not in line of sight. I understand Twyla's point, it is well stated. However, when suicidal ideations are involved it is an important safety concern. The CPR point is well made, we can amend that to address Twyla's concerns. So I recommend we add language to address something to the effect of adding language as required by certifier.

Dr. Grissom: Madam Chair, I would be uncomfortable rewriting proposed changes within a Board meeting, particularly since I don't have the information in front of me.

Secretary Rockwell: I can put the information on the screen.

Dr. Grissom: I understand, but I don't think a board meeting is where we want to amend proposed changes. I think the major players make sure the right stuff is there the right way. Then the product is presented to the Board.

Dr. Ellington: I agree with Dr. Grissom. Let's allow Twyla and her team to have a voice.

Secretary Rockwell: We can go ahead and adopt the Chapter 1 amendments and the Subchapter 3 amendments dealing directly with OJA. Then using the Administrative Rule hearing scheduled for Friday, to address the Detention specific administrative rule amendments to bring those back to the special meeting.

Chair Youngblood: I think this is a good way to move forward. We are removing duplicative statutes, and clean-up language, let's get those moving. Work the detention rules at the administrative rule hearing.

Secretary Rockwell: Correct that is how the Administrative Procedures Act (APA) is written.

Chair Youngblood: We already have a method for them to address concerns on Friday. I say we move forward on OJA specific rules.

Dr. Grissom: Does this work for Ms. Snider?

Secretary Rockwell: No, this is a hearing, myself, Jaremy Andrews, and Jeremy Evans will be available for dialogue to amend.

Ms. Snider: That is perfectly Ok.

Dr. Grissom: Dr. Ellington and I agree on wanting our major partners, involved in the process.

Secretary Rockwell: Dr. Grissom, normally the public hearing would occur before we bring the rules to the Board, I am bound by the APA timelines, which requires a 30 day publication before a hearing. By bringing the rules to the Board today, before the Board, we were attempting to provide the Board an opportunity to act on any rules, subject to no action at the public hearing to adopt the rules so a special meeting did not have to occur.

Action on the proposed OJA permanent rule amendments tabled for consideration at the special meeting.

Chair Youngblood: How do we have to adopt? One at a time or a chapter at a time.

Secretary Rockwell: I believe you can adopt by chapter.

Chair Youngblood: Is there a motion? No motion. Is there a motion on Chapter 3? No motion. With no action on Items V(B) and V(B)(ii) with no action.

Secretary Rockwell: We can just table.

Chair Youngblood: Are we tabling all items?

Ms. Worthen: Yes, Audrey, thank you for all your work. I think we all would feel better to act on all items as a whole.

Chair Youngblood: Do I need a motion?

Secretary Rockwell: No, we can just table based on the need for a public hearing.

Chair Youngblood: Items under 5(B) are tabled.

Next Generation project video played. Mr. Clagg discussed the attached NGF presentation.

Chair Youngblood: I am saddened to hear that we are still having to work Flintco to get back monies on mistakes they make. If there is anything we can do on this issue please let us know.

Mr. Clagg: I will. Our partners, OMES and DLR, feel we have a strong case and will prevail.

Chair Youngblood: I have no doubt, I just wanted to lend my support. Any questions? Hearing none, I need a motion.

Discussion and/or possible vote to approve change order NGF-073 to Flintco contract – Convert records room to “secure records storage” removal of cabinets and other items \$3,069

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

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

Change order NGF-073 to Flintco contract – Convert records room to “secure records storage” removal of cabinets and other items \$3,069 approved.

Discussion and/or possible vote to approve change order NGF-075 to Flintco contract – Relocate TV service at each day room \$5,146

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

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

Change order NGF-075 to Flintco contract – Relocate TV service at each day room \$5,146 approved.

Discussion and/or possible vote to approve change order NGF-076 to Flintco contract – Convert two observation rooms to offices \$13,999

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

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

Change order NGF-076 to Flintco contract – Convert two observation rooms to offices \$13,999 approved.

Discussion and/or possible vote to approve change order NGF-077 to Flintco contract – Remediate climbing hazard on exterior of cottages \$62,453

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

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

Change order NGF-077 to Flintco contract – Remediate climbing hazard on exterior of cottages \$62,453 approved.

Mr. Clagg discussed the attached finance report and emergency purchase presentation.

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

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

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

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

The year-to-date OJA Finance Report approved.

Discussion and/or possible vote to approve an emergency purchase up to \$70,000 for the Central Oklahoma Juvenile Center (COJC) for the purchase and installation of a 60 KW Power Generator for Lyda

Dr. Grissom: Kevin, do you know how old the generator is?

Mr. Clagg: No, but if it is like the other items out there, they are probably outside of their age.

Dr. Grissom: If it is like Rader days, it is probably well past usage dates. It is wise on our part to approve replacement of the generator because it makes better sense in the long run.

Mr. Clagg: Correct, yes it is harder to find replacement parts after a certain age and advancements in technology can effect this.

Dr. Ellington: Does this generator come with a maintenance package?

Mr. Clagg: Yes, I believe it is two years. This is the sort of thing we will have a strict maintenance schedule. This generator failed, probably because due to cold weather. If there is a warranty issue on the new product we would be well aware before warranty expires.

Dr. Ellington: There is an in house policy for routine maintenance, and anything outside routine we would be ahead to call out warranty work.

Mr. Clagg: Correct. This will allow us to fix the item without the procurement process.

Chair Youngblood: Any further comments, if not is there a motion on the item?

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

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

Emergency purchase up to \$70,000 for the Central Oklahoma Juvenile Center (COJC) for the purchase and installation of a 60 KW power generator for Lyda approved.

Mr. Clagg discussed the attached OYACS finance report presentation.

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

Dr. Ellington moved to approve with a second by Dr. Jones and Ms. Worthen

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

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

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

Dr. Ellington: You said the \$10,000 is ambitious, do we have an individual breakdown?

Mr. Clagg: We are under negotiations, I do not currently have a per kid amount. Melissa, if she is on here can jump in. This is an annual amount, but I do not have a unit cost at this time?

Chair Youngblood: If there are no further questions, proceed with the vote.

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

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

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

Oklahoma Youth Academy Charter School Administrative Report

Principal Sanchez updated the board on the plan to return to in classroom school after spring break, GED updates, and working with vo-tech programs.

Dr. Ellington: Congrats on the new GED accomplishment, that is a tough course.

Principal Sanchez: It is. Once we know they are going on the GED track, we put them on track with tutoring and specialized classes. They are doing wonderful.

Chair Youngblood: I hope you all, both boys and staff, are enjoying spring break.

Principal Sanchez: I did get emails from some of the boys, asking for school during spring break.

Chair Youngblood: Thank you for the update, please drive safely. Any announcements or comments?

Announcements/ comments

Dr. Ellington: Kudos to Terry Smith for the tour. It helps make the change orders make sense. Take a tour out there if you have time.

Chair Youngblood: Any new business? Hearing none, is there any new business, hearing none. Is there a motion to adjourn?

New business

N/A

Adjournment

Ms. Worthen moved to adjourn with a second by Ms. Jones

Aye: Ellington, Grissom, Jones, Worthen, and Youngblood

Nay:

Absent: Emerson, Foss, and Tardibono

Chair Youngblood adjourned the meeting at 10:47 a.m.

Minutes approved in regular session on the 20th day of April, 2021.

Prepared by:

Signed by:

Audrey Rockwell
Audrey Rockwell (Apr 20, 2021 12:32 CDT)

Audrey Rockwell, Secretary

Karen Youngblood
Karen Youngblood (Apr 20, 2021 12:08 CDT)

Karen Youngblood, Chair








proposed - Mar. 2021 board minutes

Final Audit Report

2021-04-20

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By:	Audrey Rockwell (Audrey.rockwell@oja.ok.gov)
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State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Rachel Canuso Holt, interim Executive Director

MARCH 2021 BOARD UPDATE

OJA Operations

1. COJC visit
2. SWOJC visit
3. Monthly OJA DS/ADS meeting – presented legislative updates
4. OJA employee training on Black Identity Development: Personal Exploration & Clinical Implications presented by Yemi Adeyiga, LPC
5. CJA South Region Meeting

Partner Engagement

1. Juvenile Justice Oversight and Advisory Committee (JJOAC) – present OJA update
2. Oklahoma Commission on Children and Youth (OCCY) Commissioners Meeting
3. OCPD Youth Leadership Academy mock presentations
4. Lynn Institute presentation on Faith & Hope with Dr. Chan Hellman and Steve Buck
5. Secretary Justin Brown
6. Jari Askins, Administrative Director, Administrative Office of the Courts
7. Dr. Peter Messiah, OAYS
8. Shanna Rice, OAYS Board Chair and CEO/E.D. Southwest Youth and Family Services, Inc.
9. Kevin Evans, Executive Director, Western Plains Youth and Family Services, Inc.
10. Annette Jacobi, OCCY
11. Jennifer Hardin, OCCY
12. Joe Dorman, Oklahoma Institute for Childhood Advocacy (OICA)
13. Kathryn Brewer, DAC
14. HEC Cabinet meetings – Agency Directors
15. Mary Myrick, Public Strategies
16. Lisa Buck, NorthCare
17. Joe Dewey, Advocate General, Office of Client Advocacy

Legislative & Executive

1. Senator Julia Kirt
2. Senator Julie Daniels
3. Senator Jessica Garvin
4. Senator Kay Floyd
5. Senator Adam Pugh
6. Representative Mark Lawson
7. Representative Nicole Miller
8. Representative Jose Cruz
9. Representative Cyndi Munson
10. Representative Danny Sterling
11. Representative Brad Boles
12. Representative Mike Osburn



State of Oklahoma

OFFICE OF JUVENILE AFFAIRS

Janelle Bretten, Director of Strategic Planning and Engagement

Board Report-March 2021

- **Children's State Advisory Workgroup (CSAW)**
 - Continue to co-chair CSAW meetings and attend subcommittee meetings to advance work relating to sustainability of Community Hope Centers (CHC's), trauma informed care, and prevention strategies. Team continues weekly updates to Secretary Brown on progress in sustaining and enhancing Community Hope Centers.
 - Through partnership with OCCY, CHC team invited to "Developing and Sustaining Effective Parent Advisory Committees" provided by the National Family Support Network, with the goal of assisting CHC's to develop PACs. The training provides a thorough roadmap of how an agency/organization can establish and sustain a PAC.
 - Through invite from partners, attended "Protective Factors and Support during Times of Trauma and Unrest" provided through Community-based Child Abuse Prevention (CBCAP). Webinar included how organizations are promoting protective factors to support families and communities.
 - Represented OJA at monthly Systems of Care (SOC) State Advisory Team meeting. Agenda included highlights of trauma informed care work through SOC coalitions. Also highlighted was the important partnership and family engagement work between OJA's secure care and the Evolution Foundation.
- **Trauma-Informed Care (TIC) Task Force**
 - Led Trauma Informed Care (TIC) Practices Workgroup. Agenda included development of communication strategy to include monthly newsletter and development of webpage to provide statewide TIC collaborative partnerships, resources, training and technical assistance.
 - Represented OJA as designee at Trauma Informed Care Task Force meeting.
- **Attitudes Related to Trauma Informed Care (ARTIC) Scale**
 - JSU is in process of completing ARTIC survey. Once we have this data, we will meet with the Traumatic Stress Institute for analysis of State Office and JSU data. Next steps include rolling out survey to secure care staff.
- **Youth Level of Service/Case Management Inventory**
 - Met with team to debrief on most recent training and plan for training for Canadian County Juvenile Bureau. Also, set training dates through 2021.
 - Attended meeting regarding the pilot TCM project in Canadian county.
- **Length of Stay (LOS) Policy Academy**
 - Participating with team on technical assistance meetings with CJA. Most recent meeting focused on new monthly reporting form utilized with group homes to assist with monitoring LOS.
 - Attended webinar- CJA and CCAS Present: Promoting Treatment-Based Youth Engagement Strategies
- **Tribal Liaison**
 - Completed annual update of our Native Nations Notifications Directory. Also modified was our JSU-59 intake tribal notification form. Worked with the tribes in updating both the directory and form. The directory provides tribal contact information to send JSU-59 form when a youth indicates tribal affiliation at intake. Notified JSU and ensured both updated materials are available on OJA's intranet.



State of Oklahoma

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Janelle Bretten, Director of Strategic Planning and Engagement

- **Youth Apprenticeship Readiness Grant**
 - Represented OJA at Oklahoma Office of Workforce Development (OOWD) meeting to discuss update of communications strategy and referral process for the work apprenticeship program.
 - Attended webinar on “Apprenticeships in Manufacturing” provided through OOWD.
- **Human Services and Early Childhood Initiatives Cabinet (HEC) Innovation Peer Group**
 - Attended meeting and shared OJA’s work in the area of trauma informed care, as well discussed developing partnership with DHS on their Science of Hope work with Dr. Chan Hellman.
 - OJA was invited by DHS to attend virtual meeting with Missouri Hope court systems project. Paul and Janelle attended meeting hosted by Casey Family Programs and learned how the children’s court system in Missouri was infusing the Science of Hope into their processes.
 - DHS also shared Science of Hope materials with Paul and Shell for potential use with group homes.
- **Governor’s Interagency Council on Homelessness (GICH)**
 - Attended City of Oklahoma City Continuums of Care Discharge Planning Forum hosted by GICH. The discharge planning forums are designed to bring partners together in the CoC regions to assist with homelessness prevention and reduction through best practices in discharge planning.
- **Justice Assistance Grant Board (JAG)**
 - Represented OJA as designee at JAG meeting. Agenda included review of 2021-23 JAG Award process and creation of subcommittee to lead application review process.
- **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**
 - Represented OJA at monthly meeting. Work continues in developing definitions of guiding principles, infants affected by substance abuse and prenatal Plans of Safe Care.
- **OJA Employee Engagement Survey-Action Plan**
 - Michael, Paula and Janelle will present on action plan and engage the Juvenile Justice Specialist Support Team to assist with next steps in establishing an OJA Employee Advisory Committee.
- **Public Strategies-Employment Services for Justice Involved Youth**
 - Attended meeting with Executive Director Holt where Public Strategies shared new opportunity for employment services for justice involved youth in OK county funded through Department of Labor. OJA/Oklahoma County JSU had previous partnership with Public Strategies and past MOU can be updated to continue the partnership.
- **OJA Standing Meetings**
 - Attending weekly data governance and JJS Support meetings.

Shelley Waller, Community Based Services Deputy Director
Board Report for March 16, 2021
Contacts and Activities for February 2021

- **TEAMS/ZOOM Meetings**

- Coordinated, planned and led two (2) District Supervisor and Community Based Services Leadership Team meetings
- Coordinated, planned and led one (1) statewide (DS, ADS, CBS) Leadership Team meeting
- Coordinated, planned and led one (1) District Supervisor meeting
- Participated in four (4) Executive Team meetings
- Participated in eight (8) Executive Placement and Case Staffing/Consultation meetings for high acuity and/or high-profile cases
- Participated in two (2) Personnel Strategies meetings
- Participated in two (2) JJS Support Team meetings
- Participated in one (1) consultation with Executive Director, Rachel Holt
- Participated in one (1) consultation with CFO, Kevin Clagg
- Participated in one (1) consultation with General Counsel, Ben Brown
- Participated in the District 2 Leadership Team meeting
- Attended the February OJA Board meeting
- Participated in the following meetings:
 - Level E standardization of forms, RBMS and ITSP
 - Rates and Standards
 - Unite Us
 - OJA Lunch & Learn
 - OMMA Funds Planning
 - Placement planning
 - Grievance form update
 - OJA Administrative Services
 - Detention/Group Home planning
 - Statewide Level E group home director's meeting
 - Grand Staffing with a Level E group home

- **Conference Calls**

- Participated in weekly conference calls with each District Supervisor
- Participated in one (1) conference call with Statewide ACA Coordinator to plan JSU audit
- Participated in seven (7) conference calls with varying CBS staff to provide coaching and consultation
- Participated in one (1) conference call with a Level E provider

- **Training**

- Attended two (2) Time Clock Plus trainings (employee and manager)
- Attended the YLS/CMI training for new JSU workers
- Attended the CuraLinc Healthcare EAP training
- Attended the OMES Succession Planning training

- **Bi-weekly visits to the State Office**



State of Oklahoma
OFFICE OF JUVENILE AFFAIRS
Residential Placement Support

Carol Miller, Deputy Director Residential Placement Support

Board Report – March 2021

February 1st to 28th activity

Releases (5) from Secure Care

February 2021

Intakes (10) for Secure Care

Paroles: COJC – 3, SWOJC – 2

Intakes COJC – 4, SWOJC – 6

Central Oklahoma Juvenile Center (COJC) facility events

- Virtual religious services is provided through Life Church and Transformation Church.
- Virtual visitation and phone calls with parent/guardians continue.
- Residents observed Black History month through activities in the school.
- Superbowl party on all units and Incentive based open game room night.
- COJC employees staffed the facility despite the snow packed roads and frigid conditions. Some direct care staff spent the night at the facility to ensure adequate coverage.

Southwest Oklahoma Juvenile Center (SWOJC) facility events

- Residents communicate with their volunteer mentors and Bible study through Zoom mentoring program.
- 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.
- Superbowl party on units with sub sandwiches and snacks.
- SWOJC Employees maintained daily operations despite a lack of water service for nearly 72 hours during Oklahoma's frigid winter occurrence.
- Black History Month was celebrated with a program "Standing Together" which included residents and staff presentations through song, spoken word and dance.

Division Leadership Activities

- 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 weekly OJA Executive Team meetings.
 - Participated in the COJC Listening session for mid-level Supervisors.
 - Participated in preliminary meetings for the COJC Supervisor and Leadership Academies.
 - Met with SWOJC Leadership to coordinate SWOJC Leadership Training with OJA Training unit.
 - Participated in CJA presentation on Getting Staff Onboard- The Role of Capacity Building and Training in Transformational Change.
 - Coordinated the Next Generation Campus Intake Building Walk Thru with the Office of Public Integrity Licensing Unit and the Licensing visits for March 2021.
 - Participated in the OJA Next Generation Subcommittee meeting.
 - Attended OMES Workforce Succession Planning Training.
 - Attended presentation of CuraLincs in the moment support and mental health care for OJA staff in an effort to support OJA staff and their families.
 - Facilitated COJC reset meeting to address the current issues at COJC.
 - Initiated staff satisfaction surveys for COJC staff to assist in identifying issues.
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State of Oklahoma
OFFICE OF JUVENILE AFFAIRS
Residential Placement Support

Carol Miller, Deputy Director Residential Placement Support

COVID19 in Secure Care Update

Secure Care Residents

COJC – 8 residents were positive this reporting period.

SWOJC – 13 residents were positive in January 2021, no new positives for this reporting period.

COVID precaution efforts

- SWOJC medical has completed their unannounced visit from the Department of Health to ensure they are prepared to receive and administer the vaccine. SWOJC received an all clear with a passing grade of 100%. SWOJC is on the list for delivery when the vaccine comes in although the date is unknown at this time.
 - COJC is pursuing vaccinations for staff through the Citizen Pottawatomie Nation in addition to their completed certification of being a COVID19 vaccine provider through the State Department of Health.
 - During the month of February, both units at COJC were quarantined due to COVID symptoms. Residents were tested at with the confirmation of 8 positive residents.
 - Increased amounts of PPE's were used. State Office replenished supplies during the month.
 - The Medical Departments continue to take the residents and staff temperatures daily at both facilities. The facilities continue to monitor PPE supplies and evaluate cleaning supplies in combating this crisis.
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NEXT GENERATION FACILITY

Update and Change orders under consideration

KEY EVENTS

- NGF Board Subcommittee Tour – Several members (Judge Foss, Sidney Ellington and Tim Tardibono) were involved in a tour of NGF – this served as the monthly meeting.
- There are two areas (see below) that are approaching substantial completion. Substantial completion occurs once all corrective measures have been verified to have occurred (punch list items) Once substantial completion is certified, OJA can then begin the process of occupying the building. It also marks the start of the warranty period and transfer of liability obligation for insurance purposes.
 - Building A (Intake) – first week of April
 - Cottage 1 – 3rd Week of April
- Phase I - Cottage 5 and Cottage 6 are at 75% completion
- Phase II - Started Cottage 2 with foundation work

Summary of Proposed Change for Consideration

No	Description	Amount
#73*	Convert a Records Room to “Secure Records Storage” – removal of cabinets and other items	\$3,069
#75*	Relocate TV service at each dayroom	\$5,146
#76*	Repurpose Two Observation Rooms to Offices – Electrical and Computer Cabling	\$13,999
#77	Remediate Climbing Hazard on Exterior of Cottages	\$62,453

The last slide of this presentation represents items on hold and will not be considered at this Board Meeting. These items are presented to be comprehensive and transparent.

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

Building A - Intake



Cottage #1. Elm Cottage



Cottage #2



Clinic. Building A, Intake Building



Cottage #1. Dayroom and bedrooms



#73* – CONVERT RECORDS ROOM TO “SECURE RECORDS STORAGE” – REMOVAL OF CABINETS AND OTHER ITEMS
\$3,069

- There are built in cabinets in one of the records rooms in the new Intake Building (Building A). We have decided to utilize the room for a secure records storage room. In order to make room for the records files we need to remove the built in cabinets. These cabinets will be moved to another room in the Intake Building and will be installed. There are also coat hooks that will be removed.

**#75* – RELOCATE TV SERVICE AT EACH DAYROOM.
\$5,146**

- There will be 75 inch TV's installed in the dayrooms of each cottage. The current design criteria has the TV's hung on the wall at a height that can be reached by the residents. There is the possibility that the TV's could be damaged at this height. In order to reduce the potential for damage the TV's need to be raised to a height of about 12 feet. In order to change the height of the TV's the data and electrical inputs must be raised. This cost is to relocate eight TV's.

#76* – CONVERT TWO OBSERVATION ROOMS TO OFFICES \$13,999

- In the original design of the Intake Building there were two small rooms which were designated as “observation rooms”.
- I have been informed by Deputy Director Carol Miller that according to ACA standards these rooms cannot be used as “observation rooms”. These rooms can be utilized as small offices. In order to convert these rooms to offices we will need to install data and electric drops. This process is more expensive since there are concrete block walls and security ceilings. These room will be very functional for our staff as offices.

#77 – REMEDIATE CLIMBING HAZARD ON
EXTERIOR OF COTTAGES
\$62,453

- Each cottage has an outside courtyard that is secure from the inside with anti-climb mesh to prevent youth from escaping from the courtyard. Upon examination of the just completed courtyard in Cottage #1 our security staff discovered there were lateral rails on the outside that would allow youth to potentially climb onto the top of the building. This mesh was not required in the criteria documents. In order to prevent youth from climbing the buildings we will need to install anti-climb mesh on the outside of the courtyards. There are a total of 10 courtyards.

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)	2,926,672	63.61%
Current Change Order Request	84,667	1.84%
Total Change Orders To-Date if Current Proposals Are Approved	3,011,339	65.45%

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
#48	Window blinds for Intake Offices	\$5,205
#49	Fire protection at the existing gym/school	\$16,500
#74	Add Cameras to Sleeping Rooms in CMU	\$0
TBD	Retaining Wall and Landscaping behind Swimming Pool	\$125,000
TBD	Temporary Fencing Upgrade for Phase two	<u>\$175,000</u>
	Total Note: Adding this total with both COs approved and pending approval this is 93.74% of CO Capacity	\$1,294,159

Office of Juvenile Affairs Board of Director's Meeting

March 16, 2021

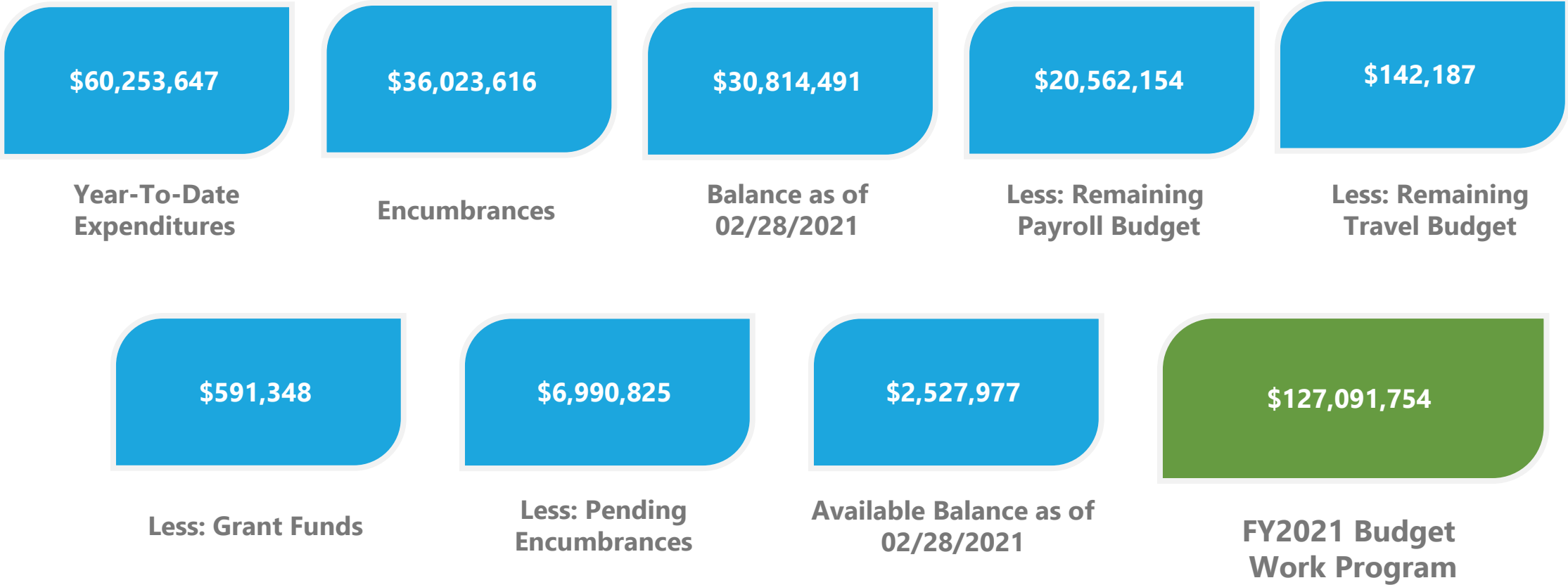


OKLAHOMA



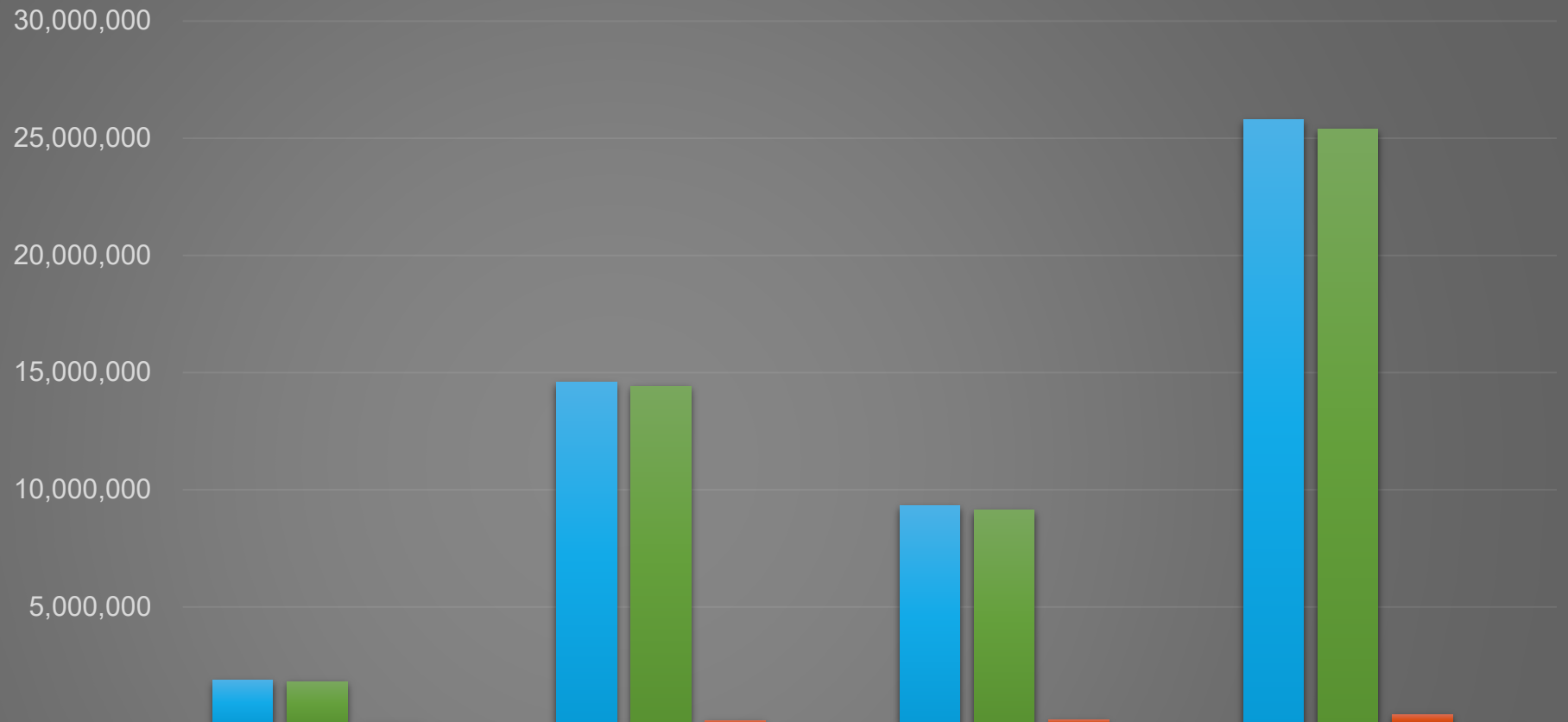
FY-2021 Operation/Capital Budget Projections

As of: February 28, 2021



FY2021 Payroll Costs

As of: February 28, 2021



	Administration	Residential	Non-Residential	Total
YTD Budget	1,874,485	14,577,314	9,329,192	25,780,990
YTD Expenditures	1,808,348	14,424,021	9,141,025	25,373,394
YTD Variance-Expenditures to Budget	66,137	153,293	188,166	407,596
% Variance	3.5%	1.1%	2.0%	1.6%

General Revolving Fund Revenue

As of: February 28, 2021



	FY-21 Budget	Budget to Date	Receipts	In-Transit	Over (Under) Budget
Revenue Source					
SSI and SSA	\$ 85,000	\$ 56,666.67	\$ 37,426	\$ -	\$ (19,241)
Income from Rent	5,586	3,724	7,037		3,313
Charter School State Aid/Grants	1,302,770	868,513	575,928	339,154	46,568
School Breakfast/Lunch/Snacks Program	200,000	133,333	93,449	8,867	(31,017)
Refunds & Reimbursements <small>(includes COVID-19)</small>	5,056,803	3,371,202	3,788,667		417,465
Sales	9,816	6,544	18,940		12,396
Child Support	172,000	114,667	131,167		16,500
Other Receipts	22,000	14,667	44,687		30,020
Total Revolving Funds	\$ 6,853,975	\$ 4,569,317	\$ 4,697,300	\$ 348,021	\$ 476,004

Federal Grants Revenue

As of: February 28, 2021



Source - FFP Revolving Funds

Projected
Annual
Revenue

Projected
YTD
Revenue

Actual
Revenue

In-transit

Variance

Residential Behavior Management Services (RBMS)	\$ 6,739,000	\$ 4,492,666.67	\$ 4,966,064	\$ 564,876	\$ 1,038,273
Targeted Case Management (TCM)	2,400,000	1,600,000	1,434,318	273,988	108,306
IV-E Shelter	106,120	70,747	31,213	45,396	5,862
Indirect Cost Reimbursement (OHCA)	122,795	81,863	-	95,322	13,459
Grants (Formula)	658,214	438,809	170,387	55,935	(212,487)
OSDH-Youth Pregnancy & Parenting	129,900	86,600	27,148	57,824	(1,628)
DAC-RSAT	184,650	123,100	42,272	27,437	(53,391)
CARES (COVID-19)	-	-	224,491	-	224,491
Total	\$ 10,340,679	\$ 6,893,786	\$ 6,895,891	\$ 1,120,778	\$ 1,122,884



700 FUND ACCOUNTS

As of: February 28, 2021

TRUST FUND

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

****Cash Balance as of 02/28/2021 was \$8,878**

DONATION FUND

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

Cash Balance as of 02/28/2021 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 02/28/2021 was **\$11,923**

VICTIM RESTITUTION FUND

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

Cash Balance as of 02/28/2021 was **\$21,676**

SOLE SOURCE PURCHASES

As of: February 28, 2021



None to Report



EMERGENCY PURCHASES

As of: February 28, 2021

EMR#	Date	Vendor	Description	Location	Amount
None to report					

Oklahoma Youth Academy Charter School (OYACS)



Board of Director's Meeting
March 16, 2021



Oklahoma Youth Academy Charter School Combined Statement of Revenue, Expenditures and Fund Balances School Year 2020-2021 as of February 28, 2021		OJA General and Revolving Funds	Fund 25000	Totals as of 2/28/2021	COJC (972)	SOJC (975)	Total
	Revenues						
	State Aid	\$ -	\$ 470,755.83	\$ 470,755.83	\$ 235,377.91	\$ 235,377.92	\$ 470,755.83
	Title I N&D		40,163.91	40,163.91	23,792.38	16,371.53	40,163.91
	Title IA		22,126.80	22,126.80	11,063.40	11,063.40	22,126.80
	IDEA-B COVID		2,638.35	2,638.35	1,359.15	1,279.20	2,638.35
	IDEA-B Flowthrough		4,045.08	4,045.08	2,022.54	2,022.54	4,045.08
	Title IV-A LEA		4,560.00	4,560.00	2,280.00	2,280.00	4,560.00
	Textbooks/Ace Technology		4,242.05	4,242.05	2,121.03	2,121.02	4,242.05
	Child Nutrition Program _Breakfast		35,567.36	35,567.36	15,884.94	19,682.42	35,567.36
	Child Nutrition Program _Lunches and Snacks		57,881.56	57,881.56	25,881.50	32,000.06	57,881.56
	Refunds		721.38	721.38		721.38	721.38
	Office of Juvenile Affairs **	1,036,821.41		1,036,821.41	577,484.19	459,337.22	1,036,821.41
	Total Revenues	\$ 1,036,821.41	\$ 642,702.32	\$ 1,679,523.73	\$ 897,267.04	\$ 782,256.69	\$ 1,679,523.73
	Expenditures						
	Payroll Expenses	\$ 1,002,066.85	\$ 608,997.73	\$ 1,611,064.58	\$ 825,517.72	\$ 785,546.86	\$ 1,611,064.58
	Training and Travel	600.00		600.00	300.00	300.00	600.00
	Operational Expenses	26,781.38	114,246.53	141,027.91	71,592.19	69,435.72	141,027.91
	Equipment and Library Resources	6,216.68	74,573.31	80,789.99	31,526.84	49,263.15	80,789.99
	Professional Fees	1,156.50		1,156.50	180.00	976.50	1,156.50
	Total Expenditures	\$ 1,036,821.41	\$ 797,817.57	\$ 1,834,638.98	\$ 929,116.75	\$ 905,522.23	\$ 1,834,638.98
	Excess of Revenues Over (Under) Expenditures	\$ -	\$ (155,115.25)	\$ (155,115.25)	\$ (31,849.71)	\$ (123,265.54)	\$ (155,115.25)
	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	\$ -	\$ 189,739.73	\$ 189,739.73	\$ 142,553.22	\$ 47,186.51	\$ 189,739.73
	**OJA Funds						
	Fund 19001	\$ 9,131.95					
	Fund 19101	\$ 1,027,689.46					
		\$ 1,036,821.41					



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

Encumbrance #	Product Description	Vendor	Justification		Campus		
				Unit Cost	COJC	SOJC	Total
2021-053	Online Training	Metro Technology Centers	Online OSHA Certification Training Program (Career Safe®) for Career Preparation and Education	\$25	\$625	\$625	\$1,250
2021-054	Foundations of Plumbing Program	Tulsa Tech	The Foundations of Plumbing course is self-paced, in-depth and will teach the fundamental, job-ready skills relevant to the modern plumbing and piping industry.		\$5,000	\$5,000	\$10,000



QUESTIONS?

End of Board Finance Reports



OKLAHOMA
Juvenile
Affairs