



State of Oklahoma

# OFFICE OF JUVENILE AFFAIRS

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

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Meeting Minutes

February 27, 2024

## Board Members Present

Bart Bouse

Amy Emerson

Janet Foss (arrived at 10:04 a.m.)

Stephen Grissom

Timothy Tardibono

Les Thomas Sr.

Jenna Worthen (virtual)

Karen Youngblood

## Absent

Colleen Johnson

## Call to Order

Chair Youngblood called the February 27, 2024 Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School meeting to order at 10:01 a.m. and requested a roll call.

## Public Comments

John Schneider gave a brief thank you to the Board and Director Cartmell.

## Discussion and/or possible vote to amend and/or approve the proposed minutes for the January 16, 2024 special board meeting

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

Aye: Bouse, Emerson, Grissom, Tardibono, Thomas, and Worthen

Nay:

Abstain: Youngblood

Absent: Foss and Johnson

The proposed minutes for the January 16, 2024 special board meeting approved.

Judge Foss arrived at 10:04 a.m.

## Presentation on the OJA 2024 Legislative Agenda

Chief of Staff Nizza gave a verbal update on the 2024 legislative agenda. Chief of Staff Nizza gave thanks to Senator Weaver, and Senator Garvin, who was in the room.

Director's Report, a report to the board of agency activities regarding advocates/ programs, public relations, community-based services, residential placement support, legislative agenda, and other meetings

Chair Youngblood: Again, we never want to take for granted our appreciation to all of your staff, locations, and the wonderful information we are provided. It really helps us feel like we are close to the kids, employees, and what it is going on.

Director Cartmell gave thanks, and a verbal update on the attached report.

Judge Foss: When you were meeting with your district supervisors, what kind of feedback were you getting about YOs in the detention centers?

Director Cartmell: That didn't come up in that meeting, that has come up a couple of times. In a meeting with DA Mashburn in Cleveland County, he brought that up. Discussing some of the unanticipated needs and consequences.

Judge Foss: I am just wondering if there is any pressure on the local detention beds, if there is what is it doing to the population

Director Cartmell: I think there are beds available in the system statewide. They may not always be in a convenient location. I think we have beds; I think the system is probably more strained today than it was three or four years ago. I think that is for a variety of reasons. Several detention centers that had pods attached to adult facilities are longer licensed by the agency to hold kids. I think it may someday come to a boiling point, but we are not there yet.

Judge Foss: Thank you.

Mr. Tardibono: Thank you for your focus on compliance. I think every regulatory agency has to make a decision are they going to be more heavy-handed or focus on technical assistance. I saw that in Washington DC and Bush administration had cabinet level people that regularly talked about we want companies we are regulating to be in compliance. I know there are other agencies might have a different approach but all that does for the provider is distract resources to paying the fines rather than redirecting the resources into that issue. I think it is a much better expenditure of resources to let people with technical assistance move into compliance rather than paying a fine. I appreciate that regulatory approach.

Chair Youngblood: I appreciate that perspective, and the concern about the tough questions about where we are heading.

Dr. Grissom: In the conversations with district attorneys, detention operators, and OCCY were conversations about expanding competency? What we originally got wasn't everything we needed when we find juveniles not competent in a lot of places it is like well now what are we going to do? Sometimes

the answer is there are other agencies that need to step up. For example, when we have a youth found not competent because of intellectual disabilities, we have the Developmental Disabilities section of DHS, but their waitlist is now down from seven years to four years; so that is not an answer. We modeled part of our statutory set up on competency on several states that have competency centers, and we certainly don't want to emulate Vinita, because they are not doing well. But we need to expand that we at least have funds competency restoration package, and we can pay individuals to deliver competency restoration. Looking at all the folks you talked with, I believe for several of them this is an issue for.

Director Cartmell: That comes up in conversations with our placement team internally. Shel and her team internally have had conversations with detention centers. We have made it a focus of our conversations with our partners at OU Health Science Center and when we were in Tulsa speaking with OSU Center for Health Sciences. When we meet with the team next week about the new Donahue facility, as well. Recognizing in the competency realm there are two lanes, which we don't do a good job, is competency restoration which we don't do at all. The second is individual with intellectual disabilities, what do you do with those kids. The staff has been creative in look at solutions. JD McCarty is assisting with a youth. Recognizing that DHS is working to meet the needs of those on the waitlist, we can work with JD McCarty for a much better result. That is an ongoing conversation.

Dr. Grissom: Since I am in the middle of that particular thing, frequently, I was hoping there was some discussion. It is a struggle. There are kids that literally, don't have a place to go.

Chair Youngblood: Thank you for that perspective. Thank you for the informative reports.

#### Discussion and possible vote to amend or approve the proposed modifications to the FY2025 Budget Request

Director Cartmell thanked Senator Garvin for attending and gave a brief verbal update on the proposed modifications.

Mr. Bouse moved to approve with a second by Mr. Thomas

Aye: Bouse, Emerson, Foss, Grissom, Tardibono, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Johnson

The proposed modifications to the FY2025 Budget Request approved.

Chair Youngblood: I do not envy your work to pass out less money. We appreciate doing our part to be as fiscally responsible with each and every dollar. We know that is our staff's intention and action with each and every dollar.

#### Presentation on proposed amendments to the Office of Juvenile Affairs Administrative Code

Director Cartmell discussed the attached proposed amendments.

Dr. Grissom: The Detention Association, is good with this?

Director Cartmell: That is what they have told me, but they are on the phone, and I will defer to them. We did meet on the language changes; it was sent to the members before the meeting.

Dr. Grissom: I like the pattern we are establishing here, where we talk about things before, we act on them.

Public comment on proposed amendments

Ms. Twyla Snider gave thanks, agreed that the discussion was on the proposed amendments, talked about the issues with staffing, and gave a few examples of incidents where the old rules made things difficult.

Chair Youngblood thanked Twyla for her time and input.

Discussion and/or possible vote to adopt emergency rule amendments to Chapter 3. Administrative Services, Subchapter 13. Office of Public Integrity, Part 3. Requirements for Secure Juvenile Detention Centers, 377:3-13-43. Staff Requirements

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

Aye: Bouse, Emerson, Foss, Grissom, Tardibono, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Johnson

Emergency rule amendments to Chapter 3. Administrative Services, Subchapter 13. Office of Public Integrity, Part 3. Requirements for Secure Juvenile Detention Centers, 377:3-13-43. Staff Requirements approved.

Update on the Next Generation Campus Project

CFO Clagg discussed the updates and attached presentation on the Next Generation Project.

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

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

Aye: Bouse, Emerson, Foss, Grissom, Tardibono, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Johnson

The year-to-date OJA Finance Report approved.

Ms. Worthen: I want to Kevin a shout out, because I will never forget the year, we were the one state agency submitting a budget accounting for leap day. I am still proud and impressed for how hard you work.

Mr. Clagg: It still saddens me that for FY24 we had to submit a flat budget, so I didn't get to account for the leap day.

Discussion and/or possible vote to amend and/or approve the 2023-24 year-to-date, FY2024, Oklahoma Youth Academy Charter School Finance Report

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

Aye: Bouse, Emerson, Foss, Grissom, Tardibono, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Johnson

The 2023-24 year-to-date, FY2024, Oklahoma Youth Academy Charter School Finance Report approved.

Discussion and/or possible vote to amend and/or approve modifications to the 2023-24, FY2024, encumbrances for the Oklahoma Youth Academy Charter School

Dr. Emerson: Out of the whole board packet, the only thing that made me happy was the top line on graduation. I don't want to hear if it was for inflation.

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

Aye: Bouse, Emerson, Foss, Grissom, Tardibono, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Johnson

The modifications to the 2023-24, FY2024, encumbrances for the Oklahoma Youth Academy Charter School approved.

Oklahoma Youth Academy Charter (OYACS) School Administration Report

Ms. Sanchez gave a quick verbal update to the Board.

Discussion and possible vote to approve adjunct teacher status, for Joy Yocum, music

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

Aye: Bouse, Emerson, Foss, Grissom, Tardibono, Thomas, Worthen, and Youngblood

Nay:

Abstain:

Absent: Johnson

Adjunct teacher status, for Joy Yocum, music

Discussion and possible vote to approve adjunct teacher status, for Kaleigh Dunbar, swimming  
Mr. Bouse moved to approve with a second by Mr. Thomas

Aye: Bouse, Emerson, Foss, Grissom, Tardibono, Thomas, Worthen, and Youngblood  
Nay:  
Abstain:  
Absent: Johnson

Adjunct teacher status, for Kaleigh Dunbar, swimming

Discussion and possible vote to enter executive session  
N/A

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  
N/A

New business  
There was no new business.

Adjournment  
Chair Youngblood adjourned the meeting at 10:59 a.m.

Minutes approved in regular session on the day of 26<sup>th</sup> March, 2024.

Prepared by:

Signed by:

*Audrey Rockwell*  
[Audrey Rockwell \(Apr 12, 2024 15:04 CDT\)](#)  
Audrey Rockwell, Secretary

*Karen Youngblood*  
[Karen Youngblood \(Apr 15, 2024 11:20 CDT\)](#)  
Karen Youngblood, Chair










# proposed - Feb 2024 minutes

Final Audit Report

2024-04-15

|                 |  |
|-----------------|--|
| Created:        | 2024-04-12                                   |
| By:             | Audrey Rockwell (Audrey.rockwell@oja.ok.gov) |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAABvHoZRbKPEjU6-UO3k4jMMiGxxAfV3q  |

## "proposed - Feb 2024 minutes" History

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Board of Juvenile Affairs  
Voting Record

| Date: 02/27/2024                                 |                 |
|--|-----------------|
| Item I - Recording of Members Present and Absent |                 |
| Meeting convened at <u>10:01 a.m.</u>            |                 |
|  |                 |
| Member   | Present/ Absent |
| Bouse  | Present         |
| Emerson  | Present         |
| Foss (arrived at 10:04 a.m.)                     | Present         |
| Grissom  | Present         |
| Johnson  | Absent          |
| Tardibono  | Present         |
| Thomas   | Present         |
| Worthen (virtual)                                | Present         |
| Youngblood                                       | Present         |

|  |
|--|
| Date: 02/27/2024                       |
| Meeting adjourned at <u>10:59 a.m.</u> |



**Board of Juvenile Affairs**  
**Voting Record**

| Date: 02/27/2024   |         |
|--|---------|
| Vote to amend and/or approve the proposed minutes for the January 16, 2024 board meeting |         |
| Motion By: Bouse   |         |
| Second: Emerson  |         |
| Member   | Vote    |
| Bouse  | Yes     |
| Emerson  | Yes     |
| Foss   | Absent  |
| Grissom  | Yes     |
| Johnson  | Absent  |
| Tardibono  | Yes     |
| Thomas   | Yes     |
| Worthen  | Yes     |
| Youngblood   | Abstain |

| Date: 02/27/2024   |        |
|--|--------|
| Vote to amend or approve the proposed modifications to the FY2025 Budget Request |        |
| Motion By: Bouse   |        |
| Second: Thomas   |        |
| Member   | Vote   |
| Bouse  | Yes    |
| Emerson  | Yes    |
| Foss   | Yes    |
| Grissom  | Yes    |
| Johnson  | Absent |
| Tardibono  | Yes    |
| Thomas   | Yes    |
| Worthen  | Yes    |
| Youngblood   | Yes    |

**Board of Juvenile Affairs  
Voting Record**

| Date: 02/27/2024  |        |
|---|--------|
| Vote to adopt emergency rule amendments to Chapter 3. Administrative Services, Subchapter 13. Office of Public Integrity, Part 3. Requirements for Secure Juvenile Detention Centers, 377:3-13-43. Staff Requirements |        |
| Motion By: Grissom  |        |
| Second: Bouse   |        |
| Member  | Vote   |
| Bouse   | Yes    |
| Emerson   | Yes    |
| Foss  | Yes    |
| Grissom   | Yes    |
| Johnson   | Absent |
| Tardibono   | Yes    |
| Thomas  | Yes    |
| Worthen   | Yes    |
| Youngblood  | Yes    |

| Date: 02/27/2024  |        |
|---|--------|
| Vote to amend and/or approve the proposed year-to-date OJA Finance Report |        |
| Motion By: Emerson  |        |
| Second: Thomas  |        |
| Member  | Vote   |
| Bouse   | Yes    |
| Emerson   | Yes    |
| Foss  | Yes    |
| Grissom   | Yes    |
| Johnson   | Absent |
| Tardibono   | Yes    |
| Thomas  | Yes    |
| Worthen   | Yes    |
| Youngblood  | Yes    |

**Board of Juvenile Affairs  
Voting Record**

| Date: 02/27/2024   |        |
|--|--------|
| Vote to amend and/or approve the proposed 2023-24 year-to-date, FY2024, Oklahoma Youth Academy Charter School Finance Report |        |
| Motion By: Grissom   |        |
| Second: Bouse  |        |
| Member   | Vote   |
| Bouse  | Yes    |
| Emerson  | Yes    |
| Foss   | Yes    |
| Grissom  | Yes    |
| Johnson  | Absent |
| Tardibono  | Yes    |
| Thomas   | Yes    |
| Worthen  | Yes    |
| Youngblood   | Yes    |

| Date: 02/27/2024   |        |
|--|--------|
| Vote to amend and/or approve proposed modifications to the 2023-24, FY2024, encumbrances for the Oklahoma Youth Academy Charter School |        |
| Motion By: Bouse   |        |
| Second: Emerson  |        |
| Member   | Vote   |
| Bouse  | Yes    |
| Emerson  | Yes    |
| Foss   | Yes    |
| Grissom  | Yes    |
| Johnson  | Absent |
| Tardibono  | Yes    |
| Thomas   | Yes    |
| Worthen  | Yes    |
| Youngblood   | Yes    |

**Board of Juvenile Affairs**  
**Voting Record**

| Date: 02/27/2024  |        |
|---|--------|
| Vote to approve adjunct teacher status for Joy Yocum, music |        |
| Motion By: Grissom  |        |
| Second: Second  |        |
| Member  | Vote   |
| Bouse   | Yes    |
| Emerson   | Yes    |
| Foss  | Yes    |
| Grissom   | Yes    |
| Johnson   | Absent |
| Tardibono   | Yes    |
| Thomas  | Yes    |
| Worthen   | Yes    |
| Youngblood  | Yes    |

| Date: 02/27/2024  |        |
|---|--------|
| Vote to approve adjunct teacher status for Kaleigh Dunbar, swimming |        |
| Motion By: Bouse  |        |
| Second: Thomas  |        |
| Member  | Vote   |
| Bouse   | Yes    |
| Emerson   | Yes    |
| Foss  | Yes    |
| Grissom   | Yes    |
| Johnson   | Absent |
| Tardibono   | Yes    |
| Thomas  | Yes    |
| Worthen   | Yes    |
| Youngblood  | Yes    |

**Board of Juvenile Affairs**  
**Voting Record**

| Date: 02/27/2024  |      |
|---|------|
| Item<br>Vote to Enter Executive Session<br>Board entered Executive Session at _____ |      |
| Motion By: Motion   |      |
| Second: Second  |      |
| Member  | Vote |
| Bouse   | Vote |
| Emerson   | Vote |
| Foss  | Vote |
| Grissom   | Vote |
| Johnson   | Vote |
| Tardibono   | Vote |
| Thomas  | Vote |
| Worthen   | Vote |
| Youngblood  | Vote |

| Date: 02/27/2024   |      |
|--|------|
| Item<br>Vote to return to Regular Session<br>Board returned at _____ |      |
| Motion By: Motion  |      |
| Second: Second   |      |
| Member   | Vote |
| Bouse  | Vote |
| Emerson  | Vote |
| Foss   | Vote |
| Grissom  | Vote |
| Johnson  | Vote |
| Tardibono  | Vote |
| Thomas   | Vote |
| Worthen  | Vote |
| Youngblood   | Vote |

February 27, 2024

# Board of Juvenile Affairs Meeting



# Proposed Board Minutes





State of Oklahoma

# OFFICE OF JUVENILE AFFAIRS

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

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Meeting Minutes

January 16, 2024

## Board Members Present

Bart Bouse

Amy Emerson (virtual)

Janet Foss

Stephen Grissom

Colleen Johnson

Les Thomas Sr.

Timothy Tardibono

## Absent

Jenna Worthen

Karen Youngblood

## Call to Order

Vice Chair Tardibono called the January 16, 2024 Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School meeting to order at 10:00 a.m. and requested a roll call.

## Public Comments

N/A

## Election of the 2024 Board of Juvenile Affairs Chair

Vice Chair Tardibono nominated Ms. Youngblood to continue as chair with a second by Judge Foss

Aye: Bouse, Emerson, Foss, Grissom, Johnson, Tardibono, and Thomas

Nay:

Abstain:

Absent: Worthen and Youngblood

Ms. Youngblood elected to continue as chair for 2024.

## Election of the 2024 Board of Juvenile Affairs Vice Chair

Dr. Grissom nominated Mr. Tardibono to continue as vice chair with a second by Mr. Bouse

Aye: Bouse, Emerson, Foss, Grissom, Johnson, Tardibono, and Thomas

Nay:

Abstain:

Absent: Worthen and Youngblood



Mr. Tardibono elected to continue as vice chair for 2024.

Discussion and/or possible vote to approve a Chair for the Rates and Standards committee

Vice Chair Tardibono nominated Dr. Grissom to continue as chair with a second by Ms. Johnson

Aye: Bouse, Emerson, Foss, Grissom, Johnson, Tardibono, and Thomas

Nay:

Abstain:

Absent: Worthen and Youngblood

Dr. Grissom elected to continue as chair for the Rates and Standards committee.

Discussion and/or possible vote to amend and/or approve the proposed minutes for the December 12, 2023 special board meeting

Dr. Emerson pointed out a small amendment needed on page 7.

Mr. Bouse moved to approve, as amended, with a second by Judge Foss

Aye: Bouse, Emerson, Foss, Grissom, Johnson, Tardibono, and Thomas

Nay:

Abstain:

Absent: Worthen and Youngblood

The amended proposed minutes for the December 12, 2023 special board meeting approved.

Presentation on the OJA 2024 Legislative Agenda

Chief of Staff Nizza gave a verbal update on the 2024 legislative agenda.

Vice Chair Tardibono: Can you remind me of who the authors are?

Chief of Staff Nizza: Santa Claus Commission is being run by Senator Garvin and Representative Boatman. ICJ is being run by Senator Weaver and Representative Lawson, both are on the council.

Director's Report, a report to the board of agency activities regarding advocates/ programs, public relations, community-based services, residential placement support, legislative agenda, and other meetings

Director Cartmell gave a brief update.

Vice Chair Tardibono: Was the nature of the conversation with the AG, was the interest in prosecuting those are selling?

Director Cartmell: We talked about a lot of different things around fentanyl. It was making sure that the individuals that are responsible the sale, distribution, and transport were being fully investigated and prosecuted. We've got really good working relationships at the county and local level but not necessarily at the state level. I think this is another avenue for Dusty or his team identifies potential sources not just refer it to Oklahoma County or Oklahoma City PD but also the Attorney General's office as well.

Vice Chair Tardibono: Do they have jurisdiction to prosecute those?

Director Cartmell: The AG has an Organized Crime Unit, that is new over the last couple of years, they work with the Multicounty Grand Jury for some high level investigations and prosecutions.

Vice Chair Tardibono: On this Council for State Government, we expect them in March?

Director Cartmell: Yes, I think, March 25<sup>th</sup>.

Vice Chair Tardibono: I just want to commend you and staff for pushing forward with that. Being around government for awhile you get these reports, and they sometimes sit and collect dust rather than being implemented. It is really up to the organization to make these executable. Then, I think, five or six years down the road, staff change out, I think it is good to have a refresher. I think it is helpful to have outside experts, to look at the system rather than just staff or the board.

#### State Advisory Group (SAG)

Ms. Broyles discussed the attached SAG agenda item with the Board.

Vice Chair : This budget amendment or change, we have the funds to make this work?

Ms. Broyles: Yes.

#### Discussion and possible vote to amend and/or approve Title II Compliance funding for Community Action Ministries, Inc. (CAM) for the Hardship Simulation to Justice Involved Families, a positive youth development project, in the amount of \$13,500.00

Dr. Grissom moved to approve, as amended, with a second by Mr. Thomas

Aye: Bouse, Emerson, Foss, Grissom, Johnson, Tardibono, and Thomas

Nay:

Abstain:

Absent: Worthen and Youngblood

Title II funding for Community Action Ministries, Inc. (CAM) for the Hardship Simulation to Justice Involved Families, a positive youth development project, in the amount of \$13,500.00 approved.

#### Update on the Next Generation Campus Project

CFO Clagg discussed the updates and attached presentation on the Next Generation Project.

Judge Foss: Kevin, where are we at with development of what we are going to put in the spaces once Lyda and Nightengale are torn down? Are we working with OMES to get a design?

CFO Clagg: There are two processes, we are getting contracts and documents in place to start the consulting work. We are preparing the documents to get out. That would be hiring the construction manager, that is what OMES is suggesting. While that is working, we are developing a committee that will be working on how we want to utilize these buildings.

Mr. Bouse: This is the multifunctional building?

CFO Clagg: Yes. Either building or buildings. One of the analyses we will do, will we save money by combining or is it worth the extra money for additional structures?

Mr. Bouse: They could possibly be cottages if necessary?

CFO Clagg: Correct. They would be designed to be functional for our needs today but converted if needed in the future.

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

CFO Clagg discussed the attached OJA Finance Report.

Tardibono: Just so the minutes and records are clear, why are we sole sourcing? Are they not any other people available to do this type of training.

CFO Clagg: Not that I am aware of, and it has been approved by the funding source.

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

Aye: Bouse, Emerson, Foss, Grissom, Johnson, Tardibono, and Thomas

Nay:

Abstain:

Absent: Worthen and Youngblood

The year-to-date OJA Finance Report approved.

Discussion and/or possible vote to amend and/or approve modifications to the 2023-24, FY2024, encumbrances for the Oklahoma Youth Academy Charter School

Mr. Bouse moved to approve with a second by Mr. Thomas

Aye: Bouse, Emerson, Foss, Grissom, Johnson, Tardibono, and Thomas

Nay:

Abstain:

Absent: Worthen and Youngblood

The modifications to the 2023-24, FY2024, encumbrances for the Oklahoma Youth Academy Charter School approved.

Discussion and/or possible vote to amend and/or approve the 2023-24 year-to-date, FY2024, Oklahoma Youth Academy Charter School Finance Report

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

Aye: Bouse, Emerson, Foss, Grissom, Johnson, Tardibono, and Thomas

Nay:

Abstain:

Absent: Worthen and Youngblood

The 2023-24 year-to-date, FY2024, Oklahoma Youth Academy Charter School Finance Report approved.

Discussion and/or possible vote to amend and/or approve the proposed 2024-25 Oklahoma Youth Academy Charter School calendar

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

Aye: Bouse, Emerson, Foss, Grissom, Johnson, Tardibono, and Thomas

Nay:

Abstain:

Absent: Worthen and Youngblood

The proposed 2024-25 Oklahoma Youth Academy Charter School calendar approved.

Oklahoma Youth Academy Charter (OYACS) School Administration Report

Ms. White gave a quick verbal update to the Board.

Mr. Tardibono: Are we able to help those students if they have any technology needs when doing it at home?

Ms. White: We provide a Chromebook for them. If there is a need for internet, most of them have it already, we work to get them hotspots. Len is very, very good to us when we have technology needs.

Discussion and possible vote to enter executive session

N/A

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

New business

There was no new business.

Adjournment

Vice Chair Tardibono adjourned the meeting at 10:42 a.m.

Minutes approved in regular session on the day of 20<sup>th</sup> February, 2024.

Prepared by:

Signed by:

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Audrey Rockwell, Secretary

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Timothy Tardibono, Vice Chair

# Director's Report





**FEBRUARY 2024**  
**BOARD UPDATE**

**OJA Operations**

- Met with Health Minds
- Attended the CJI Chamber Forum
- Met with District Attorney Greg Mashburn and staff
- Toured and met with staff at the Level E group homes in Norman
- Presented the FY25 Budget to the House Appropriations Subcommittee on Children and Youth?
- Conversation with Texas Public Policy Foundation
- Met with the Tulsa Public Defender's office
- Met with the Tulsa District Attorney's office
- Met with staff and toured the Tulsa County Juvenile Detention Center
- Attended Bob Ravitz's service
- Gave the welcome at the Narcan Training/Provider meeting for OJA Level E and SCH providers
- Met with Johnny Stephens, President, and staff from the OSU Center for Health Sciences
- Attended day 1 of the Muscogee Creek Justice Conference
- Attended OCCY Parents Partnership Board Breakfast
- Attended OCCY Meeting
- Attended Human Services Cabinet Meeting
- Met with Senator Dewayne Pemberton
- Met with Senator Chuck Hall
- Met with Senator Jessica Garvin
- Met with Senator Rob Standridge
- Met with Senator Julie Daniels
- Met with Senator Roger Thompson

**Partner Engagement**

- Met with the OU Health Science Center staff about the new mental health facility for children
- Met with the officers of the Oklahoma Juvenile Detention Association (OJDA)
- Met with Neva Hill and Glenn Coffee, Community Works
- Met with Shiloh Kantz, Executive Director, of the OK Policy Institute
- Had a phone call with John Schneider, Steve Lewis, and Peter Messiah
- Met with Dr. Deb Shropshire, and staff
- Met with the Arnall Foundation
- Met with staff and toured the Canadian County Juvenile Bureau
- Met with staff and toured El Reno Youth and Family Services
- Met with Kathryn Brewer, Executive Director for the District Attorneys Council

- Met with Brittni Thompson, Elevate Project
- Met with Commissioner Allie Friesen
- Met with Jari Askins
- Met with Emily Virgin, Human Rights for Kids
- Met with Patti Buhl, Cherokee Nation





**Juvenile Service Unit  
Board Report for February 2024  
Contacts and Activities for January 2024**

▪ **Division Statistics**

- 2,443 active cases...1,283 court involved including 451 youth in OJA custody
- 357 new referrals-271 male and 86 female...average age 15.31
- 10,101 individual contact notes documented in JOLTS
- 237 intakes were completed during the month
- 36 youth activated and/or monitored by GPS
- 35 new placements referrals were made in January 2024
- 51 placement worksheet requests made during the month: 37 to Level E, 5 to secure care, 2 to SCH, 6 to own home and 1 to independent/transitional living
- A total of 26 youths paid \$5,476.22 in restitution and other fees

○ **Deputy Director Activities**

- Participated in Executive staff meetings
- Reviewed placement recommendations/participated in executive staffings for high acuity and/or high-profile cases.
- Participated in meetings with CBS program staff and District Supervisors
- Participated in Personnel Strategy meetings with supervisory staff
- Participated in Independent/Transitional living placement staffings
- Attended the Bi-weekly Finance and Administration meeting
- Attended the Monday Morning Meetings
- Participated in a meeting to discuss Detention program manager job duties
- Attended a meeting to discuss referral tracking for the new Substance Use program
- Attended a meeting to discuss possible changes to Detention administrative rules
- Attended a meeting to discuss EverFi prevention services
- Attended the OJA Board of Directors meeting
- Participated in a meeting regarding Fentanyl issues and interventions
- Participated in an OJDA meeting with detention providers
- Attended the quarterly State PARB advisory board meeting
- Participated in a meeting regarding Group Home contracts
- Participated in a meeting regarding the upcoming CSG visit to OJA
- Met with Youth Advocate Programs staff
- Made a visit to the Lawton Adventure Program
- Made a visit to the Woodward detention center
- Made a visit to Western Plains Youth and Family Shelter and Director Kevin Evans

- **Division Activities**

- JSD Program Assistant Administrator Jennifer Thatcher had 36 GPS activations and monitoring cases for the month. She completed 4 URC Step Down/Extension request. Ms. Thatcher also participated in multiple executive case staffings and attended 2 OHCA meetings.
- Placement Program Manager Rex Boutwell reviewed 51 placement worksheets and made 45 placement referrals. He participated in numerous executive placement staffings and appeal meetings. Mr. Boutwell made a visit to the Woodward County Detention center and Western Plains Youth and Family Services.
- JSD Federal Funding Program Field Rep Jennifer Creecy processed 548 Targeted Case Management progress notes. She attended a “Hope in Treatment planning” training. Ms. Creecy engaged in various emails and calls with JSU and Bureau staff regarding the TCM Program. She attended weekly meetings with the OHCA to map federal TCM policy changes and attended calls with the National Association of Medicaid Directors and the Centers for Medicare and Medicaid regarding new regulations for justice involved youth. She conducted TCM/CMS introduction training to staff and reviewed and approved 1 parole request.
- CBS State Office Staff Programs Supervisor Jeremy Evans met with the Tulsa County Public Defender’s office staff and the Tulsa County District Attorney’s office staff. Mr. Evans met with the OJDA regarding proposed rule changes. He made visits to Scissortail Pointe, Scissortail Plus, Scissortail Landing, Welch, and the Weatherford Independent Living group homes. He also visited the Tulsa County, Woodward County and Craig County detention centers. He participates in the Liaison and Transportation program updates on the policy task force. He participated in multiple executive staffings and reviewed all placement worksheets that were submitted.

## **District Highlights from District 1 Supervisor Jerry Skinner**

Texas County: Jodi and her staff report 14 new referrals during the month. They also had 34 cases that were staffed with PSC. The youth service agency is welcoming a new prevention specialist, Dominique Sandoval to their staff. Jodi reports PSC is also partnering with a local artist, Kristy Patterson, in bringing art to Guymon. They have plans to beautify the garage/storage building behind city hall.

The Crossroads program had their monthly meeting with 14 youth attending. The program was also able to assist a young youth who lost his father to complications from cancer. Crossroads staff and JJS Teresa Barnes showed their support by attending the funeral of the youth's father. Crossroads was the recipient of a \$1600.00 grant issued by the Texas County Electric Coalition during January.

Canadian County: ADS Belinda Hannon reports the Canadian County Threat Assessment Team met again during the month. She reports the team will have a training during February and will report on the outcome in her next report. Kingfisher MCART is going strong. They continue to meet monthly and with a new ADA Belinda expects the reaction to referrals to be enhanced. Canadian County had their detention audit a couple weeks ago and Belinda reports the audit went very well with only a few concerns. She did report one Garfield County youth remains detained in Canadian County awaiting his court processes which have been continued several times. Belinda reports FFT referrals continue with a total of 21 referrals being made to date.

Kay County: ADS Carlos Sanchez-Medina reports he met with Northern Oklahoma Youth Services Director, James Carter during December. Carlos reports he and James discussed services in general and keyed in on FTOP referrals. Five referrals for FTOP were made by Kay County staff during the month. Carlos also reports they discussed the FFT program and whether James and his staff would be interested in making application to be a provider of this service.

Carlos provided an update on his meeting with the ADA during early December and the two of them plan to meet again during January to finalize their thoughts on developing an alternative plan to detaining so many youths in Kay County.

Custer County: ADS Chris Walker reports his vacancy in Woodward County was filled with the addition of Sue Brown. Sue began duties on January 31st and her addition to the Woodward office will give much needed relief to her co-workers Mckenzie St. Clair and Layce Smith. Chris reports he had been using Vanessa Ringo from Custer County to help handle the caseload in Woodward and appreciated very much her willingness to step up and assist them in a time of need. Chris also reports they were able to make a FFT referral for a youth in Blaine county. Chris reports there to be marked progress in this youth's behavior in just the few short weeks this service has been in place. Chris is anxious to get this program in other areas of his supervision.

### District Highlights from District 2 Supervisor Tracie Goad



In 2023, Elizabeth Goodeyon, JJS III, Delaware County wrote a grant to the Grove Rotary Club to help fund the Kickin' Asphalt – Mentor Program. I am happy to announce that the grant was approved! On January 17<sup>th</sup>, JJS III Elizabeth Goodeyon and ADS Gary Witt, representing Kickin' Asphalt, the Mentor Program in Delaware County, appeared at the Grove Rotary Club Luncheon for the Rotary Annual Charitable Gift announcements. The Grove Rotary Club this year awarded grants and funding totaling over \$87,000 dollars to 40 applicants in Grove, Delaware, and the surrounding Grand Lake Area. Kickin' Asphalt was awarded \$1800 that will go to assist at risk youth with shoes, drinks/snacks, and race entry fees for their upcoming season. Mrs. Goodeyon has been with the program since it started in 2015 with multiple spring and fall seasons to date. Local ADS Gary Witt jumped

in last spring and is excited to help as mentor for another season. Thank you to Liz for writing the grant and for continuing this program for the past several years!

### District Highlights from District 3 Supervisor Jeremy Andrews

Oklahoma County JSU staff started out the month with a meeting with members of the assessment team to work through changes to our certification study processes. We discussed best practices, ways we can improve in sharing information and how to best communicate throughout the assessment process.



OJA also received invitations to attend the official opening of the Education and Behavioral Health Extension at the Cleveland County Juvenile Justice Center. The extension is designed to provide educational and behavioral health classes, counseling, parenting classes, support groups, job training and more to at-risk youth and their families. Cleveland County staff were able to attend and hear Special Judge Kim

Conyers, the presiding juvenile judge in Cleveland County speak about the improvements to the facility as a whole and its impact on the community.

Some of the Oklahoma County staff had the chance to sit down with the juvenile division at the District Attorney's Office. We met to discuss updates in both the DA's office as well as within the Oklahoma County JSU office and communicate needs moving into 2024. Similar meetings are in the process of being scheduled with the judges and Public Defenders office.

Meetings were also held with representatives from Youth Advocate Programs (YAP) as well as Pastor Theodis Manning head of Teaching and Saving Kids (T.A.S.K.) to discuss opportunities for partnership. YAP is a national nonprofit that advocates "for and delivering evidence-based services in homes and communities ..." They work on matching youth with an advocate and providing mentorship, all while helping the youth build supports and access local resources within the community. Pastor Manning and his program T.A.S.K have long been working with adults and youth in Oklahoma prisons with the goal of stopping the cycle of gang membership and gang violence. Most recently he has been working with our partners in Oklahoma County Juvenile Detention Center, sitting down with youth to provide intervention and a positive role model. Discussions were held to see how this could be incorporated within our programs to help the youth we serve.



community.

In a highlight for the month, we welcomed two new workers to Oklahoma County, along with receiving word from a former OJA custody youth whose case was closed last year. This youth went through his share of challenges and setbacks while involved with OJA but reached out to let us know that he had graduated high school, obtained two certificates through OJA's partnership with "Grow with Google," had found a job, and was starting college this coming spring. This was in big part to the support from OJA's Randy Shepard, who continued to offer support to him when he returned to the

### **District Highlights from District 4 Supervisor Blaine Bowers**

Creek County JJS III Patricia Gragg developed and started Truancy Committees at Allen Bowden and Oilton Schools. Both schools are showing decreases in truancy; Oilton did not have a meeting in January because there was significant drop in truanancies.

Payne County JSU staff continues to work closely with Stillwater Public Schools Threat Assessment Team to assist with students who are identified as at risk and help provide solutions and services.

### **District Highlights from District 5 Supervisor Ron Coplan**

January was a busy month for me in District 5. Cheryl Branch, District Secretary, was out of the office, and we muddled through it. Cheryl is back at work. I wanted to take a moment to recognize the invaluable service District Secretaries.

Kevin Clagg and Amber Miller visited District 5 on January 17<sup>th</sup> to discuss District 5 needs and budget matters.

Rebecca Welch a JJS II in Hughes County is leaving the agency.

District 5 has one youth in the new Independent Living Program in Tulsa, with three others in the pipeline. We have needed these programs for a long time. Brenda Owens and Sharon Parnell's Specialized Community Homes were the last programs of that type in the system. Those programs helped many youths to be successful after getting out of the Juvenile System.

I served as a Parole Board member during January. I participated in the dual custody staffings held on January 23. Hope navigator Kheri Smith came to the District 5 office to meet with me and the Assistant District Supervisors. I think it was a positive meeting and expect there will be more of these in the future.

### **District Highlights from District 6 Supervisor Heath Denney**

On January 3<sup>rd</sup> – 8<sup>th</sup>, I, along with Carol Miller, Cathy McLean, Melissa Monson, and Jackson County ADS, Jenny Olson, attended the American Correctional Association (ACA) Conference and Panel Hearing. The four-day conference was held at the Gaylord National Resort and Convention Center in National Harbor, Maryland and offered numerous workshops to attend, as well as a vendor's expo.

On January 5<sup>th</sup>, we all attended the panel hearing where an additional question and answer session was held regarding the ACA Audit of COJC and the Juvenile Service Unit. It was also decided at this panel hearing that the committee would approve OJA's waiver request regarding the one non-mandatory ACA standard (field standard) that was found to be non-compliant. The committee recognized that, despite the differing language between Oklahoma State Statute and the ACA Standard, OJA field staff followed the timeframes set forth in the standard for all three years of the audit cycle (2021, 2022, and 2023) giving JSU a score of 100% ACA compliance.

On January 16<sup>th</sup>, Joseph "Bo" Walker started his first day with OJA in District 6. Mr. Walker will fill the vacant JJS position that was previously held by Roger Wills who was recently promoted to a state office position. Prior to joining OJA, Mr. Walker spent 26 years in law enforcement with the Duncan Police Department, eventually retiring last year as Chief of Police. He was also an Adjunct Professor at Cameron University from 2011 - 2016 where he taught criminal justice. Mr.

Walker appears to have a strong desire to help the youth that OJA serves and is eager to start learning his role.

On January 29<sup>th</sup>, Lyn Wilmes started her first day with OJA in District 6. Mrs. Wilmes will fill the vacant Greer County JJS position. In addition to covering Greer County, Mrs. Wilmes will also provide casework duties in Kiowa County. Prior to joining OJA, Lyn was a Child Welfare Specialist IV with the Oklahoma Department of Human Services. Mrs. Wilmes has already hit the ground running and is a fast learner. OJA is fortunate to recruit such experienced and qualified staff as these two. Mr. Walker and Mrs. Wilmes are expected to be valuable assets to the agency.

### **District Highlights from District 7 Supervisor Rodney McKnight**

For the month of January 2024, District 7 served approximately 193, with 134 having a legal status of a deferred filing to custody. Contact notes totaled 870 with 65 being TCM eligible. Out of the 134 youths, there are 68 supervised cases with 13 being OJA Custody youth and 3 Dual Custody youth. We currently have 4 kids in various placements. There are 9 youth in secure detention, 5 being pre-adjudicatory juveniles with 2 youth awaiting placement.

Referrals seem to be on an upward trend within the last several weeks. We had 36 referrals in the month of January and completed 23 intakes, most referrals consisted of property and drug offenses with a few violent crimes happening throughout the district. FFT referrals are leveling off, currently, District 7 currently has 12 youths referred and/or participating in that program.

District 7 activities for the month of January 2024 includes, monthly MDT meetings, liaison visits to JDC and YS Shelters, CARS staffing's, drug coalition, graduated sanctions, and several online trainings.

District 7 currently has four open JJS positions within district, Choctaw, McCurtain, and two Pontotoc County positions. We have interviews set up for both Choctaw and Pontotoc County. We are still waiting on some viable applicants for the McCurtain County position. Hopefully, we will be able to fill all four positions within the next couple of weeks.

ADS Timothy Miller was promoted to a Programs Manager under Ben Brown. TJ will be completing OPI assessments for the agency, along with other duties/assignments. We will miss TJ's leadership within the district, but we are glad to see that he is able to advance his career. We wish TJ all the luck in his new venture. ADS Bobbi Foster and ADS Dotti Brandon will be covering TJ's area until we are able to hire a replacement.

ADS Bobbi Foster and ADS Dotti Brandon, along with District 6 ADS Jenny Olson will assume duties with the New Worker Academy. They will meet the first part of February to develop new curriculum and timelines for the academy. From current numbers the first academy of 2024 will have around 20 new workers.

Lindsey House a JJSIII in Pittsburg County has been volunteering for the Shared Blessings Benefit, where they deliver meals and goods to needy families in Pittsburg County. She is also helping to organize their 5K run that takes place on March 30th. Lindsey has been a part of this program for the last several years.

Debbie Kinsey a JJSIII in Atoka County was officially sworn in as a city council member in the town of Lehigh, OK. Debbie has been involved with city affairs for quite some time now. I'm sure Debbie will do an excellent job.

Stephanie Farley, JJS III, and Lindsey House, JJS III, both serve as Detention Liaisons and Detention Monitors for the Pittsburg County Detention Center, located in McAlester. Both started in this new program, where there is a more comprehensive survey within the detention centers to keep a closer and more active role with the youth that are in detention. Both workers will provide support at their assigned detention center to visit with youth, monitor video, and inspect site to ensure that the youth are being well taken care of. These visits can take some time to complete, and we appreciate both workers in volunteering to complete these visits.



## February 2024 Board Meeting

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### Month of January 2024:

- **Science of Hope Initiative**
  - Please see the additional attached report from Kheri.
  - Went with our team of hope navigators to provide monthly hope group activity for residents at COJC.
  - Participated with Kheri and Apryl in meetings with Districts 7 and 5 leadership for listening sessions and building out the role of hope navigators.
  - Kheri and I provided presentations to the SAG Board on the use of the ARTIC scale to measure employee attitudes about trauma informed care and OJA's Hope initiative.
  - Kheri and I met with representatives from the Governor's office on OJA's hope work and provided scope of OJA's projects/outcomes.
- **Family Engagement**
  - Please see additional attached Family Engagement report.
  - Met with Shel, Ben, Jeremy, and Apryl regarding potential delivery of parenting curriculum and strategies for parent participation and engagement in parenting classes.
  - Attended monthly Juvenile Justice Family Advisory Council meeting.
- **Training Department**
  - Please see additional attached reports from Abby.
- **Youth Level of Service/Case Management Inventory**
  - Our team provided the YLS/CMI 2-day certification training for 16 participants.
- **Summit on Family Preservation Strategies for Pregnant People with Substance Use Disorders**
  - Attended planning meeting. Summit to be held in March.
- **Tribal Liaison Work**
  - Completed annual update of OJA's Native Notifications Directory, as well as updating our District Tribal Liaison list.
  - Met with the tribal liaison at OSDH and provided information and contacts for tribal juvenile justice programs.
- **Children's Behavioral Health Coalition**
  - Attended monthly meeting. Agenda included presentations from community partners and upcoming training opportunities.
- **Childrens State Advisory Work Group**
  - Attended meeting to review updates to website that will provide information and supports regarding resiliency and trauma informed care in Oklahoma.
  - Attended Trauma Informed practices workgroup. Discussed identifying goals for new ye

- **Homelessness Work**
  - Attended Oklahoma City Coordinated Community Plan implementation meeting for preventing and ending homelessness.
  - Attended meeting with partners who are working to organize new collaborative council to address homelessness in Oklahoma.
  
- **OCCY: Strengthening Youth Custody Transition Service Meeting**
  - Attended meeting. Agenda included Partner Presentation & Group Discussion: Oklahoma Credit Union. New banking opportunities presented for transition aged youth. Information shared with JSU District 3 Supervisor.
  
- **Training**
  - Attended webinar: CTIPP CAN: Trauma-Informed Cross-Sector/System Transformation

### **The Science of Hope - Kheri Smith**

- Hope Ambassador training meeting with Dr. Hellman weekly.
- Monthly Hope Ambassador meeting with all Oklahoma Hope Ambassadors.
- Last month began creating an inter-agency one-page informational flyer to share when we present to other agencies. I did not meet my deadline last month on this and since there is no longer a pressing need, I have tabled it in favor of the hope charter creation.
- Continued meeting with District leadership to build out the role of hope navigators and build hope in each district. District 7, 3 and 5 complete. (District 2, District 6, and District 4 completed last month).
- Presented intake pamphlet on a Monday Morning Meeting and shared with DS's, went through another round of edits.
- Created hope class content for February.
- Held monthly hope group on each unit at COJC, speaking with them about goals and pathways, completing connect the dots activity and writing/processing their goals and pathways to those goals.
- Created and trained a new group of hope class facilitators for COJC.
- Held 2 training classes for new COJC staff onboarding.
- Presented hope to the State Advisory Group.
- Met with new hope navigators in 3 separate teams to process hope navigator training and the goals they created at the training.
- Met with the original group of hope navigators to begin to create core goals, concrete tasks and a mentoring program for the new hope navigators.
- Trained new field staff on YLS/CMI.
- Attends monthly NEAR Science meetings with other Oklahoma NEAR Science Trainers.
- Monthly meetings with Alison and Dotti to create Monday Morning Meeting content and recruit presenters.
- Create 20-minute trainings/presentations for 2 Mondays in January (due to holidays), first one on hope and goal setting and second one on OJA policies and procedure's review.
- Co-host Monday Morning Meetings to deliver created content.
- Presented on OJA to Enhanced Foster Care Staff with Alison and Constanzia.

## Family Engagement – Apryl Owens

- As a result of the parent voice listening session at the State Advisory Group (SAG) in 2023, it was proposed that a member of the Juvenile Justice Family Advisory Council (JJFAC) apply to be an active member on the SAG. This application process is pending.
- A JJFAC member was able to attend and participate in the January SAG retreat. This awarded the opportunity for family voice to be included. She then presented to the JJFAC at the January monthly meeting about her experience and how important it was to be heard, to be able to have a seat at the table and tell her story.
- As a result of the family engagement survey sent to JSU field staff, 126 responses to the survey were received. The information was then followed up on in the field offices, facilities, in meetings etc. to elicit more feedback about what they thought about the survey.
- Facilitated the JJFAC monthly meeting. Based upon the survey completed by JSU field staff, it was proposed by the JJFAC to do a survey for families as well. The development of draft survey questions was reviewed by the JJFAC at the January meeting. Once approved, the next step will be to find out the best pathway to get the survey out to families (through the JSU worker, QR code, emails, internet, etc.).
- Attended district 5 and 7 leadership meetings as a cross collaboration with the Hope Navigators to discuss how Hope and Family Engagement work together toward a hope centered and trauma informed OJA.
- Attended meeting for Coalition to End Poverty at Sunbeam (networking and education event for multiple resource partners i.e. SISU, OHS, healthcare agencies, etc.) Apryl shared OJA's new youth and family resources page.
- Attended Coalition to End Poverty Training and Lunch and Learn (Virtual) (heard from Positive Tomorrows and other presenters)
- Attended a meeting at Restore OKC presentation on sustainable resources, employment opportunities and programs throughout the state. Apryl shared about OJA's new resources page.
- Attended Coalition to End Poverty virtual training.
- Attended an information meeting with Ben Brown, Jeremy Andrews, Shel Millington, and Janelle Bretten to brainstorm on the need for Parenting classes for Parents dealing specifically with our youth (12-19) who may have difficult or delinquent behaviors. Discussed parenting curriculum options.
- Participated in conference call with Ben Brown and Christy Yams, from the 14<sup>th</sup> Judicial District Juvenile Agency in Coffeyville, KS to learn about their success with the Parent Project.
- Participated in a meeting with Ben and Robin Mackey, with Alabama Juvenile Services, to discuss their success with Parent Project.

**Training Reports – Abby McElfresh**

| <b>Project Name:</b>                                    | <b>Objectives:</b>  | <b>Project Owner/ Creator:</b> | <b>Start Date:</b> | <b>Review Date:</b> | <b>Completion Date:</b>               | <b>Notes:</b>   |
|---|---|--------------------------------|--------------------|---------------------|---------------------------------------|---|
| <b>Think Trauma Curriculum / Artic Blast Curriculum</b> | Create a JSU specific trauma-informed care & recertification training curriculum targeting ARTIC Survey goals | Abby, Dereck, Hunter, Cheryl   | Jul-23             | 2/7/24 & 2/20/2024  | JSU NWA: Oct-23<br>JSU Recert: *TBD   | Separate Curriculum for: *JSU NWA<br>*Recert Training (all employees) |
| <b>Lesson Plans</b>                                     | Updating all Lesson Plans   | Dereck, Hunter, Cheryl         | Jun-23             | Monthly             | Nov-23                                | Review all submissions February 14, 2024                              |
| <b>JSU/STO Training Policy</b>                          | Create a better developed training plan for STO/JSU; to include job specific training outlined in policy      | Abby & Hunter                  | 1/17/2024          | Monthly             |                                       | outline has been developed - first draft                              |
| <b>DBT Champions</b>                                    | Become certified DBT Champions for DBT Skills Implementation training at COJC                                 | Abby, Dereck, Cheryl, Hunter   | 1/3/2024           | Monthly             | Produce a new 3-hour training segment |   |
| <b>Cross-Training</b>                                   | Training Specialists will become cross-trained to instruct each training course                               | Abby, Dereck, Cheryl, Hunter   | 3/1/2024           | Monthly             |                                       |   |

## State Office and District Training

| Location:      | Training Hour Totals: | Supervisory Training Hour Totals: | Grand Training Hour Totals: |
|----------------|-----------------------|-----------------------------------|-----------------------------|
| State Office   | 130                   | 122                               | 130                         |
| District 1     | 0                     | 0                                 | 0                           |
| District 2     | 52.5                  | 49                                | 52.5                        |
| District 3     | 76.5                  | 59                                | 76.5                        |
| District 4     | 78.25                 | 60.25                             | 78.25                       |
| District 5     | 0                     | 0                                 | 0                           |
| District 6     | 9                     | 9                                 | 9                           |
| District 7     | 7                     | 7                                 | 7                           |
| <b>Totals:</b> | <b>353.25</b>         | <b>306.25</b>                     | <b>353.25</b>               |

## COJC

### MANDATORY Refresher Training Information:

|  |    |
|--|----|
| Total Mandatory Classroom Training Hours for January:      | 30 |
| Total Mandatory Computer Based Training Hours for January: | 0  |
| Grand Total Mandatory Training Hours for January:          | 30 |

*124 Staff participated in January Training for 2024 (Mandatory and Non, In-Service, In-person, online, etc.)*

*0 Staff have COMPLETED All Refresher Training for 2024 (29.82% complete)*

### ORIENTATION Training Information:

|  |      |
|--|------|
| Total Orientation Classroom Training Hours for January:      | 1024 |
| Total Orientation Computer Based Training Hours for January: | 0    |
| Grand Total Orientation Training Hours for January:          | 1024 |

### OYACS Training Information:

|  |       |
|--|-------|
| Total Inservice Training Hours for January:      | 69.00 |
| Total Computer Based Training Hours for January: | 0     |
| Grand Total Training Hours for January:          | 69.00 |

**IN-SERVICE Training Information:**

|  |      |
|--|------|
| <b>Total Classroom In-service Training Hours for January:</b>      | 308  |
| <b>Total In-service Computer Based Training Hours for January:</b> | 0    |
| <b>External/Non-Facility In-Service Training for January:</b>      | 6.00 |
| <b>Grand Total In-service Training Hours for January:</b>          | 314  |

**SUPERVISORY Training Hours:**

|  |     |
|--|-----|
| <b>Grand Total Supervisory Training Hours for January:</b> | 468 |
|--|-----|

**January Care & Custody Management System (CCMS) Training:**

| <i>CCMS Hours</i>         | <i># of Students</i> | <i># Credit hours</i> | <i>Total Class Hours</i> |
|---------------------------|----------------------|-----------------------|--------------------------|
| Orientation Day 1         | 8                    | 8                     | 64.00                    |
| Orientation Day 2         | 8                    | 8                     | 64.00                    |
| Orientation Day 3         | 8                    | 8                     | 64.00                    |
| Re-Certs Day 1            | 1                    | 8                     | 8.00                     |
| Re-Certs Day 2            | 1                    | 8                     | 8.00                     |
| Totals                    | 26                   | 40.00                 | 208.00                   |
| <b>Total # CCMS Hours</b> | 208.00               |                       |                          |

|   |    |
|---|----|
| <b>CCMS Recertification Percentage Completed:</b>                                 | 2% |
| <b>Total # of Students who attended CCMS in Jan. (Orientation and Refresher):</b> | 9  |

**GRAND TOTAL of Training Hours:**

|   |      |
|---|------|
| <b>Grand Total Training Hours for January:</b>                  | 1437 |
| <b>Total Training Hours for NON-COJC Employees for January:</b> | 6.00 |
| <b>Total Courses for January:</b>                               | 87   |
| <b>Total Course Hours for January:</b>                          | 211  |
| <b>Total Participants for January:</b>                          | 148  |



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

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*Carol Miller, Deputy Director Residential Placement Support*

## **Board Report – February 2024**

January 1<sup>st</sup> to 31<sup>st</sup> 2024 activity

### **Releases (2) from Secure Care**

**January 2024**

### **Intakes (3) for Secure Care**

Paroled – 2

Secure Care Treatment Population as of 02/20/24: 57 residents

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

- Infusion of Hope at COJC continues with the OJA Hope Navigators visiting each unit on the COJC campus during January spreading the message that Hope is the belief that your future can be better, and you have the power to make it so.
- Tom Pace, author of *Mentor: The kid and the CEO* presented to COJC youth.
- COJC nurses participated in a demonstration of the Anatomage system. A fully segmented real human 3D anatomy platform for biology classroom instruction.
- DBT skills training started for all staff in January with three-hour increments over the next ten months for each employee to complete 30 hours of training.
- DBT phrase posted in resident living units “It is important to consider whether to ask for something or say no, and how strongly to ask or say no!
- Jimmy Rogers facilitates gang group awareness to all COJC residents.
- Leadership dinner held for Community and Leadership phase youth to enjoy a cooked meal in the canteen.
- Resident/family engagement visitation – 92 in person visits, 132 virtual visits and 342 telephone calls.
- Resident birthdays celebrated with cakes donated by the St. John Lutheran Church.
- 48 Volunteers donated 28.74 hours of mentoring, bible study and religious services to COJC residents.
- Volunteers for January included Bible Study, Antioch Community Church, Life Church Switch, Mr. Bateman, Mr. Brewer music program, Free Will Baptist Church, OKCreative, POPs, Torch Program and St. Johns.
- Religious services and bible studies were offered by community volunteers for all residents.

### **Division Leadership Activities**

- Thank you, Director Cartmell, and the OJA Board Finance Sub-Committee for the resident monthly allowance increase to \$20.00 per month. The young men at COJC are appreciative and even talked about saving for when they return to the community.
  - ACA reaccreditation officially achieved by COJC. Attended the American Correctional Association (ACA) reaccreditation hearing panel to represent OJA and COJC. After the appeal request on a failed standard and presentation to the panel, the panel members raised the score to 100% Mandatory and 99.36% Non-Mandatory Standards. The Panel members were impressed with COJC for earning such a high score on the accreditation.
  - Attended ACA conference and the main theme was the opioid crisis and preparing for the highly probable exposure risks of fentanyl in confinement facilities. Upon return to COJC, preparations
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**Residential Placement Support**

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*Carol Miller, Deputy Director Residential Placement Support*

began for exposure mitigation, Narcan availability inside the facility and procedure implementation to ensure safety of residents and staff.

- Participated in Strengthening Youth Custody and Transition Services Advisory Committee Meeting. Information regarding banking services (savings & checking) without parental consent for homeless children and youth transitioning out of state custody.
- Participated in the virtual Dialectical Behavior Training (DBT) held at COJC.
- Completed weekly walk throughs of COJC units to provide open dialogue and support for residents and staff.
- Reviewed data collection outcomes with Superintendent Fields and OJA Chief Psychologist Dr. Yemi on Length of Stay from 2021 to 2023.
- Melissa Monson continues to help organize/review procedures and guide unit treatment team meeting training for all staff.
- Participated in EverFi – Prevention discussion to possibly implement in Drug and Alcohol programming.
- Participated in Executive Custody and Care Management System (CCMS) meeting at COJC.
- COJC Technology meeting held to ensure all electronic updates are implemented and utilized.
- Provided Oklahoma State Dept. of Health (OSDH) update on Confinement Grant COVID mitigation progress in detention and group homes. COJC confinement grant nurses provided supplies, guidance, and support to COVID outbreaks at Lawton Group Home, Creek County Detention and Cornerstone Level E in Norman.
- Provided OSDH with monthly update for the OMMA grant providing substance use prevention and education in public schools, nonprofits, and Youth Service Agencies. Grant activities continue to expand throughout local public schools and group homes.
- CareerTech expansion building design meeting held.
- COVID continues to affect staff and possible exposures at COJC among residents are monitored vigorously. No youth became positive for COVID.
- Facilitated Juvenile Program Handbook review for 2024.
- Met weekly with COJC Superintendent to address goals, facility issues and full implementation of COJC Next Generation Campus upgrades.

#### **Recruitment and Retention Efforts**

- Items were ordered for staff calming rooms at COJC to ensure staff wellness is supported by creating an area for destressing after escalated incidents occur at the facility.
  - Employee Support Group COMPASS held a Chili cook off for staff.
  - COMPASS provided all staff with free coffee, hot chocolate, and tea during the frigid temperatures of the hazardous weather days.
  - COMPASS held COJC apparel sales to sell t-shirts and hoodies with COJC mascot emblem to support staff activities and allow staff to wear on casual Fridays.
  - COJC held a general meeting celebrating employee of the month and staff with milestone employment years at OJA.
  - Employee council meeting held to solicit ideas, suggestions, and concerns about the facility. Discussion on how to increase participation in the Employee council held.
  - Leadership classes held for new staff to discuss facility culture, role modeling, rapport and relationship building.
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*Carol Miller, Deputy Director Residential Placement Support*

**Agency Collaborations in Secure Care**

- Oklahoma Department of Career and Technology Education (Career Tech) –
    - Career Tech. Automotive Shop Students are actively attending classes and receiving certificates of completion.
    - Initial diagrams of the expansion of the career tech building reviewed.
  - Department of Rehabilitative Services (DRS) –
    - DRS embedded staff Michael Rolerat submitted his annual COJC/DRS report for 2023.
    - 62 clients on caseload, 48 new applications processed, 69 cases closed in 2023.
    - Successes in 2023 included youth who found long term employment in HVAC, auto mechanics, elevator grain operator, CDL license obtained, Certified Nursing Assistant working on becoming a nurse, EMT certification, CLEET training completion and machine operator.
  - Department of Mental Health and Substance Abuse (DMHSAS) –
    - Chuck Fletcher of the Evolution Foundation through their contract with DMHSAS visited during the month of January to assist parents in overcoming barriers to able to visit their child at COJC and provide reentry services.
    - DMH continues to work with OJA and COJC on Naloxone distribution and training for Fentanyl mitigation awareness.
    - DMH embedded staff Aquitta Walker assisted in providing reentry wrap around services for youth by attending Grand Staffing's to provide mental health wrap around support efforts for youth who are in reentry status and their families in the community.
  - Workforce Innovation Board (COWIB) –
    - Workforce Work Study Program is for residents come into COJC with a diploma or GED or while at COJC have graduated or received their GED.
    - There are currently 6 Residents who are graduates working on site at COJC through the Workforce Innovation and Opportunities Act (WIOA).
  - DRS/OYACS/OJA School to Work paid work program –
    - Residents who are currently enrolled in OYACS at COJC work onsite at COJC and receive pay through DRS reimbursement.
    - For the month of January there were 11 residents in the work program who are all graduates.
    - Program provides youth with a work resume, birth certificate, State ID, and financial support upon parole from COJC.
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# OKLAHOMA JUVENILE AFFAIRS

Laura Broyles, Director

Office of Standards for Prevention and System Improvement

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## Division Director Report

- Juvenile Justice and Delinquency Prevention
  - Prepared, organized, and led SAG Retreat for Federal Fiscal Year 2024 State planning
  - Reviewed hotel invoices, rooming lists, and compared to PO and contract for allowability
  - Organized and prepared SAG reports and meeting items for February 2<sup>nd</sup> SAG meeting.
  - Reviewed and analyzed SFY 2023 data and compared to SFY 2022 data:
    - Detention Admissions (by race, gender, age, and offense)
    - JJ system referral trends (by race, gender, offense, and age)
    - JJ system dispositions (by race, gender, age, and legal status)
  - Reviewed SFY 2023 system wide data of youth moving through the juvenile justice system from arrest to transfer to adult court. Calculated the rates of disparity statewide and reviewed all data by district. Compared data to SFY 2022.
  - Reviewed FFY 2023 state plans, reviewed progress on Goals, Objectives, and performance indicators.
  - Began review of existing data to support waiver request
  - Met with OKCPS Safety Director on Youth Specialist grant and opportunity for training.
  - Participated in NIJ meeting for research project
  - In partnership with Finance, developed new process for processing claims to improve efficiency and reduce confusion for subgrantees.
  - Facilitated discussion with law enforcement agency personnel attending EPIY to build youth specialist project
  - Coordinated with Janelle Bretten and Kheri Smith to present on Hope work and the ARTIC survey at the SAG retreat.
  
- Community Based Youth Services
  - Attended weekly joint meetings with the Finance Division (Contracts Monitoring Unit, Data Management, and Office of Standards for Prevention)
  - Attended OJA/OHS meeting with
  - Met with OKCPS and Pivot to discuss bullying curriculum needs two separate times
  - Assisted with Unique Needs approvals
  - Provided technical assistance to YSAs
  - Began review of YSA Hiring and Retention claims supporting documentation in JOLTS

- Met with Administrator of CBYS to discuss changes in process of reimbursement for community-based unique need requests (e.g., assistance with utilities, food, rent, etc.) referrals and began review to update referrals form
- Met with CBYS staff to begin preparations for annual programmatic reviews
- Participated in YSA Office hours
- Met with Finance on 2024-2025 YSA Contract
- Attended the Rates and Standards Pre-Meeting Discussions with YSAs
- Reviewed YSA CARS, FTOP, and Prevention data for SFY 2023
- Special Projects
  - Met with Finance and Workforce Administrator regarding process for approval of HUB referrals
  - Met with Administrator to go over referral procedures
  - Reviewed guidelines and procedures developed by Administrator of Workforce
  - Worked with staff to coordinate meeting with Oklahoma County
  - Reviewed okgrants and current application information with Administrator. Reviewed goals, objectives, budgets, and scopes of work for each open award.

### **Community Based Youth Services Unit**

- Attended in 3 CYS/CMU weekly meetings
- Attended EPIY training
- Contacted/ attempted contact with 25 Youth Service Agencies to discuss CARS referral process
- Continued getting familiar with RFA / strategic planning / rates and standards
- Updating CARS referral form
- Attended or assisted in 48 staffing's or issues with Dual Custody Youth
- Reviewed and processed 139 youth services claims, 3 training claims and 5 HUB Unique Need claims
- Approved with CMU 3 Budget Revisions for YSA
- Participated in Office of Client Advocacy Program Review for 8 reports
- Provided Technical Assistance 39 times to YSA
- Received and logged 3 YSA financial audits and 0 YSA Annual Report
- Attended a Project Meeting with Air (Pathways to Resilience: Assessing the Impact of Juvenile Justice Reforms in Oklahoma)
- Attended and participated in the OHS Monitoring Meeting
- Attended JSU Monday Meeting on 3 occasions
- Worked on the Mentoring Launch with Oklahoma Commission of Children and Youth
- Attended Rates and Standards meeting with YSA

- Worked with Great Plains Youth and Family to resolve a Host Home issue with OHS.
- Worked with Youth and Family Resource Center to work with OJA IT on claim issue and JOLTS processing error.
- Worked on RFA FY 2025 and FY 2025 contract language for YSA
- Attended and participated in Contract Planning Meeting

## **Juvenile Justice and Delinquency Prevention Unit**

### **JJDP Compliance Manager**

- Received and Filed 44 December 2023 Juvenile Holding Logs-No Violations
- Processed and reviewed 42 Jail Contacts in JOLTS
- Requested Juvenile 2023 data from 167 adult detention facilities for months for collection and review for possible Violations of the Core Requirements of the JJDP Act
- Discussed Human Trafficking issues in cities adjacent to state borders and major highways with subject matter expert
- Planned for trafficking training with Durant Police Sgt. Mitchell
- Worked on 3-Year SAG, Compliance, and RED Plans - began drafting goals and priorities
- Participated in NIJ Study Initial Meeting Zoom Call, planned initial steps for NIJ Study
- Reviewed OSDH Jail Standard Statutory language proposed changes
- Carried out SAG Retreat and coordinated on-site Retreat arrangements
- Compiled 2023 Recommendations from Youth Listening Panels, YEL discussion, Parent Advisory Committee, OSDH, JSU, and law enforcement
- Completed 9 chapters of the Federal Finance Training Program
- Met with Fort Sill Apache tribal law enforcement regarding reports of tribal kids going to Grady County jail
- Researched Maryland Child Interrogation Protection Act to ascertain steps to ensuring that parent and legal counsel involvement are provided to youth
- Discussed possible model for Friendship House residential model for exploited youth
- Discussed Grady County jail holding youth under 18 with OCCY

### **Race and Ethnic Disparities Project**

- Met with Teaching and Saving Kids (TASK) to discuss agency programs for youth rehabilitation and re-entry and model of gang intervention.
- Met with Division Director, CFO, and Director of Behavioral Health Services to discuss possibility of funding gang intervention services through TASK
- Preliminary view of 2023 Juvenile Detention data demographics-no significant apparent changes in demographics

- Discussions with SROs from 12 school systems who report growing problems with minority youth being suspended in higher numbers and for longer periods being seen within schools as a positive movement
- Law Enforcement surveys report seeing increases in violent behaviors, mostly driven by social media. Discussed possible need to expand Social Media prevention programming in schools. Compliance Manager will search for more recommended models with lower costs than Digital Citizenship Common Sense Education and iSAFE Social Media Awareness models

#### **Effective Positive Interactions with Oklahoma Youth 2023-2024 Training Project**

- Prepared EPIY evaluations, pre- and post-tests, resource materials, training folders
- Presented the EPIY Training two days
- Co-Facilitated the EPIY Training of Trainers for 4 days
- Provided Letters of Intent and Vendor forms for Youth Specialist candidates
- Discussed plans for Oklahoma City Public Schools to become involved in EPIY in Summer and possibly develop an internal EPIY Team
- Met with EPIY Training Consultant 5 times for debrief and review of next phases and steps of the project-TOT Follow-up in March and EPIY trainings in June
- Arranged TOT attendant plans and hotel needs
- Compiled a Community Resource list for Rogers County Youth Specialist to serve as a guiding tool for developing a Multi-Disciplinary Team
- Co-Facilitated on-site Multi-Disciplinary Team convening for Durant PD and Choctaw Nation

#### **Formula II Grants**

- Completed Grant claim guidance meetings with all subgrantees
- Trained subgrantees on submitting monthly claims and participated in 5 follow-up claim submission guidance sessions
- Met with two agencies regarding Law Enforcement Youth Specialist grant applications
- Completed Quarter 2 Performance Data reviews and met with 2 of the subgrantees to strengthen data collection and reporting
- Helped subgrantee with application to change program from 1 target school to another
- Reviewed 2023 Data from Canadian County JDC - increase in successful case closures
- Provided Split-Funded Time Sheet template for subgrantees

### **Youth Services**

- Completed review of 31 JOLTS Logon Authorizations and Deactivations
- Reviewed Youth Services Rate Levels and Services List
- Discussed need for Service Definitions and Rates to recognize Credible Messengers and Peer Support Professionals
- Discussed youth service agency hiring nurses to focus on health needs of high-risk program youth
- Discussed billing for co-therapist in a particular case with unique needs
- Researched PREP It's My Life curriculum sources
- Researched PATHWAYS model from Safer Society Foundation as a possible approved model
- Reviewed Mentoring rate definition and federal model
- Provided example notes for Clinical Supervision billing to assist with clarifying the supporting documents needed for billing
- Submitted language for a new rate to recognize non-degreed staff performing Intakes for programs-Paraprofessional Intake
- Interviewed by image consulting firm to develop Rebrand process for Youth Service agency


### **Special Projects Unit ( Workforce Development, HUB, RSAT, ESL Family Support)**

\*Not every referral or activity is listed as this is a snapshot of the work completed.

- HUB
  - Received 29 new referrals
  - Provided financial assistance to 42 youth/families
  - Assisted youth with obtaining State ID's
  - Assisted youth with referrals to work programs
  - Assisted youth with transfer to OJA Transitional Living Program in Weatherford
  - Provided interpreter services to families to facilitate communication with JSU workers
- Workforce Meetings with JSU staff
  - Amadou Bonkougou, Oklahoma County and youth at Scissortail Point – reviewed potential housing options.
  - Elizabeth Goodeyon, Delaware County – assisted youth with driver's education.
  - Ladonna English – Bryan County - assistance with family's utility bill.
  - Christin. Hansen – Oklahoma County - regarding housing and training fee assistance.
  - Aaron Schmitt – Logan County - regarding employment resources and Oklahoma Works American Job Centers connections for the parent.

- Constanze Bever – Muskogee County - regarding program resources to assist with employment goals and supportive services available to youth once they have their baby.
  - Misty Crutchfield – Grady County – assisted with driver’s education for two of her youth.
  - Christine Hansen – Oklahoma County – assisted family with rent.
  - Ravon Ellis – Cleveland County – reviewed potential transitional living placement options.
  - David Zelnick- Rogers County – reviewed potential transitional living placement options after youth completes current placement.
  - Constance Bever – Muskogee County – discussion vocational training.
  - Shelly Larson – Beckham County – assisted two youth with clothing needs and gas card for Thunderbird Youth Academy Program.
  - Cathi Neal – Garvin County – assisted youth with clothing needs.
  - Robby Evans – Greer County – discussion of fentanyl treatment facility assistance.
  - Jessica Hardcastle – Wagoner County – family needs financial assistance
- Unit Staff attended and participated in the following meetings
    - In addition to meetings, on-going community work with Service Oklahoma, youth, and family follow-up, working with group home staff/youth and with schooling and resources in the community.
    - Attended EPIY training
    - Attended and participated in Transitional/ Independent Living program discussion meetings.
    - Conducted site visited at Weatherford TLP and Tulsa TLP.
    - Attended weekly Transitional Living Program (TLP) meetings as scheduled to help staff possible clients for the new TLP programs through OJA.
    - Met with Dynamic Workforce Solutions on JRAP expansion
    - Attended the Supported Employment for Transition Age Youth monthly meeting
    - Assisted one family in counseling session with interpreting needs
    - Assisted one family with interpreting needs with an intake with JSU staff
    - Assisted a youth at the Orthodontist with interpreting needs.
    - Attended SAG meeting
    - Alison training new OJA staff in YLSI
    - Meet with FFT LLC team
    - Met with OJA Finance team to discussion program guidelines
    - Alison presented to DHS Enhance Foster Care Staff about OJA





# Proposed Emergency Rule Amendments

Chapter 3. Administrative Services  
Subchapter 12. Office of Public Integrity  
Part 3. Requirements for Secure Juvenile Detention Centers

Section 377:3-13-43. Staff Requirements

(a) **General provisions.** The requirements for facility staff are set forth in this Section.

(1) **Personnel policy.** Every facility shall have written personnel policy which includes the maintenance of personnel records. The facility director shall make available to employees personnel policy and written job descriptions. The policy and job descriptions specify the person to whom the employee is responsible and the duties the employee is expected to perform.

(2) **Juveniles' tasks.** A juvenile in detention shall not be used as an employee. A juvenile in detention is permitted to perform tasks, if the tasks teach the juvenile responsibility and the juvenile is supervised. A juvenile shall be allowed to perform tasks (chores) in any area (restricted to the facility) in which adequate security exists. The facility administrator shall approve all work assignments.

(3) **Supervision.** Sufficient staff shall be available to provide continuous day and night supervision of the residents and protection of the facility as well as to allow staff relief from duty.

(4) **Auxiliary staff.** There shall be sufficient auxiliary staff to maintain adequate support services. Auxiliary staff are all staff that are not direct-care staff.

(5) **Health requirements.** Staff health requirements are given in (A)-(B) of this paragraph.

(A) Each person employed must be physically fit and able to perform all job functions necessary to ensure the health, safety and well-being of the juveniles in their care. A physical examination by a licensed physician may be requested should the employee's ability to perform their mandatory job functions be in question.

(B) Testing for tuberculosis is not required on a routine basis. Tuberculin skin testing shall be required when there is a local identified tuberculin exposure identified by the Oklahoma State Department of Health.

(i) When a tuberculin skin test is required, employees with a positive skin test reaction must submit documentation by medical personnel that signs or symptoms of tuberculosis are not present.

(ii) An employee who has ever had a positive skin test reaction must have or provide documentation of a chest x-ray. Additional tests or x-rays are not required unless symptoms develop that are suggestive of tuberculosis.

(6) **Background history records searches.** OJA, through direct request, shall require a records search for each applicant for employment, which shall include the following:

(A) OJA shall make a direct request for background searches to be conducted on behalf of any:

(i) operator or responsible entity making a request to establish or operate a secure detention center, municipal juvenile facility, community intervention center or secure facility licensed or certified by OJA,

(ii) employee or applicant of a secure detention center, municipal juvenile facility, community intervention center or secure facility licensed or certified by OJA, or

(iii) persons allowed unsupervised access to children, including contract employees or volunteers, of a secure detention center, municipal juvenile facility, community intervention center or secure facility licensed or certified by OJA;

(B) a national criminal history records search based upon submission of fingerprints that shall be provided by the Oklahoma State Bureau of Investigation (OSBI), including Rap Back notification, and the Federal Bureau of Investigation (FBI), pursuant to National Child Protection Act, 42 U.S.C. § 5119a, and 74 O.S. § 150.9, provided both the OSBI and FBI act in their designated role;

(C) a search of the Oklahoma State Courts Network (OSCN) including Oklahoma District Court Records (ODCR);

(D) a search of the Department of Human Services (DHS) Child Care Restricted Registry, also known as Joshua's List;

(E) a search of the Department of Corrections (DOC) Sex Offender Registry;

(F) a search of the DOC Violent Offender Registry, also known as the Mary Rippy Violent Crime Offenders Registry;

(G) a search of all applicable out-of-state child abuse and neglect registries if the applicant has not lived continuously in Oklahoma for the past five (5) years;

(i) The prospective applicant is not approved without the results of the out-of-state maintained child abuse and neglect registry checks, when a registry is maintained in the applicable state;

(ii) When no child abuse and neglect registry is maintained in the applicable state, the facility shall request any information that can be provided; and

(H) a criminal history records search conducted by an authorized source, when an applicant has lived outside the United States within the last five (5) years.

(7) **Criminal history investigation.** The facility shall not employ or retain any person for whom there is documented evidence that the employee would endanger the health, safety, and/or well-being of juveniles.

(A) A facility shall not employ or retain an individual who has been:

(i) convicted of or entered a plea of guilty or nolo contendere to any felony involving:

(I) violence against a person;

(II) child abuse or neglect;

(III) possession, trafficking, manufacturing, sale or distribution of illegal drugs, or conspiracy to traffic, manufacture, sale, or distribute illegal drugs;

(IV) sexual misconduct;

(V) gross irresponsibility or disregard for the safety of others;

(VI) any crime against a child; or

(ii) in the case of child abuse and neglect, identified as a perpetrator in a juvenile court proceeding and/or has made an admission of guilt to a person authorized by state or federal laws or regulations to investigate child abuse and neglect.

(B) As to [offenses enumerated in subsection A\(i\)\(III\) and \(V\)](#) ~~a simple drug possession offender~~, the facility may, at its own discretion, make exceptions to the prohibition of employment if five (5) years have passed from completion of the applicant's criminal sentence and the facility can document that the health, safety, and well-being of juveniles would not be endangered.

(i) The facility shall consider, document, and submit to the Licensing and Programs Assessment division within ten (10) days of the employees first day of work the:

(I) type of crime or offense for which the individual was convicted or a finding was made; and

(II) reference letters concerning the individual in question.

(ii) The Licensing and Programs Assessment division may make a recommendation to the facility administrator as to whether the applicant for employment should be approved or disapproved.

(C) If there is an allegation that a staff member has committed an act as described in OAC 377:3-13-43(a)(7)(A), the facility shall determine and document whether the staff member shall be removed from contact with juveniles until the allegation is resolved.

(D) If any person is formally charged with any of the offenses described in OAC 377:3-13-43(a)(7)(A), notification must be made to the OJA Licensing and Programs Assessment division, and the employee must be removed from contact with juveniles until the charges are resolved.

(E) No employee of the facility shall use or be under the influence of alcohol or illegal drugs during hours of work nor shall any employee use or possess illegal drugs at any time.

**(8) Personnel records.** The facility shall keep on file a written personnel record available for review for every staff person employed by the facility.

(A) The personnel record includes, but is not limited to:

(i) an application, resume or staff information sheet that documents qualifications for the position, valid driver's license or other state ID, birth certificate, applicable educational diploma;

(ii) health records as required by the facility;

(iii) three (3) written references and/or documentation of telephone interviews;

(iv) any reports and notes relating to the individual's employment with the facility and an annual job performance evaluations;

(v) dates of employment; and

(vi) date and reason for leaving employment.

(B) When employment is involuntarily terminated, a statement regarding the reason for termination is to be included in the personnel file.

(C) Personnel records are maintained for at least three years following a staff member's separation.

(D) All employees' records are kept confidential subject to existing state and federal statutes.

(E) Staff members shall have access to their personnel files for reviewing purposes if a request is made to the facility administrator.

**(9) Staff training.** All staff shall be trained on facility policy and procedure and a training record be established for each staff member. A record of all annual training shall be maintained. At the end of the year, it shall become part of the personnel record.

(A) Each direct-care staff member shall be provided orientation before being allowed to work independently.

(B) Auxiliary staff shall receive orientation to the facility's policy and procedure and to their assigned duties.

(C) During orientation the trainer shall acquaint staff with the philosophy, organization, program practice, and goals of the secure juvenile detention facility.

(D) "Requirements for Secure Juvenile Detention Facilities" is reviewed as a part of the orientation process and is available to staff at all times.

(E) Within ninety (90) days of employment, by a detention facility, all direct-care staff shall have successfully completed a specific course of instruction in first aid as established by the Red Cross, ASHI, AHA, and presented by a certified instructor, or by a certified instructor in an equivalent professionally recognized first aid training program. There shall be a certificate or card issued to the employee and this card must be signed by the certified instructor attesting to the employee's successful completion of the professionally recognized first aid training program. The Red Cross, ASHI, AHA, or its equivalent, first aid course of instruction, presented by a certified instructor shall be updated within the employee's third year of employment and each succeeding three-year increment. The first aid training may count towards the employee's required annual training hours.

(F) Within ninety (90) days of employment by a detention facility, all direct-care staff shall be certified in have successfully completed an approved course of instruction in cardiopulmonary resuscitation (CPR) as established by the Red Cross, ASHI, AHA, or its equivalent. This training must be presented by a certified instructor, or by a certified instructor in an equivalent professionally recognized CPR training program. There shall be a certificate or card issued to the employee and this card must be signed by the certified instructor attesting to the employee's successful completion of the professionally recognized CPR training program. The Red Cross, ASHI, AHA, or its equivalent CPR course of instruction shall be presented by a certified instructor. Employees will maintain their certification, as required by the certifying entity. The CPR training may count towards the employee's required annual training hours.

(G) Full-time direct-care staff and administrators shall obtain at least 24 hours of training per employment year. Hours are prorated at two hours per month for staff who have not been employed for a full year.

(H) Part-time direct-care staff shall have training hours prorated based on the average number of hours of work per month.

(I) On-call staff shall have a minimum of six (6) hours of training per year.

(J) Support staff shall obtain a minimum of twelve (12) hours of training per employment year.

(K) The content of staff development courses for direct-care staff is relative to their roles and responsibilities. Content may include:

- (i) crisis intervention;
- (ii) child development;
- (iii) behavior management;
- (iv) discipline;
- (v) stress management;
- (vi) therapeutic relationship and intervention;
- (vii) child abuse detection, reporting and prevention;
- (viii) suicide prevention;
- (ix) human sexuality;
- (x) client grievance procedures;

- (xi) communicable diseases, including sexually transmitted diseases; and
- (xii) any other training deemed necessary to meet individual or group training needs.

(L) Attendance at professional conferences, workshops, seminars, formal education classes, or in-service training is counted toward the training requirements provided the training is documented and meets the content requirements.

(b) **Facility Administrator.** The duties and qualifications of the facility administrator are described in 1 - 2 of this subsection.

(1) **Responsibilities.** The facility administrator is responsible for implementing the policies adopted by the governing body, the ongoing operation of the facility, and compliance with the Requirements for Secure Juvenile Detention Facilities.

(A) In the facility administrator's absence a person shall be designated to act as administrator and shall be available to detention staff in person or by telephone.

(B) A designated person of responsibility shall be at the secure juvenile detention facility at all times. The designated person is directly responsible to the administrator who is to be notified of any irregularities in the general affairs of detention and follow through with directives given.

(C) The duties of the facility administrator include, but are not limited to:

- (i) preparing and presenting the budget for the appropriate authority to review and approve;
- (ii) administering the budget and maintaining accurate financial records;
- (iii) employing and discharging staff according to the established personnel rules;
- (iv) supervising the program overall;
- (v) holding staff meetings on a monthly basis to discuss plans and interpret policies to the staff;
- (vi) organizing a program for the continued training and development of staff;
- (vii) establishing and maintaining working relationships with other social services agencies within the community; and
- (viii) interpreting the program to professional and lay groups.

(2) **Qualifications.**

(A) The education, experience, and qualifications of the administrator of a ~~large~~ facility (~~20 beds or more~~) are specified in writing by the governing body of the facility and includes, at a minimum:

- (i) bachelor's degree from an accredited college ~~or~~ university in an appropriate discipline and five (5) years relevant work experience; ~~or~~ (ii) an associate's degree from an accredited junior college, college, or university in an appropriate discipline and seven years relevant work experience, or
- (iii) ten years relevant work experience.

~~(ii) two (2) years of experience working with juveniles; and~~

~~(iii) five (5) years in staff supervision and administration.~~

(B) As used in subsection (2)(A) above, relevant work experience shall include:

(i) two (2) years of experience working with juveniles; and

(ii) five (5) years in staff supervision and administration.

~~The education, experience, and qualifications of the administrator of a small facility (less than 20 beds) are specified in writing by the governing body of the facility and includes, at a minimum:~~

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~~(i) associate's degree from an accredited junior college/college/university in an appropriate discipline (i.e. social work, sociology, psychology, criminal justice, etc.); OR~~

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~~(ii) sixty (60) hours of credits from an accredited junior college/college/university of which fifteen (15) hours must be in the appropriate discipline as indicated in (i); and~~

~~(iii) two (2) years in staff supervision; and~~

~~(iv) one (1) year of experience working with juveniles.~~

(C) A facility administrator hired prior to January 1, 2000 shall be exempt from the rules set forth in (A) of this paragraph.

(3) **Location.** All facilities administrators must maintain their primary office at the detention facility.

(4) No individual(s) shall be allowed to serve as the facility administrator, or their designee, with a confirmed/substantiated finding of abuse or neglect by DHS or other entity authorized by state, federal laws or regulations to investigate child abuse and neglect.

(c) **Direct care staff.** The qualifications and hiring requirements for direct care staff are described in (1) - (2) of this subsection.

(1) **Qualifications.** All direct-care staff shall be at least 21 years of age and possess a high school diploma or its equivalent or obtain a high school diploma or equivalent within the first year of employment.

(2) **Hiring requirements.** A direct-care staff person can be hired when the person:

(A) has his or her character and fitness attested to by three (3) satisfactory written references and a criminal history background check is conducted as required and in conformance with 377:3-13-43(a)(6);

(B) is qualified and capable of satisfactorily performing assigned job responsibilities; and

(C) does not pose a known risk to juveniles.

(d) **Support staff.** Support staff shall be able to read and write; demonstrate knowledge and skills necessary to the job assignments; and meet the requirements for direct-care staff if responsible for direct care of juveniles for any part of the day.

# Next Generation Update





# Next Generation Campus Update

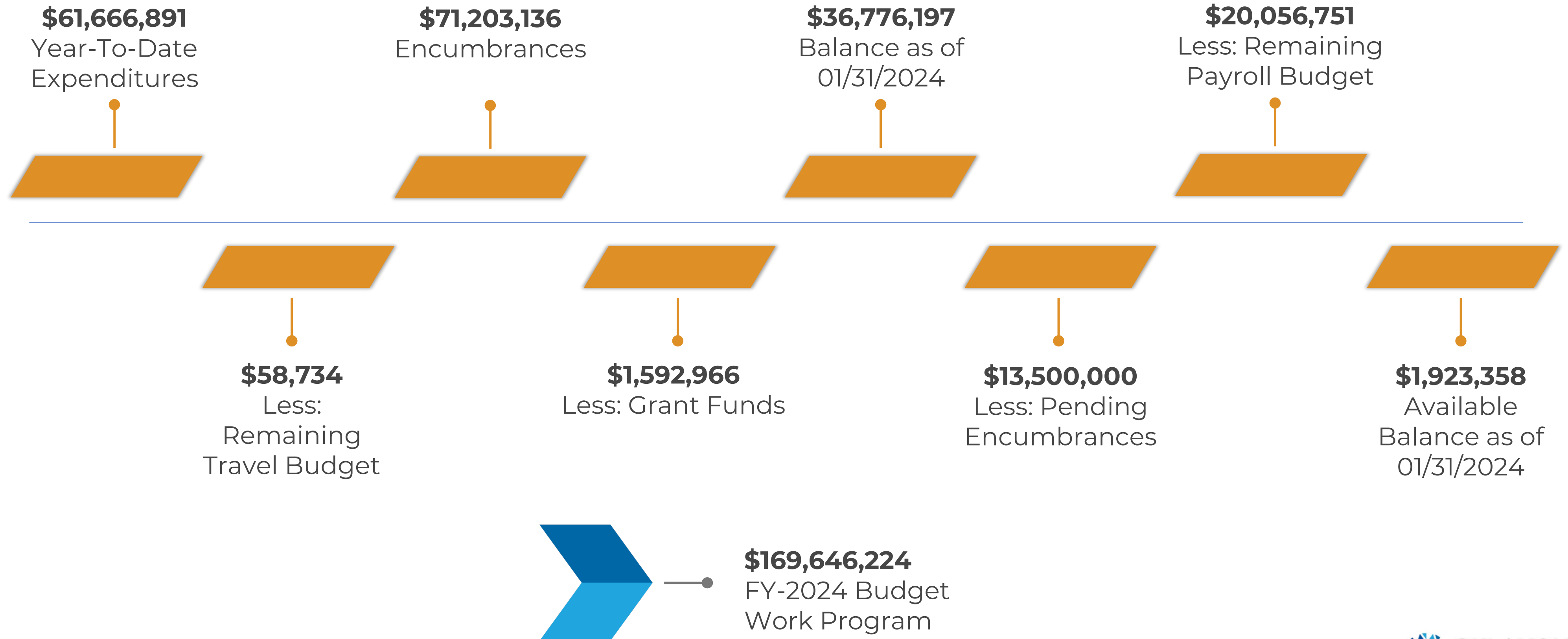
1. OJA/OMES are reviewing solicitation responses to select a consultant to develop a design concept of the CareerTech upgrade or expansion.
2. OJA/OMES are in the process of interviewing potential architects/consultants for the multipurpose building. OMES will make the final decision with OJA input.
3. OMES issued the “notice to proceed” for demolition work. Demolition will begin on March 4<sup>th</sup>.
4. Developing an estimate and budget for new “outside the fence” program at COJC.

# OJA Finance Report



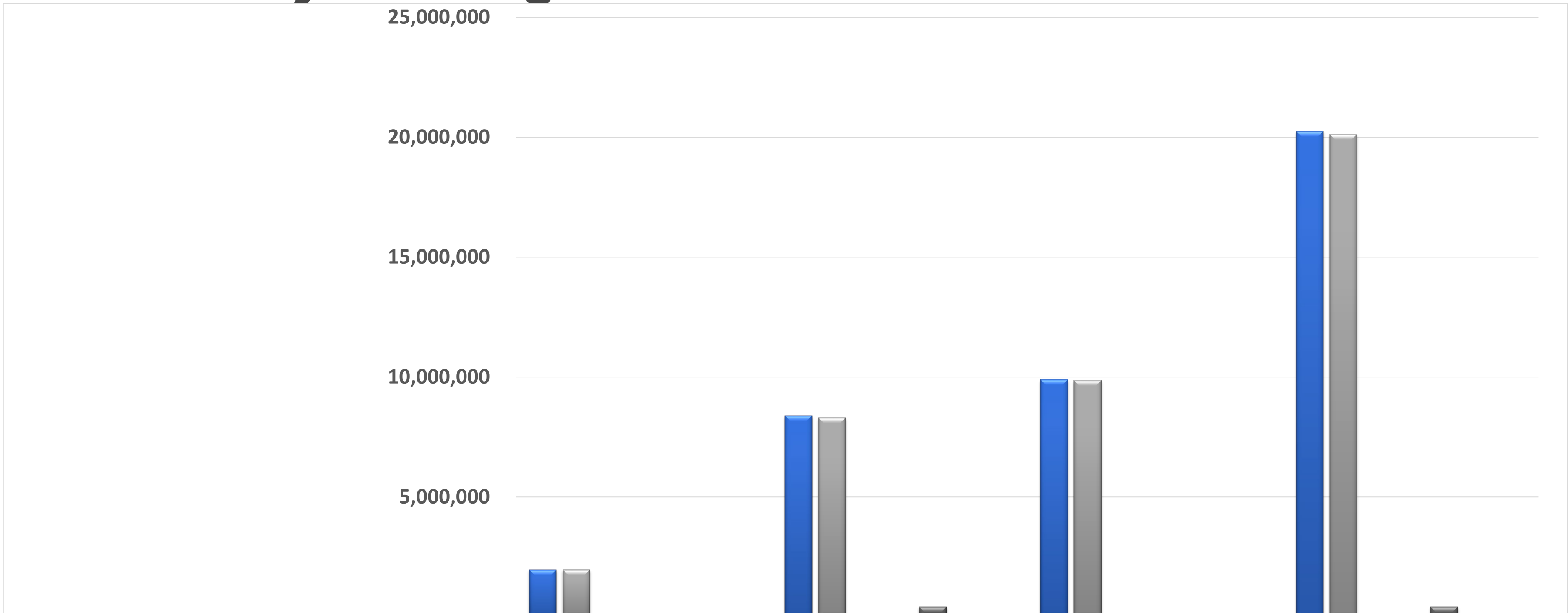
# FY-2024 Operation/Capital Budget Projections

As of 01/31/2024



# BR-2024 Payroll Budget to Actual Year to Date

As of 01/31/2024



|  | Administration | Residential | Non-Residential | Total      |
|--|----------------|-------------|-----------------|------------|
| ■ YTD Budget                                   | 1,964,977      | 8,385,436   | 9,893,664       | 20,244,077 |
| ■ YTD Expenditures                             | 1,962,894      | 8,297,047   | 9,857,105       | 20,117,046 |
| ■ YTD Variance-Expenditures to Budget          | 2,083          | 88,389      | 36,559          | 127,031    |
| ■ % Variance                                   | 0.1%           | 1.1%        | 0.4%            | 0.6%       |
| ■ YTD Overtime (included in YTD Expenditures)  | 1              | 427,921     | 2,409           | 430,331    |
| ■ % Overtime to YTD Expenditures               | 0.0%           | 5.2%        | 0.0%            | 2.1%       |
| ■ 2024 Overtime January 2024 for 2 pay periods |                | 45,771      | 271             | 46,042     |

# FY-2024 Payroll Overtime

As of 01/31/2024

| No. of Pay                         |           | Overtime - Administration |               | Overtime - JSU/Community Services |                   | Residential Services - Overtime |                     | Total Overtime   | Total Overtime      |
|------------------------------------|-----------|---------------------------|---------------|-----------------------------------|-------------------|---------------------------------|---------------------|------------------|---------------------|
| Period                             | Period    | Hours                     | Amount        | Hours                             | Amount            | Hours                           | Amount              | Hours            | Amount              |
| Jul                                | 1         |                           |               | 7.87                              | \$158.77          | \$1,959.46                      | \$60,540.26         | 1,967.33         | \$60,699.03         |
| Aug                                | 2         |                           |               | 3.13                              | \$75.70           | \$3,320.98                      | \$98,454.41         | 3,324.10         | \$98,530.11         |
| Sep                                | 3         |                           |               | 44.25                             | \$947.98          | \$1,956.50                      | \$62,738.41         | 2,000.75         | \$63,686.39         |
| Oct                                | 2         |                           |               | 14.75                             | \$349.18          | \$1,701.18                      | \$55,781.44         | 1,715.93         | \$56,130.62         |
| Nov                                | 2         | 0.02                      | \$0.62        | 11.38                             | \$275.07          | \$1,739.88                      | \$56,464.02         | 1,751.28         | \$56,739.71         |
| Dec                                | 2         |                           |               | 13.63                             | \$330.89          | \$1,525.00                      | \$48,172.06         | 1,538.63         | \$48,502.95         |
| Jan                                | 3         |                           |               | 11.75                             | \$271.10          | \$2,673.38                      | \$45,770.89         | 2,685.13         | \$46,041.99         |
| <b>Grand Total</b>                 | <b>15</b> | <b>0.02</b>               | <b>\$0.62</b> | <b>106.75</b>                     | <b>\$2,408.69</b> | <b>14,876.37</b>                | <b>\$427,921.49</b> | <b>14,983.14</b> | <b>\$430,330.80</b> |
| <b>Full Time Equivalent (FTE )</b> |           |                           |               | <b>0.09</b>                       |                   | <b>12.40</b>                    |                     | <b>12.49</b>     |                     |

# FY-2024 Revolving Funds Revenue Projection

As of 01/31/2024

| Receivable Source  | FY-24 Budget        | Budget to Date      | Receipts            | In-Transit                 | Over (Under) Budget      |
|--|---------------------|---------------------|---------------------|----------------------------|--------------------------|
| SSI and SSA  | \$ 100,000          | \$ 58,333           | \$ 63,002           |                            | \$ 4,669                 |
| Income from Rent   | 17,802              | \$ 10,385           | 10,385              |                            | 0                        |
| Charter School State Aid/Grants  | 500,000             | \$ 291,667          | 369,089             | 16,191                     | 93,613                   |
| School Breakfast/Lunch/Snacks Program  | 57,213              | \$ 33,374           | 78,509              | 13,033                     | 58,168                   |
| Sales  | 90,000              | \$ 52,500           | 85,805              |                            | 33,305                   |
| Child Support  | 150,000             | \$ 87,500           | 86,698              |                            | (802)                    |
| Other Receipts   | 86,000              | \$ 50,167           | 48,457              |                            | (1,710)                  |
| <b>Total Revolving Funds</b>   | <b>\$ 1,001,015</b> | <b>\$ 583,925</b>   | <b>\$ 741,945</b>   | <b>\$ 29,223</b>           | <b>\$ 187,243</b>        |
| Reimbursements and Refunds   | FY-24 Budget        | YTD Expenses        | Receipts            | Outstanding Reimbursements | Variance to YTD Expenses |
| DHS Safety Shelter, OSDH Rehabilitation Drug and Alcohol Services, Miscellaneous Refunds | \$ 4,540,000        | \$ 1,350,115        | \$ 1,350,115        |                            | \$ -                     |
| <b>Total Revolving Funds Revenue</b>   | <b>\$ 5,541,015</b> | <b>\$ 1,934,040</b> | <b>\$ 2,092,060</b> | <b>\$ 29,223</b>           | <b>\$ 187,243</b>        |

# FY-2024 Federal Funds Revenue Projections As of 01/31/2024

| Federal Fund (FF) Program Fund                                       | Projected Annual Revenue | Budget to Date              | Actual Revenue       | In-Transit                        | Receipts Variance to Budget              |
|--|--------------------------|-----------------------------|----------------------|-----------------------------------|--|
| <b>FF Fixed Rates Reimbursements from Other State Agencies</b>       |                          |                             |                      |                                   |  |
| Residential Behavior Management Services (RBMS)                      | \$ 6,700,000             | \$ 3,908,333                | \$ 1,926,285         | \$ 2,015,468                      | \$ 33,419                                |
| Targeted Case Management (TCM)                                       | 2,300,000                | \$ 1,341,667                | 1,742,163            | 158,104                           | \$ 558,601                               |
| IV-E Shelter   | 155,000                  | \$ 90,417                   | 60,055               | 101,814                           | \$ 71,452                                |
| Indirect Cost Reimbursement (OHCA)                                   | 185,766                  | \$ 108,364                  | 168,569              |                                   | \$ 60,206                                |
| <b>Total FF Fixed Rates Reimbursements From Other State Agencies</b> | <b>\$ 9,340,766</b>      | <b>\$ 5,448,780</b>         | <b>\$ 3,897,072</b>  | <b>\$ 2,275,386</b>               | <b>\$ 723,678</b>                        |
| <b>FF Cost Reimbursements from OJJDP/Other State Agencies</b>        | <b>FY-23 Budget</b>      | <b>Expenditures Reports</b> | <b>Receipts</b>      | <b>Outstanding Reimbursements</b> | <b>Receipts Variance to YTD Expenses</b> |
| Direct Federal Grant, OJJDP Formula                                  | \$ 1,368,120             | \$ 82,096                   | \$ 82,096            | \$ -                              | \$ -                                     |
| DAC-RSAT   | 225,000                  | 94,893                      | 159,129              | -                                 | 64,236                                   |
| Detection and Mitigation of COVID-19 in Confinement Facilities       | 1,604,580                | 523,870                     | 248,345              | 275,525                           | -  |
| State Recovery Fund (ARPA)   | 18,438,192               | 5,891,308                   | 5,891,308            | -                                 | -  |
| <b>Total FF Cost Reimbursements from OJJDP/Other State Agencies</b>  | <b>\$ 21,635,892</b>     | <b>\$ 6,592,167</b>         | <b>\$ 6,380,878</b>  | <b>\$ 275,525</b>                 | <b>\$ 64,236</b>                         |
| <b>Total Federal Fund (FF) Program Fund</b>                          | <b>\$ 30,976,658</b>     | <b>\$ 12,040,947</b>        | <b>\$ 10,277,950</b> | <b>\$ 2,550,911</b>               | <b>\$ 787,914</b>                        |

# 700 Fund Accounts

As of 01/31/2024

## Trust Fund - 701

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

**\*\*Cash Balance as of 01/31/2024**  
**\$6,828.90**

## Trust Fund - 703

Established to account for all Donated funds received/expended. These funds are used for the benefit of the juvenile

**\*\*Cash Balance as of 01/31/2024**  
**\$1,325.33**

## Canteen Fund - 702

*Established to account for all the funds at canteens located at COJC. Proceeds from the canteen are used for the benefit of the juvenile.*

**\*\*Cash Balance as of 01/31/2024**  
**\$12,391.67**

## Trust Fund - 704

*Established to account for all funds received from OJA's Victim Restitution Program*

**\*\*Cash Balance as of 01/31/2024**  
**\$14,476.75**




# The Oklahoma Economy

All tax sources total \$1.51 billion for January, up \$107 million, or 7.6 percent, when comparing to January of last year. Revenue from the state's Gross Production Tax or "GPT" dropped to \$12.8 million, down by 12.4%, when comparing to last month. Declining tax revenue from oil and gas production, continues to push total gross receipts revenues down while all other categories are up for the month. Total receipts for the last 12 months total \$16.92 billion, a decrease of \$555 million, or 3.2 percent, when comparing revenue from the previous year.

Oklahoma Business Conditions Index: Sank below growth neutral at 48.7, compared to 50.5 last month.

Oklahoma Unemployment, U.S. Bureau of Labor Statistics: Small uptick of 3.4% last month, up from 0.1%. The national unemployment rate remained at 3.7% for the last two months.

Consumer Price Index, U.S. Bureau of Labor Statistics: Annual inflation rate rose slightly to 3.4% last month.



# Oklahoma Youth Academy Charter School (OYACS)

**Board Meeting**

**February 27, 2024**

| Oklahoma Youth Academy Charter School Combined<br>Statement of Revenue, Expenditures and Fund Balances<br>School Year 2023-2024 as o January 31, 2024 |   | OJA General and<br>Revolving Funds | Fund 25000           | Totals as of<br>01/31/2024 | COJC (972)             | SOJC (975)          | Total                  |
|---|---|------------------------------------|----------------------|----------------------------|------------------------|---------------------|------------------------|
| <b>Revenues</b>   |   |                                    |                      |                            |                        |                     |                        |
|   | Foundation/Salary Incentive                         | \$ -                               | \$ 183,447.00        | \$ 183,447.00              | \$ 183,447.00          |                     | \$ 183,447.00          |
|   | Alternative Ed Grant                                |                                    | 38,377.39            | 38,377.39                  | 38,377.39              |                     | 38,377.39              |
|   | Flowthrough and ARP IDEA                            |                                    | 4,886.39             | 4,886.39                   | 4,886.39               |                     | 4,886.39               |
|   | Redbud School Funding Act                           |                                    | 14,671.30            | 14,671.30                  | 14,671.30              |                     | 14,671.30              |
|   | Title I N&D   |                                    | 58,116.00            | 58,116.00                  | 58,116.00              |                     | 58,116.00              |
|   | Title IA  |                                    | 32,373.61            | 32,373.61                  | 32,373.61              |                     | 32,373.61              |
|   | Title IIA P541                                      |                                    | 1,500.00             | 1,500.00                   | 1,500.00               |                     | 1,500.00               |
|   | Title VB P587                                       |                                    | 6,072.84             | 6,072.84                   | 6,072.84               |                     | 6,072.84               |
|   | Textbooks/Ace Technology                            |                                    | 3,697.16             | 3,697.16                   | 3,697.16               |                     | 3,697.16               |
|   | Child Nutrition Program _Operation/Admin Cost       |                                    | 6,161.41             | 6,161.41                   | 6,161.41               |                     | 6,161.41               |
|   | Child Nutrition Program _Breakfast                  |                                    | 25,906.14            | 25,906.14                  | 25,906.14              |                     | 25,906.14              |
|   | Child Nutrition Program _Lunches and Snacks         |                                    | 52,603.18            | 52,603.18                  | 52,603.18              |                     | 52,603.18              |
|   | Refund  |                                    | 293.90               | 293.90                     | 293.90                 |                     | 293.90                 |
|   | <b>Office of Juvenile Affairs **</b>                |                                    | <b>723,358.53</b>    | <b>723,358.53</b>          | <b>723,358.53</b>      |                     | <b>723,358.53</b>      |
|   | <b>Total Revenues</b>                               | <b>\$ 723,358.53</b>               | <b>\$ 428,106.32</b> | <b>\$ 1,151,464.85</b>     | <b>\$ 1,151,464.85</b> | <b>\$ -</b>         | <b>\$ 1,151,464.85</b> |
| <b>Expenditures</b>   |   |                                    |                      |                            |                        |                     |                        |
|   | Equipment and Library Resources                     | \$ 84,033.82                       | \$ -                 | \$ 84,033.82               | \$ 84,033.82           |                     | \$ 84,033.82           |
|   | Operational Expenses                                | 32,928.66                          | 75,691.98            | 108,620.64                 | 108,620.64             |                     | 108,620.64             |
|   | Payroll Expenses                                    | 601,583.55                         | 355,455.79           | 957,039.34                 | 957,039.34             |                     | 957,039.34             |
|   | Professional Services                               | -                                  | -                    | -                          | -                      |                     | -                      |
|   | Training and Travel                                 | 4,812.50                           | -                    | 4,812.50                   | 4,812.50               |                     | 4,812.50               |
|   | <b>Total Expenditures</b>                           | <b>\$ 723,358.53</b>               | <b>\$ 431,147.77</b> | <b>\$ 1,154,506.30</b>     | <b>\$ 1,154,506.30</b> | <b>\$ -</b>         | <b>\$ 1,154,506.30</b> |
|   | <b>Excess of Revenues Over (Under) Expenditures</b> | <b>\$ -</b>                        | <b>\$ (3,041.45)</b> | <b>\$ (3,041.45)</b>       | <b>\$ (3,041.45)</b>   | <b>\$ -</b>         | <b>\$ (3,041.45)</b>   |
|   | <b>Fund Balances August 1, 2023</b>                 | <b>-</b>                           | <b>396,595.77</b>    | <b>396,595.77</b>          | <b>376,148.90</b>      | <b>20,446.87</b>    | <b>396,595.77</b>      |
|   | <b>Fund Balances 2023-2024 School Year</b>          | <b>\$ -</b>                        | <b>\$ 393,554.32</b> | <b>\$ 393,554.32</b>       | <b>\$ 373,107.45</b>   | <b>\$ 20,446.87</b> | <b>\$ 393,554.32</b>   |
|   | <b>**OJA Funds</b>                                  |                                    | <b>COJC (972)</b>    |                            |                        |                     |                        |
|   | Fund 19301_19311                                    | \$ 21,815.42                       |                      |                            |                        |                     |                        |
|   | Fund 19401  | \$ 701,543.11                      |                      |                            |                        |                     |                        |
|   |   | <b>\$ 723,358.53</b>               |                      |                            |                        |                     |                        |

# OKLAHOMA YOUTH ACADEMY CHARTER SCHOOL REQUEST FOR 2023-2024 ENCUMBRANCES

| Encumbrance #     | Description  | Vendor   | Amount           |
|-------------------|--|--|------------------|
| Amend<br>2024-010 | Increase graduation expenses for gowns, diplomas, tassels, and other supplies/materials from \$1,200.00 to \$1,700.00  | P-card Authority Order for Walmart, Jostens, TBD | \$ 500.00        |
| 2024-038          | Cost of labor and materials for radio communication system – back-up batteries for repeater and radios, earpieces. This radio communication system is for better range in case of emergencies and is grant funded.               | Bearcom  | \$ 24,184.00     |
| 2024-039          | STAR Math/Reading subscription and annual Renaissance all product platform February 2024 through June 2025 for benchmark in determining 'interventions' data. Combined School Improvement grant funded.                          | Renaissance                                      | \$ 2,595.00      |
| 2024-040          | Diversified Woodcrafts, the following materials are for updating the Science classroom to better facilitate STEM. Clean-Up Sink, \$3,493, and Diversified Woodcrafts Mobile Microscope solid wood cabinet, \$1651                | School Outlet                                    | \$ 5,144.00      |
| 2024-041          | Software hosted service renewal-Follett Destiny Library, \$1,169.05 and Titlepeek online service renewal, \$150.00 - these are for library inventory and circulation; used to check books in and out to the residents and staff. | Follett School Solutions LLC                     | \$ 1,319.05      |
| 2024-042          | TABE 11 & 12 Online Sub-test Administration – TABE testing provides a solid foundation for effectively assessing a learner’s knowledge and skills.   | DRC Shelf Customer Services                      | \$ 1,505.00      |
| 2024-043          | Miscellaneous education supplies and small equipment for the various activities related to Consolidated School Improvement Project   | TBD  | \$ 2,000.00      |
| 2024-044          | Logitech C270 HD Webcam for Smartboards \$24.77 x 15   | Amazon   | \$ 371.55        |
| <b>TOTAL\$</b>    |  |  | <b>37,618.60</b> |

# Auditor and Inspector Report

Audit period: July 1, 2019  
through June 30, 2023

Report Issued: February 8, 2024



# QUESTIONS