



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

May 9, 2018

#### Board Members Present

Sean Burrage

Tony Caldwell

Janet Foss

Stephen Grissom, Ph.D.

Mautra Jones

Jason Nelson (arrived at 9:04 a.m.)

Karen Youngblood

#### Guests

William Alexander, David Jordan, John Schneider, Jerry Beach, John Wall, Angela Burleigh, Lisa Williams, Harold Jergenson, Brandy Krohn, Donita Good, Lisa Winters, Randy Ellis, Shanna Rice, Scott Williams, Tyler Talley, Shanorma Steward, Melissa Laremore

#### Present from the Office of Juvenile Affairs

Janelle Bretten, Steven Buck, Paula Christiansen, Kevin Clagg, Grant Cody, Donna Glandon, Rachel Holt, Travis Kirkpatrick, Amanda McClain, David McCullough, Carol Miller, Len Morris, Audrey Rockwell, Terry Smith, and Melissa White

#### Call to Order

Chair Tony Caldwell, called the May 9, 2018, meeting of the Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School to order at 9:03 a.m. requested the Secretary to call the roll. Mr. Nelson arrived at 9:04 a.m., after his name was called.

Chairman Caldwell took a moment of privilege to recognize former Chairman Scott Williams. Chairman Caldwell thanked Mr. Williams for his service to OJA and presented him with a plaque for his recognition. Dr. Grissom spoke and thanked Mr. Williams for their time together and his passion for working with children. Director Buck thanked Mr. Williams for his service. Mr. Williams took a moment to speak.

#### Approval of Minutes of the April 11, 2018, Board Meeting

Vice Chair Youngblood noted needed edits on the last page of the minutes.

Mr. Nelson and Vice Chair Youngblood moved to approve the April 11, 2018, minutes with needed edits, with a second by Ms. Jones and Judge Foss.

Aye: Burrage, Caldwell, Foss, Grissom, Nelson, and Youngblood

Abstain: Jones

April 11, 2018, board meeting minutes approved.

#### Public Comments

There were no public comments.

#### Guest Speaker

Ms. Donna Glandon introduced Angela Burleigh from the Oklahoma Department of Human Services Office of Client Advocacy. Director Buck talked about how the board reports are tied to the Office of Client Advocacy. Ms. Burleigh presented on the work the Office of Client Advocacy performs and their relationship with OJA.

#### Director's Report

Director Buck thanks Mr. Terry Smith for his time as a legislative liaison. In Ms. Holt's absence, he gave an update on the legislation that passed or failed. He then ran through his report.

#### Update on Request for Applications process

Ms. Shelley Waller, Deputy Director of Community Based Services, gave the board an update on the ongoing request for applications.

#### Next Generation Campus

Mr. Kevin Clagg, Deputy Director of Finance and Administration, and Mr. Terry Smith, Deputy Director of Residential Support, updated the Board on the status of the Next Generation Campus.

#### Discussion and/or possible vote to approve the framework and hierarchy for making decisions during all phase of construction of the Next Generation Facility

Vice Chair Youngblood moved to approve the framework and hierarchy for making decisions during all phase of construction of the Next Generation Facility, motion to be attached to the minutes, with a second from Mr. Burrage and Judge Foss.

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

The framework and hierarchy for making decisions during all phase of construction of the Next Generation Facility is approved, *as attached*.

#### Discussion and/or possible vote to approve the Maintenance Facility, at a cost of \$750,000.00

Dr. Grissom moved to approve the Maintenance Facility, at a cost of \$750,000.00, with a second from Ms. Jones

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

The Maintenance Facility, at a cost of \$750,000.00, is approved.

Discussion and/or possible vote to approve the DLR consultant contract, at a cost of \$1,900,000.00

Dr. Grissom moved to approve the DLR consultant contract, at a cost of \$1,900,000.00, with a second from Judge Foss.

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

The DLR consultant contract, at a cost of \$1,900,000.00, is approved.

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

Vice Chair Youngblood moved to approve with a second by Mr. Burrage.

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

Year-to-date OJA Finance Report approved.

Discussion and/or possible vote to approve the 2017-2018 year-to-date Oklahoma Youth Academy Charter School Finance Report

Vice Chair Youngblood moved to approve the 2017-2018 OYACS Finance Report with a second by Mr. Nelson.

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

2017-2018 year-to-date OYACS Finance Report approved.

Discussion and/or possible vote to approve modification to the FY2018 encumbrances for the Oklahoma Youth Academy Charter School

Vice Chair Youngblood moved to approve FY2018 encumbrances for OYACS with a second from Mr. Nelson.

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

The FY2018 encumbrances for OYACS approved.

Discussion and possible action to approve the Oklahoma Youth Academy Charter School audit  
Laid over to next board meeting.

Discussion and possible action to approve the Oklahoma Youth Academy Charter School faculty handbook

Vice Chair Youngblood moved to approve FY2018 encumbrances for OYACS with a second from Judge Foss.

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

The Oklahoma Youth Academy Charter School faculty handbook is approved.

Discussion and possible action to approve amendments to 2018 - 2019 Oklahoma Youth Academy Charter calendar for COJC

Vice Chair Youngblood moved to approve amendments to 2018 - 2019 Oklahoma Youth Academy Charter calendar for COJC with a second from Mr. Nelson.

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

Amendments to 2018 - 2019 Oklahoma Youth Academy Charter calendar for COJC are approved.

Discussion and possible action to approve amendments to 2018 - 2019 Oklahoma Youth Academy Charter calendar for

Vice Chair Youngblood moved to approve amendments to 2018 - 2019 Oklahoma Youth Academy Charter calendar for SWOJC with a second from Mr. Nelson and Mr. Burrage.

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

Amendments to 2018 - 2019 Oklahoma Youth Academy Charter calendar for SWOJC are approved.

Executive Session

Mr. Cody, General Counsel, advised that executive session was not necessary at this time.

Announcements/comments

New business; as authorized by 25 O.S. § 311(A)(9)

No new business

Adjournment


Vice Chair Youngblood moved to adjourn with a second from Mr. Nelson.

Aye: Burrage, Caldwell, Foss, Grissom, Jones, Nelson, and Youngblood

Chairman Caldwell adjourned the meeting at 10:34 a.m.

Minutes approved in regular session on the 13th day of June, 2018.

Prepared by:

  
Audrey Rockwell, Secretary

Signed by:

  
Tony Caldwell, Chairman

**Agenda Item:** Discussion and possible vote on framework and hierarchy for making decisions during all phases of construction of the Next Generation Facility.

**Discussion:** In order to facilitate timely input as needed and not impede the progress of design and construction of the Next Generation Facility, it is necessary to define who has authority to direct contractors and consultants when decisions are necessary during planning and construction of the facility.

**DRAFT Motion:** Day-to-day decisions shall be made by OJA's Executive Director or designee. Decisions concerning significant issues that are time sensitive shall be made as follows:

Executive Director – up to 250k

Facilities Committee – up to 750K

Executive Director shall notify Board Chair if over 750k to determine a plan of action.

Significant issues are those that involve one or more of the following:

- Substantial cost increase (greater than 250k)
- Substantial change in scope of master plan
- Substantial deviation from master plan either in design or programmatic philosophy

Significant issues that are not time sensitive will be discussed among the Board Chair, facilities committee and executive director to determine if there is a need to submit to the full board for possible action.

OJA shall provide a monthly update to the Facilities Committee to include upcoming items that may be considered significant issues.