

## E-Rate Board Resolution

**We have completed your E-Rate Application(s) for the 2018-19 funding year.**

**The final requirement is approval by your Board to pay your share of the requested services subject to E-Rate funding and receipt of services.**

**Include the FOLLOWING WORDING on your next board agenda:**

Vote to approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2018-19. This resolution authorizes filing of the Form 471 applications for funding year 2018-19 and the payment of the applicant's share upon approval of funding and receipt of services.

### **RETURN TO KELLOGG & SOVEREIGN:**

1. The approved AND notarized E-Rate Board Resolution
2. INCLUDE the Board Agenda
3. AND the Approved Minutes (when available).

Send all documents once your minutes have been approved.

Contact your account manager if you have any questions: 580-332-1444

# RESOLUTION

Be it resolved that the governing board for OKLAHOMA OFFICE OF JUVENILE AFFAIRS - OK

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products as detailed in the attached report, "E-Rate Requests, FY 2018", for the fiscal year 07/01/2018-06/30/2019.
2. Authorizes payment of the applicant's share subject to the following conditions:
  - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
  - (2) receipt of services during the fiscal year 07/01/2018-06/30/2019.

Application #	Pre-Discount Amount	E-Rate Amount	Applicant's Share
181026104	\$43,536.00	\$39,182.40	\$4,353.60
Totals	\$43,536.00	\$39,182.40	\$4,353.60

\_\_\_\_\_  
President

\_\_\_\_\_  
Witness

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_\_\_ # \_\_\_\_\_

# E-Rate Summary by Applicant, FY 2018

**Applicant Name:** OKLAHOMA OFFICE OF JUVENILE AFFAIRS - OK

**Billed Entity #:** 16081729

471 App #	FRN Service Provider	SPIN	Description Category	Form 486 SSD	Billing Acct/ Contract #	FCDL Date Fund Status	Pre-Disct Amount	Disct	Requested Amount	Committed Amount	Inv Mode SLD Paid	Amount Remaining
181026104	1899048006	143015254		//		//	29,268.00	90%	26,341.20	0.00	not set	0.00
	OneNet (Oklahoma State		Data Transmission And/or Internet Access			pending						
			<b>PIA Funding Explanation:</b>									
1899048032	1899048032	143015254		//		//	14,268.00	90%	12,841.20	0.00	not set	0.00
	OneNet (Oklahoma State		Data Transmission And/or Internet Access			pending						
			<b>PIA Funding Explanation:</b>									
Totals for 471 App # 181026104:							43,536.00		39,182.40	0.00	0.00	0.00
Totals for Billed Entity # 16081729:							43,536.00		39,182.40	0.00	0.00	0.00
Totals for all Billed Entity #'s:							43,536.00		39,182.40	0.00	0.00	0.00



**Oklahoma Youth Academy Charter School**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balances**  
**As of March 31, 2018**

<u>2017-2018</u>	OJA General and Revolving Funds	Fund 250	Totals as of 03/31/2018	COJC	SOJC	Total
<b><u>Revenues</u></b>						
State Aid	\$ -	\$ 488,138.50	\$ 488,138.50	\$ 244,069.26	\$ 244,069.24	\$ 488,138.50
Title I N&D	-	153,772.93	153,772.93	76,089.97	77,682.96	153,772.93
<b>Child Nutrition Program</b>						
Breakfast	-	71,870.65	71,870.65	38,501.78	33,368.87	71,870.65
Lunch	-	113,782.21	113,782.21	60,953.86	52,828.35	113,782.21
Refunds		2,060.06	2,060.06	1,993.49	66.57	2,060.06
Office of Juvenile Affairs **	959,536.63		959,536.63	521,669.83	437,866.80	959,536.63
<b>Total Revenues</b>	<b>\$ 959,536.63</b>	<b>\$ 829,624.35</b>	<b>\$ 1,789,160.98</b>	<b>\$ 943,278.19</b>	<b>\$ 845,882.79</b>	<b>\$ 1,789,160.98</b>
<b><u>Expenditures</u></b>						
Payroll Expenses	\$ 895,363.24	\$ 629,440.01	\$ 1,524,803.25	\$ 799,079.85	\$ 725,723.40	\$ 1,524,803.25
Professional Services	6,250.00	1,150.00	7,400.00	3,700.00	3,700.00	7,400.00
Training and Travel	4,748.70	2,064.23	6,812.93	4,302.56	2,510.37	6,812.93
Operational Expenses	18,621.09	130,861.16	149,482.25	71,153.22	78,329.03	149,482.25
Equipment and Library Resources	34,553.60	-	34,553.60	8,280.95	26,272.65	34,553.60
<b>Total Expenditures</b>	<b>\$ 959,536.63</b>	<b>\$ 763,515.40</b>	<b>\$ 1,723,052.03</b>	<b>\$ 886,516.58</b>	<b>\$ 836,535.45</b>	<b>\$ 1,723,052.03</b>
Excess of revenues over (under) expenditures	\$ -	\$ 66,108.95	\$ 66,108.95	\$ 56,761.61	\$ 9,347.34	\$ 66,108.95
Fund Balances July 1, 2017	-	86,205.15	86,205.15	19,770.36	66,434.79	86,205.15
Fund Balances 2016-2018 School Year	\$ -	\$ 152,314.10	\$ 152,314.10	\$ 76,531.97	\$ 75,782.13	\$ 152,314.10
<b>**OJA Funds</b>						
Fund 19701	\$ 259.63					
Fund 19801	\$ 922,283.57					
Fund 20000	\$ 2,118.92					
Fund 20500	\$ 34,874.51					
	<b>\$ 959,536.63</b>					



**Office of Juvenile Affairs**  
**Oklahoma Youth Academy**  
**Encumbrances for Approval - School Year 2017-2018**  
**April 11, 2018 Board Meeting**

Encumbrance #	Description	Vendor	Campus		Total
			COJC	SOJC	
2018-066	Tuition fees - Summer & Fall 2018: Sonya Parson	SW OSU	2,744.96	2,744.97	5,489.93
2018-067	STEM Materials (STEM Grant funded)	KISS Institute	180.00		180.00
2018-068	STEM Materials (STEM Grant funded)	Amazon	793.46		793.46
2018-069	Adaptive/Fixed Form Assessment License	Edmentum	4,265.00	4,265.00	8,530.00
2018-070	Woodcock Johnson Achievement Standard	Houghton Mifflin Harcourt	198.70	198.70	397.40
2018-071	Vineland-3 Parent Kit and Teacher Form	Pearson Clinical Assessment	341.73	371.73	713.46



# **FINANCE REPORT**

March 2018 Board Meeting  
Financial Reports for the Month Ending March 31, 2017

# FY-2018 Operation Budget Projections

As of March 31, 2017

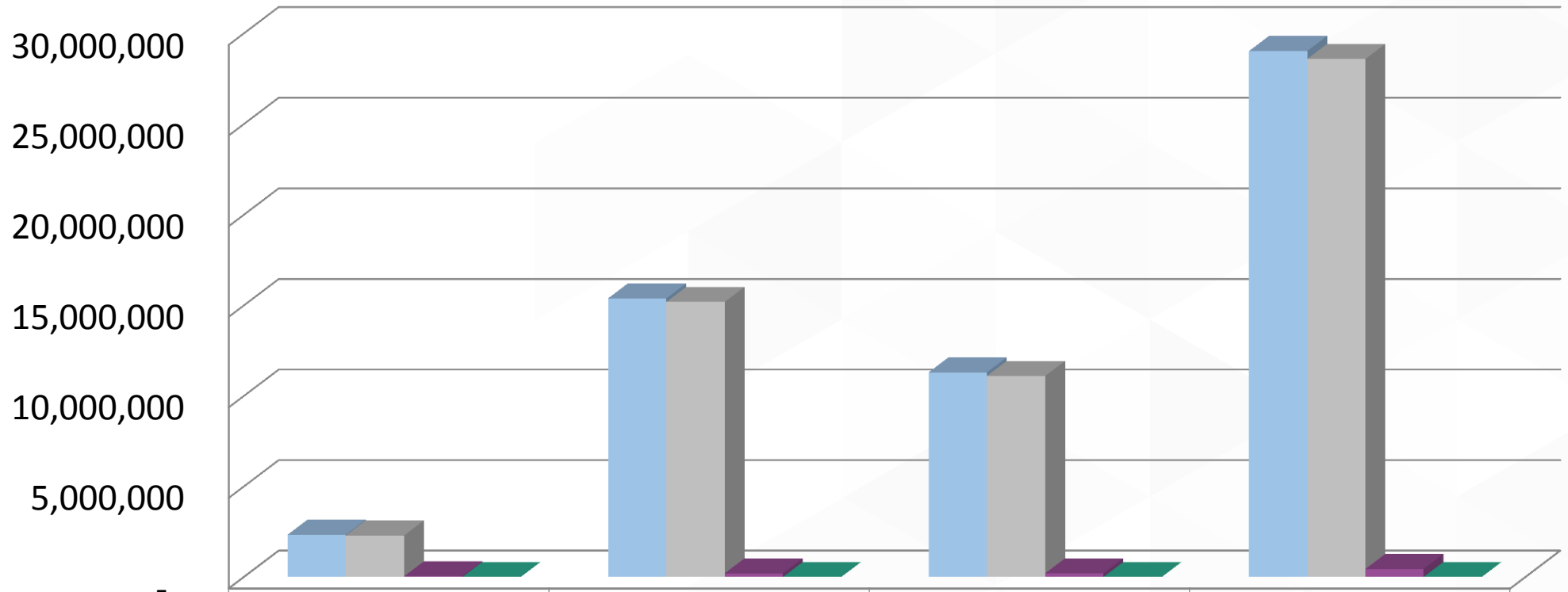


**FY-2018 Budget Work Program \$109,771,200**



# FY-2018 Payroll Costs









As of March 31, 2017



	Administration	Residential	Non-Residential	Total
■ YTD Budget	2,335,067	15,391,376	11,304,756	29,031,199
■ YTD Expenditures	2,295,767	15,191,071	11,102,835	28,589,674
■ YTD Actual to Budget Variance	39,300	200,305	201,920	441,526
■ % Variance	1.7%	1.3%	1.8%	1.5%

# GENERAL REVOLVING FUND REVENUE

As of March 31, 2017

	Revenue Source	FY-18 Budget	Budget to Date	Receipts	In-Transit	Over (Under) Variance
	SSI and SSA	\$ 200,000	\$ 150,000	\$ 110,416		\$ (39,584)
	Income from Rent	9,576	7,182	8,489		1,307
	School Breakfast/Lunch Program	248,000	186,000	185,653		(347)
	Refunds & Reimbursements	348,693	261,519	267,118		5,599
	Sales	17,000	12,750	11,926		(825)
	Other Receipts	38,900	29,175	24,649		(4,526)
	Charter School State Aid/Grants	898,956	674,217	641,911	66,999	34,693
	Child Support	200,000	150,000	105,943		(44,057)
	<b>Total Revolving Funds</b>	<b>\$ 1,961,125</b>	<b>\$ 1,470,843</b>	<b>\$ 1,356,105</b>	<b>\$ 66,999</b>	<b>\$ (47,740)</b>

# Federal Programs Revenue

As of March 31, 2017

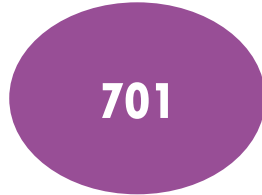
FFP Revolving Fund	Projected Annual Revenue	Projected YTD Revenue	Actual Revenue	In-Transit	Variance
Targeted Case Mgmt (TCM)	\$ 3,600,000	\$ 2,700,000	\$ 1,752,023	\$ 220,687	\$ (727,290)
Res. Behavioral Mgmt (RBMS)	6,100,000	4,575,000	3,477,811	667,595	(429,594)
Grants (EOP/JABG/Formula/PREA) Fund 4XX	577,586	433,190	393,995		(39,195)
DAC-RSAT/PREA	53,555	40,166	50,036		9,870
IV-E Shelter	170,000	127,500	87,328	-	(40,172)
Indirect Cost Reimbursement (OHCA)	175,000	131,250	146,898	-	15,648
<b>Total</b>	<b>\$ 10,676,141</b>	<b>\$ 8,007,106</b>	<b>\$ 5,908,091</b>	<b>\$ 888,282</b>	<b>\$ (1,210,733)</b>

# 700 FUND ACCOUNTS

As of March 31, 2017

## TRUST FUND

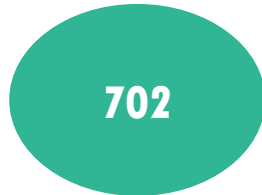
Established to account for all the funds a juvenile received or expended while in OJA custody.



**\*\*Cash Balance as of 03/31/2018 was \$355,435**  
**Approximately \$24,016 is current**

## CANTEEN FUND

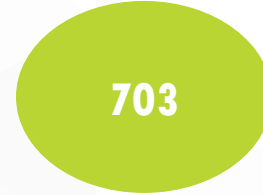
Established to account for all the funds a juvenile received or expended while in OJA custody.



**Cash Balance as of 03/31/2018 was \$5,233**

## DONATION FUND

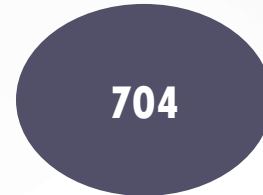
Established to account for all the funds a juvenile received or expended while in OJA custody.



**Cash Balance as of 03/31/2018 was \$1,310**

## VICTIM RESTITUTION FUND

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



**Cash Balance as of 03/31/2018 was \$9,695**

# EMERGENCY PURCHASES



As of March 31, 2017

There were no emergency purchases since the last Board meeting

# SOLE SOURCE PURCHASES

As of March 31, 2017



There were no sole source purchases since the last Board meeting



**Thank You!**

## Follow Us



@ok\_oja



OklahomaOJA



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(405)-530-2800



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

March 14, 2018

#### Board Members Present

Sean Burrage

Tony Caldwell

Janet Foss

Stephen Grissom, Ph.D.

Mautra Jones (arrived at 9:20 a.m.)

Jason Nelson

#### Board Members Absent

Karen Youngblood

#### Present from the Office of Juvenile Affairs

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

#### Call to Order

Chair Tony Caldwell, called the March 14, 2018, meeting of the Board of Juvenile Affairs and Board of Oklahoma Youth Academy Charter School to order at 9:05 a.m. requested the Secretary to call the roll. Ms. Jones arrived after her name was called at 9:20 a.m.

#### Public Comments

There were no public comments.

#### Guest Speaker

Carol Miller, Assistant Deputy Director of Residential Placement Support introduced Jessica Ledger, Program Coordinator and Girl Scout Troop 7009 Leader. Jessica introduced the girls who spoke about what the activities they enjoyed during their time with the troop.

#### Recognition of Engage Learning

Director Buck recognized Bart Keeton and his Engage Learning team for their work and micro-grant given to Oklahoma Juvenile Center for Girls (4G). Director Buck felt it was important to recognize the Engage learning team for their work at 4G and the fact the meeting was being held on National STEM Day. Engage Learning is working on teaching STEM skills through a raised garden project.



### Status Report

Chairman Caldwell recognized Deputy Director of Community Based Services Shelley Waller to given an update. Thursday, March 1<sup>st</sup> the Stephens County Youth Services Board notified the Office of Juvenile Affairs (OJA) of their intent to close their doors on March 2<sup>nd</sup>. OJA assembled a team to go to the Stephens County Offices on Monday and Tuesday of the next week to review files. The team found a lack of documentation at the office and the services provided. Multiple youth service agencies approached OJA to offer to replace services for those that would lose their services due to the closing. The Oklahoma Association of Youth Services is forming a committee to review the closing and prevent the circumstances from occurring again. Shelley felt it was important to note that at the time of the meeting that we have not passed off any budget cuts to the Youth Services agencies.

Judge Foss asked what it meant for the individuals/families losing services, would they be required to travel for services. Shelley stated that the agencies that offered to step in would be traveling to the families/children to provide services at this time.

Chairman Caldwell asked about a file audit due to the lack of documentation. Shelley stated an audit was performed in August of 2017. Director Buck spoke up and stated that he has asked for deeper reviews under the audits.

### Director's Report

Director Buck ran through his report.

### Legislative Update

Director Buck thanked Terry and Rachel for talking on the legislative liaison work in addition to their daily work. HB2539, allows the Executive Director the authority to decide which agency vehicles have to be marked, has passed off the House floor and is eligible to be heard by the Senate. HB3086 allows for unclassified unemployment at SWOJC, to assist with the Next Generation consolidation, after a specific date. It has passed the House and is now eligible to be heard in the Senate. SB1435 creates alternative options to suspension. OJA staff is concerned with specific language being amended which would allow for children in K through 12<sup>th</sup> grade to be suspended from school. It is being authored by Senator Sharp, and it has not made it off the senate floor at this time. HB2773 was assigned to Committee agenda during a time that would make it difficult to get passed. The author decided to table the bill at that time. SB0224 was assigned to committee at the last minute. It is scheduled to be heard on the floor this morning. HB2821 popped up in the last few weeks. This bill makes the Juvenile Affairs Board an advisory board and gives Executive Director hiring authority to the Governor. This was a bill that was created as part of the Step Up plan. The Director spoke about how this is viewed as a philosophical chance not a reflection of the Board. In fact, he stated that it was discussed in a caucus meeting about how OJA probably has the best Governing body in the state.

Approval of Minutes of the February 14, 2018, Board Meeting

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

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

Absent: Youngblood

February 14, 2018, board meeting minutes approved.

Vote to create a committee on the annual review of the Director.

Chairman Caldwell spoke about his was dissatisfied with the last annual review. He would like to create a committee that could go more in depth with the review then report back to the Board as a whole. He would like the committee to be comprised of himself, Vice Chair Youngblood, and Dr. Grissom.

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

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

Absent: Youngblood

Committee created.

Discussion on Permanent Rules

Mr. Burrage gave the timeline on permanent rules, public comment has not been received, public hearing will be held on March 22<sup>nd</sup>; however, public comment is not expected. Secretary Rockwell pointed out that COO Holt would like a vote on each permanent rule.

Discussion and/or possible vote to approve permanent rule 377:1-1-5 – Board of Juvenile Affairs

Secretary Rockwell clarified that the rule was created under 2016 legislative changes.

Mr. Burrage moves to approve the permanent rule, approval is void if amendments are required pursuant to the public hearing to be held on March 22<sup>nd</sup>, with a second by Ms. Jones.

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

Absent: Youngblood

Permanent rule 377:1-1-5 approved.

Director Buck apologized for a misreading of the Statute, which created a mistake for the filing not going through in 2017. This occurred due to a staffing change under the VOBO.

Discussion and/or possible vote to approve permanent rule 377:1-1-8 – Rates and Standards Committee

Mr. Burrage moves to approve the permanent rule, approval is void if amendments are required pursuant to the public hearing to be held on March 22<sup>nd</sup>, with a second by Dr. Grissom.

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

Absent: Youngblood

Permanent rule 377:1-1-8 approved.

Discussion and/or possible vote to revoke permanent rule 377:1-1-12 – Chief of Staff

Mr. Burrage moves to approve the revocation of the permanent rule, approval is void if amendments are required pursuant to the public hearing to be held on March 22<sup>nd</sup>, with a second by Ms. Jones.

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

Absent: Youngblood

Permanent rule 377:1-1-12 revoked.

Discussion and/or possible vote to revoke permanent rule 377:3-1-1 – Director of Government Relations

Mr. Burrage moves to approve the revocation of the permanent rule, approval is void if amendments are required pursuant to the public hearing to be held on March 22<sup>nd</sup>, with a second by Dr. Grissom.

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

Absent: Youngblood

Permanent rule 377:3-1-1 revoked

Discussion and/or possible vote to approve permanent rule 377:3-13-43 – Staff Requirements

Mr. Burrage moves to approve the permanent rule, approval is void if amendments are required pursuant to the public hearing to be held on March 22<sup>nd</sup>, with a second by Judge Foss.

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

Absent: Youngblood

Permanent rule 377:3-13-43 approved.

Discussion and/or possible vote to approve permanent rule 377:3-13-88 – Personnel

Mr. Burrage moves to approve the permanent rule, approval is void if amendments are required pursuant to the public hearing to be held on March 22<sup>nd</sup>, with a second by Ms. Jones.

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

Absent: Youngblood

Permanent rule 377:3-13-88 approved.

Discussion and/or possible vote to approve permanent rule 377:3-13-147.1 – Background history record searches

Mr. Burrage moves to approve the permanent rule, approval is void if amendments are required pursuant to the public hearing to be held on March 22<sup>nd</sup>, with a second by Judge Foss.

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

Absent: Youngblood

Permanent rule 377:13-13-147.1 approved.

Discussion and/or possible vote to approve permanent rule 377:5-5-3 – Parole Revocation Hearing

Mr. Burrage moves to approve the permanent rule, approval is void if amendments are required pursuant to the public hearing to be held on March 22<sup>nd</sup>, with a second by Judge Foss.

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

Absent: Youngblood

Permanent Rule 377:5-5-3 approved.

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

Deputy Director Clagg gave the report. Director Buck clarified on the RBMS that there is a revenue shortage; however, there is no expenditure of those funds so it will balance out. TCM is concerning, however; Shelley's team is rallying and correcting the issue. Chairman Caldwell asked for clarification on how much was in the capitol account. 574 is the balance but there is an encumbrance on the account.

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

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

Absent: Youngblood

Year-to-date OJA Finance Report approved.

Discussion and/or possible vote to authorize the hiring of an auditor for agency review

Chairman Caldwell asked for clarification with regards to contract and scope of work. It was agreed that this was engagement on seeking an auditor and that scope of work and contract approval would be brought back to the Board for action. Chairman Caldwell discussed his conversation with the Governor's office. He asked the committee to remember the problems the Health Department is currently undergoing.

Mr. Nelson moved to approve with a second by Mr. Burrage.

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

Absent: Youngblood

Hiring authorization approved.

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

Dr. Burrage moved to approve the 2017-2018 OYACS Finance Report with a second by Judge Foss.

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

Absent: 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

Mr. Nelson moved to approve FY2018 encumbrances for OYACS with a second from Mr. Burrage

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

Absent: Youngblood

The FY2018 encumbrances for OYACS approved.

Executive Session

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

Announcements/comments

Dr. Grissom stated he didn't know if he had new business or an announcement. He stated he has a request for the Director. He has noticed an increase of children on the autism spectrum with specific issues. He does not believe that OJA has the right treatment program for these children. It is his belief that the Department of Human Services (OKDHS) division ignores these developmentally disable children and that there is also a mental health component. Please explore a group or program to treat these children as autism rates are on the rise. He doesn't believe society will be getting any nicer and he has seen 3 cases this month. The system is going to see an increase in the children needing treatment. Legal counsel stated that the conversation

needed to stop at this point. Chair pointed out that we are still on announcements/ comments. Director Buck reminded the Board they can buy cookies in the Lobby and Tom Bates from OKDHS will be speaking at the April meeting. Director Buck noted that he is aware of the teacher walkout and the state employee walkout. He has been in contact with Oklahoma Public Employees Association and they have continued to emphasize that essential employees needed to be on the job.

Judge Foss commented that in the past she had two cases on her dockets but there were arrangements made for these children to receive treatment outside of Oklahoma. Dr. Grissom stated that it was going to be more difficult to access those facilities as needs increased.

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

No new business

Adjournment

Mr. Burrage moved to adjourn with a second from Mr. Nelson.

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

Absent: Youngblood

Chairman Caldwell adjourned the meeting at 10:39 a.m.

Minutes approved in regular session on the 11th day of April, 2018.

Prepared by:

Signed by:

\_\_\_\_\_  
Audrey Rockwell, Secretary

\_\_\_\_\_  
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 Gen 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 about significant issues that are time sensitive shall be made by the Executive Director after seeking input (as time allows) from the Facilities Committee and Board Chair. Significant issues are those that involve one or more of the following:

- Significant cost increase (greater than 250k)
- Significant reduction in scope of master plan (this is really included in the next item, but might be worth discussing separately)
- 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.