Consolidation Update
The latest news on Hillcrest and MacLaren facilities

August 2016

August Team Event Cancelled
We previously asked you to save the date for Aug. 31 for an event for staff and their families from both facilities. Unfortunately, we have to cancel this event because of difficulties with staffing and planning logistics.

We are committed to having future opportunities for staff from both campuses to meet and get to know each other, so stay tuned for other events! If you have ideas, please contact Nichole Kisor or Recreation Coordinator Rod Martin.

Hot Topics this Month

<table>
<thead>
<tr>
<th>Administrators announced</th>
<th>Pages 1 and 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>- List of administrators for the consolidated campus</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staffing</th>
<th>Page 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Rebid dates for several work areas</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Event Planning</th>
<th>Page 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>- New event scheduling process starts this month</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visitation</th>
<th>Page 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Workgroup has started to examine visiting process</td>
<td></td>
</tr>
</tbody>
</table>

Administrators on the Consolidated Campus

This week, we announced who will fill the administrative positions on the consolidated campus:

Program Director, front campus: Troy Gregg
- Includes the seven current cottages at the front of the MacLaren campus: Smith, McKay, Hall, Dunbar, Kincaid, McBride, and Grover.

Program Director, new buildings on campus: Abe Rios
- Includes the six new living units at the back of the MacLaren campus, which will house Alpha, Delta, Zeta, SITP, University of Life, and Epsilon.

Program Director, Admin Services: Tom Johnson
- Includes the office support team, warehouse team, Food Service, school/vocational coordination, work programs, youth work crews, volunteer coordination, and acting as the liaison to the maintenance team, Business Services, and the Medical Clinic.

Program Director, Operations: Don Cozad
- Includes security of the campus, part-time/temporary employees, staff scheduling, on- and off-campus transport, school security coordination, gatehouse supervision, movement supervision, keys, tool control, emergency planning, visitation, incident follow-through, and evidence collection/maintenance.

Program Director: George Covey
- George will continue in his role at MacLaren until the consolidation, and then he will take on more statewide responsibilities.

Treatment Services Supervisor: Loren Calkins
- Includes the QMHPs, SDCs, treatment malls, IU, ATOD coordinators, Hope Partnership, and OIIR liaison.

For a visual representation of these positions, see the Administrative Structure Org Chart on OYANet or on page 4 of this newsletter.

To determine who would fill these positions, Facility Services leaders first developed a list of the key skills and abilities needed to lead each new area. Next, the current program directors were given this list and asked which position they felt best fit their qualifications. Finally, Facility Services and Dan Berger worked together to look at all of this information and place the administrators into the positions that best matched their strengths.

The start date for these new roles has not been established yet. However, during August, these administrators will work on developing plans to connect their new teams. This will include doing work on both campuses, hosting combined team meetings, and getting to know their new team members.
Staffing Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 1</td>
<td>Food Service staff will use paper forms to begin selecting shifts on the consolidated campus. We expect to complete this process by Sept. 8, and to have the schedules finalized with Human Resources by Sept. 15.</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>Campus Security staff from both facilities will rebid for schedules in person at Central Office. CS leaders on both campuses are working with the teams to make sure they have all the information they need before selecting their shifts.</td>
</tr>
<tr>
<td>Sept. 22</td>
<td>Medical Clinic staff rebid. Managers will share more information about this process soon.</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>Both facilities become one for bidding purposes.</td>
</tr>
<tr>
<td>Fall 2016</td>
<td>Begin implementing consolidated campus structure wherever possible. Leaders begin orienting their future program areas and teams. Begin one-on-one discussions with Hillcrest staff about moving. Develop contingency plans to backfill staff who indicate they are not making the move.</td>
</tr>
</tbody>
</table>

Tentative Unit Move Dates

See page 5 of this newsletter for a visual representation of where all of the cottages will move on the MacLaren campus. All of the dates and building names are tentative and subject to change.

- **May 11, 2016**: McBride (H) moved to Hall (E)
- **July 15, 2016**: Smith (C) moved to McKay (D)
- **October 2016**: Dunbar (F) moves to Smith (C)
- **December 2016**: Kincaid (G) moves to Grover (J)
- **May 2017, Week 4**: Gamma moves to Kincaid (G)
  - Sigma moves to Dunbar (F)
- **June 2017, Week 2**: Epsilon moves to new unit (T)
  - Alpha moves to new unit (N)
  - Delta moves to new unit (O)
- **June 2017, Week 3**: Omega moves to McBride (H)
  - Zeta moves to new unit (P)
- **July 2017, Week 2**: SITP moves to new unit (R)
  - The U moves to new unit (S)

Campus Event Planning

Beginning this month, if you are planning any type of event on the Hillcrest or MacLaren campus, no matter how large or small, you need to begin using the new scheduling process developed by the Event Planning workgroup.

The process starts with filling out the new Event and Activity Scheduling Form. The form is available on the Hillcrest and MacLaren facility pages and on the 10-Year Plan page on OYANet.

If you have questions about the process or the form, please contact the appropriate person on the Event Planning workgroup. You'll find their names at the bottom of the form.

General Workgroup Updates

Several new workgroups will start meeting in August:

- Family orientation
- Transportation and vehicle assessment: Planning how people will move around on campus and making sure we have the right vehicles and equipment.
- Vocational and work crew planning
- Youth property management
- Education planning
- Staff wellness planning

Consolidation Project Planning Info

Nichole Kisor, Project Manager, 971-283-6665
OYANet site: http://oyanet.oya.state.or.us/DirectorsOffice/10YearPlan/Pages/default.aspx
Public site: www.oregon.gov/oya/pages/10YearPlan.aspx
**Visitation**

The visitation workgroup met for the second time in late July. The group is working to develop a plan for how visitation will work on the consolidated campus.

The group currently is focused on identifying necessary changes to visiting protocol and figuring out ways to improve the process for families. After this work is finished, the group will move into communication and implementation planning.

Check the September issue of this newsletter to see a draft schedule for visiting hours on the consolidated campus.

---

**Hillcrest Photo Tour**

Never been to the Hillcrest campus? Wondering what certain areas of the facility look like? We have created a photo tour of the campus that you can view online:

[www.flickr.com/photos/oregonyouth/albums/72157669104518450](http://www.flickr.com/photos/oregonyouth/albums/72157669104518450)

Coming soon: A photo tour of MacLaren.
Oregon Youth Authority
Final Maclaren Admin Structure
As of: August 1, 2016

Consolidation Project Planning Info
Nichole Kisor, Project Manager, 971-283-6665
OYANet site: http://oyanet.oya.state.or.us/DirectorsOffice/10YearPlan/Pages/default.aspx
Public site: www.oregon.gov/oya/pages/10YearPlan.aspx
Consolidation Project Planning Info
Nichole Kisor, Project Manager, 971-283-6665
OYANet site: http://oyanet.oya.state.or.us/DirectorsOffice/10YearPlan/Pages/default.aspx
Public site: www.oregon.gov/oya/pages/10YearPlan.aspx