

Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes

May 13, 2014

The **Board of the Northwest Ohio Juvenile Detention, Training and Rehabilitation District** met on this day at 9:00 a.m. in the multi-purpose room of the Detention Center.

Roll Call was taken. The following members were present:

<u>Defiance County</u>	<u>Fulton County</u>	<u>Henry County</u>	<u>Williams County</u>
Diane Collins	Judge Bumb	Tom Mack	Judge Bird
Roger Gardner	Joe Friess	Judge McColley	David Brown
Jeff Hahn	Roy Miller	Larry Siclair	Kathy Nern
Tim Kime	Randall Nafziger	Tom VonDeylen	
Judge Strausbaugh	Perry Rupp		

Jeff Hahn will replace Diane Collins on the Board.

Others present: Brian Patrick April Cook Gayle Hilbert

Roger Gardner motioned the Board approve the March 13th Board Meeting Minutes. Larry Siclair 2nd the motion. Motion Carried. Unanimous Ayes.

Superintendents Report

Population Report:	<u>March</u>	<u>April</u>
Intakes	37	25
Releases	36	26
Recidivists	20 (54%)	15(60%)

Security Report:	<u>March</u>	<u>April</u>
Escorts to assigned cell or observation cell	13	3
Removal of safety or security and/or inflicting self-harm	0	0
Use of Force Incidents result in injury	0	0

Medical Services Report:	<u>March</u>	<u>April</u>
Nurse Sick Calls	46	44
Physician Sick Calls	24	20
Physicals	19	11
ER Visits	1	0
Hospital Admits	0	0
Ambulance Transports	0	0
Percentage of Detainees on Prescription Drugs	47%	42%
Percentage of Detainees on Psychotropic Medications	41%	40%

Life without Drugs	<u>February</u>	<u>March</u>	<u>April</u>
Total Number of Individual Hours	22.75	35.25	45.75
Total Number of Case Management Units	8.30	29.70	3.30
Total Number of Group Hours	147.00	229.00	273.00
Total Number of Assessment Hours	5.50	11.50	5.50

Mental Health Program:	<u>March</u>	<u>April</u>
Mental Health Assessment Hours	2 (1 Assessment)	10 (5 Assessments)
Group Hours Weekly	8 (61 Detainees in group)	10 (61 Detainees in group)
Individual and Family sessions hours	65	70

There were 17 Suicide Watch Days in March (17-15 minute watch days and 0 One on One watch days). There were three (3) Tele-med appointments Conducted.

There were 3 Suicide Watch Days in April (3-15 minute watches and 0 One-on-One watch days). There was one (1) Tele-med appointment conducted.

Tele-med appointments are set up as the video conferencing we do with the Courts. We are able to link up with 4 County Family Center where the psychiatrist can talk with the detainee. It is very helpful if medications need to be updated or changed. In the past we would have to arrange an offsite appointment for the youth.

Correctional Counseling Program-March and April

Youth in the Program

Defiance County 2 Henry 2
Fulton County 3 Williams 1

6 new detainees admitted to program

2 detainees were discharged early with program to be completed through outpatient counseling

One detainee discharged for failing to complete the program

One detainee discharged after successfully completing the program

201.25 total hours of community service have been completed at NWOJDC by program detainees year to date.

Education Summary:

March Report

Classroom A: (Reading, Writing, Language, Workforce Employability, Life Skills) 659 Detainees in attendance 449 Males 210 Females

Classroom B: (Math, science and social studies) 659 Detainees in attendance 449 Males 210 Females

April Report

Classroom A: (Reading, Writing, Language, Workforce Employability, Life Skills) 517 Detainees in attendance 405 Males 112 Females

Classroom B: (Math, science and social studies) 520 Detainees in attendance 407 Males 113 Females

Training Report:

Superintendent Patrick noted a total of 147.25 training hours for the reporting period.:

36.00 Hours – Ethics and Professionalism	27.00 Hours – Fraternalization and Inappropriate Relationships
23.00 Hours – Medication Administration	23.00 Hours – Bloodborne Pathogens
6.00 Hours – The Diana Screen	3.00 Hours – Ohio Safety Congress
12.00 Hours – Supervisor Liability in Personnel Matters	16.00 Hours – Fire Prevention and Safety Issues
1.25 Hours – Unemployment Requirements for Employers	

Personnel Report:

New Hires: 0	Resignations: 0	Vacancies: 0
Terminations: 1 Intermittent Officers 1 Full Time Officer	Status Change: 0	Employee Grievances: 0

Fiscal Officer Report

March Billing Census

Member County Credits – There were 35 member county overages during the month of March. \$3,570 was credited back to member counties

Defiance County - \$541 Henry County - \$1,334 Fulton County - \$0 Williams County - \$1,695

Non-Member County Revenues – There were a total of 95 non-member beds contracted at a rate of \$63/day.

Monthly Total Non-Member rent revenue - \$5,985

March: Average Daily Population – 32.8 Average Female Population – 10.5 Average Non-Member Population – 3.1

April Billing Census – There was 1 member county overage during the month of April. \$102 was credited to member counties.

Member County Credits are as follows:

Defiance County - \$28 Henry County - \$13 Fulton County - \$43 Williams County - \$19

Year to Date Member Credits - \$5,508

Non-Member County Revenues – During the month of April there were 114 beds contracted to non-member counties at a rate of \$63/day.

Monthly Total Non-Member Rent Revenue - \$7,182

Year to Date Non-Member Rent Revenue - \$36,729

April: Average Daily Population – 30.0 Average Female Population - 6.5 Average Non-member Population – 3.8

Financial Report –

Cash Report:

Operating Fund Balance	4-30-2014	\$ 531,687
Capital Fund Balance	4-30-2014	\$ 241,110

Board reviewed the 2014 Operating Budget. As of April 30th NWOJDC has expended 35.1% of the 2014 Operating Budget.

There were no updates to the Capital Account.

VISA activity for March and April are included in the Board Packet for the Board's review.

The online School Tuition Log is included in the Board Packet for the Board's review.

Assistant Superintendent's Report

April Cook will discuss Policy revisions during the Program and Policy Committee report.

Personnel and Grievance Committee

Tom Mack motioned the Board enter into Executive Session to discuss Personnel Issues. Joe Friess 2nd the motion. Roll vote was taken. Unanimous Ayes. Board entered into executive session 9:13 a.m.

Board re-convened 9:38 a.m. There was no action taken in executive session.

Facilities Committee

Brian explained we replaced a bearing in one of the exhaust fans located in the back of the building. Last meeting Brian reported cells A5 and A6 continued to be extremely cold. To correct the issue NW Custom Mechanical will install a fan in the duct work to create air pressure thru the heating coil. This will force warm air to the end cells. Estimate for the work is \$3,000. Work will be scheduled this summer.

Finance Committee

Committee chairman Tom Kime discussed the Medical Mutual billing that includes Federally Mandated Taxes and Fees. The additional taxes and fees have been added since renewal. Tom Mack motioned employees continue the current premium contribution through December 1, 2014. Board will review employer/employee contributions when insurance renews, December 1, 2014. Larry Siclair 2nd the motion. Motion carried. Unanimous Ayes.

Program and Policy Committee

Committee Chairman, Diane Collins, reported April submitted Policy changes. The Committee approves the revisions. Diane Collins motioned the Board approve proposed changes. Board members received electronic copies of the revisions. Tom Mack seconded the motion. April reported individual Board Members had contacted her and requested some changes. Those changes were typographical corrections that have been made. April also reported Jeff Robinson reviewed the Personnel Section of the Manual. One change was made at his recommendation. Our designation of Full Time, Part Time and Intermittent status did not exactly follow code. Revisions were made so Full Time, Part Time and Intermittent designation does comply with the Ohio Revised Code. There was no further discussion. Motion Carried. Unanimous Ayes.

Brian reported there are PREA Policies that we will be presented to the Board later this year. The PREA Policy is very comprehensive, it requires extensive preparation and it is required by law.

Old Business

There was no Old Business to be discussed.

New Business

Overflow Bed Assignments- As the Board is aware, the facility has 32 beds. We may house a maximum of 40 youth. If there are extra youth we place overflow bunks in the end of the PODs. Only detainees with good behavior over a long period of time are assigned to overflow bunks. Detainees view it as a privilege to be assigned to an overflow bunk. Pre-dispositioned youth and post-dispositioned youth are kept in separate PODS. As well males and females are in separate PODS.

Detainee Prescription Expense- Parents are billed for prescription medication expense that is not covered by insurance. If the parents do not pay the expense (parents are sent at least two invoices) the bill is sent to the Court who assigned the youth to detention. Recently we forwarded an expensive medication bill to one of the member county Courts after the parents had failed to pay for the medication. The Court will pay the prescription. This discussion is so the Board is aware of the situation as some of the medications can be quite expensive.

Detainee Medication Procedure- Brian reviewed the facility's medication procedure with the Board. Brian noted Officers receive extensive training in procedures and procedures are strictly followed and documented. Unfortunately, there may be an isolated incident when a detainee beats the system. Recently a detainee did not follow the prescription drug procedure even though the officer followed all the correct protocols. Officers became of the aware of the situation and appropriate measures were taken to address the situation.

The Diana Screening – Brian explained the Diana Screen is an assessment that helps identify individuals who may not recognized appropriate adult/child sexual boundaries as well as those who are at high risk for having sexually abused a child in the past. We are now using the Diana Screen as a screening tool with new hires and all volunteers who work with the detainees.

Pastoral Visits- April explained we have a policy in place for pastoral visits. Any pastor visiting a detainee must provide documentation verifying they are authorized to solemnize marriages and that they are ordained ministers. Sometimes it is difficult to verify the authenticity of the documentation provided. We would like the Board's direction on amending the current policy. We would like to include in the policy that the legal custodian needs to contact the facility to approve a pastoral visit.

Detainees have the choice to participate in religious services offered in the evenings. Youth for Christ and Todd Plassman volunteer at the facility and are available to meet with a detainee if he/she does not have a pastor and would like a pastoral visit. We would not need parental approval for one of our volunteers to visit a detainee.

All volunteers, anyone having contact with the youth, will take the Diana Screen and PREA training.

Brian read a letter of resignation from Roger Gardner. Roger is resigning because he has recently married and is moving out of the area. Roger expressed his gratitude for the cooperation he has had during his tenure on the Board. Roger has served on the Board since 1994. The Board presented Roger with a Plaque and a pen in recognition of his years of service and the leadership he has given the Board. The Board appreciates his dedication to NWOJDC and to the youth the facility serves.

The meeting was turned over to Judge Bumb. Judge Bumb conducted the Annual Organizational Meeting. Nominations were opened up for Board Chairman. Roger Gardner nominated Tom Mack. Larry Siclair 2nd the motion. There were no further nominations. Randall Nafziger motioned the nominations for Board Chairman cease. Joe Friess 2nd the motion. Motion carried. Unanimous Ayes. Judge Bumb opened the floor for nominations for Board Vice Chairman. Tom Kime nominated Kathy Nern. Roger Gardner motioned nominations cease. David Brown 2nd the motion. Motion carried. Unanimous Ayes. Congratulations Board Chairman, Tom Mack and Board Vice Chairman, Kathy Nern.

On behalf of all the Four County Juvenile Judges, including those who no longer serve on the Board, Judge Bumb thanked Roger for his service to the Board and to the children whom we serve. Judge Bumb wished Roger well in his retirement.

Tom Mack motioned to adjourn the meeting. Diane Collins 2nd the motion. Motion Carried. Unanimous Ayes
Meeting Adjourned – 10:15 a.m.

Next meeting scheduled for July 8, 2014

