

# Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes January 10, 2017

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.

**Defiance County**

Mick Pocratsky  
Ricki Slattery Starrett

**Fulton County**

Judge Bumb  
Joe Friess  
Roy Miller  
Brad Peebles  
Bill Rufenacht

**Henry County**

Tom Mack  
Judge McColley  
Larry Siclair

**Williams County**

Brian Davis  
Jerry Stollings  
Terry Rummel  
Nick Woodall

Others present: Brian Patrick - Superintendent  
Jessica Croy - Assistant Superintendent  
Gayle Hilkert - Fiscal Officer

Tom Mack noted a quorum was present to conduct business.  
Two new Board Members were introduced.

Ricki Slattery Starrett introduced Mick Pocratsky. Mick Pocratsky is the newly elected Defiance County Commissioner. Mick served as a Defiance County Juvenile Probation Officer for twenty-seven years. He brings extensive knowledge and experience to the Board.

Brian Davis introduced Terry Rummel to the Board. Terry Rummel is the newly elected Williams County Commissioner. Terry will be the Williams County Commissioner assigned to our Board, replacing Brian Davis. Mr. Rummel is a successful business man. He will bring his business expertise to the Board.

The Board welcomed the two new Commissioners.

Minutes from the November meeting were approved. Bill Rufenacht motioned the Board approve the November minutes. Roy Miller 2<sup>nd</sup> the motion. There was no further discussion. Motion carried. Unanimous Ayes.

**Superintendents Report**

**Population Report:**

	<u>November</u>	<u>December</u>
Intakes	38	40
Releases	38	31
Recidivists	18 (47%)	27 (67%)

**Security Report:**

	<u>November</u>	<u>December</u>
Significant Incidents resulting in injury	0	0

**Medical Services Report:**

	<u>November</u>	<u>December</u>
Nurse Sick Calls	103	69
Physician Assistant Sick Calls	8	12
Physicals	22	22
ER Visits	1	1
Hospital Admits	0	0
Ambulance Transports	0	1
Percentage of Detainees on Prescription Drugs	53%	42%
Percentage of Detainees on Psychotropic Medications	38%	39%

**Life without Drugs**

	<u>November</u>	<u>December</u>
Number of Individual Hours	22.00	29.25
Total Number of Case Management Units	5.70	3.90
Total Number of Group Hours	179.00	208.00
Total Number of Assessment Hours	3.50	3.00

**Mental Health Program:**

	<u>November</u>	<u>December</u>
Mental Health Assessment Hours	2 (1 Assessment)	10 (5 Assessments)
Group Hours Weekly	4 (26 Detainees in group)	6 (54 Detainees in group)
Individual and Family sessions hours	50	45

There were 56 Suicide Watch Days in November (56-15 minute watch days and 0 One on One watch days).

There were 79 Suicide Watch Days in December (79-15 minute watch days and 0 One-on-One watch days).

There was one (1) Tele-med appointments conducted in November. There were no Tele-med appointments in December.

Mental Health Counselor has been promoted within her agency. She continues to serve dual roles until her position at NWOJDC is filled.

**Education Summary:**

	<u>November Report</u>	<u>December Report</u>
<u>Classroom A:</u> (Reading, Writing, Language, Workforce Employability, Life Skills)	568 Detainees in attendance	544 Detainees in attendance
<u>Classroom B:</u> (Math, science and social studies)	614 Detainees in attendance	613 Detainee in attendance

**Training Report:**

Superintendent Patrick reported a total of 80 training hours during the months of November and December.

**Personnel Report:**

New Hires:	1 Intermittent JCO	Resignations:	0	Terminations:	0
Status Change:	3 Juvenile Corrections Officer to Senior Officer	Employee Grievances:	1 Resolved at Superintendent's Level		

**Assistant Superintendent's Report**

No Report.

**Fiscal Officer Report**

November Billing Census

Member County Credits – Williams County was charged with 26 overages during the month of November.

Member County Credits - \$ 2,652

Non-Member County Revenues – There were a total of 300 non-member beds contracted at a rate of \$67/day.

Monthly Total Non-Member rent revenue - \$20,100.

Average Daily Population – 31.0 Average Female Population – 4.7 Average Non-Member Population – 10.0

December Billing Census

Member County Credits – Henry County was charged with 23 overages. Williams County was charged with 7 overages.

Member County Credits - \$3,060

Year to Date Member County Credits – \$17,442.

Non-Member County Revenues – During the month of December there were 243 beds contracted to non-member counties at a rate of \$67/day.

There were 14 beds contracted to non-member counties at a rate of \$134/day.

Monthly Total Non-Member Rent Revenue - \$ 18,157

Year to Date Non-Member Rent Revenue - \$ 204,015

Average Daily Population – 32.7 Average Female Population – 8.5 Average Non-member Population – 8.3

Financial Report

Cash Report:

Operating Fund Balance	12-31-2016	\$ 555,464
Capital Fund Balance	12-31-2016	\$ 103,027

Board reviewed the 2016 Operating Budget.

As of December 31<sup>st</sup>, NWOJDC has expended 90.54% of the 2016 Operating Budget.

Capital Budget has been expended 70.43%.

Included in the Board Packet are the following:

2016 Capital Expenditures	2017 Operating and Capital Budgets
2016 Carry-Over Purchase Orders	November and December Visa Activity Logs

Roy Miller motioned the Board approve the Financial Report as presented. Ricki Slattery Starrett 2<sup>nd</sup> the motion. There was no further discussion. Motion carried. Unanimous Ayes.

**Personnel and Grievance Committee**

Tom Mack noted that Mr. Patrick has submitted his resignation. Tom asked Mr. Patrick to give the Board an update regarding the transition. Mr. Patrick's last day is January 17<sup>th</sup> as his starts his new position on January 18<sup>th</sup>. Jessica Croy will fill Brian's position until the Board hires a new Superintendent. Lt. Kenneth Herbert is assisting Jessica Croy until the Superintendent's Position is filled. Brian Patrick gave Tom Mack a list of websites and publications where the Superintendent's Position has been posted.

Tom briefed the Board on the process. The Personnel and Grievance Committee will review resumes and applications. The Committee will interview candidates and make recommendations to the Board. Tom will keep the Board updated during the process. Tom noted Board Members are invited to participate along with the Personnel and Grievance Committee during the search. Any Board Member interested in working along with the Committee should contact Tom Mack. Tom Mack invited Larry Siclair to work with the committee. Larry was involved in the last Superintendent's search and brings valuable experience to the committee.

**Facilities Committee**

Larry Siclair asked Brian Patrick to explain the issues with the employee entrance door. The metal door closure tore away from the door. Because of the damage to the door we cannot attach the door closure. The door is original to the building. This is not a security door. The cost to replace the door is \$860 (quote included in the Board Packet). Because this is a capital expenditure there is a request for Board approval.

Larry Siclair motioned the Board approve the Breakroom Door replacement as discussed. Ricki Slattery Starrett 2<sup>nd</sup> the motion. We anticipate the work will be completed within six weeks. Motion carried. Unanimous Ayes.

Larry commended Brian for the excellent job he has done with building maintenance. There have been no heating issues this year. On a weekly basis maintenance takes cell temperature readings. They are always in spec.

**Program and Policies Committee**

Brian Patrick explained that in 2016 NWOJDC received a grant from Ohio Department of Youth Services. With the grant funds we were able to offer the Anger Management Program to detainees. The program, presented by Shalom Ministries is an excellent program that benefits all detainees. Unfortunately, the grant funds are no longer available. Because of the success of the program Brian would like to continue to offer the program in 2017. We need \$13,000 to continue the Anger Management Program.

CCNO has recently changed food service vendors resulting in a cost savings to NWOJDC of \$5,000. Brian suggested the \$5,000 savings could be applied to the Anger Management Program. The additional \$8,000 could be transferred from the Insurance - Employee Benefit.

Larry Siclair motioned the Board approve \$13,000 for the Anger Management Program. The Program will be expensed to the Contracts Account. \$5,000 savings from the food service is already in the Contract Account. Motion includes a transfer of \$8,000 from Insurance-Employee Benefits to the Contracts Account. Terry Rummel 2<sup>nd</sup> the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

**Finance Committee**

Tom Mack mentioned that for many years Tom Kime served as Chairman of the Finance Committee. He offered excellent leadership and direction. Tom Mack suggested replacing Tom Kime with another Commissioner. Tom also asked the Board to offer any suggestions they may have.

Because there is not a Chairman of the Finance Committee, the Fiscal Officer presented the Finance Committee report.

Year End Transfers - Gayle Hilbert reviewed the Year End Transfers included in the Board Packet. At the November meeting we were given permission to transfer up to \$2,500 between accounts as needed.

Bill Rufenacht motioned the Board approve the Year End Transfers as presented in the Board Packet. Larry seconded the motion. Board questioned if we had received additional legal fees from 2016. Brian Patrick explained we do not expect additional expenses. There may be Unemployment expense for November and December. Motion Carried. Unanimous Ayes.

Capital Fund Balance - At the last Board Meeting the Board discussed the transfer of Operating Funds into the Capital Fund. The Board has a goal of starting each new year with a Capital Fund Balance of \$250,000. Because the DYS Capital Funds had not been received the Board opted to table the transfer until this meeting.

Board reviewed Operating Funds needed to transfer to Capital Fund:

December 31, 2016 Capital Fund Balance	\$ 103,026.87	Desired Capital Fund Balance	\$ 250,000.00
2016 Capital Fund Carry-overs	- 40,047.41	Ending Capital Fund Balance	- 122,987.47
Balance	\$ 62,979.46	Amount needed for Transfer	\$ 127,012.53
YS Capital Funds Grant	+ \$ 60,008.01		
Ending Capital Fund Balance	\$ 122,987.47		

As of this report there are \$40,047.41 Capital Expenses that will be paid when projects are complete.

As of this report we have not received the DYS Capital Grant Funds (\$60,008).

The Board needs to approve a transfer of \$127,012.53 from the Operating Fund into the Capital Fund for the desired \$250,000 Capital Fund Cash Balance.

Request increase to the Operating Fund to make funds available for transfer.

Approved 2017 Operating Fund Budget	\$1,723,172.00
Increase for Capital Fund Transfer 1-10-2017	<u>127,012.53</u>
Amended 2017 Operating Fund Budget	\$1,850,184.53

Brad Peebles motioned the Board approve the increase to the 2017 Operating Fund Budget. Amended Balance - \$1,850,184.53

Larry Siclair 2<sup>nd</sup> the motion. There was no further discussion. Motion carried. Unanimous Ayes.

To complete transfer the Board approved the following steps:

- 1.) Assign \$127,012.53 from the Operating Fund Cash Balance to the Operating Fund Unappropriated Account.
- 2.) Transfer \$127,012.53 from the Operating Fund Unappropriated Account into the Operating Fund Transfer Out Account.
- 3.) Transfer \$127,012.53 from the Operating Fund Transfer Out account in Capital Fund Transfer In Account.

Ricki Slattery Starrett motioned the Board approve the steps as presented to complete the Capital Fund transfer.

Terry Rummel seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

**Old Business**

There was no old business to discuss.


**New Business**

Brian Patrick presented Williams County Commissioner Brian Davis with a plaque for his service to the Board. Brian Patrick thanked Commissioner Davis for his leadership and guidance.

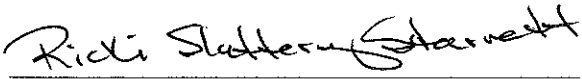
Tom Mack recognized Brian Patrick for his service to Northwest Ohio Juvenile Detention Center. Brian has served as Superintendent for 12 years. His leadership, creativity and professionalism has had a positive impact on the organization. The Board thanked Brian for his service.

Meeting adjourned 10:10

Next Meeting – March 14, 2017

  
Respectively Submitted

3-14-2017  
Date

  
Board Chairman  
Vice

3-14-2017  
Date