

# Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes July 12, 2016

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**

Tom Kime  
Erin Spieth  
(representing Judge Strausbaugh)  
Ricki Slattery Starrett

**Fulton County**

Joe Friess  
Roy Miller  
Brad Peebles  
Bill Rufenacht

**Henry County**

Tom Mack  
Judge McColley  
Glenn Miller  
Larry Siclair

**Williams County**

Jerry Stollings  
Nick Woodall

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

Tom Mack noted we do have a quorum to conduct business.

Minutes from the May meeting were approved. Glenn Miller motioned the Board approve the minutes from the May 10th Board Meeting. Jerry Stollings seconded the motion. Motion carried. Unanimous Ayes.

**Superintendents Report**

**Population Report:**

	<u>May</u>	<u>June</u>
Intakes	21	46
Releases	37	34
Recidivists	28%	47%

**Security Report:**

	<u>May</u>	<u>June</u>
Escorts to assigned cell or observation cell	4	6
Use of Force Incidents result in injury	0	0

**Medical Services Report:**

	<u>May</u>	<u>June</u>
Nurse Sick Calls	64	33
Physician Assistant Sick Calls	14	9
Physicals	9	29
Ambulance Transports	0	1
Percentage of Detainees on Prescription Drugs	45%	38%
Percentage of Detainees on Psychotropic Medications	71%	55%

Parents are responsible for hospital costs for detainees.

**Life without Drugs**

	<u>May</u>	<u>June</u>
Number of Individual Hours	41.25	40.75
Total Number of Case Management Units	8.10	7.90
Total Number of Group Hours	211.00	197.00
Total Number of Assessment Hours	2.00	9.00

**Mental Health Program:**

	<u>May</u>	<u>June</u>
Mental Health Assessment Hours	11 (5 Assessments)	2 ( 1 Assessments)
Group Hours Weekly	8 (44 Detainees in group)	2 (11 Detainees in group)
Individual and Family sessions hours	70	50

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

There were 57 Suicide Watch Days in June (57-15 minute watches and 0 One-on-One watch days).

There were no Tele-med appointments conducted in during the reporting period.

**Education Summary:**

	<u>May Report</u>	<u>June Report</u>
<u>Classroom A:</u> (Reading, Writing, Language, Workforce Employability, Life Skills)	546 Detainees in attendance	588 Detainees in attendance
<u>Classroom B:</u> (Math, science and social studies)	547 Detainees in attendance	584 Detainee in attendance

**Training Report:**

Superintendent Patrick reported a total of 343 training hours during the months of May and June.

**Personnel Report:**

New Hires:	1 Intermittent JCO	Resignations:	0
Terminations:	1 Intermittent JCO	Status Change:	2 Intermittent JCOs to FT JCOs
Promotions:	1 JCO to Lieutenant		1 Intermittent JCO to PT JCO
Demotions:	1 Lieutenant to JCO	Employee Grievances:	0

**Assistant Superintendent's Report**

Jessica Croy, Acting Assistant Superintendent, reported detainees are benefiting from the YOGA classes that were introduced recently. Because of the positive response, we will continue the classes through December. Pure Yoga conducts a one hour class each week.

Every Student Succeeds Act (ESSA) replaces No Child Left Behind. ESSA addresses education while in detention. Upon release from detention, grades and credits transfer to the student's home school. NWOJDC teachers work closely with schools districts and are already doing what is needed to comply with ESSA.

One of our officers has created a Life Applications curriculum for detainees. Detainees are enjoying the new classes.

Chad Kauffman, Intake Sergeant, was awarded the State 2016 Officer of the Year Award at the recent Ohio Detention Juvenile Service Association. This is a very prestigious award. We congratulate Chad for this outstanding achievement.

**Fiscal Officer Report**

May Billing Census

Member County Credits – There were two (2) member county overages during the month of May. \$204.00 was credited to member counties.

Non-Member County Revenues – There were a total of 127 non-member beds contracted at a rate of \$67/day.

Monthly Total Non-Member rent revenue - \$8,509.

May: Average Daily Population – 28.3 Average Female Population – 5.2 Average Non-Member Population – 4.1

June Billing Census

Member County Credits - There were no member county overages during the month of June.

Year to Date Member County Credits – 11,526.00

Non-Member County Revenues – During the month of June there were 156 beds contracted to non-member counties at a rate of \$67/day.

Monthly Total Non-Member Rent Revenue - \$ 10,452

Year to Date Non-Member Rent Revenue - \$ 94,403

April: Average Daily Population – 26 Average Female Population – 4.1 Average Non-member Population – 5.2

Financial Report

Cash Report:

Operating Fund Balance	6-30-2016	\$ 695,026.30
Capital Fund Balance	6-30-2016	\$ 243,381.22

Board reviewed the 2016 Operating Budget. As of June 30<sup>th</sup>, NWOJDC has expended 44.67% of the 2016 Operating Budget.

Capital Budget has been expended 6.72%.

The April and May Visa Activity Logs are included in Board Packet.

Glenn Miller motioned the Board accept the Financial Report. Ricki Slattery Starrett seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

**Personnel and Grievance Committee**

Tom Mack requested the Board enter into Executive Session.

Joe Friess motioned the Board enter into Executive Session to discuss Hiring of Personnel. Larry Siclair 2<sup>nd</sup> the motion. Roll call vote was taken. Motion approved with Unanimous Vote. Brian Patrick and the Judges were invited to remain for the Executive Session.

Board entered into Executive Session 9:18 a.m.

The Board re-convened at 9:35 a.m.

Tom Kime motioned the Board offer the position of Assistant Superintendent to Jessica Croy with a starting annual salary of \$37,000. Roy Miller 2<sup>nd</sup> the motion. There was no further discussion. Motion carried. Unanimous Vote. Board congratulated Jessica on her appointment.

**Facilities Committee**

Brian Patrick explained the Ohio Department of Youth Services allows for Capital Improvement Grants. Brian submitted a request for the grant funds in 2015. DYS notified NWOJDC recently that we have been approved for the Grant. We will receive a total of \$105,165.60. DYS awarded the maximum of 60% of the total grant amount with a company match of 40%. Brian requested grant money for two projects.

Upgrade to CCTV System – The Ohio Department of Youth Services conducted an initial Prison Rape Eliminate Act Audit of the facility. Our CCTV System needs to be upgraded to comply with PREA. The current system includes 18 analog cameras that were installed when the facility was built. Upgrade will include 42 digital cameras. DYS approved \$87,934 (based on 2015 costs) for the CCTV system upgrade. National Safe and Security has submitted a current Quote totaling \$90,765.60. NWOJDC will pay the 40% match as well as the difference between the 2015 and 2016 pricing. National Safe and Security has the State Term Schedule and Master Maintenance Schedule with the State of Ohio so we are not required to bid the project.

Roof Replacement - Brian presented proposal for the Roof Replacement submitted by Tri-County Home Improvement. The project total is \$14,400. The Sealant we had put on the roof is a temporary fix projected to last three to five years. With the grant money we can replace the valley area that is leaked. DYS will fund 60% of the project with an NWOJDC match of 40%.

Both Projects are Capital Expense Projects.

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**Finance Committee**

Board approved Capital Funds for several Projects:

1.) Parking Lot Repair - Board reviewed the Quote from Loop Asphalt Service, LLC for parking lot repairs. Cost of repairs - \$7,296. Request approval of the Parking Lot Quote. This is a Capital Expense.

Larry Siclair motioned the Board approve the Quote from Loop Asphalt Services, LLC in the amount of \$ \$7,296. Brad Peebles 2<sup>nd</sup> the motion. Loop Asphalt is located in Paulding County. Board discussed using a local company; however, we do not have many options. This is a small project which makes it more difficult to find a company interested in the project. Motion carried. Unanimous Ayes.

2.) Brian Patrick requested funds for a new copier for the Intake Office. The Intake Copier was used in the front office before being located to Intake. It is an older machine that is no longer dependable. Bill Rufenacht motioned the Board approve the Quote submitted by MT Business Technologies, Inc. in the amount of \$3,382. Roy Miller 2<sup>nd</sup> the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

3.) Brian Patrick presented a Quote from State Wide Ford for the purchase of a vehicle. State Wide Ford is the closest dealer participating in the State Cooperative Purchasing Program. Quote is for a SUV that is more conducive to transporting detainees. Total Cost - \$26,567. We currently have a Capital Vehicle Budget of \$20,000. We will need to provide for additional funds. Board suggested Brian research pricing for the partitions. Partitions are an option not installed at the factory.

Larry Siclair motioned the Board approved the Quote as presented in the Board Packet from State Wide Ford. However, if cost justifies, partitions may be purchased from another supplier. Total cost of vehicle not to exceed \$26,567. Joe Friess 2<sup>nd</sup> the motion. There was no further discussion. Motion carried. Unanimous Ayes.

4.) Board approved the funds for the DYS Grant. The cost for both projects, the CCTV System Upgrade and Roof Replacement, totals \$105,165.60. DYS will fund \$63,099.36 (60%) of the total. Larry Siclair motioned the Board approved the 40% match of \$42,066.24. Glenn Miller 2<sup>nd</sup> the motion. Board reviewed the numbers before final vote. Motion Carried. Unanimous Ayes.

5.) The Executive Committee authorized a transfer of funds. We purchased GradPoint Licenses and a projector at a total cost of \$11,999.99. The purchases were charged to the Title 1 Supplies Account. We would like to assign these expenses to the Title 1 Equipment Account. The Executive Committee authorized the transfer of \$11,999.99 from the Title 1 Supplies Account to the Title 1 Equipment Account.

Tom Kime motioned the Board approve the action taken by the Executive Committee. Ricki Slattery Starrett 2<sup>nd</sup> the motion. There was no further discussion. Motion carried. Unanimous Ayes.

6.) Request two new accounts for the DYS Capital Improvement Grant funds. We need a revenue account and an expense account for the DYS Capital Improvement Grant funds. Ricki Slattery Starrett motioned the Board approve the new accounts. Glenn Miller 2<sup>nd</sup> the motion. Motion carried. Unanimous Ayes.

7.) Request an increase to the Capital Fund Budget in the amount of \$105,165.60. This is the total DYS Grant Award. Funds need to be moved to appropriate accounts. \$105,165.60 from Capital Cash Balance will be assigned to the Capital Budget Unappropriated Account and then transferred into the DYS Capital Improvements Expense Account. Tom Kime motioned to approve the increase to the Capital Budget in the amount of \$105,165.60 for the DYS Capital Grant Funds. Glenn Miller 2<sup>nd</sup> the motion. There was no further discussion. Motion carried. Unanimous Ayes.

8.) Request an increase to the Capital Fund Budget in the amount of \$6,567. Current Capital Vehicle Budget stands at \$ 20,000.

The increase amount is needed for the vehicle purchase. Request \$6,567 from the Capital Fund Cash Balance transferred into the Capital Budget Unappropriated Account and then transferred into the Capital Vehicle Account.

Tom Kime motioned the Board approve an increase of \$6,567 to the Capital Fund to allow additional funds in the Capital Vehicle Expense Account. Ricki Slattery Starrett 2<sup>nd</sup> the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Total Amended Capital Budget	2016 Capital Budget	\$ 99,000.00
	Vehicle Account Increase	6,567.00
	DYS Capital Improvement Grant Increase	<u>105,165.60</u>
	Total Revised Budget	\$ 210,732.60

9.) Bill Peebles motioned the following Operating Fund Transfers:

Action	Account Description	Account Number	Amount
Transfer Out	Insurance Employee Benefits	9065-90917-5-20400	\$ 5,500
Transfer In	Sick/Vacation Payouts	9065-90917-5-10302	\$ 2,500
Transfer In	Travel	9065-99017-5-31000	\$ 3,000
Transfer Out	Repairs	9065-90917-5-38000	\$ 1,000
Transfer In	Training	9065-90917-5-32000	\$ 1,000
Transfer Out	Insurance-Facility	9065-90917-5-95900	\$ 2,000
Transfer In	Legal and Professional Fees	9065-90917-5-41100	\$ 2,000

Glenn Miller 2<sup>nd</sup> the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Brian Patrick has received one Quote to replace the server. There is another Quote we have not received. This item will be presented at another time.

**Program and Policies Committee**

NWOJDC has introduced an additional program for detainees. Juvenile Corrections Officer Lori Berente has created a curriculum and teaches a class that focuses on financial literacy, creating resumes, cover letters, completing job applications, interviewing skills, and other skills to help prepare detainees for the future. There has been positive feedback from the detainees. Several months ago Officer Berente taught a two month class on 'How to Prepare for College'. Class included steps needed for admissions such as preparing for the ACT, completing a college application, how to write a letter if needed, and completing the FASFA. These classes have been very well received by the detainees.

**Old Business**

Last meeting Board reviewed information regarding a scissor lift that could be used to change lights in the parking lot and in the gym. Brian Patrick was advised to contact Assistant Chief Poole from the Bryan Fire Department to ask if they would be interested in changing the lights. Chief Poole explained they typically do not do that. Chief Poole is always very professional and helpful when the facility contacts him. He signs off applicable ACA standards. The facility will not pursue the purchase of a scissor lift.

**New Business**

Board discussed a Member County Credit. Board agreed to issue a Member County Credit for the month of September. Invoices for September Rent will be sent in August.

Hillsdale County, Michigan has placed a youth in our facility. The detainee is doing well. Brian Patrick contacted DYS to research any specific requirements needed when housing an out of state youth. DYS reported all that was needed was a Contract. We have Contracts with all non-member counties.

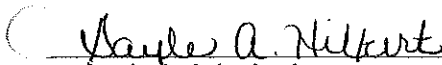
ACA – Brian Patrick received our American Correctional Association Reaccreditation report yesterday. Report is included with the Board Packet. Brian will be in Boston August 5<sup>th</sup> through August 8<sup>th</sup> to appear before the Panel to receive our accreditation. There were only two (2) standards we were found non-compliant during our ACA Audit.

Board discussed recognition of deceased Board Members. The Board will discuss next meeting.

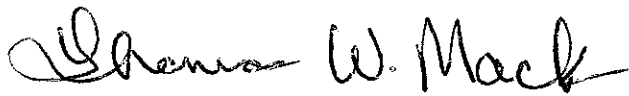
Bill Rufenaucht motioned to adjourn the meeting. Joe Friess 2<sup>nd</sup> the motion. Motion Carried. Unanimous Ayes.

Meeting Adjourned – 10:15 a.m.

The next meeting is scheduled for September 13, 2016.

  
Respectively Submitted By

9-13-16  
Date

  
Board Chairman

9-13-16  
Date