

Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes May 9, 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
Jeff Hahn
Ricki Slattery Starrett
Judge Strausbaugh

Fulton County

Judge Bumb
Joe Friess
Roy Miller
Bill Rufenacht

Henry County

Tom Mack
Judge McColley
Larry Siclair

Williams County

Judge Bird
Terry Rummel
Jerry Stollings
Nick Woodall

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

Tom Mack noted there was a quorum present at today's meeting.

Jessica Croy introduced the new Mental Health Counselor, Matthew Bradley. He is a Licensed Independent Social Worker. Matt received both his Bachelor's and Master's Degrees in Social Work from the Toledo University. Matt explained he has a desire to help people and enjoys the direct care environment. The Board welcomed Matt to NWOJDC.

Tom Mack turned the meeting over to Judge Bumb to conduct the Annual Meeting.

Judge Bumb explained according to the Ohio Revised Code the Board is required to conduct an Annual Meeting each May. The Board elects the Board Chairperson and Vice Chairperson. The Board Secretary is appointed.

Judge Bumb opened the floor for the nominations for the position of Board Chairperson.

Larry Siclair nominated Tom Mack. Ricki Slattery Starrett 2nd the motion. There were no other nominations for Board Chairperson. Roy Miller motioned nominations cease. Larry seconded the motion. Board elected Tom Mack as Board Chairman with a unanimous vote.

Judge Bumb opened the floor for nominations for Vice Chairperson. Larry Siclair nominated Ricki Slattery Starrett for the position of Vice Chairperson. Terry Rummel seconded the motion. There were no other nominations for Vice Chairperson.

Jeff Hahn motioned nominations cease. Roy Miller seconded the motion. Board elected Ricki Slattery Starrett as Board Vice Chairperson with a unanimous vote.

The Annual Meeting concluded. Judge Bumb turned the floor over to Tom Mack.

Minutes from the March meeting were approved. Larry Siclair motioned the Board approve the March Board Meeting Minutes. Terry Rummel seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

Superintendents Report

Presented by Assistant Superintendent Jessica Croy

Population Report:

| | <u>March</u> | <u>April</u> |
|-------------|--------------|--------------|
| Intakes | 45 | 33 |
| Releases | 36 | 33 |
| Recidivists | 21 | 15 |

Security Report:

| | <u>March</u> | <u>April</u> |
|---|--------------|--------------|
| Significant Incidents resulting in injury | 1 | 0 |

Medical Services Report:

| | <u>March</u> | <u>April</u> |
|---|--------------|--------------|
| Nurse Sick Calls | 53 | 56 |
| Physician Assistant Sick Calls | 12 | 4 |
| Physicals | 28 | 20 |
| ER Visits | 0 | 3 |
| Percentage of Detainees on Prescription Drugs | 25% | 22% |
| Percentage of Detainees on Psychotropic Medications | 25% | 31% |
| Prescription Ordered | 44 | 42 |
| Number of Lab Studies | 1 | 0 |

Life without Drugs

| | <u>March</u> | <u>April</u> |
|---------------------------------------|--------------|--------------|
| Number of Individual Hours | 45.00 | 32.25 |
| Total Number of Case Management Units | 8.40 | 5.20 |
| Total Number of Group Hours | 294.00 | 265.25 |
| Total Number of Assessment Hours | 14.00 | 6.00 |

Mental Health Program:

| | <u>March</u> | <u>April</u> |
|--------------------------------|-------------------|-------------------|
| Mental Health Assessment Hours | 6 (3 Assessments) | 7 (4 Assessments) |

| | | |
|--------------------------------------|---------------------------|---------------------------|
| Group Hours Weekly | 6 (43 Detainees in group) | 7 (60 Detainees in group) |
| Individual and Family sessions hours | 65 | 45 |

There were 69 Suicide Watch Days in March
There were 77 Suicide Watch Days in April

There were two (2) Tele-med appointment conducted in March.
There were no Tele-med appointments in April.

Education Summary:

| | <u>March Report</u> | <u>April Report</u> |
|--|-----------------------------|-----------------------------|
| <u>Classroom A:</u> (Reading, Writing, Language, Workforce Employability, Life Skills) | 603 Detainees in attendance | 542 Detainees in attendance |
| <u>Classroom B:</u> (Math, science and social studies) | 663 Detainees in attendance | 627 Detainee in attendance |

Training Report:

During March and April there were a total of 280.5 training hours.

Personnel Report:

| | |
|------------------------------------|--|
| New Hires: 3 Intermittent JCO's | Status Change: Intermittent JCO to Part Time JCO |
| Resignations: 3 Intermittent JCO's | 1 Full Time JCO to Part Time JCO |
| Terminations: 0 | 1 Intermittent JCO to Full Time JCO |
| Employee Grievances: 0 | |

Assistant Superintendent's Report

Assistant Superintendent Jessica Croy announced that Lori Berente was named March Employee of the Month. Lori is our Programs Officer. Recently Lori, along with Jessica Croy presented at a seminar sponsored by the Juvenile Judges of Northwest Ohio, "Juvenile Law and Procedure by the Numbers". Lori did an outstanding job with the presentation. Lori also works very hard and is always ready to assist in any way possible.

April Employee of the Month was Adrienne Firman. Adrienne is our Intake Sergeant. During the absence of a Superintendent, Adrienne has offered her assistance to Jessica Croy. Many times, Adrienne would drop what she was doing to assist Jessica. Also, we have had employees serving in new roles. Adrienne always offers her support and guidance to those employees as well as to the newly hired employees.

Jessica reviewed some detainee programming.

1. Northwest State Community College will send a representative to talk with detainees about financial aid, the college application process and other information that may help detainees interested in higher education.
2. Ohio State Highway Patrol Officers will conduct a class on 'Drunk Driving'. The class will be offered bi-monthly. All detainees will watch a video "Repercussions of Drunk Driving" as well as have the opportunity to simulate impaired driving.
3. Conflict Resolution will be included in programming each Thursday. This will teach detainees how to appropriately respond to situations while in detention as well as in their personal lives. They will learn to identify triggers, behaviors and appropriate responses.
4. Family Day – The Ridge Project has received a grant designed to bring families into the facility for a special time with their youth. This Saturday, May 13th, The Ridge Project has planned a Family Day. Detainees will enjoy beginning together with family and/or approved visitors. The Ridge Project is bringing in staff for youth without families so everyone will feel included. The Ridge Project is planning on serving hamburgers and hot dogs. They also have games and activities planned for detainees and guests. We are hoping this is a time everyone will enjoy.

Fiscal Officer Report

March Billing Census

Member County Credits – There were 20 member county overages during the month of March.

\$2,040 was credited to member counties.

Non-Member County Revenues – During the month of March there were 147 non-member beds contracted at a rate of \$67/day.

Monthly Total Non-Member rent revenue - \$9,849.

Average Daily Population – 30.6 Average Female Population – 6.4 Average Non-Member Population – 4.7

April Billing Census

Member County Credits – There were 36 member county overages during the month of April.

\$ 3,672 was credited to member counties.

Non-Member County Revenues – During the month of April there were 92 beds contracted to non-member counties at a rate of \$67/day.

Monthly Total Non-Member Rent Revenue - \$ 6,164.00

Year to Date Non-Member Rent Revenue - \$ 44,019.00.

Average Daily Population – 34.1 Average Female Population – 6.6 Average Non-member Population – 3.1

Board noted during the month of April each non-member counties contracted only one bed per day. This was not planned and was highly unusual. Non-member counties are attracted to the programming NWOJDC offers.

Financial Report

Cash Report:

| | | |
|------------------------|-----------|---------------|
| Operating Fund Balance | 5.31.2017 | \$ 599,342.82 |
| Capital Fund Balance | 5.31.2017 | \$ 261,754.89 |

Capital Fund Balance includes 2016 DYS Grant funds received in March 2017.

Board reviewed the 2017 Budget. As of April 30, 2017, NWOJDC has expended 29.94% of the Operating Budget. We have expended \$28,442.41 from the Capital Budget.

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

Bill Rufenacht motioned the Board approved the Fiscal Officer's report. Larry Siclair seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Personnel and Grievance Committee

Larry Siclair motioned the Board enter into executive session to discuss Personnel Issues and the Hiring of the Superintendent. Judges were requested to remain for the Executive Session. Jessica Croy was requested to remain for the initial portion of the Executive Session.

Ricki Slattery Starrett seconded the motion. Roll Call vote was taken. Motion Carried. Unanimous Vote.

Board entered into Executive Session 9:35 a.m.

Board reconvened 10:20 a.m.

Ricki Slattery Starrett motioned the Board approve the hiring of Dennis Greer for Superintendent, effective May 10, 2017. Motion included a starting salary of \$66,000 with an evaluation after 90 days. Pending a positive review, salary will be increased to \$68,000. Terry Rummel seconded the motion. Board noted the 90 day review will fall between board meetings. Tom Mack explained the Board will make increase retro-active to the date of the 90 day review. There was no further discussion. Motion carried. Unanimous Ayes.

Facilities Committee

Larry Siclair explained the issues with the National School Lunch Program discussed at the March Board Meeting have been resolved. NWOJDC has received National School Lunch Program funds for January, February and March. There were several people who worked hard to resolve the NSLP issues.

Larry Siclair gave an update on the Camera System. The camera call-up system is a work in progress. Advanced Systems Technology continues to work on the project.

Tom Mack thanked Jessica Croy and Gayle Hilkert for their efforts towards resolving the NSLP issues. Jim Dennis, from CCNO was also instrumental in working with the food service company to resolve issues. The facility could have lost a lot of funding if we had not been able to work everything out. There were several people who worked on the NSLP issue and the Board appreciates everyone who work on this.

Policy and Procedures Committee

Joe Friess commented because of extra responsibilities Jessica had since the last Board Meeting their committee has not communicated with Jessica. Once the new Superintendent is in place they will start working hard on the Policies and Procedures.

Jessica sent Policy Updates to Committee Members. She will send updates to the full Board.

Finance Committee

Gayle Hilkert reviewed items for the Finance Committee.

Board reviewed the GradPoint Order form included in Board Packet. There are many schools in the area who use GradPoint. GradPoint is the educational software our detainees use that integrates with the home school district. The home school is able to track the work the student is doing while at NWOJDC, credits transfer to the home school. There were several comments from the Board regarding the positive impact GradPoint has on our youth and how well it works with the student's home school district.

NWOJDC would like to use Title 1 funds to purchase GradPoint Licenses and Annual Support. There are some additional Title 1 purchases that remain in research. NWOJDC will determine the desired number of GradPoint licenses to purchase after we receive pricing for the additional purchases. At this point, we are requesting the Board authorize the purchase of up to 80 GradPoint Licenses with Annual Support. This purchase will be for up to four (4) years, FY 18,19,20, and 21. We will purchase 20 licenses/year along with Annual Support. Current Pricing- \$360/license and Annual Support - \$500. Total cost - \$ 30,800.

GradPoint - Jeff Hahn motioned the Board authorize the Title1 purchase of up to 80 GradPoint Licenses with Annual Support for four (4) years. Cost not to exceed \$30,800. Joe Friess 2nd the motion. Motion carried. Unanimous Ayes.

NWOJDC has two Title 1 Accounts, a Title 1 Supplies account and a Title 1 Equipment account. Title 1 Supplies purchases will include library books, classroom supplies, and testing supplies. Title 1 Equipment purchases will include GradPoint, EDU Typing (keyboarding program), two (2) laptops (for teachers), bookshelves, and software to restrict detainee access on computers.

We would like to request a transfer from Title 1 Supplies into the Title 1 Equipment Account. Because some purchases remain in research, we do not have the exact transfer amount available. We would like to request a transfer of up to \$35,000 from the Title 1 Supplies account into the Title 1 Equipment Account

Title 1 Account Transfer - Terry Rummel motioned the Board approved a transfer of up to \$35,000 from the Title 1 Supplies account into the Title Equipment Account. Ricki Slattery Starrett seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Sick/Vacation Payout Account Transfer – The 2017 Budget for the Sick/Vacation Payouts account is \$10,000. Year to date we have expended \$8,000. Request to transfer \$4,000 into the Sick/Vacation Payouts account to cover any additional vacation payouts this year.

Bill Rufenacht motioned the Board approve a transfer of \$4,000 from the Insurance – Employee Benefits account into the Sick/Vacation Payouts account. Roy Miller seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

Tom Mack asked Commissioners if the NOWJDC Board meeting schedule conflicted with their meeting schedule. Commissioners responded they work it out with their Board. Tom will take the schedule into consideration as he assigns the Finance Committee Chairperson.

Old Business

Bill Rufenacht commented that he has experience working with many committees. He wanted to report he has never seen two people put their time, passion and effort into anything like Tom Mack and Ricki Slattery Starrett have put into searching for the new Superintendent of NWOJDC. Their passion for this is tremendous. The Board expressed their genuine appreciation to Ricki and Tom for their commitment and dedication.

New Business

Judge Strausbaugh commended Jessica Croy for the job she has done filling in for the Superintendent. She handled the position professionally. She stepped up admirably to do the job that was handed to her. The Board expressed their appreciation to Jessica.

Tom thanked Gayle Hilkert for the extra work she put in during the past few months. Board expressed appreciation to Gayle.

Tom also commented on how helpful and cooperative the staff has been during this process. Tom commended staff for their hard work and cooperation.

Meeting adjourned 10:40 a.m.

Next meeting is scheduled for July 11, 2017.

Gayle A. Hilkert
Respectively Submitted

7-11-17
Date

Thomas W. Mack
Board Chairman

7-11-17
Date