

Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes November 14, 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

Jeff Hahn
Mick Pocratsky
Ricki Slattery Starrett
Judge Strausbaugh

Fulton County

Judge Bumb
Joe Friess
Bill Rufenacht

Henry County

Tom Mack
Larry Siclair

Williams County

Terry Rummel
Nick Woodall

Others present: Dennis Greer – Superintendent
Jessica Croy – Assistant Superintendent
Gayle Hilker - Fiscal Officer
Amanda Michael – NWOJDC Teacher

Tom Mack noted there was a quorum present.

Minutes from the September Board meeting were approved. Larry Siclair motioned the Board approve the September Board Meeting Minutes. Seconded - inaudible. There was no further discussion. Motion carried. Unanimous Ayes.

Superintendents Report

Superintendent Dennis Greer reported we have had a good couple of months since the last meeting. All staffing positions have been filled. We are in the process of training the new officers. We are trying to improve employee morale. The focus is cutting down on overtime. We have some internal promotions that Captain Croy will be talking about.

Assistant Superintendent's Report

Assistant Jessica Croy reported that Earl Winegarner has been hired as the Programs Officer. Mr. Winegarner is very excited about the position. Captain Croy has great hopes for Programs Officer Winegarner.

Jessica Croy announced we will be having our Thanksgiving Celebration next week. She invited the Board to attend. The Ridge Project sponsors the event. Jessica will e:mail the Board the Agenda for the Thanksgiving Celebration.

Jessica reported she is pleased that all positions are filled. Now we can focus on hiring and training substitute officers for more permanent positions in the future.

Fiscal Officer Report

September Billing Census

Member County Credits – There were three (3) member county overages during the month of September.

\$306 was credited to member counties.

Non-Member County Revenues – During the month of September there were 74 non-member beds contracted at a rate of \$67/day.

Monthly Total Non-Member rent revenue - \$4,958

Average Daily Population – 23.1 Average Female Population – 5.4 Average Non-Member Population – 2.5

During the month of September Superintendent Dennis Greer increased the non-member rent to \$80/day. The rate increase does not impact current detainees. Increase will be effective with new detainees.

October Billing Census

Member County Credits – There were no member county overages during the month of October.

YTD Member County Credits - \$ 15,810

Non-Member County Revenues – During the month of October there were 31 beds contracted to non-member counties at a rate of \$67/day, and 34 beds contracted at a rate of \$ 80/day.

Monthly Total Non-Member Rent Revenue - \$ 4,797.00

Year to Date Non-Member Rent Revenue - \$ 83,187.00.

Average Daily Population – 24.6 Average Female Population – 5.2 Average Non-member Population – 2.1

Financial Report

Cash Report:

Operating Fund Balance	10.31.2017	\$ 662,548
Capital Fund Balance	10.31.2017	\$ 249,290

Board reviewed the 2017 Operating Revenue Budget. Receipts YTD are \$1,460,097.75

Board reviewed the Expense Budget. It was noted that the 2018 Workers Comp Premium is due January 3, 2018. We will pay the 2018 Premium in December, 2017 to avoid any penalties or additional charges. As of this report, we have expended 71.85% of the Operating Expense Budget.

The August and September Visa Activity Logs are included in the Packet for the Board's review.

Terry Rummel motioned the Board approve the Finance Report as presented. Joe Friess seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Personnel and Grievance Committee

There were no issues to report.

Program and Policies Committee

Joe Friess reported the Program and Policy Committee met prior to the Board Meeting to review two (2) Policies, Therapeutic Weighted Blanket and Chemical Agents.

Therapeutic Weighted Blankets Policy - Joe mentioned Weighted Blankets are very helpful, especially with those on the Autism spectrum. The facility has six weighted blankets that have been donated.

Chemical Agents Policy - During recent board meetings the Board has discussed the use of OC spray. There are concerns that the spray is used appropriately. Dennis has re-written the Policy with specific instructions detailing when and how to use spray. OC spray will only be justified when trying to prevent the youth from self-harm, harm to others, or destruction of property. Specific steps are to be followed. Policy outlines reporting protocols, proper documentation of use, interventions used to de-escalate situations, and documentation of other staff involved in the incident. Dennis noted staff is now using other interventions to reduce/eliminate the use of spray. Dennis is a Certified CIP Trainer, Non-Violent Crisis Prevention Intervention. He will begin training staff in this intervention during the month of December. Therapeutic Care Intervention is another effect tool.

The Committee is recommending approval of the Policies. Larry Siclair motioned the Board approve the Policies. Jeff Hahn seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes. A copy of these Policies will be sent with the Board Minutes so all Board Members have an opportunity to review the Policies.

Facilities Committee

Larry Siclair reported Dennis has reported some issues with the heating system. Dennis reported the pumps were not working. Issues have been repaired. Preventive Maintenance is scheduled for the heating unit so equipment will be in good working order this winter.

Finance Committee

Tom Mack explained that Tom Kime served as Chairman of the Finance Committee for many years prior to his retirement January, 2017. At the beginning of the year Tom Mack assigned Board Committees. Tom felt it was important for the Finance Committee to continue with a strong presence from the Commissioners as Commissioners represent the citizens who fund the facility. Glenn Miller graciously agreed to serve as Finance Committee Chairperson. Mic Pocratsky, Jerry Stollings served along with Glenn. Judge McColley served as advisor to the Committee. Brad Peebles was also a member of the Committee. However, he has submitted his resignation, and was not available to serve. Glenn Miller is not able to attend today's meeting. Tom Mack presented the 2018 Budget Proposal in his absence.

Tom reviewed Proposal.

Salaries – Board reviewed Staff Salaries Proposal because this is the issue driving the Budget Proposal. Since Dennis has been here, there has been discussion regarding starting wages. It is very difficult to compete with an \$11/hours starting wage. The 2018 Proposal provides for an \$11.50/hour starting wage for a JCO. The challenge is we must increase salaries accordingly for current staff when we increase the starting wage. We cannot offer a new hire \$11.50/hour when the employee who has been here six months is only making \$11/hour. The Proposal calls for a Staff Salary increase of 6%. Effective January 1, Staff Salaries will increase 4%. Employees could earn up to an additional 2% (merit based) with their Annual Review.

The Staff Salaries Budget also allows for additional overtime if needed. One incident requiring a one on one suicide watch could drive overtime significantly. The Budget also allows for addition CPI Training. CPI Training is a new training in addition to trainings we currently offer. Board discussed rewarding staff according to performance. Tom noted the 4% stays in line for Staff Positions. The Superintendent has and always has had the option to base increase on merit. Per Statute the Superintendent has authority to establish compensation. Board makes recommendation.

Operating Revenue Budget

This year there is no Proposal to issue a Member County Credit. Member County Credits would not be issued in the future.

Proposal includes an increase to Member County Daily Per Diem from \$ 94.50 to \$98.50. Board reviewed Daily Per Diem Rate Survey for facilities our size in the State of Ohio.

School Tuition – Proposal is to increase School Tuition from \$38 per day to \$40 for the 2018-2019 school year. Board discussed forming a Committee to research tuition costs in detail. Tuition per diem would be calculated based on research. This would give the facility opportunity to notify schools in advance of any increase.

Board discussed phone cards. Funds for phone cards were not included with the initial Budget because NWOJDC was trying another option. The option did not work. Board approved \$6,000 for phone cards.

Operating Expense Budget

Tom reviewed the Salaries and related accounts. Board has already discussed wages and salaries. The related accounts are tied to Salaries accounts.

Board reviewed Medical, Dental and Vision Insurance Plans. Employees contribute 15% of insurance premiums.

Contracted Services Account will be reserved for specific contracted services. The major expense will be for the CCNO Contract and Activate Health Contract.

Legal and Professional Account has been increased over last year. We reduced the Computer Account by \$2,500 and Contracted Services by \$ 10,000. Those funds were applied to the Legal and Professional Account. At the request of the Fulton County Auditor's Office we will use the Legal and Professional Services account for some of the services previously charged to Contract Services. Also, in 2018 we will pay the 1st half of the ACA Accreditation Audit fee that will be conducted in 2019. We also need funds for the Bi-Annual Financial Audit that will be conducted in 2018.

\$6,000 was assigned to the Phone Cards Expense Account

The remainder of the account line items are in line with the 2017 Budget.

Capital Budget

There is one change to the Capital Expense Budget from the 2017 Budget. There are no Capital Grant funds available for 2018. All other Capital Accounts remain the same. 2018 Capital Budget - \$99,000

Tom reported the Capital Cash Balance is at \$ 249,289.89, less than the desired Year End Balance of \$ 250,000.

Board acted on individual Budget items:

Proposed 2018 Operating Fund Revenue Budget. Budget reflects an increase to Member County Rents from \$ 94.50/day to \$ 98.50/day.

Terry Rummel motioned the Board approve the 2018 Operating Fund Revenue Budget at \$ 1,836,690. Larry Sicclair seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Increase Member County Daily Per Diem from \$ 94.50 to \$ 98.50. This represents a 4% increase to Member County Rents.

Larry Sicclair motioned the Board approve the Member County Daily Per Diem of \$ 98.50. Mick Pocratsky seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Increase to Daily School Tuition Per Diem. Increase school tuition from a daily rate of \$38 to \$ 40 effective July 1, 2018. Board will review school tuition expense and present recommendation at the March Board Meeting. Board will determine what to do with the School Tuition Contract for the July 2018 - July 2019 Year.

Ricki Slattery Starrett motioned the Board approve the daily school per diem of \$40/day effective July 1, 2018 at this time. However, Board will research educational costs and make recommendation for daily per diem at the March Meeting. Board will determine what to do with the School Tuition Contract for the July 2018 -- July 2019 Year. Larry Sicclair seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

Approval of the 2018 Operating Fund Expense Budget - \$ 1,815,060.

Terry Rummel motioned the Board approved the 2018 Operating Fund Expense Budget of \$ 1,815,060. Joe Friess seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Staff Salaries Proposal.

Larry Sicclair motioned the Board approve a 4% increase to staff salaries effective January 1 with the potential merit increase of up to a 2% on the employee's annual eval date. Ricky Slattery Starrett seconded the motion. There was no further discussion. Motion carried.

Health, Dental and Vision Insurance Plans.

Medical Mutual Health Insurance – renewal 1.84% increase Humana Dental renewal – 2% increase Humana Vision renewal – 4.6% Increase

Larry Sicclair motioned the Board approve the Health Insurance Plan, Dental and Vision Insurance Plans as presented in the Board Packet :

<u>Health Insurance</u>	<u>Dental Insurance</u>	<u>Vision Plan</u>
Medical Mutual	Humana Dental Plan	Humana Vision Plan
SuperMed Plus	OH PPO Elective Ortho	OH Humana Vision 130
Multiple Option P11	100/100/60 In and 10/80/50 Out	
Rx Option 2		

Jeff Hahn seconded the motion. There was no further discussion. Motion Carried. There was one opposing vote. Ricki Slattery Starrett opposed the motion.

Capital Fund Expense Budget.

Joe Friess motioned the Board approve the Capital Fund Expense Budget of \$99,000. Ricki Slattery Starrett seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Capital Fund Year End Balance

Terry Rummel motioned the Board approve the transfer of funds from the Operating Fund into the Capital Fund to bring the Capital Fund to the desired Year End Balance of \$250,000. The current Capital Fund Balance is \$ 249,289.89. Ricki Slattery Starrett seconded the motion. Motion Carried. Unanimous Ayes.

Motion for Transfer

Ricki Slattery Starrett motioned the Board approve the necessary steps as presented to execute the transfer of \$710.11 from the Operating Fund into the Capital Fund. This transfer will increase the Operating Budget to \$ 1,883,731.32

Request to increase Operating Fund Budget. - Amended Balance - \$ 1,883,731.32.

Approved 2017 Operating Fund Expense Budget	\$ 1,883,021.72
Increase for Transfer of Funds 11/14/2017	<u>710.11</u>

Amended 2017 Operating Fund Budget 11/14/2017	\$ 1,833,731.83
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Request to transfer Operating Funds into the Capital Fund

Assign \$ 710.11 from Operating Fund Cash Balance into the Operating Fund Unappropriated Account
 Transfer \$ 710.11 from the Operating Fund Unappropriated Account into the Operating Fund Transfer Out Account.
 Transfer \$ 710.11 from the Operating Fund Transfer Out Account into the Capital Fund Transfer In Account

Capital Fund Balance -	\$ 249,289.89
Transfer Amount 11/14/2017	<u>710.11</u>
Amended Cash Balance	\$ 250,000.00

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

Board discuss recent issues with meal trays received from CCNO. Food quality is not the issue, the issue is with foreign objects on trays coming into our facility. Superintendent Dennis Greer informs CCNO Director Jim Dennis of the problems as they occur. Mr. Dennis referred the problems to the CCNO food service staff. However, we continue to have issues. Board suggested Mr. Greer contact Mr. Dennis so he is aware issues are ongoing. Dennis Greer will request Mr. Dennis' involvement in resolving issues.

Larry Siclair motioned the meeting adjourn. Joe Friess seconded the motion. Meeting adjourned 10:30 a.m.

Next meeting is scheduled for January 9, 2018.

David A. Hilbert
 Respectfully Submitted

Jan. 9, 2018
 Date

Thomas W. Mack
 Board Chairman

Jan. 9, 2018
 Date