

Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes September 13, 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

Jeff Hahn
Tom Kime
Ricki Slattery Starrett
Judge Strausbaugh

Fulton County

Judge Bumb
Joe Friess
Bill Rufenacht

Henry County

Tom Mack
Judge McColley
Glenn Miller
Larry Siclair

Williams County

Nick Woodall

Others present: Brian Patrick - Superintendent
Jessica Croy - Assistant Superintendent
Gayle Hilkert - Fiscal Officer
Amanda Michael - Language Arts Teacher

Tom Mack noted there is a quorum to conduct business.

Minutes from the July meeting were approved. Updates to the minutes were presented. Glenn Miller motioned the Board approve the minutes as presented. Larry Siclair 2nd the motion. Motion carried. Unanimous Ayes.

Superintendents Report

Population Report:		<u>July</u>	<u>August</u>
	Intakes	36	28
	Releases	30	35
	Recidivists	64%	43%

Security Report:

Significant Incidents resulting in injury	<u>July</u>	<u>August</u>
	0	0

Medical Services Report:

	<u>July</u>	<u>August</u>
Nurse Sick Calls	86	60
Physician Assistant Sick Calls	4	7
Physicals	27	22
ER Visits	4	3
Hospital Admits	0	1
Ambulance Transports	0	1
Percentage of Detainees on Prescription Drugs	43%	48%
Percentage of Detainees on Psychotropic Medications	25%	27%

If a detainee is hospitalized, a NWOJDC staff member remains with the detainee as long as the youth is in our custody.

Life without Drugs

	<u>July</u>	<u>August</u>
Number of Individual Hours	26.0	35.5
Total Number of Case Management Units	5.5	5.0
Total Number of Group Hours	200.0	186.0
Total Number of Assessment Hours	1.0	6.5

Mental Health Program:

	<u>July</u>	<u>August</u>
Mental Health Assessment Hours	12 (5 Assessments)	24 (7 Assessments)
Group Hours Weekly	7 (41 Detainees in group)	7 (41 Detainees in group)
Individual and Family sessions hours	60	65

There were 42 Suicide Watch Days in July (42-15 minute watch days and 0 One on One watch days).

There were 24 Suicide Watch Days in August (24-15 minute watches and 0 One-on-One watch days).

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

Education Summary:

Brian introduced the new Language Arts teacher, Amanda Michael. Ms. Michael comes to NWOJDC from the Toledo Public School District. Board welcomed Amanda to the facility.

	<u>July Report</u>	<u>August Report</u>
<u>Classroom A:</u> (Reading, Writing, Language, Workforce Employability, Life Skills)	548 Detainees in attendance	357 Detainees in attendance
<u>Classroom B:</u> (Math, science and social studies)	550 Detainees in attendance	584 Detainee in attendance

During the month of August there was new teacher training.

Workforce Employability teaches detainees job search skills. It also teaches detainees what they need to do to become a good employee.

Training Report:

Superintendent Patrick reported a total of 246.50 training hours during the months of July and August.

Personnel Report:

New Hires:	1 Intermittent JCO 1 Teacher	Resignations:	1 Intermittent JCO 1 Full Time JCO
Status Change:	2 Part Time JCO's to FT JCO's 1 Acting Assistant Superintendent to Assistant Superintendent 1 Full Time JCO to Intermittent JCO		
Terminations:	0	Employee Grievances:	0

Assistant Superintendent's Report

Jessica Croy reported there is a special event scheduled this Thursday, September 15th. United States Military personnel have been invited to spend time with detainees. Military personnel will participate in a Question and Answer Session with detainees. They will also conduct physical training (calisthenics) with detainees. Area Veterans from World War 11, Korea, Vietnam and Iran have been invited to conduct a forum. A lunch is planned for detainees and guests. We are excited to be able to offer this to detainees. Adrienne Firman, (Programs Officer prior to being promoted to Intake Sergeant), coordinated the special event. Board Members were invited to attend.

Fiscal Officer Report

July Billing Census

Member County Credits – There were eleven member county overages during the month of July. \$1,122.00 was credited to member counties.

Non-Member County Revenues – There were a total of 343 non-member beds contracted at a rate of \$67/day.

Monthly Total Non-Member rent revenue - \$22,981.

Average Daily Population – 33.7 Average Female Population – 7.0 Average Non-Member Population – 11.1

August Billing Census

Member County Credits - There were two (2) member county overages during the month of August. \$204 was credited to member counties.

Year to Date Member County Credits – \$11,730.00

Non-Member County Revenues – During the month of August there were 262 beds contracted to non-member counties at a rate of \$67/day.

Monthly Total Non-Member Rent Revenue - \$ 17,554

Year to Date Non-Member Rent Revenue - \$ 134,938

April: Average Daily Population – 27.1 Average Female Population – 4.7 Average Non-member Population – 8.5

Financial Report

Cash Report:

Operating Fund Balance	8-31-2016	\$ 625,694
Capital Fund Balance	8-31-2016	\$ 239,999

Board reviewed the 2016 Operating Budget. As of August 31st, NWOJDC has expended 61% of the 2016 Operating Budget.

Capital Budget has been expended 4.76%.

The July and August Visa Activity Logs are included in Board Packet.

Jeff Hahn motioned the Board accept the Financial Report. Glenn Miller seconded the motion. Board discussed the out of state youth that had been housed at the facility recently. Brian Patrick reported he initially contacted the Department of Youth Services to verify NWOJDC was compliant with all requirements. The one requirement was a contract as we have with all Ohio non-member county detainees. There were no problems with the youth. To our knowledge the County was satisfied. It was a positive experience. Motion Carried. Unanimous Ayes.

Personnel and Grievance Committee

The Personnel and Grievance Committee had nothing to report to the Board.

Facilities Committee

The Facilities Committee had nothing to report to the Board.

Finance Committee

September Member County Credit - Last meeting the Board agreed to issue a Member County Credit. Credit was issued for the September Rent. However, there was no formal motion taken.

Ricki Slattery Starrett motioned the Board approve a formal motion issuing the September Credit to Member Counties as discussed during the July Board Meeting. Joe Friess 2nd the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

New Capital Projects Equipment Account - During the July meeting the Board approved the purchase of a new copier for the Intake Office. Board approved the use of Capital funds for the purchase. The Fulton Auditor's Office suggested we request a new Capital Projects Equipment Account to use for Capital Equipment purchases.

Tom Kime motioned the Board approve a new Capital Projects Equipment Account. Larry Siclair 2nd the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Transfer of Funds - The cost of the copier was \$3,382. The Copier expense was charged to the Capital Projects Account. We would like to expense the Copier to the new Capital Projects Equipment Account.

Tom Kime motioned the Board approve the transfer of \$3,382 from the Capital Projects Account to the new Capital Projects Equipment Account. Ricki Slattery Starrett 2nd the motion. Motion Carried. Unanimous Ayes.

DYS Capital Improvements Grant - Last meeting Board approved funds for a DYS Capital Improvements Grant in the amount of \$105,165.60. The funds were for roof replacement and an upgrade to the CCTV system. Since last meeting National Safe and Security Systems, Inc. submitted a revised quote for the CCTV system. The revised quote of \$88,748.35 is lower than the quote presented last meeting. Therefore, we may lower the Capital Budget and the funds approved for the DYS Grant.

The Capital Budget may be reduced from \$210,732.60 to \$208,715.35

The DYS Grant Funds may be reduced for from \$105,165.60 to \$103,148.35.

DYS approved Grant based on quotes submitted in 2015. National Safe and Security Systems, Inc. submitted a quote of \$87,934 in 2015. The revised quote National Safe and Security submitted August 17, 2016 totaled \$ 88,748.35.

NWOJDC is responsible for the difference between the 2015 Quote and the 2016 Quote:

\$88,748.35	2016 Quote
- 87,934.00	2015 Quote
\$ 814.35	

DYS Grant is a 60% match/NWOJDC 40% match.

	<u>CCTV System Project</u>	<u>Roof Replacement</u>	<u>Total</u>
DYS 60% Match	\$87,934 = \$52,760.40	\$14,400 X .60 = \$ 8,640.00	\$ 61,400.40
NWOJDC 40% Match	\$87,934 = \$35,173.60	\$14,400 X .40 = \$ 5,760.00	\$ 40,933.60
Quote Difference	\$814.35		814.35
	\$88,748.35	\$14,400.00	\$103,148.35

Ricki Slattery Starrett motioned the Board approved the revisions to reduce the Capital Budget and reduced the DYS Grant Funds amount as presented. Glenn Miller 2nd the motion. There was no further discussion. Motion carried. Unanimous Ayes.

Server Quote - Brian Patrick reviewed a Quote to purchase a new server. Quote was included in the Board Packet. There was only one Quote submitted.

Glenn Miller motioned the Board approve the Quote submitted by Sonit Systems in the amount of \$22,117.45. Ricki Slattery Starrett 2nd the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

The server we are currently using is running out of space. The new server will have larger capacity and we should be able to add additional storage if needed.

Transfer of Funds - Tom Kime presented the request to transfer \$22,117.45 from the Capital Projects Account to the Capital Projects Equipment Account. Larry Siclair motioned the Board approve the transfer of \$22,117.45 from the Capital Projects Account to the Capital Projects Equipment Account. Joe Friess 2nd the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

The Finance Committee will meet in October to prepare the 2017 Budget Proposal.

The Bi-Annual State Financial Audit of 2014 and 2015 is complete. It was a good Audit with no findings. We strive for good audits and we appreciate the guidance and help the Fulton County Auditor's office provides.

Program and Policies Committee

The Program and Policies Committee had nothing to report to the Board.

Old Business

Brian attended the American Correctional Association Accreditation Hearing in Boston August 5 – 8. There were three (3) standards we did not meet. We received waivers for two (2) standards and failed one (1) standard.

1. Our cells are 77 square feet. ACA requires 80 square feet. ACA issued NWOJDC a waiver on that standard.
2. NWOJDC offers a Drug and Rehabilitation Treatment Program, Life without Drugs, within the facility. According to ACA Policy a treatment program is not permitted inside a Pre-Adjudicated Detention Center. Because Ohio Law supersedes ACA Policy NWOJDC received a waiver on that standard as well.
3. There was one standard we failed. The standard states we must have a specific amount of natural light in each cell. We purchased a light meter to read the natural light in each cell. Our cells do meet the natural light requirement. However, the standard states the reading must be done by a qualified person. We failed the standard because we do not have a person who has been trained to do light meter readings. As a Plan of Action, Brian reported he will send Maintenance to an OSHA 10 class. That was not acceptable because the training does not include appropriate light meter reading training. Brian will research other options.

New Business

There was no new business to present to the Board.

Bill Rufenacht motioned the meeting adjourn.

Meeting Adjourned – 9:32 a.m.

The next meeting is scheduled for November 8, 2016.

Wayne A. Niekut
Respectively Submitted By

3-2-17
Date

William W. Mack
Board Chairman

3-2-17