

November 14, 2023

Security report	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Restraints	9	33	4	2	0	0	1	4	3	2		
O/C utilized	3	0	1	0	0	0	0	0	0	0		
Injuries resulting from incident	1	2	0	0	0	0	0	0	0	0		

Medical services report	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Nurse sick calls	7	10	41	32	22	33	20	45	33	35		
Physician sick calls	0	3	3	4	3	5	5	6	0	9		
Physicals	29	19	26	16	24	21	18	17	24	35		
ER visits	3	3	0	0	1	2	4	1	0	0		
Hospital admits	0	0	0	0	0	0	0	1	0	0		
Daily prescription meds	279	235	264	188	165	205	308	293	306	315		
Daily psychotropic meds	187	204	228	162	140	176	224	261	284	285		
Prescriptions Ordered	9	8	8	1	5	10	4	4	2	7		
Number of labs done	1	0	2	2	0	0	1	3	3	6		
Psychiatric visits	3	0	3	0	0	3	0	0	0	0		
Dental visits	0	0	24	0	0	1	0	1	0	0		
Blood sugar checks	0	0	0	122	3	0	1	0	0	0		
Pregnancy tests	2	0	2	2	1	0	1	1	1	2		

Program / Support Services Report:

Life w/Out drugs Indiv. (hrs.)	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Williams County	11.0	8.75	9.75	9.75	7.75	0	3.75	7.5	3.25	6.5		
Fulton County	3.75	4.0	3.5	6.75	10.75	9.25	4.75	4	4.25	3.75		
Defiance County	7.25	9.5	12.5	9	7.5	8.5	7.5	4.75	0	9		
Henry County	0	0	0	2	2.75	2.5	.5	3.25	2.5	3.25		
Out of County	12.75	9.75	5.75	5.75	3.75	7.75	2.5	12.25	7.25	12.25		
Total hours	34.75	32.00	31.5	33.25	32.5	28	19	31.75	17.25	34.75		

Case Mang. units (hrs.)	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Williams County	3.0	3.0	6	4.25	4.25	0	2	1	2.25	3		
Fulton County	1.5	2.0	1	3	3.5	4.25	2.25	1	1.25	.5		
Defiance County	5.0	7.0	8	4.5	2.25	3.75	4.5	2	0	1.5		
Henry County	0	0	0	1	.5	1.5	.25	.25	.5	1.25		
Out of County	8.0	8.0	4	2	.5	2.5	2.5	2	2.75	3.75		
Total hours	16.50	20.00	18.0	14.75	11.0	12	11.5	6.25	6.75	10		

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Mental health	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Assessment	3	2	4	2	3	5	4	6	1	6		
Group hours	14	9	7.5	6.75	9.75	9	14	9.5	15.25	19.5		
Indiv. & family	58/0	50/0	44/1	36/1	58/0	25/4	43/0	54/0	42/0	62/2		
Suicide watch	32	22	25	16	24	23	24	29	25	31		

Personnel report	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Full time hires	2	1	5	4	2	2	0	1	0	9		
Part time hires	0	1	1	1	0	1	0	0	0	0		
Intermittent	0	3	0	0	0	2	0	0	0	0		
Resigned	1	2	3	1	1	1	1	0	0	2		
Terminated	0	1	0	0	0	0	0	0	1	4		

Employee grievances	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Founded	1	0	0	0	0	0	0	0	0	0		
Resolved	1	0	0	0	0	0	0	0	0	0		
Unfounded	0	2	0	0	0	0	0	0	0	0		

Educational report	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Males served	62	65	70	57	51	50	43	50	78	81		
Females served	34	26	41	34	36	39	30	38	37	46		
Total residents served	90	91	111	91	87	89	73	88	115	127		

In addition,

Roy Miller motioned to allow Terry Rummel, Dan Jones, and Judge Karen Gallagher to enter into a Memorandum of Understanding with Wood County Juvenile Detention Center. Michael Polley seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Joe Friess motioned to allow Terry Rummel, Dan Jones, and Judge Karen Gallagher to enter into a Memorandum of Understanding with Lucas County Juvenile Court, Juvenile Detention Center, and Youth Treatment Center. Dana Phipps seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Deputy Director's Report:

- Mother and Daughter group started on Tuesday, October 24, 2023 with two mother/daughter assigned to the group. This is led by Ms. Brown and myself from 5p-7p. This group is opened for court to assign someone needing extra help with communication appropriately for the mother/daughter duo. It runs as an open group which consists of 8-weeks to successful completion.
- The residents are working on some giving back projects for the month of December. The educational staff are working with the youth on the blanket project for nursing homes. This will be the third time our facility will be doing this project. They are also working on gifts to send home (ornament for the tree) and special gifts for the courts.

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- The educational staff have begun The Fresh Start Program and currently have one resident that will hopefully be the first resident to successfully complete the program. This month will be the "interview" for the grant awarded to shop for appropriate clothing for a job interview. She will then be set-up for a few job interviews to ensure employment for when she is released in December.

Fiscal Officer Report

September Billing Census

There were 27 Member County overages in September.

There were a total of 2 Non-Member beds contracted in September at a rate of \$150 per day.

Paulding - 2

There were a total of 30 Non-Member beds contracted in September at a rate of \$250 per day.

Auglaize – 30

There were a total of 150 Non-Member beds contracted in September at a rate of \$350 per day.

Missaukee County Michigan 60

Osceola County Michigan-30

Sanilac County Michigan-60

There were a total of 42 Non-Member beds contracted in September at a rate of \$450 per day.

Sanilac County Michigan-12

Washtenaw County Michigan-30

There were a total of 44 Non-Member beds contracted in September at a rate of \$500 per day.

Emmet County Michigan-44

Total non-member rent revenue - \$101,200.

Average daily population – 29.23

Average female population – 10.33

Average non-member – 8.9

October Billing Census

There were 23 Member County overages in October.

There were a total of 26 Non-Member beds contracted in October at a rate of \$250 per day.

Auglaize – 26

There were a total of 116 Non-Member beds contracted in October at a rate of \$350 per day.

Missaukee County Michigan-24

Osceola County Michigan-31

Sanilac County Michigan-61

There were a total of 62 Non-Member beds contracted in October at a rate of \$450 per day.

Sanilac County Michigan-31

Washtenaw County Michigan-31

There were a total of 32 Non-Member beds contracted in October at a rate of \$500 per day.

Emmet County Michigan– 32 Beds

Total non-member rent revenue - \$91,000.00

Average Daily Population – 31.68

Average Female Population – 10.42

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Average Non-Member Population – 7.6

Non-Member Rent

2023 YTD - \$600,090.00 collected
2022 YTD - \$198,425.00 collected.
2021 YTD - \$41,190 collected.
2020 YTD - \$102,240.00 collected.

Tuition

YTD \$348690.00 collected.

Cash Report

Operating Fund - \$986,591.69 Balance as of 10.31.2023
Capital Fund - \$ 641,013.59 Balance as of 10.31.2023

2023 Operating Budget as of 10.31.2023 shows we expended 74.08%.

2022 Carry Over Purchase Orders

Operating is \$7,356.14

2023 Operating Fund

Operating Fund Budget	\$2,484,357.00
2022 Carry Over P.O.'s	\$ 4,165.16
3.14.2023 Approved	<u>\$ 242,450.00</u>
Revised Total	\$2,726,972.16

2023 Capital Fund

Capital Fund Budget	\$ 512,000.00
2022 Carry Over P.O.'s	<u>\$ 16,916.50</u>
Total	\$ 528,916.50

Visa Activity Logs for September and October are included in the Board Packet.

Bill Rufenacht motioned to approve the purchase of two locks from Corrections Products in the amount of \$5,055. Michael Polley seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Roy Miller motioned to ratify the Executive Committee's authorization to transfer \$3,000.00 from Training 9065-90917-5-32000 to Travel 9065-90917-5-31000. Bill Rufenacht seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Michael Polley motioned to ratify the Executive Committee's authorization to transfer \$4,000.00 from Insurance 9065-90917-5-20400 to Detainee Supplies 9065-90917-5-51001. Dana Phipps seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Mark Denning left the meeting at 9:12 a.m.

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Bill Rufenacht motioned to ratify the Executive Committee's authorization to transfer \$5,000.00 from Insurance 9065-90917-5-20400 to Repairs 9065-90917-5-38000. Roy Miller seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Roy Miller motioned to allow the Fiscal Officer to transfer up to \$2,500 between Operating Accounts with the transfers being approved in January. Dana Phipps seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Elissa Carrizales motioned to approve the Financial Report as presented. Joe Friess seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Executive Committee

Nothing to report.

Personnel and Grievance Committee

Nothing to report.

Finance Committee

Grime stated that the budget includes working on the grant project, sealing the parking lot, replacing flooring and painting. The quotes are over the director's spending authority so projects will be brought to the board for approval in 2024. Something new for the 2024 Budget is that \$25,000 was added to an Unappropriated account. The other big expense is the wages. Grime asked Jones to explain the step program that is being presented. Jones stated that 87 percent of staff has been with the facility 18 months or less. Looking at that figure shows a lot of experience is lost. Steps incentivize people to want to make a career instead of going someplace else. The step program looks at each job and gives an increase as to how long someone has held that position by months and then years. Jones told members that he would like to increase the hourly rate for the night shifts by \$1.00 per hour. The idea is to make nights more attractive and have some experience there. The additional cost for 2023 will be about \$2,000 and then annually the cost would be about \$17,000. Bill Rufenacht asked if \$1.00 would be enough. Jones stated he was hopeful but stated that many young people want schedule freedom over financial freedom. Roy Miller asked if there was still a Performance Bonus and was informed that they are still being done. Jones stated that he would like to start here and reassess it later next year to see if the increase is working.

Chairman Rummel asked if he could have a motion to enter into Executive Session to discuss compensation of a public employee. Dana Phipps motioned to enter into Executive Session to discuss compensation of a public employee with the judges staying. Michael Polley seconded. Discussion: None. Roll call vote on motion: Robert Morton-Aye, Dana Phipps-Aye, Joe Short-Aye, Joe Friess-Aye, Roy Miller-Aye, Bill Rufenacht-Aye, Elissa Carrizales-Aye, Terry Rummel-Aye, Michael Polley-Aye, and Nick Woodall-Aye. Entered Executive Session at 9:34 a.m. Exited at 10:16 a.m.

The meeting was joined at 10:16 by Brian Koeller of *The Bryan Times*. Upon exiting Executive Session, the following actions were taken:

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Joe Freiss motioned to approve a one dollar per hour shift premium for night shift effective PPE 11.18.2023. Michael Polley seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Elissa Carrizales motioned to approve a Black Friday Bonus of \$500 to full time employees, \$300 to part time employees, and prorated to full time employees that have less than one year of service with a minimum of \$150. Roy Miller seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Roy Miller motioned to have \$20.00 per diem for all rent posted as Capital Revenue. Bill Rufenacht seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Bill Rufenacht motioned to increase the wage for Dan Jones by \$5,000 effective January 1st. Roy Miller seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Bob Morton motioned to increase the wage for Kim Grime to match the Deputy Director of \$72,446 effective January 1st. Roy Miller seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Roy Miller motioned to approve the 2024 Budget as presented. Michael Polley seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Facilities Committee

Dan Jones informed members that the new windows and lighting projects will begin in December. Northern Buckeye will come in with servers and Wi-Fi. They will also be dropping cable in December and the new phones should be here in January.

Bill Rufenacht asked for clarification regarding the quotes for the flooring and painting. Grime stated that the \$14,000 is just for carpet in the front area and the other quote is to replace the rest of the floor in the facility. The painting quote was divided into five areas for the facility. Only one quote is in the packet. Another one is expected, however, the project will probably not be done all in one year.

Program and Policies Committee

Joe Friess recommended to members that the director's spending authority be increased. Joe Short stated that this is something that really needs to be done and used the purchase of the locks as an example.

Joe Friess motioned to approve the revised Purchase of Supplies and Equipment Policy as presented. Dana Phipps seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

Joe Friess stated that he spoke with Dan Jones regarding changing the policy. Jones told him that the reason he wanted it changed is because the old policy is weak and the new policy addresses problems.

Jones thanked the committee for reviewing the two changes and for their timeliness.

Roy Miller motioned to approve the revised Attendance Policy as presented. Bill Rufenacht seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion carried.

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Old Business

Terry Rummel spoke with Dr. Park and he would like to renew his contract for three years.

New Business

Nothing to report.

Bill Rufenacht motioned to adjourn. Nick Woodall seconded. Discussion: None. Vote on motion: All Ayes, 0 Nays. Motion Carried.

Meeting adjourned at 10:29 a.m.

Next meeting is scheduled for January 9, 2024.



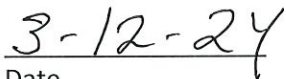
Respectfully Submitted



Date



Board Chairman



Date