

# Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes November 13, 2018

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  
Judge Strausbaugh

**Fulton County**

Joe Friess  
Bill Rufenacht

**Henry County**

Tom Mack  
Judge McColley  
Larry Siclair

**Williams County**

Judge Bird  
Jerry Stollings  
Terry Rummel  
Nick Woodall

Others present: Dennis Greer Superintendent  
Gayle Hilkert Fiscal Officer

Chairman Tom Mack noted there was a quorum present to conduct business.

Minutes from the September Board Meeting were approved. Larry Siclair motioned the Board approved the September 11th Minutes. Terry Rummel seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

**Assistant Superintendent's Report**

Dennis Greer presented the Assistant Superintendent's Report. Staffing continues to be an ongoing issue.

Currently there are two (2) full time security position vacancies and one (1) teacher vacancy. Ms. Schmidt, the Language Arts teacher is covering for both classrooms. Superintendent noted he appreciates the extra effort Ms. Schmidt is putting forth.

There are two special events coming up. On November 15<sup>th</sup> NWOJDT&RC will host a Veteran's Day event. This includes a luncheon that will honor those men and women who have served in our country's military.

On November 21<sup>st</sup> detainees will be treated to a special Thanksgiving Celebration.

Both events will be from 11 a.m.- 2 p.m. Board Members are invited to attend both of these events.

**Superintendents Report**

Programming – NWOJDT&RC continues to make progress in the area of programming. Currently we do need to fill the Programs Officer position.

We are trying to hire additional staff, however, that is very challenging. Staff ratio is priority, and we have been able to do that. Keeping detainees and staff safe is also priority.

As mentioned previously, we have been making gains with programming. Staff is more focused on rehabilitation. They are doing more to build relationships with detainees. They are also doing more processing with the young people. The Rehabilitative component is key as is the Corrections component.

Defiance College has contacted Dennis. Dennis hopes this opens opportunities for Defiance College students to work with NWOJDT&RC.

Board discussed the challenges of hiring staff. Board noted that depending on the subject, the pool of substitute and full-time teachers is very limited. Many teachers are not interested in working with the population we serve at NWOJDT&RC. Also, the fact that our education program is year-round discourages many applicants. It is difficult for NWOJDT&RC to reduce education hours because there are guidelines to meet for youth to earn credit recovery.

Dennis reported that Gayle Hilkert will retire effect February 28, 2019. Dennis has identified a candidate to fill the vacancy and he is moving forward with that process. Plans are to have the new Fiscal Officer work with Gayle for a smooth transition.

**Fiscal Officer Report**

Year to Date Member Credits	\$ 10,600	Year to Date Non-Member Credit -	\$ 153,360
October 31, 2018 Operating Fund Balance	\$ 827,526	October 31, 2018 Capital Fund Balance	\$ 221,188
October 31, 2018 Operating Fund Revenues	\$ 1,536,225	October 31, 2018 Operating Fund Expenses	\$ 1,284,429

Operating Budget is expended 70%. At this point in the year we are below budget.  
Capital Budget – There are no changes to the Capital Budget since last report.

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

Terry Rummel motioned the Board approve the Fiscal Officer's Report. Mick Pocratsky seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

**Personnel and Grievance Committee**

Tom Mack noted there are no issues to report.

**Program and Policies Committee**

Joe Friess reported there are no policies to present to the Board.

**Facilities Committee**

Larry Siclair reported there have been meetings to discuss the water quality within the Brunersburg Water and Sewer District. The Brunersburg Water and Sewer District has been involved in meetings to address the issues. Meetings will continue with the Brunersburg Water and Sewer District, the EPA, the Four County Commissioners and the Village of Archbold.

Aramark is now providing detainee food service. Dennis will meet with Aramark to discuss the special dietary needs of some of our youth. Specific meal plans are needed for youth with medical conditions such as diabetes. Special meal plans may also be required for vegetarians or youth who belong to religious sects with dietary restrictions.

**Finance Committee**

The 2019 Budget Proposal is available for the Board's review and approval. Tom Mack noted there are some personnel issues to be discussed during the 2019 Budget Proposal.

Larry Siclair motioned the Board enter into Executive Session during the 2019 Budget Proposal for discussion of Personnel Issues with Judges, Superintendent and Fiscal Officer remaining.

Joe Friess second the motion. Roll call vote was taken. Motion Carried. Unanimous Ayes.

Board entered into Executive Session 9:25 a.m.

Board Reconvened 10:15 a.m.

**2019 Budget Proposal**

Revenue Budget

The Board has reviewed all accounts in the 2019 Revenue Budget Proposal. Bill Rufenacht motioned the Board approve the 2019 Operating Revenue Budget. Total Revenue Budget stands at \$ 1,911,784. Terry Rummel seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Daily Member County Per Diem

Terry Rummel motioned the Board approve a 2.5% increase to Member County Rent effective January 1, 2019. This increases the Daily Member County Per Diem from \$ 98.50 to \$ 101.00. Larry Siclair seconded the motion. Motion Carried. Unanimous Ayes.

School Tuition

Jeff Hahn motioned the Board increase School Tuition to \$44/day, effective July 1, 2019. Larry Siclair second the motion. Motion Carried. Unanimous Ayes.

Operating Fund Expense Budget

The Board reviewed all 2019 Operating Fund Expense Accounts. Larry Siclair motioned the Board approve the 2019 Operating Fund Budget as presented for a total of \$1,909,954.00. Mick Pocratsky seconded the motion. Motion Carried. Unanimous Ayes.

Staff Salaries

Bill Rufenacht motioned the Board approve the Staff Salaries as presented with a starting JCO salary of \$11.85/hour. This is a 3% increase. Mick Pocratsky seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

Staff salaries presented:	JCO	\$ 11.85	Intake Officer	\$15.50
(Starting salary)	Corporal	\$ 12.75	Lieutenant	\$ 16.50
(3% increase)	Programs Officer	\$ 13.25		

Teaches Salaries

Larry Siclair motioned the Board approve the Teachers Salaries:

Teachers - Bachelors Degree \$ 42,500 Annually

Teachers – Masters Degree \$ 47,500 Annually

Terry Rummel seconded the motion. This will be effective January 1. Motion carried. Unanimous Ayes.

Employee Insurance Plans

Larry Siclair motioned the Board approve the following insurance plans:

Heath Insurance - Northern Buckeye Health Plan Access + PPO.

Dental - Northern Buckeye Health Plan – Standard

Vision - Northern Buckeye Health Plan – Plan II

Bill Rufenacht seconded the motion. Motion Carried. Unanimous Ayes.

Northern Buckeye Health Plan (Division of Optimal Health Insurance Consortium)

The Board approved the 2019 Insurance Package for NWOJDT&RC employees. The facility will join the Northern Buckeye Health Plan a division of Optimal Health Initiatives. There is a Buy-In estimated at approximately \$52,000 to participate in the Northern Buckeye Health Plan.

NWOJDT&RC may pay the Buy-In over a three (3) year period or may make a one-time payment. Terry Rummel motioned the Board approve the one-time Buy-In (approximately \$ 52,000). Larry Siclair seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Board approved an increase to the 2018 Operating Fund Budget to provide funds for Buy-In expense.

Larry Siclair motioned the Board increase the Operating Fund Budget up to the amount of \$ 60,000 to fund the Buy-In to NBHP.

This increases the 2018 Operating Fund Expense Budget to \$ 1,888,163.

Bill Rufenacht seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

2018 Operating Fund Budget	\$ 1,828,153
Increase for NBHP Funds (maximum)	\$ 60,000
Amended 2018 Operating Fund Budget	\$ 1,888,153

#### Transfer of Funds NBHP

Terry Rummel motioned the Board approve \$60,000 from the Operating Fund Cash Balance into the Operating Fund Legal and Professional Fees for the NBHP Buy-In. Bill Rufenacht seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

#### Capital Fund Budget

The Board reviewed proposed 2019 Capital Fund Accounts. Board noted an increase of \$ 50,000 in the Capital Projects Account. The additional funds may be needed for driveway/parking lot improvements.

Jerry Stollings motioned the Board approve the 2019 Capital Fund Budget as presented. Bill Rufenacht seconded the motion. There was no further discussion. Motion Carried.

### **2018 Budget Requests**

#### Capital Projects Account

Bill Rufenacht motioned the Board approve \$5,000 for security door locks. Joe Friess seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

#### Capital Fund Balance 12.31.2018

Board discussed the December 31, 2018 Capital Fund closing balance. The Board agreed on the ending balance of \$250,000.

The current Capital Fund Balance was reported at \$ 221,187.64. This does not include the \$ 5,000 committed for the security door locks.

Larry Siclair motioned the Board approve an ending balance of \$250,000 as of December 31, 2018, allowing for the security door expense of \$5,000.

Bill Rufenacht seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

#### Transfer of Operating Funds into Capital Account

To make the transfer into the Capital Account the following steps are necessary:

1.) Request an increase to the Operating Fund Expense Budget

Larry Siclair motioned the Board increase the Operating Expense Budget to \$ 1,921,497.36

Current Operating Fund Balance	\$ 1,888,163.00
Funds for Transfer (maximum)	\$ 33,812.36
Amended 2018 Operating Fund Balance	\$ 1,921,975.36

Terry Rummel seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

2.) Request Funds available for transfer.

Larry Siclair motioned:

- a. Assign \$ 33,812.36 from the Operating Fund Cash Balance into the Operating Fund Unappropriated Account.
- b. Transfer \$ 33,812.36 from the Operating Fund Unappropriated Account in the Operating Fund Transfer Out Account.
- c. Transfer \$ 33,812.36 from Operating Fund Transfer Out Account into the Capital Fund Transfer In Account.

Bill Rufenacht seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

Current Capital Fund Balance	\$ 221,187.64
Transfer Amount 12.31.2018	\$ 28,812.86
Funds for Security Door Locks	\$ 5,000.00
Amended 2018 Capital Fund Balance	\$ 255,000.00

#### Year End Transfers - Operating Expense Budget

Each year the Board gives permission to the Fiscal Officer to transfer funds between Operating Accounts.

Terry Rummel motioned the Board grant Fiscal Officer permission to transfer up to \$2,500 between Operating Fund Expense Accounts as needed through December 31, 2018. Larry Siclair seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

**Old Business**

The Defiance County Commissioners had passed a resolution to appointing Robert Morton to the NWODT&RC. However, the Four County Joint Board of Commissioners must approve the appointment. The official appointment needs to be in place for Mr. Morton to serve on the Board.

**New Business**

Amanda Schmidt, Language Arts Teacher, explained there is programming for the youth she would like to present. There is also a Check-In Procedure for youth she would like to present to the Board. Ms. Schmidt will present these items next meeting when more time is available.

Bill Rufenacht motioned the Board adjourn. Terry Rummel seconded the motion.  
Meeting adjourned 10:30 a.m.

Next meeting – January 8, 2019.