

Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes March 12, 2019

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
 Judge Bumb
 Bill Rufenacht
 Roy Miller
 Marc Robinson

Henry County
 Tom Mack
 Judge McColley
 Nick Woodall
 Larry Siclair

Williams County
 Jerry Stollings
 Terry Rummel
 Nick Woodall
 Judge Bird

Others present: Jessica Croy Assistant Superintendent
 Barb Colon Fiscal Officer
 Amanda Schmidt NWOJDC Teacher

Tom Mack noted there was a quorum present.

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

Superintendent's Report

Assistant Superintendent Jessica Croy reported the following statics for January and February:

Population Report	January	February
Intakes	25	26
Releases	25	25
Recidivists	15 (60%)	16 (67%)

Security Report

Significant Incidents / January

- (12) Escorts to assigned cell or observation cell – (9) was at the detainee's request
- (1) Removal from cell for safety or security threat and/or inflicting self-harm
- (1) Oleoresin Capsicum spray was utilized

Significant Incidents resulting in injury (0)

Significant Incidents / February

- (0) Escorts to assigned cell or observation cell!!!!!!
- (0) Removal from cell for safety or security
- (0) Oleoresin Capsicum spray was utilized

Significant Incidents resulting in injury (0)

Medical services Report	January	February
Nurse Sick Calls	28	9
Physician Assistant Sick Calls	7	0
Physicals	20	15
ER Visits	4	0
Hospital Admits	0	0
Ambulance Transports	0	0
Percentage of Detainees on Prescription Medication	32%	27%
Percent of Detainees on Psychotropic Medications	27%	16%
Prescriptions Ordered	10	6
Number of Lab Studies	0	1

Program / Support Services Report

Life Without Drugs Program – January

Total Number of Individual Hours by County:

Fulton	1.75	
Williams	6	15.25 total hours
Henry	0	
Defiance	7.50	

Total Number of *Case Management Units by County:

Fulton	.75	
Williams	.25	1.25 hours
Henry	0	
Defiance	.25	

Total Number of Group Hours by County:

Fulton	3	
Williams	23.5	65.50 hours
Henry	0	
Defiance	39	

Total Number of Assessment Hours by County:

Fulton	1	
Williams	0	2 hours
Henry	0	
Defiance	1	

Life Without Drugs Program – February

Total Number of Individual Hours by County:

Fulton	0	
Williams	5.25	12.25 hours
Henry	3.50	
Defiance	3.50	

Total Number of *Case Management Units by County:

Fulton	0	
Williams	1.25	2.5 hours
Henry	0	
Defiance	1.25	

Total Number of Group Hours by County:

Fulton	2	
Williams	20.5	43.5 hours
Henry	0	
Defiance	21	

Total Number of Assessment Hours by County:

Fulton	0	
Williams	2	3 hours
Henry	0	
Defiance	1	

Mental Health – January

- 5 MH assessments (10 Hours)
- 5 Group Hours (44 detainees in Groups)
- 61 Individual and Family Session Hours

Suicide Watch days were 216 this month (216-15-minute watch days, 23 total detainees)

Mental Health – February

- 3 MH assessments (6 Hours)
- 4 Group Hours (37 detainees in Groups)
- 44 Individual and Family Session Hours

Suicide Watch days were 56 this month (56-15-minute watch days, 37 total detainees)

Education Summary

Classroom A Report / January

During the month of January there were a total of **432** detainees who were in attendance twice a day and received instruction via Connexus in English, Science, Mathematics, History and Health and direct instruction in Employability: **312 Males and 120 Females**.

Classroom A Report / February

During the month of February there were 395 detainees who were in attendance twice a day, and received instruction via Connexus in English, Science, Mathematics, History, Health, and direct instruction in Employability: 292 males and 140 females.

Training Report

- | | |
|---|------------------|
| (1) Staff member received training in National Institute of Corrections | Hours: <u>6</u> |
| (16) Staff members received training in Intake | Hours: <u>16</u> |
| (16) Staff members received training in Mandatory reporting Child Abuse | Hours: <u>32</u> |
| (16) Staff members received Medical Training | Hours: <u>32</u> |
| (16) Staff members received Report Writing Training | Hours: <u>16</u> |
| (4) Staff member received training in Emergency Procedures | Hours: <u>8</u> |
| (2) Staff members participated in the Enter court Conference | Hours: <u>32</u> |

Total Training Hours: 142

Personnel Report

- | | |
|----------------------------|--|
| New Hires: | (1) Officer Cole Switzer |
| Terminations: | (0) |
| Status Change: | (1) Officer Jesse Leonard Full-time to Sub |
| Resignations: | (1) Officer Ashley Clark – Intermittent |
| Retirement: | (1) Gayle Hilkert – Fiscal Officer |
| Employee Grievances | (0) |

Jessica stated the DYS Audit went well. The Certificate of Compliance is hanging in the lobby. Findings of the Report: Upon reviewing all relevant policies, administrative discussions, and through observations, it is clear and evident that the Northwest Juvenile Detention, Training and Rehabilitation Center is compliant with the mandatory sections of Ohio's Standards for Juvenile Detention Centers, as found in OAC 5139-374.

There are two Full-Time positions open, one position is in the process of being filled. Jessica has been holding interviews and Diana Screenings. Two substitute positions are filled. We need 5 substitute positions filled. Jessica spoke with the board concerning a terminated employee.

Assistant Superintendent's Report

Jessica Croy asked Amanda Schmidt to speak about old library books no longer used in the classrooms. Amanda stated two SRA Reading Laboratories from 1969 and 1972 were found, along with a complete 21 book set of The New Illustrated History of the World. Looking online, they have been sold in the range of \$300 to \$600 and \$450 respectively and have been sold through Amazon and eBay. If books can be sold, Amanda would like to have an activity fund for the classroom. After board discussion, motion was made by Marc Robinson to authorize Jessica Croy to place the following books for sale on public auction: Complete 21 book set of the "Illustrated History of the World, circa 1969, SRA Reading Laboratories 1A Circa 1969 and SRA Reading Laboratories 1B Circa 1972. Motion seconded by Terry Rummel. There was no further discussion. Motion carried. Unanimous Ayes. Motion made by Roy Miller to have Fiscal Officer set up separate account designated for these funds for Classroom Activities. Motion seconded by Nick Woodall. There was no further discussion. Motion carried. Unanimous Ayes.

Fiscal Officer Report

January Billing Census-There were no overages for the month of January. 268 nonmember beds were contracted at a rate of \$80/day.

Average Daily Population 29.42 Average Female Population 8.1 Average nonmember Population 8.1

February Billing Census-There were no overages for the month of February. 113 nonmember beds were contracted at a rate of \$80/day. Total year to date nonmember revenue \$30,480. This compares to \$32,560 for January and February 2018.

Average Daily Population 21 Average Female Population 4.9 Average nonmember Population 4

February 28, 2019 Operating Fund Cash Balance \$812,578.52

Operating Revenues \$366,570.69

As of 2.28.2019 Operating Budget is expended at 14.72% compares to 12.99% in 2018. Note of high percentage in the Legal and Professional Line-due to the insurance buy-in amount of \$44,683.66.

Capital Fund balance as of February 28, 2019 is \$253,750.18

The December 2018 and January 2019 Visa Activity Logs, and 2018 Carry Overs are included in the Board Packet for review.

The 2018 Financial Audit was submitted to the State on February 21, 2019 there is a copy for review.

Mick Pocratsky motioned the Board approve the Financial Report. Jeff Hahn seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

Personnel and Grievance Committee

There was no Personnel and Grievance Committee report.

Tom Mack motioned the Board enter into Executive Session to discuss personnel. Judges and Fiscal Officer were invited to stay for first portion of the Executive Session. Motion seconded by Roy Miller. Roll Call vote was taken. Motion carried. Unanimous Ayes.

Board entered into Executive Session 9:28 a.m.

Board re-convened 9:40 a.m.

No Board Action Required.

Program and Policies Committee

The ACA audit is March 18 through 20, 2019 and Jessica needs the policy book signed off. Change being made is disciplinary 24-hour lockdown changed to 4 hours. Our attorney let us know this was changed at the State level. Wording on change is: When a detainee has been charged with a major rule violation requiring room confinement, for the safety of the detainee or other detainees, or to ensure the security of the facility, the detainee maybe confined for a period up to 4 hours upon a finding by the Superintendent or his designee that the detainee presents a threat to facility security or the safety of his/herself or others. Confinement of over 4 hours is reviewed every 4 hours by the Superintendent or a designee who was not involved with the incident. Motion to approved changed made by Bill Rufenacht and seconded by Marc Robinson. Motion carried. Unanimous Ayes.

Finance Committee

Title 1 Transfers

During the January 8, 2019 meeting, the Board granted the Fiscal Officer permission to transfer Title 1 funds into appropriate accounts as needed through June 30, 2019.

Request approval for the following transfers:

<u>Date</u>	<u>Action</u>	<u>Account Description</u>	<u>Account Number</u>	<u>Amount</u>
1.15.2019	Transfer Out	Title 1 Supplies	9065-90917-5-59001	\$4,998.00
1.15.2019	Transfer In	Title 1 Equipment	9065-90917-5-62001	\$4,998.00

Terry Rummel motioned the Board approve Title 1 Transfer for RealCare babies. Larry Siclair seconded the motion. There was no further discussion. Motion Carried. Unanimous Ayes.

1.25.2019	Transfer Out	Title 1 Supplies	9065-90917-5-59001	\$4,008.33
1.25.2019	Transfer In	Teacher Salaries	9065-90917-5-10301	\$3,475.30
1.25.2109	Transfer In	Medicare	9065-90917-5-20301	\$ 46.49
1.25.2019	Transfer In	STRS	9065-90917-5-21001	\$ 486.54

Larry Siclair motioned the Board approve Title 1 Transfer for January Teachers Salaries. Nick Woodall seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

2.25.2019	Transfer Out	Title 1 Supplies	9065-90917-5-59001	\$4,353.00
2.25.2019	Transfer In	Teacher Salaries	9065-90917-5-10301	\$3,773.84
2.25.2019	Transfer In	Medicare	9065-90917-5-20301	\$ 50.82
2.25.2019	Transfer In	STRS	9065-90917-5-21001	\$ 528.34

Larry Siclair motioned the Board approve Title 1 transfer for February Teachers Salaries. Jerry Stollings seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

2.26.2019	Transfer Out	Title 1 Supplies	9065-90917-5-59001	\$1,228.00
2.26.2019	Transfer In	Title 1 Equipment	9065-90917-5-62001	\$1,228.00

Terry Rummel motioned the Board approved Title 1 transfer for Computer Equipment and installation. Larry Siclair seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

As of report, all 2018 Carry-Over Purchase Orders have been expended or closed. 2018 Carry over purchase orders totaled \$66,611.30.

Approved 2019 Budget	\$1,909,954.00
2018 Carry Overs	\$ 66,611.30
Amended 2019 Budget	\$1,976,565.30

Motion made by Terry Rummel to amend the budget by \$66,611.30. Roy Miller seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

The Capital Fund had a \$5,000 Carry-Over Purchase order for \$5,000.00 for security locks that was expended.

Approved 2019 Budget	\$119,000.00
2018 Carry Overs	\$ 5,000.00
Amended 2019 Budget	\$124,000.00

Motion made by Larry Siclair to amend the 2019 the Capital Fund budget by \$5,000.00. Roy Miller seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

Facilities Committee

There was no Facilities Committee report.

Old Business

Defiance County Commissioner, Mick Pocratsky, gave an update on water quality issues Brunersburg Water and Sewer is under findings and orders and will be moving with the possibility of a plant down the road. This fix will not apply to CCNO and NWOJDC. NWOJDC is not under finding and orders. Discussion followed.

New Business

Jerry Stollings updated the Board on the Juvenile Justice Delinquency Prevention Act. The renewal Act puts restrictions on VCO (violation of court order) to a maximum of seven days. His understanding is when a child has a parole violation it is listed as a VCO on court documents and reports. Talking with DYS and reading the federal statute there could be pressure on what is perceived to be kids violating status offenses being held in detention centers, which is not done at NWOJDT & RC. VCO in the State of Ohio is a specially defined offense and the Federal Systems uses Violation of a Valid Court Order terminology. The courts will be having discussions.

Judge Bird stated it was brought to his attention detainees were not able to make phone calls to their parents unless a phone card was purchased. Captain Croy stated there are extra phone cards detainees can ask for if a phone card can not be purchased. Discussion on possibly purchasing cell phones. This will be directed to Policy and Procedures Committee.

Terry Rummel motioned meeting adjourn. Roy Miller seconded the motion. Motion Carried.
Meeting adjourned 10:15 a.m.

Next meeting is scheduled for May 14, 2019.

Barr A Colon

Respectively Submitted

May 14, 2019

Date

Thomas W. Mack

Board Chairman

MAY 14, 2019

Date