

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

Bob Morton
Mick Pocratsky

Fulton County

Joe Friess
Bill Rufenacht
Roy Miller

Henry County

Tom Mack
Judge McColley
Larry Siclair
Glen Miller

Williams County

Jerry Stollings
Terry Rummel
Judge Bird

Others present: Jessica Croy Assistant Superintendent
 Barb Colon Fiscal Officer

Judge Bird introduced Karen Gallagher, Magistrate for Williams County Juvenile and Common Pleas Courts.

Tom Mack asked for a motioned the Board enter into Executive Session to discuss personnel. Judges and were invited to stay. Motion was made by Glen Miller to enter into Execution Session and seconded by Bob Morton. Roll Call vote was taken. Motion carried. Unanimous Ayes.

Board entered into Executive Session 9:05 a.m.

Board re-convened 9:25 a.m.

No Board Action Required.

Tom Mack turned the meeting over to Judge Bird to conduct the Annual Meeting. Judge Bird stated the May Board meeting is where we elected officers. Currently the Board Chairman and the Vice Chairman are elected officers. Judge Bird asked for nominations for the Board Chairman. Terry Rummel nominated Tom Mack. Joe Friess seconded the motion. Glenn Miller motioned nominations be closed. There was no further discussion. Board elected Tom Mack as Board Chairman with a unanimous vote.

Bill Rufenacht nominated Terry Rummel for Vice Chairman, seconded by Mick Pocratsky. Roy Miller motioned the nominations be closed and Joe Friess seconded the motion. Board elected Terry Rummel for Vice Chairman with a unanimous vote.

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

Superintendent's Report

Assistant Superintendent Jessica Croy reported the following statics for March and April:

<u>Population Report</u>	<u>March</u>	<u>April</u>
Intakes	32	39
Releases	24	28
Recidivists	15 (47%)	27 (69%)

Security Report

Significant Incidents / March

(6) Escorts to assigned cell or observation cell – (2) was at the detainee's request

3) Removal from cell for safety or security threat and/or inflicting self-harm

(0) Oleoresin Capsicum spray was utilized

Significant Incidents resulting in injury (0)

Significant Incidents / April

(7) Escorts to assigned cell or observation cell

(9) Removal from cell for safety or security

(3) Oleoresin Capsicum spray was utilized

Significant Incidents resulting in injury (0)

Medical services Report	March	April
Nurse Sick Calls	26	18
Physician Assistant Sick Calls	2	1
Physicals	28	25
ER Visits	2	3
Hospital Admits	0	0
Ambulance Transports	0	0
Percentage of Detainees on Prescription Medication	36.5%	32%
Percent of Detainees on Psychotropic Medications	29%	28%
Prescriptions Ordered	26	20
Number of Lab Studies	0	0

Program / Support Services Report

Life Without Drugs Program – March

Total Number of Individual Hours by County:

Fulton	4	
Williams	2	17.75 total hours
Henry	4	
Defiance	7.75	

Total Number of *Case Management Units by County:

Fulton	0	
Williams	1.75	2.25 Units
Henry	0	
Defiance	.50	

Total Number of Group Hours by County:

Fulton	30	
Williams	24	132 total hours
Henry	37	
Defiance	41	

Total Number of Assessment Hours by County:

Fulton	2	
Williams	0	5 total hours
Henry	1	
Defiance	2	

- (1) until is equivalent to (1) 1-8-minute phone call, face to face conversation with Probation, Court, Mental Health, or with parents to schedule family sessions.

Life Without Drugs Program – April

Total Number of Individual Hours by County:

Fulton	7.75	
Williams	5.25	23 total hours
Henry	5.75	
Defiance	4.25	

Total Number of *Case Management Units by County:

Fulton	.50	
Williams	.25	2.25 Units
Henry	.50	
Defiance	1	

Total Number of Group Hours by County:

Fulton	50	
Williams	25	132 total hours
Henry	50	
Defiance	35	

Total Number of Assessment Hours by County:

Fulton	0	
Williams	1	1 total hour
Henry	0	
Defiance	0	

- (1) until is equivalent to (1) 1-8 minute phone call, face to face conversation with Probation, Court, Mental Health, or with parents to schedule family sessions.

Mental Health – March

3 MH assessments (6 Hours)

7 Group Hours (59 detainees in Groups)

70 Individual and Family Session Hours

Suicide Watch days were 72 this month (72-15-minute watch days, 12 total detainees)

1 detainee – 2-day	1 detainee – 11 days
2 detainee – 3 days	1 detainee – 12 days
2 detainee – 4 days	
2 detainee – 5 days	
1 detainee – 6 days	
1 detainee – 7 days	
1 detainee – 10 days	

- No Tele-med appointments

Mental Health – April

5 MH assessments (10 Hours)

3 Group Hours (32 detainees in Groups)

78 Individual and Family Session Hours

Suicide Watch days were 136 this month (136-15-minute watch days, 21 total detainees)

2 detainee – 1 day	4 detainee – 2 days	1 detainee – 9 days
6 detainee – 2 days	1 detainee – 5 days	1 detainee – 16 days
4 detainee – 3 days	1 detainee – 6 days	1 detainee – 20 days
		1 detainee – 21 days
		1 detainee – 25 days

- (1) Tele-med appointments

Mental Health – April Support Care Watch (11 days of Support Care Watch: 2 total detainees)

1 detainee – 7 days 1 detainee – 4 days

- *This watch began this month April 2019. This type of Watch is used for youth that are not Suicidal but need extra support, for example youth that are emotional that deny suicidal thoughts, young in age and disabilities or anxiousness.*

Education Summary

Classroom A Report / March

During the month of March there were a total of **506** detainees who were in attendance twice a day and received instruction via Pearson Connexus in English, Language Arts, Science, Economics, Workforce/Life Skills, and Health. There were **417 Males and 89 Females**.

Drug and Alcohol – 0730-0825 and 1030-1125

Average number of detainees – 9
7 males – 2 females
9 – Connexus
0 – Home School
0 – PACE
0 – Typing
0 – GED
1 - Graduated (ACT Prep Courses)

A & B Pods – 0825-0930 and 1205-1300

Average number of detainees -9
8 males – 1 female
9 – Connexus
0 – Home School
0 – PACE
0 – Typing
0 – GED
1 - Graduated (ACT Prep Courses)

C & D Pods – 0935-1030 and 1300-1355

Average number of detainees – 10
8 males – 2 females
10 – Connexus
0 – Home School
0 – PACE
0 – Typing
0 – GED
0 - Graduated (ACT Prep Courses)

Classroom B Report / March

NO CLASS ROOM B TO REPORT AT THIS TIME

Classroom A Report / April

During the month of April 2019 there were 71 detainees who were state tested in the Ohio End of Course Exams. There were 44 males and 27 females. After state testing, there were 87 youth in attendance twice a day, and received instruction via Pearson Connexus in English, Language Arts, Science, economics, Workforce/Life Skills, and Health. There were 69 males and 18 females.

Drug and Alcohol – 0730-0825 and 1030-1125

- Average number of detainees – 10
- 7- males – 3 females
- 10 – Connexus
- 0 – Home School
- 0 – PACE
- 0 – Typing
- 0 – GED
- 0 - Graduated (ACT Prep Courses)

A & B Pods – 0825-0930 and 1205-1300

- Average number of detainees -12
- 8 males -- 4 females
- 10 – Connexus
- 0 – Home School
- 0 – PACE
- 0 – Typing
- 0 – GED
- 2 - Graduated (ACT Prep Courses)

C & D Pods – 0935-1030 and 1300-1355

- Average number of detainees – 11
- 8 males – 3 females
- 11 – Connexus
- 0 – Home School
- 0 – PACE
- 0 – Typing
- 0 – GED
- 0 - Graduated (ACT Prep Courses)

Classroom B Report / April

NO CLASS ROOM B TO REPORT AT THIS TIME

Training Report

(1) Substitute Teacher Training Hours: 8

(1) Staff members received training in Advanced Topics in Child Abuse 2019 Hours: 3

(1) Staff members received training in Psychiatric Disorders in Children Hours: 3

Total Training Hours: 14

It should be noted that the low staff training hours are due to the inconsistencies between shifts and our training / Intake Officer has been out on medical leave. My goal is to concentrate on this area in the next upcoming months to correct and strengthen the facility. (Currently looking into CPR, First Aid and Self Defense Training both conducted by Mark Rusky.)

Jerry Stollings suggested the Supreme Court training that Probation Officer's take which is online. These sessions are four long training that could help out in the training area.

Personnel Report

New Hires:	(6)
Terminations:	(1)
Status Change:	(1)
Resignations:	(2)
Retirement:	(0)
Employee Grievances	(0)

Jessica stated she feels comfortable with the number of staff we have hired. Francisco Torrez is our new Program's Director. Mr. Torrez worked with the Ridge Project and painted the morals in the Detention hallways. We are still looking for a full-time teacher. Qualified applicants must be licensed in the State of Ohio. Question was brought up if the Detention Center comes across language barriers. We currently have an Officer who was a bi-lingual teacher. Judge Bird stated there is a service through the Ohio Supreme Court. This is a telephone contact service that can find hundreds of languages and connections can be made. Captain Croy stated there is some concerns from Activate Healthcare on diabetic youth's being admitted into the facility that take insulin injections. Discussion on training and medical care. Captain Croy will check if we have emergency medical services available through CCNO. There are diabetic youths in the school system and there is training available through an online program provided by Public Works. Bob Morton will get more information on this training.

Fiscal Officer Report

Meetings for the NWOJDT&RC District Board are held the second Tuesday bi-monthly at 9:00 a.m. in the Multi-purpose room of the Detention Center. The meeting dates are as follows:

- July 9, 2019
- September 10, 2019
- November 12, 2019
- January 14, 2020
- March 10, 2020
- May 12, 2020

March Billing Census-There were 19-member county overages for the month of March. \$2,014 was credited back to member counties. 168 nonmember beds were contracted at a rate of \$80/day. \$43,920 YTD nonmember revenue. Average Daily Population 26.94 Average Female Population 6.6 Average nonmember Population 5.4

April Billing Census-There were 26-member county overages for the month of April. \$3,286 was credited back to member counties. 204 nonmember beds were contracted at a rate of \$80/day. Total year to date nonmember revenue \$60,240. Average Daily Population 29.57 Average Female Population 8.4 Average nonmember Population 6.8

April 30, 2019 Operating Fund Cash Balance	\$834,136.19
Capital Fund Balance	\$253,750.18
Operating Revenues	\$651,783.15

2018 April 30th YTD revenues were \$623,477.98. Ahead of last year.

As of 2.28.2019 Operating Budget is expended at 28.05% compares to 26.85% in 2018. Taking note of the facility insurance payment and a large sick and vacation payout this increased our percentage slightly.

The February 2019 and March 2019 Visa Activity Logs are included in the Board Packet for review. Bob Morton motioned the Board approve the Financial Report. Glenn Miller seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

Personnel and Grievance Committee

There was no Personnel and Grievance Committee report.

Facilities Committee

There was no Facilities Committee report.

Program and Policies Committee

Joe Friess stated there were four categories of policy changes.

1. There is a recommendation to change years of service/vacation weeks. Currently full-time employees earn paid vacation according to the following schedule based on the number of full years of public service credit:

Current vacation accrual:

Years of Service	Vacation Accrued Per Hour Worked	Vacation Per Year
Less than 1 year	3.1 per 80 hours worked	
1 to 7 years	3.1 per 80 hours worked	10 days (80 hours)
8 to 14 years	4.6 per 80 hours worked	15 days (120 hours)
15 to 24 years	6.2 per 80 hours worked	20 days (160 hours)
25+ years	7.7 per 80 hours worked	25 days (200 hours)

Purposed changes:

Years of Service	Vacation Accrued Per Hour Worked	Vacation Per Year
Less than 1 year	3.1 per 80 hours worked	
1 to 5 years	3.1 per 80 hours worked	10 days (80 hours)
6 to 10 years	4.6 per 80 hours worked	15 days (120 hours)
11 to 15 years	6.2 per 80 hours worked	20 days (160 hours)
16 to 20 years	7.7 per 80 hours worked	25 days (200 hours)

2. The next policy change is due to law changes pertaining to detainee discipline whereas the time a detainee can be held in his/her cell changed from 24 hours to 4 hours. Re-evaluation will take place after 4 hours. This change also pertains to removal from a program, changing from 24 hours to 4 hours.

3. Another statute requirement change is when a critical incident happens, whoever is involved has to be debriefed. An Incident Report also needs to be filled out. Jessica has been in contact with Brenda Byers to conduct debriefing training. Jessica would like to have 2 Officers trained in this area.

4. Policy stated one teacher had to teach English and Social Studies, other teacher had to teach Math and Science. Change in wording to have more flexibility in the classroom.

5. Policy stated the nurse is available on a varied schedule, traditionally three (3) days per week from 0800-1600. Change made to remove hours.

6. Several policies stated the wrong Mental Health Care providers. Names were changed.

7. If minutes are left on phone cards, detainees can donate card to facility for use by detainees whose family cannot afford a card.

The following changes were suggestions from our ACA Audit:

8. Added to policy, frisking of detainees after classroom rotation.
9. Added to policy, no detainees can be on overflow if convicted of a sexual related charge or aggressive.
10. Saturday dropped from religious services for flexibility reasons.
11. Physical activities to start each classroom day.

Discussion on what the cost would be to change the vacation policy. Barb will find out the cost of the additional of weeks and bring to the next board meeting. Change in vacation policy tabled. Motion to approve all policy changes with exception of the vacation policy made by Joe Friess and seconded by Larry Siclair. There was no further discussion. Motion carried. Unanimous Ayes.

Finance Committee

Barb stated at the November 2018 meeting; the Board approved to increase the cost of school tuition for the 2019-2020 year. Starting July 1, 2019, the new daily rate will be \$44 up from \$40. Letters and contracts were sent out to the schools on May 8th.

The Executive Committee approved a 5-year subscription renewal of the Accelerated Reader Program with Title 1 funds in the amount of \$7,225.00. Would like Board approval for Executive Committee action of payment for Accelerated Reader Program renewal in the amount of \$7,225.00. Jerry Stollings motioned the Board approve the Executive Committee action of payment for Accelerated Reader Program. Larry Siclair seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

The Superintendent is the first in line to approve payroll, payment requests and purchase orders, in their absence the Assistant Superintendent is next, if neither are available the Fiscal Officer can perform this task, but really should not be done on a regular basis so there is a separation of duties. To make sure we don't end up with audit issues with approvals, the Executive Committee granted Fiscal Officer the authority to approve payroll, payment requests and purchase orders in the absence of the Assistant Superintendent while we are in this transition period.

I am asking Board approval for the Executive Committee action of granting the Fiscal Officer authority to approve payroll, payment requests and purchase orders in the absence of the Assistant Superintendent while we are in this transition period. Terry Rummel motioned the Board approve the Executive Committee action pertaining to the Fiscal Officer approving payroll, payment requests and purchase orders in the Assistant Superintendent's absence during transition period. Larry Siclair seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

Request Board approval for the following transfer:

Action	Account Description	Account Number	Amount
Transfer Out	Staff Salaries	9065-90917-5-10300	\$11,694.21
Transfer In	Sick/Vacation Payouts	9065-90917-5-10302	\$11,694.21

Larry Siclair motioned the Board approve the transfer from Staff Salaries to Sick/Vacation Payouts. Motion seconded by Jerry Stollings. There was no further discussion. Motion carried. Unanimous Ayes.

Facilities Committee

There was no Facilities Committee report.

Old Business

Defiance County Commissioner, Mick Pocratsky, stated the Brunersburg Sewer and Water District is going ahead with their own facility down the road. A meeting will be held with the water and sewer district within the next several weeks.

Bob Morton motioned meeting adjourn. Roy Miller seconded the motion. Motion Carried.
Meeting adjourned 10:30 a.m.

Next meeting is scheduled for July 10, 2019.

Barbara Colon
Respectively Submitted

7-9-19
Date

Thomas W. Mack
Board Chairman

7-9-19
Date