

# Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes July 9, 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**  
 Joe Friess  
 Bill Rufenacht  
 Judge Bumb

**Henry County**  
 Tom Mack  
 Judge McColley  
 Larry Siclair

**Williams County**  
 Jerry Stollings  
 Terry Rummel  
 Nick Woodall  
 Judge Bird

Others present:    David C Riker    Superintendent  
                           Jessica Croy     Assistant Superintendent  
                           Barb Colon       Fiscal Officer

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

Minutes from the May 14, 2019, June 3, 2019 and June 10, 2019 Board meetings were approved. Larry Siclair motioned the Board approve the Board Meeting Minutes. Jeff Hahn seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

**Superintendent's Report**

New Superintendent David Clay Riker introduced himself to the Board. Clay commended Jessica and Barb on their hard work during the interim period. Clay started his employment with the facility on June 17, 2019. After approximately three weeks the continued objective is to continue a "Listening Tour" and to assess the status of the staff and facility. Clay is looking forward to meeting with each Board members and hearing what their vision and strategic direction is for the facility.

The Board has a great deal to be proud of with the NWOJDC. Excellent ACA (98%) and ODYS (100%) audits and solid safety and security policies, procedures and practices. There is a commitment to running a structured, safe and secure facility. Clean and well-maintained facility. Very impressive staffing team with many highly capable and competent employees.

Thank you for the opportunity to work at a facility of this caliber.

Despite the assessment process occurring, Human Resources is clearly step one. Meaning some HR decisions need made; which will be discussed more in the Committee meetings. Recruiting, retaining and training staff is a priority. This must be accomplished to primarily maintain a safe and secure facility.

Secondly, I am setting the stage for a transformation to highly individualized, sophisticated and meaningful treatment-based services. Some examples include examining services provided, cooking days and reward-based incentives versus negative consequences and continuing the "Listening Tour" to determine the future vision or direction of the agency. One example is the daily temporary release of a youth to attend work and then the youth returns in the afternoon.

<b><u>Population Report:</u></b>	May	June
Intakes:	22	19
Releases:	17	22
Recidivism:	72%	44%

**Security Report:**

significant Incidents:

<p>May</p> <p>(11) Use of Force</p> <p>(3) Oleoresin Capsicum Spray was utilized.</p> <p>(6) Significant Incidents that resulted in injury.</p>	<p>June</p> <p>(12) Use of Force</p> <p>(4) Oleoresin Capsicum Spray was utilized.</p> <p>(7) Significant Incidents that resulted in injury.</p>
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**Medical Services Report:**

	May	June
Nurse Sick Calls	33	29
Physician Assistant Sick Calls	4	1
Physicals	24	17
ER Visits	3	4
Hospital Admits		
Ambulance Transports		
Average Daily Prescription Meds	429	389
Percentage Youth on Psychotropic Meds	38	26
Prescriptions Ordered	47	29
Number of Lab Studies	0	2

**Program / Support Services Report:**

**Life Without Drugs Program:**

	May	June
Individual hours by County:		
Total:	21.0	21.75
Fulton:	8.0	7.5
Williams:	2.25	4.5
Henry:	5.50	5.25
Defiance:	5.25	4.5

	May	June
Case Management Units by County:		
Total:	2.5	3.0
Fulton:	1.25	1.25
Williams:	.25	.50
Henry:	.50	.50
Defiance:	.50	.75

	May	June
Group Hours by County:		
Total:	161.0	141.0
Fulton:	51.0	41.0
Williams:	26.0	21.0
Henry:	35.0	43.0
Defiance:	49.0	36.0

	May	June
Assessment Hours by County:		
Total:	0	2.0
Fulton:	0	0
Williams:	0	0
Henry:	0	1.0
Defiance:	0	1.0

**Mental Health:**

	May	June
Mental Health Assessments:	4	5
Group Hours:	15	3
Individual & Family Sessions:	55	78
Suicide Watch:	166 days/20 youth	136 days/21 youth

**Education Summary:**

**Drug & Alcohol Rotation 0825-0920 and 1150-1245**

	May	June
Total Number of Youth Twice a Day	588	595
Males/Females	318/270	428/167
Home school:	0	0
PACE:	0	0
Typing:	0	0
GED:	0	0
Connexus	12	10
Graduated (ACT Prep)	0	0

**A/B Pod 09-20-1015 and 1245-1340**

	May	June
Home School	0	0
PACE	0	0
Typing	0	0
GED	1	0
Connexus	10	11
Graduated	1	1

**C/D Pods 1015-1110 and 1340-1435**

	May	June
Home School	0	0
PACE	0	0
Typing	0	0
GED	0	1
Connexus	11	11
Graduated	0	0

**Personnel Report: (May & June)**

5-28-2019	Amanda Heil	Substitute Teacher
5-28-2019	Diana Chairez Auguilar	Intermittent Sub
6-3-2019	Ashley Rice	Full Time Teacher
6-3-2019	Nolan Fout	Intermittent Sub
6-11-2019	Jesse Leonard	Part-Time to Full Time
6-13-2019	Cole Switzer	Resignation
6-17-2019	David Riker	Superintendent
6-22-2019	Kyle Brackenbury	Part-Time to Intermittent Sub

Discussion on the number of OC sprays occurring the last several months. Several detainees have since been released and number of the sprays has gone down. Clay has made contact with a gentleman who trains on de-escalation tactics. Discussion on collaborating with the courts, probation and Job and Family Services. Education facilities in Archbold to hold the training.

Tom Mack stated he is excited to see the headway that has been made with training in just the short time since Clay arrived.

**Employee Grievances: (May & June):** None

**Assistant Superintendent Report**

Jessica Croy and ACA Coordinator Officer Sarah Wilcox will be attending the upcoming Congress of Correction in Boston Massachusetts. The panel hearings will take place on Saturday, August 3<sup>rd</sup>. This is the close-out meeting for the ACA audit. Jessica will give an update at the next Board meeting.

The Ridge Project is working on another Family Day for the youth in the facility. Programs Officer Frank Torrez is working closely with the Ridge Project to make sure the program runs smoothly. The only visitors that will be allowed in the secure area are the people that are already approved per probation. Question on whether to allow family members under the age of eighteen to attend Family Day even if they are on the approved visitation list. Discussion followed. Census is only approved family members over the age of eighteen.

**Training Report**

(9) Staff member received First Aid, CPR and AED training	Hours: <u>36</u>
(1) Staff member Black Swamp Safety Council	Hours: <u>.75</u>
(4) Staff members Escort, Pat Downs & Restraint Technique	Hours: <u>120</u>
(8) Staff members Nation Diabetes Education Program Webinar	Hours: <u>8</u>
(5) Staff members Emergency Procedures	Hours: <u>2.5</u>
(13) Staff member received ACA training	Hours: <u>39</u>
(22) Staff members Displacement Technique Training	Hours: <u>88</u>

**Total Training Hours: 294.25**

**Fiscal Officer Report**

May Billing Census-There were 3-member county overages for the month of May. \$318 was credited back to member counties. 247 nonmember beds were contracted at a rate of \$80/day. \$19,760 nonmember revenue.  
Average Daily Population 30.94      Average Female Population 11      Average nonmember Population 8

June Billing Census-There were 21-member county overages for the month of June. \$2,279 was credited back to member counties. 162 nonmember beds were contracted at a rate of \$80/day. Total year to date nonmember revenue \$92,960.  
Average Daily Population 31.43      Average Female Population 11.8      Average nonmember Population 5.4

June 30, 2019 Operating Fund Cash Balance      \$913,671.04  
Capital Fund Balance      \$253,750.18  
Operating Revenues      \$988,035.55

Board reviewed 2019 Budget. As of 6.30.2019 Operating Budget is expended at 41.04% compares to 43.64% in 2018.

The April 2019 and May 2019 Visa Activity Logs are included in the Board Packet for review. Bill Rufenacht motioned the Board approve the Financial Report. Joe Friess seconded the motion. There was no further discussion. Motion carried. Unanimous Ayes.

**Personnel and Grievance Committee**

Clay is working on the table of organization. The current one does not delineate every funded or unfunded staff member with a control number. This gives better understanding of funded positions.

A recruitment flier was given in the board packet. Flier outlines benefit package of full-time employees and contract information. Digital format will be sent to the Board and is asked to help distribute.

Tom Mack asked for a motion for the Board to enter into Executive Session to discuss employee evaluations and staff salaries with Judges, Superintendent and Fiscal Officer invited to stay. Motion made by Terry Rummel and seconded by Jerry Stollings. Roll Call vote was taken. Motion carried. Unanimous Ayes.

July 9, 2019

Board entered into Executive Session 9:40 a.m.

Board re-convened 10:05 a.m.

Motion made by Terry Rummel to give Jessica Croy a one-time bonus of \$6,875 for her work during the interim period. Seconded by Jerry Stollings. There was not further discussion. Motion carried. Unanimous Ayes.

Motion by Terry Rummel to increase full-time line staff salaries by \$.50 starting July 21, 2019 with pay ending August 3, 2019. Motion seconded by Bill Rufenacht. There was no further discussion. Motion carried. Unanimous Ayes.

The Board thanked Jessica for her dedication and hard work during the interim period.

**Facilities Committee**

Meetings were held with staff and concern of IT issues the facility has was mentioned. Things are not working properly and we are unsure of what we have and do not have, or if fiber is coming into the building. Clay would like to expand on that and implement a Disaster Recovery Plan, link up with a local county for backup and develop a full plan. We have a quote from Northern Buckeye Education Council for an IT assessment in the amount of \$1,470 and will be setting up a date.

Fire inspection was completed June 27, 2019.

We will be hiring an outside laboratory to test the water coming to the facility. We will be testing for Iron, Cooper, Lead and THM.

Work will begin on a 5-year capital plan. Assessment of each operating system in the facility will be part of the plan. This will help in the budget projections going forward.

**Program and Policies Committee**

At the May 14, 2019 meeting, changes in the vacation policy was tabled. In light of other considerations to employee compensation package, it is recommended to table policy change and have vacation leave stay the same.

**Finance Committee**

Barb reminded the Board School Tuition raised to \$44.00 starting July 1.

Board Chairman Tom Mack welcomed Clay and expressed confidence in his work going forward. Tom thanked Jessica for her hard work during the Superintendent vacancy. Tom also expressed thanks to the members of the Personnel Committee during the search process.

Jerry Stollings motioned meeting adjourn. Bill Rufenacht seconded the motion. Motion Carried.  
Meeting adjourned 10:30 a.m.

Next meeting is scheduled for September 10, 2019.

Barb Colon  
Respectively Submitted

9-10-19  
Date

Thomas W Mack  
Board Chairman

9-10-19  
Date