

Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes March 10, 2020

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
Roy Miller
Joe Short

Henry County

Tom Mack
Elissa Carazales
(Arrived at 9:05)

Williams County

Nick Woodall
Judge Bird
Terry Rummel

Others present: Melissa Garza Captain
 Kim Grime Fiscal Officer
 John Proxmire Maintenance

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

Terry Rummel motioned to approve the January 14, 2020 Board Meeting Minutes, January 7, 2020 Special Board Meeting Minutes, and the February 18, 2020 Special Board Meeting Minutes. Joe Friess seconded the motion. There was no further discussion. Vote on motion: Unanimous Ayes. Motion carried. Minutes from the January 14, 2020 Board Meeting, January 7, 2020 Special Board Meeting, and the February 18, 2020 Special Board Meeting were approved.

Tom Mack introduced Captain Garza. She has been in charge of the Institution for ten days and will discuss great things happening later in the meeting.

Captain's Report

Population Report:

	January	February
Intakes:	23	13
Releases:	22	28
Recidivism:	52%	54%

Security Report:

Significant Incidents:

January	February
(6) Use of Force (Youth)/1 (Staff)	(6) Use of Force
(3) Oleoresin Capsicum Spray utilization.	(4) Oleoresin Capsicum Spray utilization.
(1) Significant Incidents that resulted in injury	(1) Significant Incidents that resulted in injury.

Medical Services Report:

	January	February
Nurse Sick Calls	31	14
Physician Assistant Sick Calls	1	1
Physicals	16	11

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ER Visits	1	1
Hospital Admits	0	0
Average Daily Prescription Meds	371	290
Percentage Youth on Psychotropic Meds	15.4	12.9
Prescriptions Ordered	59	25
Number of Lab Studies	1	0

Program / Support Services Report:**Life Without Drugs Program:**

Individual hours by County:

	January	February
Total:	23.00	18.75
Fulton:	8.75	2.0
Williams:	4.75	1.0
Henry:	3.5	4.75
Defiance:	5.5	11.0

	January	February
Case Management Units by County		
Total:	11.25	8.0
Fulton:	5.75	0.50
Williams:	3.50	1.00
Henry:	0.75	3.00
Defiance	1.25	1.00

	January	February
Group Hours by County:		
Total:	202.00	93.00
Fulton:	59.00	16.00
Williams:	45.00	1.00
Henry:	24.00	19.00
Defiance:	74.00	57.00

	January	February
Assessment Hours by County:		
Total:	1.0	0
Fulton:	0	0
Williams:	0	0
Henry:	0	0
Defiance:	1.0	0

Mental Health:

	January	February
Mental Health Assessments:	2	3
Group Hours:	9	6
Individual & Family Sessions:	72 Individual/1 Family	58 Individual/0 Family
Suicide Watch:	10	4

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Personnel Report: (January and February)

Date:	Employee:	Status Update:
1.05.2020	Jared Armstrong	New Hire: PT JCO
1.06.2020	Christina Travis	New Hire: Sub JCO
1.07.2020	David Riker	Superintendent, PT
2.03.2020	Kim Grime	New Hire: Fiscal Officer
2.03.2020	Jacob Kessler	New Hire: Sub JCO
2.04.2020	Justin Antigo	New Hire: Sub JCO
2.18.2020	Andrew Spangler	Resigned
2.24.2020	Amanda Schmidt	Resigned
2.24.2020	Melissa Garza	Promoted to Captain/Acting Assistant Superintendent
2.24.2020	Adrienne Firman	Administrative Assistant, temporarily
2.27.2020	Jessica Croy	Resigned
2.28.2020	Christina Travis	Resigned

Employee Grievances: (January and February): None (that current administration is aware).

Education Report:

For the month of January 2020, there were a total of 54 youth served in Classroom A and Classroom B. There were 35 males and 19 females.

For the month of February 2020, there were a total of 41 youth served in Classroom A and Classroom B. There were 30 males and 11 females.

In addition, Captain Garza added;

- That she has been working on job postings,
- Would like all staff members to have training opportunities.
- Will be reviewing Security and Safety regarding Situational Awareness. Has met with all staff members, counselors, and Programs (example Youth for Christ) to make them aware of the changes.
- Stated that she is looking for improvements, what things need to be changed, and how to implement the changes.
- Will be working day and night shifts and the weekends to be available to all staff members.
- Some of the things being looked at are;
 - Handbook – both Staff and Facility rules.
 - Team Building – both inside and outside of the facility.
- Will be holding one on one meetings with the staff on a regular basis.
- Will be starting a committee to investigate each use of force (OC spray, hands on). The committee would discuss “was the action taken justifiable? What could have been differently?” All things will be looked at together.

Terry Rummel asked Captain Garza how many juveniles were in the facility at this time? Garza replied that there are ten.

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Assistant Superintendent Report:

Job Postings – February 25 – March 9, 2020 there are job postings for a Language Arts Teacher and Intermittent Juvenile Corrections Officers.

Upcoming Training Report

- March 11-13, 2020, Sergeant A. Firman and Corporal J. Giesige will be attending the Intercourt Conference in Columbus, Ohio.
- April 6-10 and April 20-24, 2020, Lieutenant A. Schweinhagen and Officer C. Weaver will be attending a Subject Control Instructor course at OPATA Training Academy in London, Ohio.
- April 15-16, 2020, Sergeant A. Firman and Captain Garza will be attending an Internal Investigation course in Richfield, Ohio.
- April 22-24, 2020, Captain Garza and Sergeant A. Firman will be attending the Ohio Juvenile Detention Directors Association Conference. Topic will be Effectively Attracting & Retaining Employees in the 21st Century, speaker Scott Warrick, JD, MLHR, CEQC, SHRM-SCP.
- April 28-29, 2020, Corporal J. Mireles will be attending a Chemical/Aerosol Instructor course in London, Ohio.

Fiscal Officer Report

January Billing Census

There were 17 Member County overages in January.

There was a total of 116 Non-member beds contracted in January at a rate of \$80.00 per day.

Auglaize – 31 Beds/Crawford – 31 Beds/ Hancock – 31 Beds/Paulding – 1 Bed/Van Wert - 22 Beds

Total non-member rent revenue - \$ 9,280.

Average daily population – 29.52

Average female population – 11.7

Average non-member – 3.7

February Billing Census

There were no Member County overages in February.

There was a total of 94 Non-Member beds contracted at a rate of \$80 per day.

Auglaize – 29 Beds/Crawford – 29 Beds/ Hancock – 7 Beds/Van Wert 29 Beds

Monthly Non-Member Rent Revenue - \$7,520.00.

YTD - \$16,800.00

Last year - \$ 30,480 (about 55% less than a year ago)

Average Daily Population – 19.38

Average Female Population – 6.3

Average Non-Member Population – 3.0

Cash Report

Operating Fund - \$794,896.91

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Capital Fund - \$ 257,597.64

2020 Operating Budget as of 2.29.2020.

Shows we have expended 13.36%.

2019 Carry-Over Purchases in the Operating Fund have been closed. We would like to request the Board include the 2019 Carry-Overs with the 2020 Budget.

Operating Fund

Approved 2020 Operating Budget \$2,122,513.00

2019 Carry Over Purchase Orders \$ 26,906.59

Revised Operating Fund Budget \$2,149,419.59

A motion is needed to approve the Revised Operating Fund Budget in the amount of \$2,149,419.59.

Terry Rummel motioned to Revise the Operating Fund Budget in the amount of \$2,149,419.59. Nick Woodall seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Capital Fund

Approved 2020 Capital Budget \$ 124,000.00

2019 Carry Over Purchase Orders \$ 9,730.00 (I did receive this invoice last week in the amount of \$6,405.)

Revised Capital Fund Budget \$ 133,730.00

A motion is needed to approve the Revised Capital Fund Budget in the amount of \$133,730.00.

Joe Friess motioned to Revise the Capital Fund Budget in the amount of \$133,730.00. Jeff Hahn seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Visa Activity Log for December and January is included in the Board Packet.

The 2019 Financial Report was filed with the state. A copy of that report is available for review and has been advertised in the paper.

Bill Rufenacht stated that our revenue is down and asked how much money we have available. Grime gave him the balance of the cash report. Tom Mack and Terry Rummel stated that we are not very far behind with the budget. Members counties are still paying the same amount for rent and the facility should be fine.

Personnel and Grievance Committee

Roy Miller motioned to enter Executive Session to discuss the personnel issues. Jeff Hahn seconded. Captain Garza was asked to stay at the beginning of meeting. Discussion: None. Vote on motion: Ayes-Carrizales, Friess, Hahn, Mack, Procratsky, Rufenacht, Short, Stollings, Rummel, and Woodall. No Nays. Motion carried. Entered Executive Session at 9:11 a.m.

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Exited Executive Session at 10:10 a.m. Tom Mack asked members if any recommendations were to be taken for out of county. Roy Miller motioned that we go to the end of March beginning April, leaving it up to Captain Garza as to decide when we should start accepting of out of county juveniles back into the facility. Terry Rummel seconded. Vote on motion: All Ayes, No Nays. Motion carried.

Facilities Committee

John Proxmire updated the board on the lighting for the gym. Woolace Electric is waiting on one light with a guard to protect the light from ball strikes. Jeff Hahn asked if he received any other quotes. Proxmire replied that he has quotes from Highland, Brown Electric, Woolace Electric, and Lake Erie Electric.

Tom Mack asked Kim Grime if she found out the dollar amount for bidding out projects. Grime stated she is still waiting on the attorney to provide that information and reminded the board that if the project was to be completed this year, appropriations would need increased. Proxmire stated that he is hearing either \$50,000 or \$100,000 for bidding projects. The estimate for the project is \$84,950. This includes two boilers, piping, a water separator, drawings and engineering. Mack asked if Northwest Custom Mechanical was the only person he trusted. Proxmire stated yes. Jeff Hahn asked to be sure airflow testing was part of the price. The new boilers will run at 98% efficiency. Judge Bumb found out that state funding is available, however, it would be 2022 before we would receive the money because of the application process. Since the building is 20 years old Judge Bumb thought the building should be inspected and a package of improvements should be put together to add to a grant application. Judge Bumb, also, thinks there is no harm in putting the boiler project out to bid. Tom Mack wants to stay with the trusted company and asked Proxmire if he had a Capital Projects list. Proxmire replied that he was working with Mr. Riker on one and that the HVAC system was at the top of the list.

Terry Rummel asked if the water filtration system has been installed and Proxmire stated that it was installed. Rummel asked if the water has been tested since then. Proxmire stated that it has not. It was requested that the board be provided a copy of the test results.

Program and Policies Committee

2020 Policy Revisions were tabled. Tom Mack stated it would be sent back to committee.

Old Business

Judge Strausbaugh stated that our application process is out of date. He spoke with an interested candidate that was having trouble submitting an application through the website. Tom Mack stated that the application process was probably hacked into.

Judge Strausbaugh had a conversation with Ruth Beck, Recovery Services. They have lost revenue because of the reduction in population. She is worried about liability for the facility and the programing.

Terry Rumel stated that it is something that was not realized when the population was reduced and that if it would ever happen again consideration would be given as to how others would be affected.

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Tom Mack stated that our numbers would come back.

New Business – None at this time.

Roy Miller motioned to adjourn. Joe Friess seconded the motion.

Vote on motion: Unanimous Ayes. Motion Carried.

Judge Bird stated that he was ready to address hiring a superintendent. Tom Mack stated we would need another Special Board Meeting when the Personnel Committee was ready. Bill Rufenacht would like the new superintendent to check in and out for all shifts throughout each week and monitor them.

Judge Bumb asked if the Personnel Committee was going to hire a Superintendent and then the Superintendent hire an Assistant Superintendent. Tom Mack stated no, that his expectation is that the Assistant Superintendent role will be different than defined in the past. Tom Mack feels this arrangement will provide more stabilization than we have ever had in the past. The Superintendent has not managed the back end well.

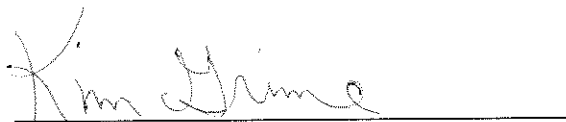
Bill Refenacht motioned to adjourn. Joe Friess seconded the motion.

Vote on motion: Unanimous Ayes. Motion Carried.

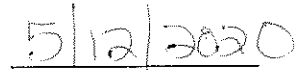
Tom Mack thanked all the Board Members.

Meeting adjourned 10:47 a.m.

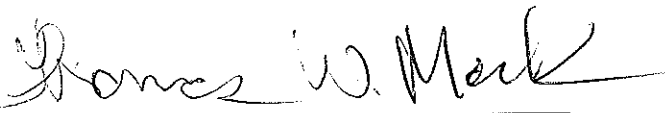
Next meeting is scheduled for May 12, 2020.



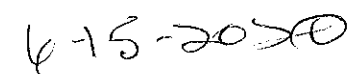
Respectfully Submitted



Date



Board Chairman



Date