

# **Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes May 12, 2020**

The Board of the Northwest Ohio Juvenile Detention, Training and Rehabilitation District met on this day at 9:00 a.m. via GoToMeeting.

## **Defiance County**

Jeff Hahn  
Robert Morton  
Mick Pocratsky  
Judge Strausbaugh

## **Fulton County**

Joe Friess  
Roy Miller  
Bill Rufenacht  
Judge Bumb

## **Henry County**

Tom Mack  
Glenn Miller  
Elissa Carrizales  
Judge McColley

## **Williams County**

Jerry Stollings  
Terry Rummel  
Nick Woodall  
Judge Bird

Absent- Joe Short-Fulton County

Others present: Melissa Garza

Kim Grime

Adrienne Firman

Acting Superintendent

Fiscal Officer

Administrative Assistant

Chairman, Tom Mack, noted there was a quorum present to conduct business and turned the floor over to Judge Bumb to conduct the 2020 Annual Business Meeting.

The Annual Meeting of the Board is conducted each May. Judge Bumb reminded everyone that according to the by-laws two offices for the Board are filled by election. Those positions are Chairman and Vice-Chairman.

Judge Bumb asked for nominations for Chairman.

Jeff Hahn motioned to nominate Tom Mack. Roy Miller seconded the motion. With no other nominations Judge Bumb closed nominations and asked for a voice vote. Vote on motion: Unanimous Ayes, No Nays. Motion carried. Tom Mack elected Chairman.

Judge Bumb asked for nominations for Vice-Chairman.

Mick Pocratsky motioned to nominate Terry Rummel. Jeff Hahn seconded the motion. With no other nominations Judge Bumb closed nominations and asked for a voice vote. Vote on motion: Unanimous Ayes, No Nays. Motion carried. Terry Rummel elected Vice-Chairman.

With the Annual Meeting concluded Judge Bumb turned the floor over to Chairman, Tom Mack.

Jeff Hahn motioned to approve the March 10, 2020 Board Meeting Minutes and the March 25, 2020 Executive Committee Minutes. Nick Woodall seconded the motion. There was no further discussion. Vote on motion: Unanimous Ayes. Motion carried. Minutes from the March 10, 2020 Board Meeting and the March 25, 2020 Executive Committee Meeting were approved.

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**Acting Superintendent's Report**

<b><u>Population Report:</u></b>	March	April
Intakes:	12	8
Releases:	10	5
Recidivism:	33%	63%

**Security Report:**

Significant Incidents:	March	April
March		April
(1) Use of Force		(0) Use of Force
(0) Oleoresin Capsicum Spray utilization.		(0) Oleoresin Capsicum Spray utilization.
(0) Significant Incidents that resulted in injury		(0) Significant Incidents that resulted in injury.

<b><u>Medical Services Report:</u></b>	March	April
Nurse Sick Calls	8	9
Physician Assistant Sick Calls	0	1
Physicals	12	8
ER Visits	1	0
Hospital Admits	0	0
Average Daily Prescription Meds	155	153
Percentage Youth on Psychotropic Meds	102	106
Prescriptions Ordered	16	18
Number of Lab Studies	0	0
Psychiatric Visits	0	1
Dental Visits	0	0

**Program / Support Services Report:**

<b><u>Life Without Drugs Program:</u></b>	March	April
Individual hours by County:		
Total:	0	0
Fulton:	0	0
Williams:	0	0
Henry:	0	0
Defiance:	0	0

Case Management Units by County	March	April
Total:	0	0
Fulton:	0	0
Williams:	0	0
Henry:	0	0
Defiance	0	0

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Group Hours by County:	March	April
Total:	0	0
Fulton:	0	0
Williams:	0	0
Henry:	0	0
Defiance:	0	0

Assessment Hours by County:	March	April
Total:	0	0
Fulton:	0	0
Williams:	0	0
Henry:	0	0
Defiance:	0	0

<u>Mental Health:</u>	March	April
Mental Health Assessments:	1	4
Group Hours:	6	5
Individual & Family Sessions:	315 Individual/0 Family	38 Individual/0 Family
Suicide Watch:	8	3

**Personnel Report: (March and April)**

<b>Date:</b> 3.28.2020	<b>Employee:</b> Melissa Garza	<b>Status Update:</b> Acting Superintendent
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**Employee Grievances: (March and April):** None.

**Education Report:**

For the month of March 2020, there were a total of 18 youth served in Classroom A and Classroom B. There were 15 males and 2 females.

For the month of April 2020, there were a total of 14 youth served in Classroom A and Classroom B. There were 10 males and 4 females.

In addition, Acting Superintendent, Melissa Garza added;

- Implemented the new "Use of Force Committee". It was used to investigate a use of force and discussed issues; where improvements were needed, what could have been done better, and strengths.
- Developed new classroom ideas for detainees to meet credits. A palette and hanging garden will be in place by the end of May. Home Economics class with basic cooking and use of healthy foods. Detainees will use the produce for cooking and/or donating it to local food pantries or organizations.

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- Daily schedule was reviewed and changed. Calisthenics will be in the afternoon after classes, allowing detainees to be in required uniform wear during the day. This was implemented and began May 11<sup>th</sup>.
- The Detainees Handbook was reviewed and modified. These changes will help with overall understanding and requirements needed to get through their time here. Also, mandatory review of the handbook will be required for staff and detainees.
- Has been in contact with potential new hires (5 substitutes and a teacher) and is waiting to proceed with screenings that can only be done in person.

### **Administrative Assistant Report:**

Job Postings – Currently trying to process (5) five intermittent officers and (1) one possible teacher.

Upcoming Training Report - Several in-house trainings have been conducted on all shifts covering de-escalation, looking for verbal and non-verbal cues, proper logging in SoftTec, contraband checks, proper use of equipment and restraint chair, child abuse and mandatory reporting, report writing, fingerprinting and DNA swabs and log with intake processes. We have also worked on communication and team building. We will continue to work with staff regarding visitation procedures, interpersonal communications, counseling techniques, suicide prevention, policy review, detainee rule book review and testing. We are not sure when or if the training scheduled for staff to attend in March and April will be rescheduled.

Adrienne Firman informed the Board that Activate Healthcare sent a termination letter effective August 3, 2020. The contract has been reviewed by two board members and is interpreted that the contract is good thru December 31, 2020. The contract is being terminated because of insulin-based juveniles. Activate Healthcare did give NWOJDC three pricing options for treatment. In the last year only five detainees have been insulin-based diabetics. Bob Morton asked how many juveniles were in the facility at this time? Adrienne Firman replied that there are five. Tom Mack informed members that Activate Healthcare started complaining about diabetics but the termination letter included heart problems, kidney disease, and uncontrolled seizures. Tom Mack directed Kim Grime, prior to today's meeting, to turn the termination letter over to David Smith, NWOJDC's attorney. In addition, Tom Mack stated that Adrienne Firman has looked in other options but needs to continue searching. Elissa Carrizales asked about not accepting youth with a diabetic condition and if the Correction Center of Northwest Ohio has around the clock coverage. Adrienne Firman stated that Southern Health Partners is their provider and they do have 24/7 coverage. Southern Health Partners quoted NWOJDC \$114,000 per year and only \$30,000 was budgeted for the year. The price was based on 25 detainees. If our census is higher or they have to come here the price will go up. The pricing for the extras was not included in the quote. Adrienne Firman also received a quote with four options from Advance Health Care. At this time Southern Health Partners was the lowest price. Adrienne Firman has spoken with the member county health departments to see if they could provide care. Two are not able to help provide care and the other two she has not received a response yet. Tom Mack stated that Adrienne Firman should continue looking at options and bring all the information to the July meeting. Terry Rummel wanted to know the legal liability. Adrienne Firman stated that a detainee has to be seen within the first seven days of their stay and have access to medical treatment 24/7 because of state statute. Glenn Miller stated that Activate Healthcare was bought out and he is looking for radical changes in the way things are handled. Bob Morton informed members that Defiance Schools contracts with Northwest Ohio Educational Service Center. The contract is three days a week with a Nurse Practitioner who can dispense medicine,

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do wellness checks, write prescriptions, and anything else that is needed. Bob Morton has a meeting with them today and will ask them if they would have openings and if they could contact Adrienne Firman. At this time Bob Morton left the meeting. Tom Mack requested that Adrienne Firman send out all information received immediately to all board members.

**Fiscal Officer Report**

**March Billing Census**

There were no Member county overages in March.

There were a total of 47 Non-member beds contracted in March at a rate of \$80.00 per day.

Auglaize – 15 Beds/Crawford – 1 Bed/Van Wert - 31 Beds

Total non-member rent revenue - \$ 3,760.

Average daily population – 8.84

Average female population – 1.1

Average non-member – 1.5

**April Billing Census**

There were no Member county overages in April.

There were a total of 21 Non-Member beds contracted at a rate of \$80 per day.

Paulding – 12 Beds/Van Wert 9 Beds

Monthly Non-Member Rent Revenue - \$1,680.00

YTD - \$22,240.00

Last year - \$ 60,240 (about 66% less than a year ago)

Average Daily Population – 5.37

Average Female Population – 1.1

Average Non-Member Population – .07

**Cash Report**

Operating Fund - \$847,478.10

Capital Fund - \$ 241,714.00

2020 Operating Budget as of 4.30.2020.

Shows we have expended 25.24%.

Operating Fund

Revised Operating Fund Budget \$2,149,419.59

Capital Fund

Revised Capital Fund Budget \$ 133,730.00

Title 1

Kim Grime explained that there is a Title 1 account that doesn't get used anymore because of the description. It is Title 1 ARRA (which stands for the American Recovery and Reinvestment Act). To purchase Digital Subscriptions for the classroom we need to have an account description Title 1 Purchased Services. Needs a motion to change the description for account number 9065-90917-5-33401 from Title 1 – ARRA to Title 1 – Purchased Services.

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Terry Rummel motioned to change the description for Account Number 9065-90917-5-33401 from Title 1 ARRA to Title 1 Purchased Services. Glenn Miller seconded. Discussion: None. Vote on motion; Unanimous Ayes, No Nays. Motion carried.

Kim Grime explained that in working with Stryker Schools and Title 1, it was discovered that NWOJDC has an additional \$33,719.57 in Title 1 money to use this year. These funds are used for Teacher Salaries, Medicare, STRS, Insurance Benefits, Supplies, Equipment, Professional Services, and Purchased Services. Request is to increase the Title 1 line to \$114,935.936 increasing the total 2020 Budget to \$2,183,139.16.

Joe Friess motioned to Revise the Operating Fund Budget in the amount of \$2,183,139.16. Mick Pocratsky seconded. Discussion: None. Vote on motion: Unanimous Ayes, No Nays. Motion carried.

Bob Morton motioned to approve the transfer of \$83,846.79 from Title 1 Supplies to Teacher Salaries, Medicare Teachers, STRS, Insurance (Employer Share), Title 1 Equipment, and Purchased Services. Joe Friess seconded. Discussion: None. Vote on motion: Unanimous Ayes, No Nays. Motion carried.

Account Description	Account Number	Transfer Out Amount	Transfer In Amount
Title 1-Supplies	9065-90917-5-59001	\$83,846.79	
Teachers' Salaries	9065-90917-5-10301		\$53,771.85
Medicare Teachers	9065-90917-5-20301		\$ 735.83
STRS	9065-90917-5-21001		\$ 7,225.76
Insurance-Employee Benefit	9065-90917-5-20400		\$ 20,320.61
Equipment	9065-90917-5-62001		\$ 1,792.74

Joe Friess motioned to approve the Title 1 Supplies purchase from TABE/Date Recognition Corp. for assessment materials in the amount of \$14,783.60. Glenn Miller seconded. Discussion: None. Vote on motion: Unanimous Ayes, No Nays. Motion carried.

Kim Grime informed members that 11 computers in the facility are Windows 7. As of January 14, 2020, Microsoft no longer supports Windows 7. The board did allow \$35,000 for Capital Equipment in the 2020 Budget. Quotes were received from Sonit Systems and Upword Solutions. It was suggested that laptops be used in the pods. Melissa Garza spoke with the Juvenile Detention Officers and the majority would prefer the laptops. Glenn Miller thought his IT Department might be able to do better. Roy Miller stated that the prices are comparable to computers that they bought recently. Terry Rummel stated that he has worked with Sonit Systems and would rather purchase equipment from them.

Terry Rummel motioned to approve the purchase of 7 desktop and 4 laptop computers from Sonit Systems from Capital Equipment. Joe Friess seconded. Discussion: Joe Friess stated that NWOJDC needs to be up to date on technology. The internet upgrades thru E-Rate and Northern Buckeye were discussed. Kim Grime stated that our internet service through RTEC Communications has been upgraded from 10 by 10 speed to 50 by 50 speed for the same cost. Work will continue with E-Rate on Federal Funding for our Internet Service. Our Bandwidth has been increased and hopefully we will be reimbursed 85-90 percent of our internet cost. Vote on motion: Unanimous Ayes, No Nays. Motion carried.

Visa Activity Log for February and March is included in the Board Packet.

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The State of Ohio Auditor's office has begun the bi-annual audit for the facility.

Kim Grime stated that contract with the schools would be mailed this week, and asked members to reconsider the \$44.00 daily tuition rate. During the budget process in November the daily cost was figured at \$50.00 and that rate was figured without raises and with the 2019 cost for Health Insurance. Because of the reduced revenue from low population would they reconsider raising the tuition? Tom Mack stated that when the board looked at the cost, they wanted a gradual increase. Terry Rummel stated that the schools have been hit hard because of the coronavirus and he wanted to leave the rate as is. Tom Mack wants to leave rate stand as is.

Elissa Carrizales motioned to approve the Financial Report as presented. Roy Miller seconded. Discussion: None. Vote on motion: Unanimous Ayes, No Nays. Motion carried.

#### **Personnel and Grievance Committee**

Tom Mack updated members on Ken Herbert and Amanda Schmidt.

- Ken Herbert is on Temporary Total Compensation thru Workers' Compensation until June 15, 2020.
- Amanda Schmidt resigned when she was asked to return to the classroom. She filed for unemployment compensation and was denied and filed an appeal. Now she has missed the first two hearings for her appeal and another hearing has been scheduled for Friday, May 15<sup>th</sup> at 7:30 a.m.

#### **Facilities Committee**

Terry Rummel reported that a valve was leaking in the mezzanine and would have John Proxmire do the repairs. The water report came back good. Everything is at acceptable levels or better.

#### **Program and Policies Committee**

Joe Friess spoke with Ashley Rice before the pandemic and reviewed resumes for the teacher position. He will get with her later this summer.

#### **Old Business**

None at this time.

#### **New Business –**

Judge Bumb asked about the Life Without Drugs Program. Acting Superintendent, Melissa Garza, stated that she spoke with Ruth Peck and Donna at Recovery Services. NWOJDC has two detainees waiting for the Life Without Drugs Program and is working on getting Donna back. NWOJDC has lost detainees because of not having the program. All four judges want the program continued. Both Tom Mack and Terry Rummel have spoken with Ruth Peck and she is concerned there is not enough units to cover costs. Tom Mack stated that Rob Geisige, ADAMS Board Mental Health is going to pay out the entire contract for the year. Melissa Garza stated that NWOJDC can't grow without Recovery Services. Tom Mack asked Melissa Garza if she is ready to bring kids back into the facility. Melissa Garza stated yes.

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Judge Bumb asked for the minutes to reflect that Acting Superintendent, Melissa Garza, said NWOJDC is open for business and he will inform his Parole Officers. Judge Bird agreed. Terry Rummel stated that for Recovery Services to break even they need six kids and agrees that we have got to get things going again.

Jerry Stollings asked where the Personnel Committee was at with hiring a new Superintendent. Tom Mack informed members that Greg Wortman is no longer interested in the position. Tony Miller is still interested but his salary is about \$100,000. Tom Mack stated that Kim Grime had received another resume this week and instructed her to send the resume out to all board members.

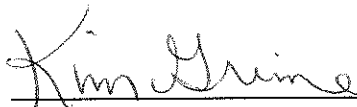
Tom Mack stated the facility is in good hands and the committee will start working on the Superintendent position again.

Terry Rummel motioned to adjourn. Joe Friess seconded the motion.


Vote on motion: Unanimous Ayes. Motion Carried.

Meeting adjourned at 10:07 a.m.

Next meeting is scheduled for July 14, 2020.

  
Respectfully Submitted

7/14/2020  
Date

  
Board Chairman

8/28/2020  
Date