

Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes January 12, 2021

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 and via GoToMeeting.

Defiance County

Jeff Hahn (late)
Robert Morton
Mick Pocratsky
Judge Strausbaugh

Fulton County

Joe Friess
Roy Miller
Bill Rufenacht

Henry County

Tom Mack
Elissa Carrizales
Judge McColley

Williams County

Nick Woodall
Terry Rummel
Judge Gallagher

Absent- Joe Short and Judge Bumb–Fulton County, Glenn Miller -Henry County, and Jerry Stollings-Williams County. Jeff Hahn arrived at 9:20 a.m.

Officers present: Melissa Garza Superintendent
 Kim Grime Fiscal Officer
 Adrienne Firman Assistant Superintendent

Visitors: Dr. Kevin Park and Corporal Nolan Fout

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

Terry Rummel introduced Dr. Park. Dr. Park has been contracted to provide medical services for the detainees. Dr. Park is with the Bryan Medical Group and also the Medical Director for Williams County.

Dr. Park thanked everyone for welcoming him, and felt that this was a calling for him to give back to Williams County. Dr. Park has hired two really good nurses. He is looking forward to contributing to the detainee’s medical care. Although he is expecting a learning curve because of the corrections, he does have experience with Lucas County Jail System and has military experience. Dr. Park also stated that he appreciates the opportunity. Judge Strausbaugh stated appreciation for Dr. Park’s willingness to do this for the youth. Judge McColley agreed with Judge Strausbaugh. Judge Gallagher stated that she has know Dr. Park for a long time. He is so busy and admires him for being willing to help. Dr. Park stated that he would like better communication with Renewed Minds regarding treatment plans. Chairman Mack asked Dr. Park to share his experience with diabetic patients. Dr. Park stated that he is comfortable with Type 1 diabetics. The problem is with the insulin pumps. They are very technical and he doesn’t have much experience with programing them. Dr. Park would like the detainee to be able to manage their own pump. Dr. Park has a Nurse Practitioner at Parkview Physician’s Group that works with insulin pumps that he can consult with. Judge McColley asked for guidelines for diabetics for the Probation Officers and Courts. Dr. Park stated that the things he would want to know are:

1. Diabetic Diagnosis?
2. What Prescriptions they are on?
3. Information about what pump the detainee would be on.

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Dr. Park stated that he will provide some information and guidelines regarding Diabetic patients. Superintendent Garza stated that the questions Dr. Park just mentioned are asked upon arrival. The new detainee is required to have all of the instruments needed before being admitted to the facility. If they don't have everything, they need they will be turned away until cleared by medical. They are then informed that they need all their instruments to enter. Judge McColley asked for a check list for the Probation Officers to help them get everything needed especially for admissions after hours. It was agreed that Dr. Park would make a check list for the Probation Officers. Chairman Mack thanked Dr. Park for his time. Dr. Park stated that the administration has been very helpful and there is a great working relationship.

Terry Rummel motioned to approve the November 10, 2020 Board Meeting Minutes. Bill Rufenacht seconded the motion. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried. Minutes from the November 10, 2020 Board Meeting were approved.

Terry Rummel introduced Judge Karen Gallagher. She is from Williams County and has been a Magistrate for 4 ½ years. Terry Rummel thanked her for her time and is looking forward to working with her in the future. Chairman Mack welcomed her for the whole board.

Superintendent's Report

Population Report:

	November	December
Intakes:	20	17
Releases:	27	14
Recidivism:	5%	9%

Security Report:

Significant Incidents:

November	December
(33) Use of Force	(0) Use of Force
(9) Oleoresin Capsicum Spray utilization.	(0) Oleoresin Capsicum Spray utilization.
(9) Significant Incidents that resulted in injury	(0) Significant Incidents that resulted in injury.

Medical Services Report:

	November	December
Nurse Sick Calls	23	14
Physician Assistant Sick Calls	2	1
Physicals	20	9
ER Visits	0	0
Hospital Admits	0	0
Average Daily Prescription Meds	284	230
Percentage Youth on Psychotropic Meds	199	200
Prescriptions Ordered	21	15
Number of Lab Studies	0	0
Psychiatric Visits	1	4
Dental Visits	0	0
Blood Sugar Checks	31	0

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

Individual hours by County:

	November	December
Total:	9	2
Fulton:	0	0
Williams:	0	0
Henry:	0	0
Defiance:	8	2
Out of county:	1	

	November	December
Case Management Units by County		
Total:	11.75	2.5
Fulton:	0	0
Williams:	0	0
Henry:	0	0
Defiance	10	2.5
Out of county:	1.75	

	November	December
Group Hours by County:		
Total:	85	51
Fulton:	0	0
Williams:	0	0
Henry:	0	0
Defiance:	76	51
Out of county:	11	

	November	December
Assessment Hours by County:		
Total:	3	2
Fulton:	0	0
Williams:	0	0
Henry:	0	0
Defiance:	3	2

	November	December
<u>Mental Health:</u>		
Mental Health Assessments:	2	0
Group Hours:	7	4
Individual & Family Sessions:	29	39
Suicide Watch:	16	5

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Personnel Report: (November and December)

Date:	Employee:	Status Update:
10-17-2020	Azul Sepulveda	Full-Time
11-4-2020	Shayna Johnson	Part-Time
11-4-2020	Joseph Spradlin	Part-Time
11-9-2020	Cynthia Hendricks	Intermittent
11-9-2020	Corina Rocha	Intermittent
11-9-2020	Ruben Pena	Intermittent
11-22-2020	Michael Slagle	moved to Intermittent
11-24-2020	Shayna Johnson	Terminated
11-30-2020	Kenneth Herbert	Terminated
12-4-2020	Cody Daniels	Terminated
12-6-2020	Corina Rocha	Full-Time
12-8-2020	Ruben Pena	Full-Time
12-8-2020	Mandy Heil	Resigned
12-22-2020	Cody Yeasley	dropped to Intermittent
12-29-2020	Cyrus Watson	Part-Time
12-29-2020	Haley Roth	Resigned

Employee Grievances: (November and December):

12-5-2020 One-regarding hygiene issues of an employee
 12-29-2020 Regarding advance notice and rotating dates for supervisor meetings

Policy Review: Submitted revised policy changes to Joe Friess for review on 12-7-2020. Email to the committee went out for review on 1-5-2021. So far, one correction was made at this time.

Education Report:

For the month of November 2020, there were a total of 52 youth served in Classroom A and Classroom B. There were 38 males and 14 females.

For the month of December 2020, there were a total of 26 youth served in Classroom A and Classroom B. There were 19 males and 7 females.

In addition, Superintendent Garza reported that today's population count is 13 detainees. Asked for clarification on significant injuries in the Superintendent's report. No one had any input. Superintendent Garza stated that from now on significant injuries for the report will be when someone has to be transported to the Emergency Room. That would change November's significant injury to one. Superintendent Garza informed members that the Life Without Drugs Program only has two detainees right now. The program must have six detainees enrolled to keep Donna Robinson on site full time. Garza stated that we are open for any kids that need the program. Bill Rufenacht asked the judges why the count is still low. Judge Strausbaugh stated that he continues to use the facility, but COVID 19 does come into play for short term stays. Judge McColley agreed with Judge Strausbaugh. Judge Gallagher stated that she had a delay but her docket for January and February is packed.

Judge Strausbaugh commended the Facility on the blanket project and the other projects they have been working with the youth on. Some kids don't know how to set a goal and see it accomplished. Stating that it is a great use of time.

Assistant Superintendent Report:

In addition, Assistant Superintendent Firman reported:

- The teaching staff will be doing the garden this year.
- The blanket project was a success. At first the kids were asking if they could have the blanket but by the end, they had learned that it's better to give.
- There were various holiday parties for the kids and staff. They were provided by Juvenile Justice Ministry and The Ridge Project. Williams County Elected Officials donated meals and gifts. They also received things for New Year's Eve by the Williams County Elected Officials and Never Let Go Ministries.
- The detainees all had gifts, a holiday meal, activities, and were able to call home on Christmas Day.

Bill Rufenacht asked how the training at Putt- Putt went. Adrienne Firman informed him that it went really well. Team building, de-escalation, and hands-on trainings were accomplished.

Fiscal Officer Report

Year End Transfers - Operating Expense Budget

Terry Rummel motioned to approve the Transfer of Funds that was approved by the Executive Committee on 12.8.2020, \$72.00 from Account 9065-90917-5-9600 Other to Account 9065-90917-5-95200 Worker's Comp. Mick Pocratsky seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion: Carried.

November Billing Census

There were 0 Member county overages in November.

There were a total of 15 Non-member beds contracted in November at a rate of \$80.00 per day.

Mercer - 15 Beds

Total non-member rent revenue - \$1,200.00.

Average daily population – 11.47

Average female population – 4.26

Average non-member – 0.5

December Billing Census

There were 0 Member county overages in December.

There were a total of 20 Non-Member beds contracted in December at a rate of \$80 per day.

Paulding – 20 Beds

Monthly Non-Member Rent Revenue - \$1,600.00

YTD - \$88,960.00

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Last year - \$ 126,240.00 (about 30% less than a year ago)

Average Daily Population – 11.52

Average Female Population – 3.35

Average Non-Member Population – 0.6

Cash Report

Operating Fund - \$861,805.48 Balance as of 12.31.2020

Capital Fund - \$ 223,036.42 Balance as of 12.31.2020

2020 Operating Budget as of 12.31.2020.

Shows we expended 75.09%.

2020 Carry Over Purchase Orders are \$1,253.62.

2021 Operating Fund

Operating Fund Budget \$2,251,500.00

2020 Carry Over PO's 1,253.62

Revised Operating Fund Budget \$2,252,753.62

A motion is needed to approve the Revised Operating Fund Budget of \$2,252,753.62.

2021 Capital Fund

Revised Capital Fund Budget \$ 157,000.00

Visa Activity Log for October and November is included in the Board Packet.

Year End -Carry Over Purchase Orders

2020 Carry-Over Purchase Orders in the Operating Fund have been closed. Kim Grime requested the Board include the 2020 Carry Order Purchase Orders with the 2021 Budget.

Operating Fund

Approved 2021 Operating Budget \$2,251,500.00

2020 Carry Over Purchase Orders \$ 1,253.62

Revised Operating Fund Budget \$2,252,753.62

Bill Rufenacht motioned to revise the Operating Fund Budget to \$2,252,753.62. Terry Rummel seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Terry Rummel motioned to approve the Financial Report as presented. Mick Pocratsky seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Executive Committee

Terry Rummel had nothing to report.

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Personnel and Grievance Committee

No Grievances to report.

Chairman Mack thanked Superintendent Garza for an excellent job. Bill Rufenacht suggested several months ago that the board meet with the staff on a regular basis to find out how moral is, any concerns and any suggestions they might have. All the staff that has been talked to had glowing reports on the organization. New staff is happy with the time Superintendent Garza spends in the back. Terry Rummel stated that longevity is a goal of this administration and the new staff is wanting to stick around.

Facilities Committee

Terry Rummel stated that a meeting was held regarding the boilers. Northwest Custom Mechanical is closing their business. Jeff Hahn scheduled a meeting with Air Force One. Terry Rummel stated that the Bryan Medical Group has a good HVAC company. The Toledo distributor Campbell has recommended three companies and Air Force One is one that was recommended.

The new windows for the Multi-Purpose were to have been installed yesterday, but they were the wrong size.

Finance Committee

Nothing to report.

Program and Policies Committee

Joe Friess stated that most of the policy changes were just housekeeping items. The biggest change was the Organizational Chart. Joe Friess thanked Judge Strausbaugh for his feedback regarding the policy revisions and corrections. Chairman Mack asked for any questions and concerns. None were given. Chairman Mack stated that the Organization Chart will help strengthen the organization.

Terry Rummel motioned to approve the Policy Changes as presented. Joe Friess seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Old Business

None.

New Business

Bill Rufenacht gave a special thanks to Terry Rummel for his work on the medical situation. It involved lots of hours and he is very excited regarding Dr. Park. Terry Rummel added that Dr. Park and his staff will be great and any concerns we have will be taken care off.

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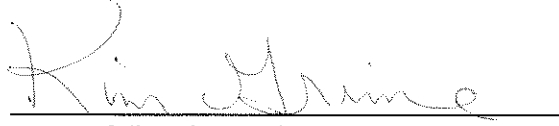
Terry Rummel informed members that Jerry Stollings will be retiring and wished him the best.

Terry Rummel motioned to adjourn. Bill Rufenacht seconded the motion.

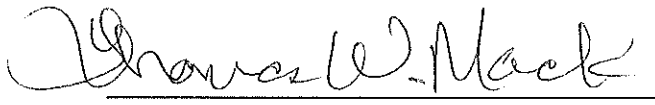
Vote on motion: All Ayes, No Nays. Motion Carried.

Meeting adjourned at 10:05 a.m.

Next meeting is scheduled for March 9, 2021.


Respectfully Submitted

3-9-2021
Date


Board Chairman

3-9-21
Date