

Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes March 9, 2021

The Board of the Northwest Ohio Juvenile Detention, Training and Rehabilitation District met on this day at 9:03 a.m. in the Multi-Purpose Room and via GoToMeeting.

<u>Defiance County</u>	<u>Fulton County</u>	<u>Henry County</u>	<u>Williams County</u>
Jeff Hahn	Joe Friess	Tom Mack	Nick Woodall
David Kern - representing M. Procratsky	Roy Miller	Elissa Carrizales	Terry Rummel
Erin Speith - representing Judge Strausbaugh	Bill Rufenacht	Judge McColley(late)	Michael Polley
	Joe Short		Judge Gallagher
	Judge Bumb		

Absent- Bob Morton-Defiance County, Jeff Mires-Henry County and Judge McColley arrived at 9:10 a.m- Henry County.

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

Visitors: Ashley Rice-Teacher

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

Terry Rummel motioned to approve the January 12, 2021 Board Meeting Minutes. Joe Friess seconded the motion. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried. Minutes from the January 12, 2021 Board Meeting were approved.

Superintendent's Report

<u>Population Report:</u>	January	February
Intakes:	21	21
Releases:	15	16
Recidivism:	12%	10%

Security Report:

Significant Incidents:

January	February
(3) Use of Force	(3) Use of Force
(2) Oleoresin Capsicum Spray utilization.	(1) Oleoresin Capsicum Spray utilization.
(0) Significant Incidents that resulted in injury	(0) Significant Incidents that resulted in injury.

March 9, 2021

<u>Medical Services Report:</u>	January	February
Nurse Sick Calls	26	20
Physician Assistant Sick Calls	6	5
Physicals	4	11
ER Visits	3	1
Hospital Admits	0	0
Average Daily Prescription Meds	161	336
Percentage Youth on Psychotropic Meds	87	243
Prescriptions Ordered	16	19
Number of Lab Studies	0	1
Psychiatric Visits	0	0
Dental Visits	0	1
Blood Sugar Checks	0	1
Pregnancy	0	0

Program / Support Services Report:

<u>Life Without Drugs Program:</u>	January	February
Individual hours by County:		
Total:	36.25	42.25
Fulton:	0	0
Williams:	0	6
Henry:	0	0
Defiance:	4	4.25
Out of county:	0	0

	January	February
Case Management Units by County		
Total:	2	2
Fulton:	0	0
Williams:	0	0.25
Henry:	0	0
Defiance	3.25	1.75
Out of county:	0	

	January	February
Group Hours by County:		
Total:	29	54
Fulton:	0	0
Williams:	0	36
Henry:	0	0
Defiance:	29	18
Out of county:	0	0

March 9, 2021

	January	February
Assessment Hours by County:		
Total:	0	1
Fulton:	0	1
Williams:	0	0
Henry:	0	0
Defiance:	0	0

<u>Mental Health:</u>	January	February
Mental Health Assessments:	1	3
Group Hours:	5	8
Individual & Family Sessions:	37	49
Suicide Watch:	13	11

Personnel Report: (January and February)

Date:	Employee:	Status Update:
2-11-2021	Cyrus Watson	Terminated
2-05-2021	Cynthia Hendricks	Resigned due to health issues
2-11-2021	Robert Hollstein	Part-time Officer
2-15-2021	G. John Proxmire	Resigned
2-22-2021	Robert Hollstein	Intermittent Officer from Part-time

Employee Grievances: (January and February):

- 2-11-2021 A corporal was not happy regarding a precautionary call involving a detainee by the senior lieutenant.
- 2-12-2021 Lieutenant does not feel she deserved an adverse action from the supervisor in charge of the shift when she called stating she was refusing to come into work.
- 2-13-2021 A corporal does not believe he should receive discipline for a highly inappropriate comment he made in regards to a detainee because the comment was reportedly made out of context.
- 2-13-2021 A corporal feels that discipline was overlooked by an officer on his shift during a sensitive issue involving a detainee.

Education Report:

For the month of January 2021, there were a total of 27 youth served in Classroom A and Classroom B. There were 17 males and 10 females.

For the month of February 2021, there were a total of 38 youth served in Classroom A and Classroom B. There were 28 males and 10 females.

In addition, Superintendent Garza reported that today's population count is 18 detainees. The hours from Recovery Services were not available at the time the report needed to be sent out. The totals will be included in the minutes for today's meeting. Superintendent Garza reviewed Employee Grievances because she feels they are not warranted on some issues. She discussed with employees what grievances should be in regards to.

March 9, 2021

Judge Gallagher commended Superintendent Garza for her effort to aide her court in a special circumstance.

Chairman Mack asked the judges for a consensus regarding utilizing NWOJDC because of staffing questions. The courts from Williams County, Henry County and Defiance County all felt they are utilizing their beds. Judge Bumb stated that Fulton County is not making a decision on population until the Governor lifts Covid19 restrictions.

Assistant Superintendent Report:

- The teachers will be meeting with the Four County Juvenile Probation Officers in the month of March to discuss the Fresh Start Program and answer any questions they may have regarding the program.
- We will begin to host graduation ceremonies for any detainee that finishes their graduation requirements while detained. The detainee(s) will have a mini ceremony where they will march in a processional, give a speech and receive a "certificate of completion" from the facility. We will be providing cap and gowns for all graduates and host a celebratory luncheon. We will provide a photo to the family and invite the detainee's probation officer to attend, if they chose to.
- The teachers will be implementing Girls Circle and Boys Council starting in April. They will be following the curriculum. An online training will be completed for instructor certifications. Most of the programs run for 8-10 weeks and vary from topics involving family values, to self-image and healthy relationships. Every detainee that completes the full program will receive a certificate of completion and a ceremony.

In addition, Assistant Superintendent Firman reported:

- That the teachers are working on rehabilitation through Education. Ashley Rice-Teacher was asked to present information to the Board Members regarding the programing.

Ashley Rice informed members that new programming was to start in April. The areas that will be worked on are Listening and Respect, Self-confidence, Stress Management, Communication, Problem solving, Time management, Motivation, and Work ethic.

- It is called "Fresh Start Program". It teaches and allows youth to develop interview skills, communication, resume building and writing skills. The program will be done over a ten-to-eleven-week span.
- At week six, they will be working on resumes and cover letter writing.
- At week eight, they will begin interviews.
- At week ten, they will apply for a grant. The winners will receive a shopping trip to purchase interview clothing and get a haircut.
- They will be working with Ohio Means Jobs for the interviews.

Ashely Rice also spoke about Boys Council and Girls Circle. The classes will be held two times a week.

March 9, 2021

- o Boys Council helps develop healthy and diverse masculine identities to be respectful leaders.
- o Girls Circle is relational theory and resiliency practices. It increases positive connections, personal and collective strengths.
- Working on hiring through the application process.
- Informed the Judges that they can court order their clients to the different programs offered by NWOJDC.

Tom Mack asked if the programs presented today were ones that were discontinued. Adrienne Firman replied that the programs were not discontinued, but she was the only certified to teach the classes. Superintendent Garza and both teachers will be getting certified so that the programs can be used again. Elissa Carrizales asked if we were going to use a male to teach Boys Circle. Adrienne Firman replied that no male staff is interested at this time, but that is something she will continue trying to work on.

Fiscal Officer Report

January Billing Census

There were 0 Member county overages in January.
 There were a total of 0 Non-member beds contracted in January.

Average daily population – 13.87
 Average female population – 3.87
 Average non-member – 0

February Billing Census

There were 0 Member county overages in February.
 There were a total of 2 Non-Member beds contracted in February at a rate of \$100 per day.
 Paulding – 2 Beds
 Monthly Non-Member Rent Revenue - \$200.00
 YTD - \$200.00
 Last year - \$ 16,800.00 (about 100% less than a year ago)

Average Daily Population – 19.43
 Average Female Population – 5.14
 Average Non-Member Population – 0.1

Cash Report

Operating Fund - \$651,260.93 Balance as of 2.28.2021
 Capital Fund - \$ 419,092.71 Balance as of 2.28.2021

2021 Operating Budget as of 2.28.2021.
 Shows we have expended 20.47%.

2021 Operating Fund

Operating Fund Budget	\$2,251,500.00
2020 Carry over PO's	<u>1,253.62</u>
Revised 2021 Operating	\$2,252,753.62

March 9, 2021

2021 Capital Fund

Capital Fund Budget \$ 157,000.00

The 2020 Annual Financial Report has been filed with the state. A copy of the report is available for review and has been advertised in the paper.

Visa Activity Logs for December and January are included in the Board Packet.

Jeff Hahn asked if there has been any feed back from the non-member counties as to why they are not sending anyone. Kim Grime replied that she and Adrienne Firman have discussed the matter and will be reaching out to the five counties that usually use the facility. Kim Grime also stated that she doesn't feel the price is the problem because Wood County raised their rates to the same as NWOJDC, but that the issue is probably Covid19 related. Tom Mack asked that they inform board members with an email when they have some answers.

Jeff Hahn motioned to approve the Financial Report as presented. Joe Friess seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Executive Committee

Terry Rummel thanked Jeff Hahn for taking the leadership on the boiler project.

Facilities Committee

Terry Rummel informed members that in regards to the boilers that he and administration have had several discussions and met with several people to get the quotes that are presented today. Rummel asked Kim Grime to provide more information. Grime stated that a log showing the date, time, and if the boilers were working or not is also included in the board packet. However, the maintenance records from John Proxmire-former maintenance person are not included because at this time we are unable to retrieve his work orders. About every three days one of the boilers fail and sometimes several times a day. The log is the documentation that can be used to declare this an emergency. Three quotes were needed. NWOJDC did receive those. Grime asked for discussion regarding declaring the boilers an emergency.

Jeff Hahn stated that it is not appropriate for staff to have to restart the boiler's several times a week or a day. The boilers are programmed to alternate. Hahn informed members that the units priced are substantially superior to what we have now. The new boilers are second generation and are top of the line. They will need less maintenance and will have a lower operating cost. If the current boilers fail it will take at least five days for installation and that is only if the boilers are already on site. Hahn stated that the board needs to move forward so that the equipment can be ordered.

Bill Rufenacht motioned to declared the boilers for the HVAC System an emergency. Joe Friess seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Tom Mack asked for recommendations as to which bid to accept. Jeff Hahn stated because Earl Mechanical has a substantial price advantage over the other bids, he sees no reason for NWOJDC not to

March 9, 2021

go with them. Hahn spoke with them and they sent him an extensive list of references. Those references used Earl Mechanical to do similar projects in the last year. Earl Mechanical has installed these boilers before. Hahn also spoke with the supplier and they have confidence that Earl Mechanical could install the boilers properly. The supplier's name is Campbell Equipment and they are directly involved in how the boilers are put in so that Lochinvar will stand behind their equipment. Hahn feels certain response time for maintenance will be good. Earl Mechanical told him after the new boilers are installed NWOJDC probably won't need service. The only questions will be if the company that maintains the automation part of the system will continue or even be needed. The new boilers run continuously and do not alternate. That is how the second-generation boilers are. Mick Pocratsky wants to be sure that the same things are being compared since there is such a discrepancy in prices. Hahn stated that he has verified with Campbell Equipment that the equipment is the same for all three quotes and the difference is in margin, the mark up, and labor cost. Joe Friess added that Wauseon Schools have used Earl Mechanical for years and are very happy with their work and response time. Tom Mack asked Terry Rummel if he felt the same as Hahn. Rummel does agree with Hahn especially for the price. Adrienne Firman added that she asked Earl Mechanical to break down their quote for us and the labor cost is half of what TriGen quoted. Joe Short asked about the warrantee. Hahn was unsure about it. Short also asked is Earl Mechanical had Product and Completed Operations coverage. That way once the boilers are installed NWOJDC can be sure they are working properly and there will not be additional cost. Hahn felt the warranty would be the same from all three companies. Firman left the meeting to call Earl Mechanical about the warranty and insurance coverage.

At this time Chairman Mack moved to the Personnel and Grievance Committee until Firman could report back.

Personnel and Grievance Committee

Nothing to report.

Chairman Mack stated that staff evaluations would be held in the next few months and informed Board members that they will be receiving an updated Committee Assignment List. Chairman Mack asked Superintendent Garza to speak to the board members about the grievances.

Garza stated the on February 6, 2021 a Corporal was not happy with a precautionary call regarding a detainee. The Intake Officer assessed the detainee and placed them in the observation cell without a suicide gown. The observation cell is protocol when someone has had suicidal thoughts. The detainee was cleared medically before coming into the facility because he had tried to commit suicide. There were no markings on the detainee and it was deemed behavioral because he did it so he would not have to come to JDC. There is no right or wrong answer in this situation. The corporal did the grievance because he wasn't personally happy with the decision and wanted a protocol. Garza set a directive that anytime a detainee comes to the facility within one week of an attempted suicide they will be placed in a suicide gown until cleared by mental health.

The next grievance was filed because an employee felt they should not have received an adverse action for not coming to work. The employee called off for a dental appointment and was given time to come in at midnight and get some sleep before working. The employee refused to come into work. Garza

March 9, 2021

spoke with the employee personally regarding the many call offs. The employee was not reprimanded at the time.

The last grievance was because an employee received a discipline for an inappropriate comment regarding a detainee in front of new officers. The employee felt the comment made was taken out of context. Superintendent Garza stated the employee was still reprimanded.

Chairman Mack stated that it is a new situation in the back and Superintendent Garza spends a lot of time in the back working with staff. When there are issues, they are quickly resolved because there is great communication between her and staff.

Adrienne Firman returned to the meeting so Chairman Mack returned the meeting to Facilities Committee and discussion regarding Earl Mechanical.

Facilities Committee

Adrienne Firman was able to speak with Earl Mechanical and labor has a one-year warranty and the equipment has a ten-year warranty.

Joe Short stated that the Product and Completed Operation policy should be more than the cost of the unit so \$500,000 to \$1,000,000 of coverage would be okay.

Jeff Hahn motioned to enter into a contract with Earl Mechanical and include a request for Product and Completed Operation coverage. Terry Rummel seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Finance Committee

Nothing to report.

Program and Policies Committee

Tom Mack thanked Joe Friess for his time looking over policy and his continued dedication to that part of our process.

Joe Friess stated that there is not a good process in place for attendance and it has become a real problem. Superintendent Garza touched on it with the one grievance she had.

Superintendent Garza spoke to members regarding the changes she is requesting regarding the Sick Leave Policy and the Compensation Policy. Superintendent Garza stated that she was receiving numerous complaints daily about people not coming into work. She has been giving written warnings, adverse actions, and counseling and nothing changes. There are really no consequences for taking advantage of the system. The old system is flawed because it allows staff to play the system with call offs. Superintendent Garza created the 10 Point System that was included in the board packet and feels that it is very necessary. Adrienne Firman added that the point system holds employees accountable because it is mostly the same people that abuse the system. Superintendent Garza added that Leave Without Pay is also addressed. The prior administration was too lenient and it was abused during

March 9, 2021

probationary periods. It has been cut down from an infinite number. In addition, Garza would like to add an Attendance Bonus of \$500.00 paid out at the end of the year. The bottom line is holding staff more accountable and to show staff they are appreciated for coming into work. Joe Friess added that it is a good idea for a better attendance process and it is a financially neutral expense and is glad that Garza went with a reward. Friess recommends the change to policy. Terry Rummel agreed.

Bill Rufenacht motioned to approve the new policy for attendance and the ability to pay a \$500.00 Year End Bonus from someone that carries out those requirements. Roy Miller seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Old Business

None.

New Business


Terry Rummel introduced new board member Michael Polley. Polley has been approved by the Four County Board of Commissioners. Jeff Mires is the new Henry County Commissioner.

Jeff Hahn motioned to adjourn. Terry Rummel seconded. Motion carried.


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

Meeting adjourned at 10:07 a.m.

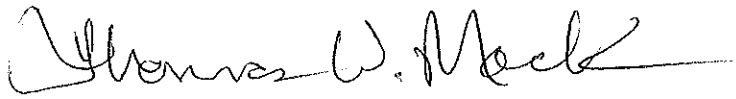
Next meeting is scheduled for May 11, 2021.



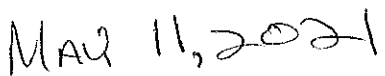
Respectfully Submitted



Date



Board Chairman



Date