

**Northwest Ohio Juvenile Detention, Training and Rehabilitation
District Board Minutes
November 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 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	Jerry Stollings
Robert Morton	Roy Miller	Elissa Carrizales	Terry Rummel
Mick Pocratsky	Bill Rufenacht	Judge McColley	Judge Bird
Judge Strausbaugh	Judge Bumb		

Absent- Joe Short –Fulton County, Glenn Miller -Henry County, and Nick Woodall-Williams County

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

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

Jeff Hahn motioned to approve the September 14, 2020 Board Meeting Minutes. Mick Procratsky seconded the motion. Discussion: None. Vote on motion: Unanimous Ayes. Motion carried. Minutes from the September 14, 2020 Board Meeting were approved.

Superintendent's Report

<u>Population Report:</u>	September	October
Intakes:	30	27
Releases:	27	38
Recidivism:	18%	13%

Security Report:

Significant Incidents:	
September	October
(17) Use of Force	(13) Use of Force
(2) Oleoresin Capsicum Spray utilization.	(0) Oleoresin Capsicum Spray utilization.
(1) Significant Incidents that resulted in injury	(2) Significant Incidents that resulted in injury.

November 10, 2020

<u>Medical Services Report:</u>	September	October
Nurse Sick Calls	47	27
Physician Assistant Sick Calls	7	4
Physicals	29	24
ER Visits	1	0
Hospital Admits	1	0
Average Daily Prescription Meds	401	342
Percentage Youth on Psychotropic Meds	232	200
Prescriptions Ordered	33	44
Number of Lab Studies	0	0
Psychiatric Visits	4	0
Dental Visits	0	1

Program / Support Services Report:

<u>Life Without Drugs Program:</u>	September	October
Individual hours by County:		
Total:	16	9.75
Fulton:	1	0
Williams:	2.75	0
Henry:	0	1
Defiance:	12.5	8.75

	September	October
Case Management Units by County		
Total:	14.50	11.5
Fulton:	2.75	0
Williams:	3.50	0
Henry:	0	0
Defiance	8.25	11.5

	September	October
Group Hours by County:		
Total:	128	98
Fulton:	16	0
Williams:	20	0
Henry:	0	0
Defiance:	92	98

	September	October
Assessment Hours by County:		
Total:	2	2
Fulton:	1	0
Williams:	0	0
Henry:	0	0
Defiance:	1	2

November 10, 2020

Mental Health:

	September	October
Mental Health Assessments:	6	2
Group Hours:	8	9
Individual & Family Sessions:	46/0	38/0
Suicide Watch:	17	28

Personnel Report: (September and October)

Date:	Employee:	Status Update:
9-24-2020	Catherine Stockburger	Officer (demoted)
10-12-2020	Catherine Stockburger	Intermittent Officer

Employee Grievances: (September and October):

None

Policy Review: Still working on the review to make changes; waiting for approval for changes to organizational chart and staff job descriptions.

Education Report:

For the month of September 2020, there were a total of 81 youth served in Classroom A and Classroom B. There were 47 males and 34 females.

For the month of October 2020, there were a total of 87 youth served in Classroom A and Classroom B. There were 48 males and 39 females.

In addition, Superintendent Garza reported that the Use of Force numbers are high because of one individual.

Rummel asked about the low population numbers and asked if they are Covid19 related. Carrizales agreed that they are quite low, but they will be increasing soon. Stollings stated the low numbers are just part of normal ups and downs. Rummel confirmed that numbers are low state wide. Mack asked the courts if they are happy with the communication from Superintendent Garza and staff. Consensus is the communication has been fine.

Assistant Superintendent Report:

- The medical contract with Dr. Park has been completed and members were sent a copy Monday afternoon. Training will begin on November 18th. Hoping to transition Activate out by mid-December.
- Sent out the letters to non-member counties with the updated per diem rate.
- The Ridge Project and Youth for Christ will be hosting Thanksgiving and Christmas parties for the kids.
- The Veterans Day program was cancelled for people coming from outside of the facility because of the rise in Covid19 activity. However, an inhouse program is still planned.

November 10, 2020

Fiscal Officer Report

Chairman Mack asked Grime to update the Board on the Local Records Commission meeting. Grime stated that the focus of the meeting was to approve records for destruction. All records that were approved for destruction were destroyed last week on site. She will be scheduling another meeting in about six months to make a few changes to the records retention lists. Rummel thanked Grime for her hard work.

September Billing Census

There were 4 Member county overages in September.
There were a total of 157 Non-member beds contracted in September at a rate of \$80.00 per day.
Auglaize – 30 Beds/Mercer - 60 Beds/Paulding – 67 Beds
Total non-member rent revenue - \$12,560.00.

Average daily population – 21.73
Average female population – 9.2
Average non-member – 5.2

October Billing Census

There were 18 Member county overages in October.
There were a total of 53 Non-Member beds contracted in October at a rate of \$80 per day.
Auglaize – 18 Beds/Mercer – 35 Beds
Monthly Non-Member Rent Revenue - \$4,240.00
YTD - \$70,400.00
Last year - \$ 126,240.00 (about 45% less than a year ago)

Average Daily Population – 16.29
Average Female Population – 6.5
Average Non-Member Population – 1.7

Cash Report
Operating Fund - \$947,054.84
Capital Fund - \$ 221,073.89

2020 Operating Budget as of 10.31.2020.
Shows we have expended 62.2%.

Operating Fund
Revised Operating Fund Budget \$2,183,139.16

Capital Fund
Revised Capital Fund Budget \$ 133,730.00

Visa Activity Log for August and September is included in the Board Packet.

Terry Rummel motioned to approve the Financial Report as presented. Joe Friess seconded. Discussion: None. Vote on motion: Unanimous Ayes. Motion carried.

November 10, 2020

Executive Committee

Terry Rummel had nothing to report.

Personnel and Grievance Committee

Nothing to report.

Facilities Committee

Terry Rummel asked Superintendent Garza if she has a quote for replacing the windows in the Multi-Purpose Room. Garza stated that Maintenance, John Proxmire, has been asked to get the quotes. Leever Glass will be quoting for the Multi-Purpose Room and for the window in the Fiscal Officer's office. Rummel stated that in January, plans will be moving along to get the boilers for the HVAC System replaced.

Finance Committee

Chairman Mack asked Grime to present the 2021 Budget proposal in Glenn Miller's absence. Grime reviewed the Revenue Budget. Highlighting that Non-Member Rent has been increased because Superintendent Garza increased the per diem rate to \$100.00 from \$80.00. Grime stated that in the Operating Budget the Travel and Training line items have been increased. Because to keep our accreditation, we are required to have a certain number of training hours every year. Those hours were not completed this year because trainings were cancelled due to Covid19. The thought process is that those hours will need to be made up next year. Money has been added to Classroom Activities so that the money spent on those items can be tracked better. Detainee Supplies has been reduced to reflect this change. The proposed budget in Capital includes money for an Architect. The cost of the boilers will require NWOJDC to put the project out to bid. This will allow an engineering firm to write the advertisement for us and help with the bid process. The Equipment line includes the boilers for the HVAC System, a tracking system for detainees, and additional cameras at the back of the building. Grime pointed out that wages have been reduced almost six percent mainly due to staffing changes. All the Title 1 money will be going toward teacher wages and benefits. This change was requested by Nate Johnson, Superintendent of Stryker Schools. The increase for the Health Insurance Renewal is nine percent, Dental Insurance is about six percent, and no change for Vision.

Jeff Hahn asked if the counties were looking to give NWOJDC any CARES Act money, and could it be used for any of the projects that are planned. Terry Rummel stated that Williams County has spent all the CARES Act money they were given. Rummel also stated that NWOJDC has not been giving any direct money. Chairman Mack stated that Bill Rufenacht and Glenn Miller had contacted him stating that each county had \$25,000 that they could give NWOJDC. Rufenacht stated that is true. However, each county would need to contribute money. Mack had asked Superintendent Garza to create a list of things the facility could use. Mack asked Grime to share items on the list. Grime stated some of the things that were discussed to purchase were; Temperature Screening Kiosks, Disinfectant Fogger Machines, Software updates, touchless toilets, sinks, soap dispensers, Conference Equipment, and a Food truck to prepare meal for the Detainees. Chairman Mack asked the Commissioners if they would commit to giving NWOJDC money. Mick Procratsky stated that at this time Defiance County was taking no new expenses. Terry Rummel agreed that it was too late in the year to get the money spent. The consensus of the commissioners to do nothing at this time.

November 10, 2020

Chairman Mack and Grime asked for any other questions regarding the proposed 2021 Budget.

Joe Friess motioned to approve the 2021 Annual Revenues Budget as presented. Elissa Carrizales seconded. Discussion: None. Vote on motion: Unanimous Ayes. Motion carried.

Chairman Mack asked Grime to clarify that the medical costs come from the Contract Services line. Grime confirmed. Mack pointed out that the budget is less for 2021 than 2020 even though the cost for Dr. Park is higher than Activate Healthcare. Grime stated that she has done a lot of research for this account and she feels good with what is proposed. In addition, Mack pointed out that \$186,000 is replacing funds in the Capital Account.

Bob Morton motioned to approve the 2021 Annual Operating Budget as presented. Jerry Stollings seconded. Discussion: None. Vote on motion: Unanimous Ayes. Motion carried.

Elissa Carrizales motioned to approve the 2021 Annual Capital Budget as presented. Mick Procratsky seconded. Discussion: None. Vote on motion: Unanimous Ayes. Motion carried.

Program and Policies Committee

Superintendent Garza stated that the proposed position of Business Manager has been eliminated. Garza also, stated that the Maintenance Position will become Part time in January. She would like to start by reducing that position to 30 hours per week and reevaluate it after six months.

Old Business

The contract for medical care for the detainees has been completed and was emailed to everyone for review. Terry Rummel stated that the last-minute hold up was getting the wording for diabetic detainees right. Judge McColley asked if the specialist is someone the facility will take care or if it would be the courts responsibility. Superintendent Garza stated that if the person is admitted the facility will take care of the specialist appointment. Grime added that the parent's health care should cover the expense of the appointment. Judge McColley wanted to clarify that if a youth is brought to the facility and does not have their medications NWOJDC will not accept them. Garza replied that is correct. The youth would have to be cleared by a doctor before they can be accepted because of the liability.

Bob Morton motioned to allow Superintendent Garza to enter into the contract with Dr. Kevin Park as presented. Joe Friess seconded. Discussion: None. Vote on motion: Unanimous Ayes. Motion carried.

New Business

Rummel stated that during the meeting the quote was received from Leever Glass. The quote is for \$3,610.00. He would like to see at least one more quote. Grime stated that Quality Glass in Archbold could give us a quote.

Jerry Stollings motioned to adjourn. Joe Friess seconded the motion.

Vote on motion: Unanimous Ayes. Motion Carried.

November 10, 2020

Meeting adjourned at 9:47 a.m.

Next meeting is scheduled for January 12, 2021.

Kim Grimo

Respectfully Submitted

1-12-2021

Date

James W. Mack

Board Chairman

1-12-21

Date