

# Northwest Ohio Juvenile Detention, Training and Rehabilitation District Board Minutes July 13, 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  
David Kern  
Bob Morton  
Judge Strausbaugh

**Fulton County**

Joe Friess  
Roy Miller  
Bill Rufenacht  
Joe Short  
Judge Bumb

**Henry County**

Tom Mack  
Elissa Carrizales  
Judge McColley

**Williams County**

Nick Woodall  
Terry Rummel  
Michael Polley  
Judge Gallagher

Absent- Jeff Mires - Henry County.

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

Visitors: Lynn Thompson-*The Bryan Times* and Alan Schweinhagen

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

Bob Morton motioned to approve the May 11, 2021 Board Meeting Minutes. Joe Friess seconded the motion. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried. Minutes from the May 11, 2021 Board Meeting were approved.

**Superintendent's Report**

<b><u>Population Report:</u></b>	May	June
Intakes:	31	29
Releases:	16	27
Recidivism:	15%	11%

**Security Report:**

Significant Incidents:

May	June
(1) Use of Force	(9) Use of Force
(1) Oleoresin Capsicum Spray utilization.	(0) Oleoresin Capsicum Spray utilization.
(0) Significant Incidents that resulted in injury	(0) Significant Incidents that resulted in injury.

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<b><u>Medical Services Report:</u></b>	May	June(Not Available)
Nurse Sick Calls	39	
Physician Assistant Sick Calls	7	
Physicals	19	
ER Visits	3	
Hospital Admits	0	
Average Daily Prescription Meds	288	
Percentage Youth on Psychotropic Meds	238	
Prescriptions Ordered	8	
Number of Lab Studies	1	
Psychiatric Visits	2	
Dental Visits	0	
Blood Sugar Checks	158	
Pregnancy	0	

**Program / Support Services Report:**

<b><u>Life Without Drugs Program:</u></b>	May	June
Individual hours by County:		
Total:	27	2
Fulton:	12	0
Williams:	15	0
Henry:	0	0
Defiance:	0	1
Out of county:	0	1

Case Management Units by County	May	June
Total:	15.25	13
Fulton:	5.50	14
Williams:	9	15.5
Henry:	0	0
Defiance	0	1
Out of county:	0	2

Group Hours by County:	May	June
Total:	124	254
Fulton:	51	73
Williams:	73	112
Henry:	0	0
Defiance:	6	26
Out of county:	0	43

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	May	June
<b>Assessment Hours by County:</b>		
Total:	2	2
Fulton:	1	0
Williams:	1	0
Henry:	0	0
Defiance:	0	1
Out of county:	0	1

<b><u>Mental Health:</u></b>	May	June
Mental Health Assessments:	6	4
Group Hours:	12	11
Individual & Family Sessions:	24	18
Suicide Watch:	15	16

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

<b>Date:</b>	<b>Employee:</b>	<b>Status Update:</b>
5-04-2021	Robert Hollstein	Resigned
5-17-2021	Lesley Frederick	Promoted to Corporal
5-17-2021	Azul Sepulveda	Promoted to Corporal
5-17-2021	Jamie Burns	Promoted to Corporal
5-17-2021	Alyssa Foor	Promoted to Corporal
5-17-2021	Ruben Pena	Promoted to Corporal
5-18-2021	Sloan Brown	Intermittent Officer
5-25-2021	Randal Eaton	Terminated
5-26-2021	Samantha McGowan	Resigned
5-27-2021	Tasha Sumner	Terminated
6-03-2021	Tracy Valentine	Part-time
6-03-2021	Dan Davis-Johnson	Part-time
6-03-2021	Jaylynn Grubb	Part-time
6-07-2021	Jaylynn Grubb	Resigned
6-08-2021	Tracy Valentine	Full-time
6-08-2021	Michael Slagle	moved to Part-time
6-15-2021	Dan Davis-Johnson	moved to Intermittent
6-15-2021	Amber Deeson	moved to Intermittent
6-17-2021	Amber Deeson	Resigned
6-27-2021	Deborah Merrifield	Full-time
6-29-2021	Michael Slagle	Terminated
7-01-2021	Martin Rangel	Terminated
7-01-2021	William Rayle	Full-time
7-07-2021	Jessie Leonard	Resigned
7-09-2021	Courtney Hartung	Full-time

**Employee Grievances: (May and June):**

None.

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**Education Report:**

For the month of May 2021, there were a total of 31 youth served in Classroom A and Classroom B. There were 24 males and 7 females.

For the month of June 2021, there were a total of 35 youth served in Classroom A and Classroom B. There were 26 males and 9 females.

In addition, Superintendent Garza reported:

- Medical stats for June will be provided at September's meeting.
- Donna Robinson's Life without Drugs class is full.

Terry Rummel asked if she could take more detainees and Assistant Superintendent Firman confirmed that she could and clarified that full meant she has at least the minimum. The class can hold 12 people.

**Assistant Superintendent Report:**

We continue to be short of staff, especially male officers and will continue to attempt to hire quality applicants.

In addition, Assistant Superintendent Firman spoke about the hiring process. Firman stated that she will receive applications and schedule interview appointments but the applicants fail to show for the interview. Terry Rummel tried to help and called an applicant, talked about the benefits of working here, and that applicant failed to come for the interview. Bill Rufenaucht asked how long it takes to train someone. Firman stated that training is 80 hours. Rufenaucht inquired to how On-call has changed since the last meeting. Firman replied that now when someone is On-call they receive \$8.00 per day for the week and there is now a shift premium of \$4.00 per hour when someone is mandated to work. Firman added that the facility currently has no part time staff and is short two full time positions.

Chairman Mack introduced new board member David Kern. Mr. Kern is replacing Mick Pocratsky.

**Fiscal Officer Report**

**May Billing Census**

There were 7 Member County overages in May.

There was a total of 67 Non-member beds contracted in May at a rate of \$100.00 per day.

Hardin – 5 Beds

Paulding – 62 Beds

Monthly Non-Member Rent Revenue - \$6,700.00

Average daily population – 23.87

Average female population – 4

Average non-member – 2.2

**June Billing Census**

There were 11 Member County overages in June.

There were a total of 75 Non-Member beds contracted in June at a rate of \$100 per day.

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Auglaize – 28 Beds

Hardin – 30 Beds

Paulding – 17 Beds

Monthly Non-Member Rent Revenue - \$7,500.00

YTD - \$15,600.00

Last year - \$ 36,720.00 (Revenue is down about 42% less than a year ago)

Average Daily Population – 27.53

Average Female Population – 5.67

Average Non-Member Population – 2.5

Cash Report

Operating Fund - \$667,435.93 Balance as of 6.30.2021

Capital Fund - \$ 342,112.21 Balance as of 6.30.2021

2021 Operating Budget as of 6.30.2021.

Shows we have expended 46.61%.

2021 Operating Fund

Operating Fund Budget \$2,251,500.00

2020 Carry over PO's           1,253.62

Revised 2021 Operating   \$2,252,753.62

2021 Capital Fund

Capital Fund Budget   \$ 157,000.00

A motion is need to ratify the Emergency transfer of \$10,000.00 from 9065-90917-5-41100 Professional Service to 9065-90917-5-38000 Repairs. The Executive Committee approved the transfer. The transfer was needed because of the repairs to the boilers before they were fixed, repairs to the generator, a door, the locks, and then the solenoid valve went out on one of the compressors for the air conditioning.

Jeff Hahn motioned to ratify the Transfer of Funds as approved by the Executive Committee. Transfer of \$10,000.00 from Professional Service expenses to Repairs. Bob Morton seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

Chairman Mack stated that when looking at revenue percentages to keep in mind that at this time last year the facility was running at very low numbers and a more accurate comparison would be with revenues from 2019.

Grime requested a motion to transfer \$10,000.00 from 9065-90917-5-32000 Training to 9065-90917-5-52000 Maintenance Supplies and \$2,000.00 from 9065-90917-5-31000 Travel to 9065-90917-5-51000 Office Supplies.

Joe Friess motioned to transfer \$10,000.00 from Training expenses to Maintenance Supplies and transfer \$2,000.00 from Travel to Office Supplies. Bob Morton seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

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Chairman Mack spoke to members regarding the Operating Revenue Budget and lost revenue because of Covid19. The member county rents are remaining consistent, but non-member rent revenue is substantially under the estimate. School lunches is tied into the number of detainees so that will be under what was estimated. Tuition will be substantially under the estimate as well. Interest rates are still so low that the amount estimated in that line will not be reached. The revenue for 2021 will probably be \$175,000 below the estimate. Conversations are ongoing about reducing expenses. Terry Rummel stated that he is hoping that he can find a way that the counties' American Rescue Plan money can be given to this facility. Bob Morton stated that there might be something under Continuity of Operations. Mack asked members if they were interested in no longer maintaining the American Corrections Association accreditation. The cost is about \$16,000.00 for membership and audits. In addition, the requirements for staffing are higher than the state. Judge Bumb is not in favor and suggested a surcharge to the counties to get through this rough time. Judge Bumb stated that if the facility gets away from the accreditation, we wouldn't get it back. He would like to see grants obtained to help with some of the building maintenance issues. Judge Bumb also stated that from a liability standpoint it is a good thing to be ACA accredited. Judge Strausbaugh touched on staff and job security. Judge McColley stated that the accreditation should help to keep non-member counties continuing to use the facility. Judge Gallagher stated that collectively all the judges are in favor of continuing with the ACA accreditation. Chairman Mack went back to the budget and talked about sustainability and the numbers. At the rate we are using the carry over money and the loss of revenue the facility will be out of money by 2023 if changes are not made.

Roy Miller motioned to approve the Financial Report as presented. Elissa Carrizales seconded. Discussion: Vote on motion: All Ayes, No Nays. Motion carried.

Visa Activity Logs for May, and June are included in the Board Packet.

#### **Executive Committee**

Nothing to report.

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

- Terry Rummel spoke with Corporal Frederick prior to the meeting. The corporal shared with him that she enjoys her job and feels she can make an impact on kids lives.
- An employment flyer has been made to be distributed locally to assist in aiding the hiring process.

#### **Facilities Committee**

Terry Rummel informed members that;

- The boilers are up and running.
- One of the air compressors went out over the weekend. Maintenance is working on an estimate.
- A leak in the fire suppression system needed to be repaired.

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Judge Bumb stated that he spoke with Ms. Slagle regarding the application process for a Department of Youth Services Capital Improvement Grant. The funding is a 60/40 split. Superintendent Garza stated that as of this time we have not received any information. The application is due August 27, 2021 and the funds are to be available in 2022.

Joe Short left the meeting at 10:10 a.m.

Terry Rummel asked members to make a formal action since the next meeting is after the grant deadline.

Terry Rummel motioned to authorize the Facilities Committee to apply for the Department of Youth Services Capital Improvement Grant with the Executive Committee's approval. Jeff Hahn seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

### **Finance Committee**

Will be scheduling a committee meeting soon.

### **Program and Policies Committee**

Joe Friess asked Assistant Superintendent Firman to discuss the new On-Call Policy. Firman informed members that the new On-call changes were added on to the end of Policy #33: Hours of Work/Overtime. The change includes \$8.00 per day for the week someone is on call and a \$4.00 per hour shift premium for any mandated hours that someone has to work.

Roy Miller motioned to approve the On-Call changes to Policy #33: Hours of Work/Overtime. Michael Polley seconded. Discussion: Jeff Hahn would like to have the flyers distributed to area ministries in his county. Hahn is thinking that working at the facility might be a way to continue their work. Vote on motion: All Ayes, No Nays. Motion carried.

### **Old Business**

None

### **New Business**

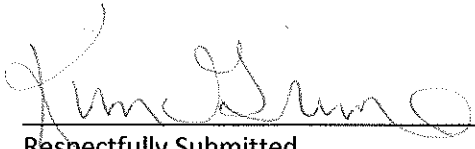
Using GoToMeeting for future meetings was discussed. Chairman Mack would like to continue to use the GoToMeeting option for the judges and visitors. Terry Rummel reminded everyone the board members need to be here in person to have quorum and to be able to vote.

Bob Morton motioned to adjourn. Terry Rummel seconded. Vote on motion: All Ayes, No Nays. Motion Carried.

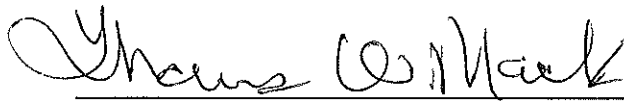
Meeting adjourned at 9:53 a.m.

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Next meeting is scheduled for September 14, 2021.

  
Respectfully Submitted

9/14/2021  
Date

  
Board Chairman

9-14-2021  
Date