

November 8, 2022

Hospital Admits	0	1
Daily Prescription Meds	201	228
Youth on Psychotropic Meds	174	196
Prescriptions Ordered	4	19
Number of Lab Studies	1	2
Psychiatric Visits	0	0
Dental Visits	0	0
Blood Sugar Checks	0	1
Pregnancy	0	0

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

	September	October
Individual hours by County:		
Total:		
Fulton:	0	7.5
Williams:	0	0
Henry:	0	.5
Defiance:	0	2.5
Out of County:	0	3.5

	September	October
Case Management Units by County		
Total:		
Fulton:	0	4.5
Williams:	0	0
Henry:	0	.5
Defiance:	0	2
Out of County:	0	2

	September	October
Group Hours by County:		
Total:	0	96
Fulton:	0	0
Williams:	0	8
Henry:	0	0
Defiance:	0	42
Out of County:	0	46

	September	October
Assessment Hours by County:		
Total:	0	4.5
Fulton:	0	0
Williams:	0	.5
Henry:	0	0
Defiance:	0	2
Out of County:	0	2

Mental Health: (in county/out of county) September and October

Mental Health Assessments: 4/5

November 8, 2022

Group Hours: 15.25/9

Individual & Family Sessions: 32/0 & 55/0

Suicide Watch: 16/16

Personnel Report: (September and October)

Date:	Employee:	Status Update:
September 13, 2022	Trenton Murdock	Intermittent
September 13, 2022	Kerrington Martin	Intermittent
September 23, 2022	Jordon Bryan	Intermittent from Part time
September 26, 2022	Jack Howard	Full Time
October 12, 2022	Shaun Stewart	Full time
October 14, 2022	Clay Shirey	Resigned
October 14, 2022	Heather Moore	Resigned
October 24, 2022	Nate Keim	Full Time

Employee Grievances: (September and October)

ONE-resolved regarding On-Call.

Education Report:

For the month of September 2022, there were a total of 83 youth served in Classroom A and Classroom B. There were 48 males and 35 females.

For the month of October 2022, there were a total of 92 youth served in Classroom A and Classroom B. There were 57 males and 35 females.

In addition, Superintendent Garza reviewed the Memorandum of Understanding with Wood County for members. Terry Rummel asked that all the MOU's that are being done be reviewed annually.

Executive Session

Joe Short motioned to enter into Executive Session to consider the appointment, employment, dismissal discipline, promotion, demotions, or compensation of a public employee. Bob Morton seconded. Discussion: Short asked that all board members, administration and the judges to remain. Roll call vote on motion: Mark Denning-yes, Robert Morton-yes, Dana Phipps-yes, Joe Short-yes, Joe Friess-yes, Roy Miller-yes, Bill Rufenacht-yes, Elissa Carrizales-yes, Terry Rummel-yes, Michael Polley-yes, and Nick Woodall-yes. Motion carried.

Entered into Executive Session at 9:11 a.m.

Exited Executive session at 10:04 a.m.

Action taken: Superintendent Garza submitted a letter requesting to return to Captain. Bob Morton motioned to accept the request. Dana Phipps seconded. Discussion: Short stated that he will work on a contract with dollar figures. Rummel confirmed that the effective date of the change will be when a new superintendent is hired. Vote on motion: All Ayes, No Nays. Motion carried.

November 8, 2022

Assistant Superintendent Report:

The DYS Inspection was October 27, 2022 with Elizabeth Zin. The inspection went really well with our facility passing with no violations for the second year in a row. She is providing a policy on a pet program, specifically canine. She suggested getting a dog would be very therapeutic for the youth as well as building responsibility for them with the dog's care. She stated the youth she interviewed really enjoyed the facility, except for the food and stated staff was fair and programs were good. The staff she interviewed stated they enjoyed the work, felt safe within the facility and stated the training provided has been great recently. They also stated they felt supported and heard by administration.

The staff have completed training through CORSA regarding de-escalation with a simulator and policy review. All of the staff did extremely well during this one-on-one training, especially our supervisors. Steve Flory specifically stated that Lieutenant Tracy Valentine did the best job out of the entire facility. He is scheduled to come back in March to refresh the training with all staff including counselors.

The facility also hosted a training event for approximately 35 people on November 1 & 2, 2022. This event was held at the Education Service Center in Archbold and was open to the Four County Law Enforcement Agencies as well as court personnel and Job and Family Services. Kyle Weygandt was the guest speaker on the topic of Proactive Crisis Management and Verbal De-Escalation.

There were recently staff evaluation interviews conducted by administration to gauge progress and opinions of the staff within the facility. Many of the staff stated they feel overwhelmed due to the workload and lack of staffing at times. It tends to be the biggest stressor within the facility. Staff also stated some concerns with certain staff needing improvements. The overall staff consensus is that Lieutenant Tracy Valentine is the best leader/mentor within the facility. Due to this evaluation, there have been goals and expectations set for the staff to complete by the end of this year. This evaluation will be submitted to the personal committee for their review.

Entertainment donations for the facility have been set-up within the facility. We have recently acquired an Air Hockey table from Commissioner J. Short. We also received a donation of TV, Karaoke Machine and Ping-Pong table from Simon Badiner. Simon will be coming into our facility on November 21, 2022 to facilitate a Sing, Don't Fight Program with the youth. All items will be used for our Phase advanced youth in the evenings.

Stephanie Krantz from Dr. Howard Aube's office-Edgerton will be at our facility on November 18, 2022 at 1400 to host a dental hygiene class for all youth. She will be bringing donations of dental hygiene items for the youth as well. This will be her second visit for this program in the past year.

The teachers will be hosting a Veteran's Day Program on November 10, 2022. We are honoring our staff as well as a few honored guests for their time in the military. There will be a special program presented, brunch and questions and answers with the staff and youth.

The education department completed another PREP group in October. The class focuses on education for healthy relationship's, boundaries, facility goals, budgeting, safe sex practices and sexually transmitted infections. The class started out with 10 youth in the program and had 3 youth successfully complete receiving a certificate, \$75.00 in Amazon gift cards and pizza party.

November 8, 2022

The Fresh Start Program has begun and will run through mid-December. There are currently 2 youth in this program. This program will cover communication skills, job readiness with interview skills, resume building, etc. The program will run approximately 10-weeks ending with the youth being able to leave the facility for a job interview prior to their release.

The Ridge Project will be hosting Thanksgiving again this year for the youth on November 22, 2022. They will play games, do activities and have a meal. All eligible youth will be allowed to attend.

Youth for Christ will be hosting a Christmas Party for the youth on December 22, 2022. They will play games, sing songs, have pizza and receive gifts from Santa.

Fiscal Officer Report

September Billing Census

There were 3 Member County overages in September.

There were a total of 29 Non-Member beds contracted in September at a rate of \$105 per day.

Paulding - 29

There were a total of 52 Non-Member beds contracted in September at a rate of \$120 per day.

Hancock County – 43

Hardin County – 9

There were a total of 20 Non-Member beds contracted in September at a rate of \$300 per day.

Sanilac County Michigan - 20

Total non-member rent revenue - \$15,285.00.

Average daily population – 20.1

Average female population – 7.2

Average non-member – 3.4

October Billing Census

There were 70 Member County overages in October.

There were a total of 85 Non-Member beds contracted in October at a rate of \$120 per day.

There were a total of 7 Non-Member beds contracted in October at a rate of \$350 per day.

Hardin – 60 Beds

Paulding – 25 Beds

Wexford County Michigan-7 Beds

Monthly Non-Member Rent Revenue - \$12,650.00

Average Daily Population – 25.16

Average Female Population – 10

Average Non-Member Population – 3

Non-Member Rent

2022 YTD - \$185,575.00

2021 YTD - \$41,190 collected.

2020 YTD - \$102,240.00 collected.

November 8, 2022

Tuition

YTD \$199,481.00 collected.

Cash Report

Operating Fund - \$638,595.90 Balance as of 10.31.2022

Capital Fund - \$ 338,532.29 Balance as of 10.31.2022

2022 Operating Fund

Operating Fund Budget	\$2,038,000.00
Correction for STRS	14,400.00
Repairs	100,000.00
Detainee Supplies	17,000.00
Wages, Contract Services	
Water and Sewer	125,000.00
Insurance, travel, Training	
Electric, Advertising,	
Professional Services	
Other	<u>46,600.00</u>
Revised 2022 Operating	\$ 2,341,000.00

2022 Capital Fund

Capital Fund Budget	\$ 0.00
Other	\$ 8,000.00
Equipment	\$17,000.00
Juv. Detention Imp Fund	<u>\$ 5,000.00</u>
Revised 2022 Operating	\$30,000.00

The Auditor of State has completed their audit for 2020 and 2021. There were no exceptions found in the testing areas. The full report is in my office if anyone would like to review it.

Visa Activity Logs for September and October are included in the Board Packet.

Each year the Board gives permission to the Fiscal Officer to transfer funds between Operating Accounts. Grime stated that a few accounts will need some increases to finish out the year. The transfers then get approved in January.

Joe Short motioned the Board grant Fiscal Officer permission to transfer up to \$2,500 between Operating Fund Expense Accounts as needed through December 31, 2022. Roy Miller seconded the motion. Discussion: None. Vote on motion: All Ayes, No Nays. Motion carried.

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

Executive Committee

Nothing to report.

November 8, 2022

Personnel and Grievance Committee

Nothing to report.

Facilities Committee

Nothing to report.

Finance Committee/Program and Policies Committee

Joe Short gave a review of the 2023 Budget. He informed members that the Finance Committee would like to increase staff wages to match the Corrections Center of Northwest Ohio (CCNO). However, every time the board has tried, CCNO increases wages for their staff. Short feels that increasing starting wages to \$19.00 per hour will help stabilize staff. Short asked for a motion to accept budget as presented.

Dana Phipps motioned to accept the 2023 Budget as presented. Joe Friess seconded the motion. Discussion: None. Vote on motion: 11 Ayes, Roy Miller voted no. Motion carried.

Short asked Joe Friess and the Program and Policies Committee to look at giving staff a \$250 quarterly bonus that meets some criteria. In addition, Short stated that the Finance Committee is looking at a \$250 referral bonus. This bonus would have criteria also, such as the new employee would have to be employed for 90 days. Lastly, Short asked that the committee look at the Organizational Chart. Grime asked if the committee would be working on revising the job description for superintendent. Short stated that Friess was already working on it.

Grime asked for Policy #33 Hours of Work/Overtime to be discussed again. Grime asked attorney, Kathleen Minahan, about the concerns regarding paying part time people overtime wages. Minahan advised that NWOJDT&RC should either make the maintenance position full time or increase his wages. Firman gave both options to Brock McNeal and he is not interested in full time. However, Policy #33 needs corrected. The correction is to return the wording in 4. E. 1. to read "Overtime compensation shall be calculated at a rate of one-and one-half (1 1/2) times the employees' regular rate of pay for each hour actually worked in excess of eighty-six (86) hours in a pay period for full time employees". Omitting "and excess of sixty-four (64) hours in a pay period for maintenance employee".

Joe Short motioned to approve the Policy #33 Hours of Work/Overtime as presented. Joe Friess seconded. Discussion: Phipps asked for clarification and was told that NWOJDT&RC cannot pay a part time position overtime. Vote on motion: All Ayes, No Nays. Motion carried.

Short was looking into the history of why NWOJDC started having money problems. Grime stated that time has been spent reading minutes. The construction of the facility was paid for by each county according to the same percentage as the beds. The percentages for each county were-Defiance 31.25%, Fulton and Williams 25%, and Henry 18.75%. At the November 18, 2008 Board of Trustees meeting, it was decided that the cash balance for the Operating Fund should be \$500,000 and for the Capital Fund \$250,000. At the November 9, 2010 board meeting it was approved that the board would no longer assign 1.25 percent of member rent to the Capital Fund. At the same meeting it was approved that member counties would continue to receive a one-month discount thru 2011. Short told members that when that was done the building was only ten years old, but with the age of the building, inflation, and the cost of materials the fund balances need to be much higher. Because of these decisions it has made it difficult to have NWOJDT&RC's share for the Ohio Department of Youth Services Grant (Ohio DYS).

November 8, 2022

Short reminded members that the facility is owned by the four counties and as commissioners the four counties are responsible to maintain the facility. Short stated that money will need to be saved so that a new building for day treatments can happen in the future.

Old Business

None

New Business


Judge Gallagher told members that someone who has been very dedicated to the Juvenile Detention, Training and Rehabilitation Center will be leaving at the end of December. Judge McColley is going to be moving to brighter pastures. She has dedicated a lot of time and will be truly missed. Judge Gallagher thanked her for her years of service.

There were some questions regarding the 2023 Budget that was just passed so Grime reviewed. In the Capital Fund there will be carry over purchase orders for the commercial washer and dryer. They are not expected to arrive until January. Nothing will get billed this year. The cameras are also included because they are needed. The copiers are included because one copier is so old that even with the maintenance contact MT Business cannot guarantee that there will be replacement parts. The other two copiers that we have are only guaranteed thru August of 2023. Grime then discussed the grant. NWOJDT&RC does have the 40 percent for our share. The problem is that the 60 percent needs to be paid upfront, but Ohio DYS does not reimburse for 18 months. In addition, Short is working on financing the 40 percent with the county courts. Grime explained that beside the increase in Staff wages the biggest increases are for basic utilities that have seen large increases this year. Short informed members that Fulton County will be able to fund the 60 percent portion of the grant and be able to wait the 18 months to be reimbursed.

Bob Morton motioned to adjourn. Bill Rufenacht seconded. Discussion: None. Vote on motion: All Ayes, No Nays. Motion Carried.

Meeting adjourned at 10:45 a.m.


Next meeting is scheduled for January 10, 2023.



Respectfully Submitted



Date



Board Chairman



Date