Hamilton County Community Corrections  
Advisory Board Meeting Minutes  
September 5, 2019

The following members were present: Honorable Gail Bardach, Jim Barlow, Bob Bragg, D. Lee Buckingham, George Buskirk, Honorable Paul Felix, Susan Ferguson, Mike Fogarty, Stephenie Gookins, Kija Ireland, Sheriff Dennis Quakenbush, Steve Schwartz, Barbara Scott, and Amy Wilson.

A quorum was present. Ralph Watson, Kevin Mulrooney, and Tom Gehlhausen were also in attendance.

Susan Ferguson called the meeting to order.

Susan Ferguson called for the approval of the August meeting minutes. Barbara Scott made a motion to approve the minutes as presented. Sheriff Dennis Quakenbush seconded the motion and it passed unanimously.

Following a brief summary by Mr. Watson, Susan Ferguson called for approval of the 13th Fiscal Report for FY 2018-19 as well as the July fiscal report for the 6-month extension. Jim Barlow made a motion to approve the reports as presented. Kija Ireland seconded the motion and it passed unanimously.

Public Comment

There were no public comments.

Director’s Report

A written report was submitted and reviewed by the Executive Director.

Old Business

There was no old business on the agenda.

New Business

Mr. Watson provided a written fiscal summary for Grant Year 2018-2019. He noted that the summary was not official until we could balance with the Auditor’s reports, but the agency believes it to be accurate as it is based on internal bookkeeping. He reported that we failed to meet projected fee collections by $20,435.21. He stated that the reimbursement for the Community Transition Program for the fiscal year was $16,475, which is the 2nd largest amount received in the past 9 grant years. This lessened the impact of the fee collections deficit. When a pattern of not meeting projected collections was noticed, we attempted to generate savings by reducing our expenditures. We were able to reduce expenditures in payroll and/or benefits during vacancies in positions. In addition, some insurance packages changed from budget development to actual expenditures, i.e. some people took single packages as opposed to dependent packages, or they did not take a package. The 2nd area in which we were able to reduce expenditures was professional services. This was due to our ability to transfer some unused grant funds to cover expenses originally budgeted in project income. Finally, we were able to make up some of the deficit in equipment. One of the vehicles we had planned on replacing was involved in an accident, resulting in insurance replacing it, and we were able to delay other equipment purchases. We ended the fiscal year under budget in project income. Mr. Watson noted that we had $3,832.74 in unused grant funds that will be returned to the Department of Corrections (DOC). We used 99.8% of the grant funds awarded to the agency.

Mr. Watson presented a proposed Memorandum of Understanding (MOU) between the agency and the University of Cincinnati (UC) for services during the 6-month grant extension. The MOU is for $17,500 and was included in the 6-month budget. He stated that the agency has made progress with the redesign of case planning and approaches to behavior management and we hope to start a 90-day pilot soon. We have also redesigned our progress reports to
coincide with the new case plan. Two training sessions have been scheduled in November and we plan to schedule two more by year end. UC also maintains the coding of all admissions, service delivery, and outcome data to help with statistical analysis. Stephanie Gookins made a motion to approve the MOU as presents. George Buskirk seconded the motion and it passed unanimously.

Included in the Board packet was a request from Stephanie Ruggles to the DOC to keep $3,296.73 of funds remaining in their grant account. These remaining funds were funds they had transferred into the grant account from another one of their accounts. Amy Wilson made a motion to approve the request. Bob Bragg seconded the motion and it passed unanimously.

Mr. Watson mentioned that in the past the Board has assigned a committee to approve a slate of officer candidates for the following year. He is hoping to present the slate for 2020 for consideration the November meeting. Susan Ferguson, appointed Dan Stevens to coordinate this effort as he has done so in the past.

Barbara Scott summarized a proposed new level of service that Aspire is hoping to provide. She briefly described their efforts toward the development of a whole health recovery center and the services that such a center might provide.

There was no further business to be presented and Susan Ferguson adjourned the meeting. The next meeting will be November 7th at noon.