



BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

406 Justice Drive, Lebanon, Ohio 45036

www.co.warren.oh.us

commissioners@co.warren.oh.us

Telephone (513) 695-1250

(513) 261-1250

(513) 925-1250

(937) 783-4993

(937) 425-1250

Facsimile (513) 695-2054

C. MICHAEL KILBURN

PAT ARNOLD SOUTH

DAVID G. YOUNG

BOARD OF COUNTY COMMISSIONERS

WARREN COUNTY, OHIO

MINUTES: Regular Session – March 23, 2010

The Board met in regular session pursuant to adjournment of the March 18, 2010, meeting.

David G. Young - present

Pat Arnold South - present

C. Michael Kilburn - present

Tina Davis, Clerk - present

Minutes of the March 18, 2010, meeting were read and approved.

- 10-0399 A resolution was adopted to designate Family and Medical Leave of Absence to Geraldine Plummer, Custodial Supervisor, within the Building Services Department. Vote: Unanimous
- 10-0400 A resolution was adopted to approve a Pay Increase for Robert Plummer within the Warren County Emergency Services. Vote: Unanimous
- 10-0401 A resolution was adopted to approve a Pay Increase for Doug Short within the Warren County Emergency Services. Vote: Unanimous
- 10-0402 A resolution was adopted to approve and adopt Clarification to the Warren County Employee Healthcare Plan Document regarding the Provision "When Does Coverage Terminate." Vote: Unanimous
- 10-0403 A resolution was adopted to Waive Fees associated with the construction of a Pole Barn at 670 N. State Route 123 for the Turtlecreek Township Trustees. Vote: Unanimous
- 10-0404 A resolution was adopted to accept Tax Incentive Review Council Recommendations for 2009 Enterprise Zone Program. Vote: Unanimous

- 10-0405 A resolution was adopted to Advertise for Bids for the 2010 Chip Seal Project.
Vote: Unanimous
- 10-0406 A resolution was adopted to approve Notice of Intent to Award Freeze
Underground LLC for Beal Road Water Main Extension Project.
Vote: Unanimous
- 10-0407 A resolution was adopted to approve an Emergency Repair to the Dearth Road
Booster Station Pumps. Vote: Unanimous
- 10-0408 A resolution was adopted to approve Appropriation Decreases within various
Funds. Vote: Unanimous
- 10-0409 A resolution was adopted to approve Appropriation Adjustment within Veteran's
Funds #101-5220 and #101-5210. Vote: Unanimous
- 10-0410 A resolution was adopted to approve Appropriation Adjustment within
Emergency Services / Communications Center Fund #101-2850.
Vote: Unanimous
- 10-0411 A resolution was adopted to approve Supplemental Appropriation Adjustment
into Fund #265. Vote: Unanimous
- 10-0412 A resolution was adopted to authorize payment of Bills. Vote: Unanimous
- 10-0413 A resolution was adopted to authorize payment of Bills.
Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - nay
- 10-0414 A resolution was adopted to acknowledge payment of Bills.
Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - nay
- 10-0415 A resolution was adopted to approve Federal Annual Certification Report with
the Department of Treasury for the Warren County Drug Task Force.
Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - nay
- 10-0416 A resolution was adopted to approve and authorize the President and/or Vice
President of this Board to enter into a Loan Agreement with Gregory W. Wheeler
relative to the Warren County Homebuyer Assistance Program.
Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - nay
- 10-0417 A resolution was adopted to approve and authorize the President of the Board to
enter into an On-The-Job-Training Agreement on behalf of the Workforce One of
Warren County. Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - absent

- 10-0418 A resolution was adopted to approve and authorize the Submission of a 2010 Tire Amnesty Grant to the Ohio Department of Natural Resources Division of Recycling & Litter Prevention on behalf of the Warren County Solid Waste Management District.
Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - absent
- 10-0419 A resolution was adopted to approve and authorize the President and/or Vice President of this Board to sign a Subgrant Award Agreement on behalf of the Greater Warren County Drug Task Force.
Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - absent
- 10-0420 A resolution was adopted to approve an Appropriation Adjustment within the Workforce Investment Act Fund #258.
Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - absent
- 10-0421 A resolution was adopted to approve an Appropriation Adjustment within Workforce One Fund #258.
Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - absent
- 10-0422 A resolution was adopted to approve and authorize the President of the Board to enter into a Youth Worksite Agreement on behalf of Workforce One of Warren County. Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - absent
- 10-0423 A resolution was adopted to declare an Emergency and Waive Competitive Bidding Process for Emergency Temporary Cooling and Air Handling due to failure of AHU #1 at Common Pleas Court Building and approve a Supplemental Appropriation. Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - absent
- 10-0424 A resolution was adopted to Amend Pay Schedule relative to the Warren County Emergency Services Compensation Plan for Emergency Communications Operators/Supervisors.
Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - absent
- 10-0425 A resolution was adopted to approve a Pay Increase for Emergency Communication Supervisors within the Warren County Emergency Services Department. Vote: Mrs. South - yea; Mr. Young - yea; Mr. Kilburn - absent
- 10-0426 A resolution was adopted to enter into an Amendment to the Consulting Service Contract with ME Companies, Inc. for Right-of-Way Acquisition Services on Bethany Road. Vote: Mr. Kilburn - yea; Mr. Young - yea; Mrs. South - abstain

DISCUSSIONS

On motion, upon unanimous call of the roll, the Board entered into executive session at 9:00 a.m. to discuss matters required to be kept confidential per federal or state law pursuant to Ohio Revised Code Section 121.22 (G)(5) and pending and imminent litigation with the Chief Deputy Prosecutor pursuant to Ohio Revised Code Section 121.22 (G)(3) and exited at 10:36 a.m.

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

On motion, bids were closed at 10:00 a.m. this 23rd day of March and the following bids were received, opened and read aloud for the Concrete Repair Project for Bridges for the Warren County Engineer's Office:

ACE Cincinnati, Ohio	\$ 88,640.00
DDK Construction, Inc. Cincinnati, Ohio	\$ 69,590.00
iConstruct Enon, Ohio	\$ 347,970.00
Langenheim & Thompson, Inc. Cincinnati, Ohio	\$ 116,734.00
Lithko Technologies Hamilton, Ohio	\$ 116,595.00
Structural Systems Cincinnati, Ohio	\$ 135,680.00
Suburban Maintenance & Construction Cincinnati, Ohio	\$ 156,388.00

Trend Construction Cincinnati, Ohio	\$ 111,075.00
WE Smith Construction Fayetteville, Ohio	\$ 63,866.00

Neil Tunison, Warren County Engineer, will review bids for a recommendation at a later date.

On motion, bids were closed at 10:15 a.m. this 23rd day of March and the following bids were received, opened and read aloud for the Box Culvert Material Only Replacement for the Warren County Engineer's Office:

Edwards Culvert Co. Fredericktown, Ohio	\$ 33,840.00
--	--------------

Neil Tunison, Warren County Engineer, will review bids for a recommendation at a later date.

Warren County Sheriff Larry Sims was present for a work session to discuss the recent approval by the Bureau of Adult Detention to allow Warren County to "double bunk" within areas of the Warren County Jail.

Sheriff Sims stated that, with minor changes within the Jail that Building Services employees should be able to accommodate, the State of Ohio has approved a 75 bed increase within the male populations and, based upon the criteria utilized for the male population, he will request and they should approve a variance to the female population for a total addition of 95 beds within the jail.

Sheriff Sims then presented the report (as attached hereto and made a part hereof) that includes three options for the Board to consider.

Commissioner Young stated his desire for himself, the County Administration, and the Building Services Director along with the Sheriff and Jail Administrator to meet and discuss the options and make a recommendation to the Board at a later time.

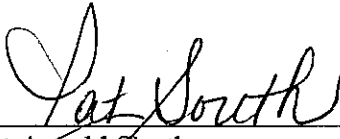
Upon discussion, the Board concurred with Commissioner Young's recommendation.

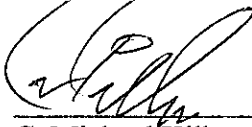
Commissioner Kilburn exited the meeting at 11:15 a.m. and re-entered at 11:23 a.m.

Upon motion the meeting was adjourned.




David G. Young, President



Pat Arnold South


C. Michael Kilburn

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on March 23, 2010, in compliance with Section 121.22 O.R.C.



Tina Davis, Clerk
Board of County Commissioners
Warren County, Ohio

LARRY L. SIMS
SHERIFF



JOHN D. NEWSOM
CHIEF DEPUTY

WARREN COUNTY SHERIFF'S OFFICE

To: Warren County Commissioners
From: Sheriff Larry L. Sims
Date: March 23, 2010
Subject: Jail Housing

In light of the approval by the Bureau of Adult Detention to maximize space in the housing units, we have looked at the current housing, the state's approval, and other factors that play a role in increasing bed space within the jail facility. It is our goal to look at several different options that could take place to allow the Sheriff's Office to propose the best fit for the Warren County Jail. We want to start off with some simple facts about the present facility:

- Current facility has 197 housing beds:
 - 74 minimum security male beds – dormitory housing
 - 48 medium security male beds – single celled housing
 - 38 maximum security male beds – single celled housing (2 housing units)
 - 13 medium / maximum security female beds – single celled housing
 - 24 minimum security female beds – modified dormitory housing
- Current facility has an additional 16 non-housing beds designated for special purposes:
 - 10 disciplinary / administrative segregation male housing – single celled housing
 - 3 medical cells – single celled housing
 - 3 Twelve-hour holding cells (can hold a total of 12 inmates)
- Current populations from January 1, 2007 – December 31, 2009 are:
 - 2007
 - Average 154.02 males in facility – 36.48 males housed in Butler / Miami Counties
 - Average 32.62 females in facility – 8.45 females housed in Butler / Logan Counties

- Average total of 44.93 inmates housed out of facility
 - Average daily population of 11.34 not in facility – housed in another institution
 - Average daily population of 1.93 inmates housed in holding cells
 - Average daily population in facility of 188.68
 - Average daily population (including inmates housed out) of 244.02
- 2008
 - Average 147.28 males in facility – 41.09 males housed in Butler County
 - Average 30.51 females in facility – 15.07 females housed in Butler County
 - Average total of 56.16 inmates housed out of facility
 - Average daily population of 19.49 not in facility – housed in another institution
 - Average daily population of 1.84 inmates housed in holding cells
 - Average daily population in facility of 179.51
 - Average daily population (including inmates housed out) of 255.25
 - 2009
 - Average 149.73 males in facility – 42.35 males housed in Butler County
 - Average 29.71 females in facility – 14.47 females housed in Butler County
 - Average total of 56.82 inmates housed out of facility
 - Average daily population of 1.23 inmates housed in holding cells
 - Average daily population of 18.16 not in facility – housed in another institution
 - Average daily population in facility of 180.63
 - Average daily population (including inmates housed out) of 255.55

By looking at our average daily populations, it is clear that our bed space need over the last 3 years has been 190.32 male beds (an increase of 30.32 beds or 18.95% over the male beds available in Warren County) and 43.61 female beds (an increase of 6.61 beds or 17.86% over the female beds available in Warren County). These numbers are not looking into the future for

any increase of needed beds, it is simply the number of beds we have needed to house inmates since 2007.

With those numbers in mind, we looked at what the State has recommended in increasing bed space. The State looked at our square footage and how many beds could be added if we converted some of our current single celled housing into modified dormitory housing:

- MSJ Pod (current minimum security male dormitory housing) – increase from 74 to 87 dormitory beds.
- Medium Pod (current medium security male single celled housing) – increase from 48 to 92 modified dormitory beds.
- Maximum Pod (current maximum security male single celled housing) – increase from 20 to 38 modified dormitory beds.

By using the same criteria the Bureau of Adult detention utilized, we also could convert our Orientation Pod (current male maximum security male singled celled housing) to modified dormitory housing and increase that housing unit from 18 to 28:

- Orientation has 17 cells that are 74.08 sq ft – 1259.36 total sq ft
- Orientation has 1 ADA cell that is 74.17 sq ft
- Orientation's dayroom is 1050.17 sq ft
- Total space in Orientation is 2383.7 sq ft – divided by 85 (sq ft needed to house an inmate in dormitory space) equals 28.04.

Although the Bureau of Adult Detention has not specifically looked at increasing this area, it is in line with their other recommendations of converting single celled space to modified dormitory housing space.

When we look at all of these potentially available beds, our facility's potential blueprint is as follows:

- 87 dormitory beds in current MSJ
- 92 modified dormitory beds in current Medium Pod
- 38 modified dormitory beds in current Maximum Pod
- 28 modified dormitory beds in current Orientation Pod
- 24 modified dormitory beds in current F-Pod
- 13 single celled housing beds in current D-Pod
- 10 single celled housing beds in current Isolation Pod

- 3 single celled medical cells in Medical
- 3 Twelve-hour holding cells (can hold a total of 12 inmates)
- A grand total of 292 beds (Not including the 3 medical and 3 Holding cells)

The question now becomes, how do we effectively utilize these potential beds to maximize inmate housing at the Warren County Jail, taking in to consideration the need for male and female housing, and still maintain the appropriate level of security and safety for staff and inmates?

We are going to look at several options and list pros and cons of each option.

Option #1

Under this option we would look to maximize the amount of housing beds. We would utilize every area to its fullest capacity. Our population would be broken down as follows:

- 87 male minimum security dormitory beds in current MSJ
- 92 male medium security modified dormitory beds in current Medium Pod
- 38 male high medium modified dormitory beds in current Maximum Pod
- 28 female medium modified dormitory beds in current Orientation Pod
- 24 female minimum modified dormitory beds in current F-Pod
- 13 male orientation / increased watch / administrative segregation beds in current D-Pod
- 10 male single celled maximum / lockdown beds in current Isolation Pod

This option would give us a total of 240 male beds & 52 female beds.

Pros	Cons
<ul style="list-style-type: none"> ⚡ 49 more male beds than last 3 years ADP of 191 ⚡ 8 more female beds than last 3 years ADP of 44 ⚡ Maximum amount of space utilized 	<ul style="list-style-type: none"> ⚡ Will require 2 staff members in MSJ on a 24/7 basis (3 more staff) ⚡ Will require 2 staff members in Medium on a 24/7 basis (2-3 more staff) ⚡ Would have very limited single cell space for inmates requiring such classification: <ul style="list-style-type: none"> ○ 4 male cells in Medium ○ 2 male cells in Maximum ○ 13 male cells in D-Pod ○ 10 male cells in Isolation ○ 10 female cells in Orientation

Although this plan is a good option, it has the potential of severely limiting the amount control over the inmate population needed to successfully run a jail. We also do not gain enough female beds to ensure the ability to house all needed female inmates on site – we may still need to house in Butler County consistently.

Option #2

Under this option we would look to maximize the amount of housing beds. We would also utilize every area to its fullest capacity, just in a different configuration. Our population would be broken down as follows:

- 87 male minimum security dormitory beds in current MSJ
- 92 male medium security modified dormitory beds in current Medium Pod
- 38 female high medium modified dormitory beds in current Maximum Pod
- 28 female medium modified dormitory beds in current Orientation Pod
- 24 male minimum modified dormitory beds in current F-Pod
- 13 male orientation / increased watch / administrative segregation beds in current D-Pod
- 10 male single celled maximum / lockdown beds in current Isolation Pod

This option would give us a total of 226 male beds & 66 female beds.

Pros	Cons
<ul style="list-style-type: none"> ✚ 35 more male beds than last 3 years ADP of 191 ✚ 22 more female beds than last 3 years ADP of 44 ✚ Maximum amount of space utilized ✚ All female inmates housed in adjacent areas (Maximum & Orientation) – female staff necessary to run facility is reduced to one. 	<ul style="list-style-type: none"> ✚ Will require 2 staff members in MSJ on a 24/7 basis (3 more staff) ✚ Will require 2 staff members in Medium on a 24/7 basis (2-3 more staff) ✚ Would have very limited single cell space for inmates requiring such classification: <ul style="list-style-type: none"> ○ 4 male cells in Medium ○ 13 male cells in D-Pod ○ 10 male cells in Isolation ○ 2 female cells in Maximum ○ 10 female cells in Orientation

Although this plan is also a good option, it also has the potential of severely limiting the amount control over the inmate population needed to successfully run a jail. This plan does increase both male and female housing to a level that can be expected to allow a longer time-frame before the need to house in Butler County again.

Options 1 & 2 will increase our over-all operating capacity from 197 to 292.

Option #3

Under this option we would look to maximize certain housing units and maintain other housing units at smaller numbers. Our population would be broken down as follows:

- 87 male minimum security dormitory beds in current MSJ
- 54 male medium security modified dormitory beds on the top floor of current Medium Pod
- 21 male medium security single cells on the bottom floor of current Medium Pod
- 38 male low maximum security modified dormitory beds in current Maximum Pod
- 28 female medium modified dormitory beds in current Orientation Pod
- 24 female minimum modified dormitory beds in current F-Pod
- 13 male orientation / increased watch / administrative segregation beds in current D-Pod
- 10 male single celled high maximum security beds in current Isolation Pod

This option would give us a total of 223 male beds & 52 female beds.

Pros	Cons
<ul style="list-style-type: none">✚ 32 more male beds than last 3 years ADP of 191✚ 8 more female beds than last 3 years ADP of 44✚ More single cell space✚ Better classification system✚ 2nd officer need in Medium Pod (3 more staff) is nullified	<ul style="list-style-type: none">✚ Will require 2 staff members in MSJ on a 24/7 basis (3 more staff)✚ Would have limited single cell space for inmates requiring such classification:<ul style="list-style-type: none">○ 21 male cells in Medium○ 13 male cells in D-Pod○ 10 male cells in Isolation ○ 2 male cells in Maximum○ 10 female cells in Orientation

This plan allows the facility to maintain more control over inmates requiring single cell space and allows a better classification system. This plan does not increase either the male or female housing to a level that ensures the ability to house all needed inmates on site – we may still need to house both males and females in Butler County consistently. It does have a minimal effect on staffing, only three additional officers needed as opposed to five additional officers needed in Options 1 and 2.

Option 3 increases our over-all operating capacity from 197 to 275.

Although there are numerous other options that could be calculated, the three above are the most logical ideas. The option of implementing parts of the plans in smaller steps is also a logical move; however it may require continued housing in Butler County while the plan is being implemented. For example:

- First add three staff members and increase MSJ from 74 to 87, gaining 13 male beds.
- Second, move females into Orientation Pod and house 28 females in there and move males into D-Pod, housing 13 males. This would increase female beds by 15 beds while reducing male beds by 5.
- Third, convert Maximum Pod and house 38 males increasing male population by another 18 beds.
- Fourth convert Medium Pod upstairs to house 54 males on the top floor and 21 males on the bottom floor, increasing male population by 27 beds. This step would allow for one officer to remain on post as the recreation times could be split.
- Lastly, add two more staff and convert 17 bottom floor cells in Medium, increasing male population by 17 beds.

In this example, the steps could be completed concurrently or there could be a specified amount of time between each step. Obviously in this example, when step #1 is completed and the facility is increased by 13 beds, there would still be a need to house inmates in Butler County. Upon the completion of step 2, we may eliminate female housing in Butler County but there would still be males housed in Butler. As we commence to steps 3 and 4, the need to house in Butler County would become more diminished, and so on.

In this example, we could also be more fluid in our development. If as we are progressing through the process we see that more female beds are needed, we could simply alter the process to house females in another area of the jail and maximize on that specific bed space requirement.

No matter the option or plan decided upon, there are several administrative issues that must be considered also. Basically the process to convert these cells to modified dormitory is relatively simple; the doors to the cells would become non-operational (unable to be secured), bunks installed in the cells, policy and procedure changes to accommodate the additional inmates. Other administrative issues needed are:

- Purchase bunks – one bunk for each additional bed.
- Purchase additional linens, uniforms, footwear, mattresses, etc.
- Purchase additional kitchen carts, meal trays, cups, utensils, etc.
- Installation of bunks and disabling of doors will require manpower. The Building Services Department should be able to handle these functions for us.

- Draft policy on meal times – due to amount of tables / chairs in each housing unit, the meal times would need to be split (example – there are 48 chairs in Medium Pod – if the housing unit is increased to house 92 inmates, we would be required to feed 48 inmates during one meal time and the other 44 inmates during a second meal time).
- Draft policy on prescription medication pass – due to amount of inmates housed in each housing unit, the medical staff may only be able to administer part of a housing unit's medication and then return at a later time when the other part of the housing unit is out of their cell.
- Draft policy on classification system – this is the biggest area of concern in that a good classification must exist to ensure safety and security of the facility, staff, and inmates. The liability involved if a classification fails and two inmates are housed in a cell that should not be housed together turns into an assault (physical, sexual) is of great concern. This is one of the biggest reasons why single cells are needed for some inmates.
- Draft policy on recreation times – due to the amount of inmates in each housing unit, we may need to look at split recreation times (like the state prison system operates).
- Draft policy on shower times – due to amount of inmates in each housing units, longer shower times, and probably split shower times will need to be looked at.
- Draft policy on visitation times – We may need to expand our current visitation hours. This could have a direct impact on Sergeant Georgetta Sims, Corrections Services Coordinator.
- Look to increase inmate labor in Laundry services and Kitchen – the additional inmates will result in increased laundry and increased meal preparation.

As you know, we have budgeted approximately 1.2 million dollars for bed space that would be saved. Additionally, we have spent approximately \$74,000.00 on transportation and personnel costs in 2009 for our Butler County trips.

Total estimated savings: \$1,324,000.00

Corrections Officers 2010 pay and benefits:

\$58,429.67 X 3 = \$175,289.01

Corrections Sergeants 2010 pay and benefits:

\$77,973.70 X 2 = \$155,947.40

Total Personnel costs: \$331,236.41

Savings after additional personnel costs: \$992,763.59