MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of September 25, 2015

A MEETING OF THE EXECUTIVE COMMITTEE OF THE MIDDLE PENINSULA JUVENILE DETENTION COMMISSION WAS HELD ON SEPTEMBER 25, 2015 AT 11:00 A.M. IN THE CONFERENCE ROOM OF WILLIAMSBURG MUNICIPAL BUILDING, WILLIAMSBURG, VIRGINIA. CHAIR JIM TAYLOR, CALLED THE MEETING TO ORDER. THE FOLLOWING PERSONS WERE PRESENT:

KENNETH EADES – NORTHUMBERLAND COUNTY
VIVIAN MCGETTIGAN – YORK COUNTY
ALAN PARTIN – CAROLINE COUNTY
MORGAN QUICKE – RICHMOND COUNTY via phone
PHILIP SERRA –WILLIAMSBURG CITY
JIM TAYLOR - HANOVER COUNTY

GINA MINGEE – EXECUTIVE DIRECTOR
ROGER WILEY - COUNSEL
SANDY SCHUBERT – CLERK

ABSENT:
RANDY WHEELER - POQUOSON CITY

The Chair opened the meeting and determined that a quorum was present.

RE: APPROVAL OF MINUTES FOR JUNE 26, 2015
The minutes of June 26, 2015 were approved as submitted.

RE: FINANCIAL REPORT
Ms. Mingee said the member's average daily population (ADP) was 30 for July and August, but dropped to 26 in September. York and Caroline Counties have the most child-care days so far this year. The overall ADP increases to 35 with the Department of Juvenile Justice (DJJ) re-entry and community placement program (CPP) juveniles. The statistical report remains the same with burglary, larceny and receiving as leading reason for juveniles to be detained.

Ms. Mingee reviewed the financials noting that the cash is high right now due to the DJJ prepayment of six months of community placement program juveniles along with the quarterly block grant funding. Revenue should be at 17 percent at the end of August and with the DJJ prepayments we are at 21 percent. Expenditures are at 14 percent overall with some line items above the expected 17 percent due to annual payments while other line items below the expected percentage. We will continue to be over on the purchase of bed-space line due to the placement of a juvenile at another facility for his safety. Ms. Mingee stated the debt service will be paid out in December.

RE: ATTORNEY'S REPORT
Mr. Wiley said that he had nothing new to report at this time.

RE: NEW BUSINESS
Ms. Mingee presented the proposed draft budget for FY17. The anticipated revenue will include a small safety related VML grant, reimbursement from DJJ on outside contractors for CPP but a decrease in funding from the Universal Service Fund. She said that we expect to receive less state ward and re-entry juveniles due to the DJJ structure changes toward more community placement juveniles and these revenue line-items reflect the changes. She stated that with the increase in CPP funding, we are able to maintain the same per diem rate to the members.

Ms. McGettigan asked if the budget included a salary increase for the employees. Ms. Mingee explained that the employees had just received a four percent increase along and a salary market adjustment to help defer the increased insurance costs. Mr. Serra suggested that the commission readdress a possible salary increase later within the FY17 budget year. Ms. Mingee explained that the salary line-item includes four promotions from counselor I to counselor II and one more counselor position, allowing the Center to be in compliance with the new Prison Rape Elimination Act (PREA). Mr. Serra suggested that fringe benefits be broken down more showing the costs for insurance and retirement as separate line items. Ms. Mingee said that we have built in a ten percent increase for

health insurance cost in FY17. Most of the other expense line-items are close to FY16 budget numbers, but this budget allows for some flexibility in the contingency, furniture and the equipment repair lines. Ms. Mingee said that capital improvements include a washer and dryer and a new van as approved by the commission in the five-year capital improvement plan. She also said that the member utilization and the per diem rate would remain the same as last year. Mr. Serra requested that the percentage of budget change, notes of changes, and a column of FY15 actual costs be added to the budget proposal before being presented to the full commission. After a short discussion, Mr. Eades moved to recommend to the full commission the FY17 budget with a $199 per diem based upon the assumptions of income, expenses and daily population trends as presented, seconded by Mr. Serra. Motion carried unanimously.

RE: DIRECTOR'S REPORT

Ms. Mingee said that pre-construction has begun on the new roof and that the new van has been ordered. We were awarded a VML safety grant to upgrade the outdoor lighting to LED and that work will start within the month. The center has one extra CPP juvenile and two re-entry juveniles from DJJ. Ms. Mingee stated that the employee who resigned after being accused of inappropriate sexual activity with a minor has pleaded guilty and was sentenced to one year in jail and five years on probation.

Ms. Mingee said that she has attended several meetings in which DJJ Director Andrew Block discussed the possibility of using some of the savings from closing the Reception and Diagnostic Center (RDC) to redistribute funds to community partners allowing juveniles be placed near their home communities. Mr. Block was invited to present his vision before the full commission so that each member jurisdiction could encourage their individual legislators to support this redistribution of funds. Since Mr. Block will be unable to attend the next commission meeting, Ms. McGettigan asked that an outline of a proposed legislative letter be sent to each locality. Ms. Mingee will try to get DJJ Deputy Director, Angela Valentine to come to the next meeting to explain this plan. Ms. Mingee was invited to meet with Ms. Valentine to discuss the possibility of the Merrimac Center conducting commitment assessments on the juveniles in their care. This means that a juvenile could move directly into CPP without leaving the center. Ms. Mingee said that the CPP juveniles at the center now are from Richmond and Newport News and not member jurisdictions. Mr. Taylor thanked Ms. Mingee for pursuing and being awarded this program which added over $400,000 in revenue to the center.

RE: OLD BUSINESS

Mr. Taylor reported that Mr. Peck had been invited to the meeting to review the service agreement committee report with the executive committee but was not in attendance. In lieu of this, Mr. Taylor reviewed the information discussed at the two service agreement committee meetings which included billings cycles, reserve funds levels, methods of replenishing, per diem calculations, allocation of capital cost and membership minimums. A discussion ensued regarding a two step per diem rate calculation, averaging costs and allocation of capital costs. It was determined that another service agreement committee meeting should take place to fully understand the most important issues and how to present them to the full commission.

RE: ADJOURNMENT

On motion made by Mr. Serra seconded by Mr. Partin, the meeting was adjourned at approximately 12:20 P.M.

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Jim Taylor, Chair
Middle Peninsula Juvenile Detention Commission