Minutes

Middle Peninsula Juvenile Detention Commission

Meeting of October 23, 2015

On October 23, 2015 at 11:00 A.M. in the conference room of the Middle Peninsula Planning District office Saluda, Virginia, Chairman Jim Taylor called the meeting to order. The following persons were present:

Melinda Conner – Mathews County
Kenneth Eades – Northumberland County
Tom Gooding – Poquoson City
Karen Lewis – Westmoreland County
Brian Mc Coy – York County
Alan Partin – Caroline County
Reese Peck – Essex County
Frank Pleva – Lancaster County
Steve Rubino – James City County
Amanda Six – King William County
Thomas Swartzwelder – King & Queen County
Jim Taylor – Hanover County

Luttrell Tadlock – Northumberland County
Roger Wiley – Counsel
Gina Mingee – Executive Director
Sandy Schubert – Clerk

ABSENT:
Wiley Carter – New Kent County
Garry Curry – Gloucester County
Marcia Jones – Middlesex County
Michelle Johnson- Charles City County
Morgan Quicke – Richmond County
Phil Serra – Williamsburg City

The Chair opened the meeting and determined that a quorum was present. Mr. Eades introduced Mr. Luttrell Tadlock, Assistant Administrator of Northumberland County. Mr. Tadlock will be replacing Mr. Eades on the Middle Peninsula Juvenile Detention Commission.

RE: APPROVAL OF MINUTES FOR APRIL 24, 2015
Mr. Taylor asked that the minutes be corrected to include the approval of the purchase of the van in the amended FY16 Budget. With this correction, Mr. Partin moved to approve the minutes of July 24, 2015, seconded by Mr. Eades. Motion carried unanimously.

RE: FINANCIAL REPORT
Ms. Mingee said that the statistical report continues to reflect the same leading charges for juveniles, which are burglary/larceny and probation violation. The member average daily population (ADP) for the first quarter is 29 with York and Caroline Counties with the highest utilization. The ADP increases to 35 with the addition of all state program juveniles. Although we have received less re-entry juveniles, we have increased the number of community placement program (CPP) at the center.

Ms. Mingee stated that the balance sheet reflects a strong cash balance but includes prepayments for CPP juveniles. These prepayments reflect the increased revenue so far this year. The overall expenses are below target for this date at 22 percent, but the three salary line items are above mostly due to the use of overtime and on-call employee to cover for sick and vacationing employees. The fringe account has been broken down and now the VRS and insurance expenses show in separate accounts. We have had a costly air condition repair to one of our older vans that drove up the garage services line. The background investigations are higher since we just interviewed and hired counselors to meet the CPP coverage requirements. The purchase of bed space will

continue to be over budget since we had to move a juvenile with multiple charges to another facility for his own safety. The debt service from the upgrade to security equipment will be paid in full in December. Mr. Taylor thanked James City Sheriff's Department for agreeing to do the background checks for the center.

RE: ATTORNEY REPORT

Mr. Wiley said that the DJJ has made a budget request to replace its existing facilities, which may or may not affect detention centers. Mr. Taylor said that his understanding was that DJJ is trying to keep their funding while sending the juveniles out to the local detention centers instead of their own facilities. In doing this, DJJ would still need the same amount of money in order to pay for the juveniles to be housed elsewhere.

RE: OLD BUSINESS

Mr. Taylor said that since all of members of the service agreement committee have not been able to meet, there was no proposal to present yet, but he ask Mr. Peck to give an update of the status of the progress. Mr. Peck said that the discussion centered on changing current operating procedures to coincide with the service agreement. This includes how to define net expense and revenue, which should go to localities using the facility within that year. He said that the discussion included funding a capital reserve fund funded at $75,000 each year. He said the committee also talked about changing the service agreement to increase the minimum annual payment amount. Mr. Taylor explained that if the center had money at the end of the year it was put into the fund balance, not distributed back to the localities that used the center that year. He further asked that the committee should speak directly with the counties most affected by the increase of the minimum payment before proceeding with discussions regarding service agreement changes.

RE: NEW BUSINESS

Ms. Mingee presented to the full commission the FY17 Budget that executive committee approved. She reviewed the revenue, which includes an increase in the CPP funds but a reduction in state ward and re-entry funds. The funding we receive from Universal Services for school telephone services will also reduce in FY17. Even with these funding reductions, we are able to keep the member contributions the same and the per diem rate will not change from $199.

The budgeted expenses for FY17 will be close to FY16, but include one full time night counselor, four promotions and an increase in on-call and overtime to comply with staffing requirements for CPP and the Prison Rape Elimination Act (PREA). We have budgeted for a health insurance increase of ten percent but it could be more. The budget includes a purchase of a new phone system, computers, cameras, a van, and new washers and dryers, all replacing the aging equipment now in place. Mr. McCoy suggested that the center research the possibility of using the voice over internet protocol lines under James City County. Mr. Taylor explained that this budget does not have a provision for salary increases for staff. Mr. Partin asked that the commission revisit a possible salary increase later in the year, rather than approve one at this time.

After a short discussion, Mr. McCoy moved to accept the FY17 budget recommendation of the executive committee, which sets per diem rate at $199.00 and a total budget of $4,192,825. Motion was seconded by Mr. Pleva and carried by unanimous vote.

RE: DIRECTOR'S REPORT

Ms. Mingee said that the DJJ is trying to change the commitment process for state juveniles. This will open up the possibility of the Merrimac Center conducting commitment assessments on the juveniles in their care. If this happens, a juvenile could move directly into CPP without leaving the center. This could increase our state ward per diem budget since the center would keep the child as a state ward during the assessment period. Ms. Mingee explained DJJ's plan to close Beaumont and Bon Air and open new facilities in Hampton Roads and Richmond with a small utilization of about 150 juveniles. DJJ has received a seven million dollar grant to assist in the community-based programs.

Ms. Mingee said that Anne Smith, one of our founding members, put together a letter asking legislators to request that DJJ keep the savings from closing state facilities to redistribute to the local centers and community programs to facilitate better transitions for the youth back home. This letter will be sent by email to commission members in hopes of getting support from their own local legislators.

The cameras have been upgraded to help with safety and security of the building. The last of our full time counselors have been hired along with another on-call driver to cover the increase in transports for CPP juveniles. Aggression replacement training has begun and the center has its first five graduates from that program.

Mr. Taylor presented the Resolution and gift to retiring long-time member, Mr. Kenneth Eades, in recognition of and gratitude for his long and honorable service to the Middle Peninsula Juvenile Detention Commission.

RE: ADJOURNMENT

There being no further business, Mr. Pleva moved that the meeting adjourn, seconded by Mr. Partin and motion carried unanimously. The meeting adjourned at 12:05 P.M.

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Jim Taylor-Chair
Middle Peninsula Juvenile Detention Commission