Minutes

Middle Peninsula Juvenile Detention Commission

Meeting of July 24, 2015

On July 24, 2015 at 11:02 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:

Garry Curry – Gloucester County
Kenneth Eades – Northumberland County
Marcia Jones – Middlesex County
Vivian McGettigan – York County
Alan Partin – Caroline County
Frank Pleva – Lancaster County
Morgan Quicke – Richmond County
Larry Roberson – Westmoreland County
Steve Rubino – James City County
Amanda Six – King William County
Phil Serra – Williamsburg City
Pam Smith – Essex County
Jim Taylor – Hanover County

Roger Wiley – Counsel
Gina Mingee – Executive Director
Sandy Schubert – Clerk

ABSENT:
Wiley Carter – New Kent County
Melinda Conner – Mathews County
Michelle Johnson- Charles City County
Thomas Swartzwelder – King & Queen County
Randy Wheeler – Poquoson City

The Chair opened the meeting and determined that a quorum was present. Mr. Taylor welcomed new members Vivian McGettigan and Amanda Six and said that we are considering moving future meetings to the Social Services and School Board building a few miles away. Directions to the new location will be sent before the next meeting in October. Since lunch is no longer provided at these meetings, Mr. Taylor suggested that the members might want to go to Urbana for lunch after the meeting.

RE: APPROVAL OF MINUTES FOR APRIL 24, 2015
Mr. Quicke moved to approve the minutes of April 24, 2015, seconded by Ms. Jones. Motion carried unanimously.

RE: FINANCIAL REPORT
Ms. Mingee said that at the end of period 12, the overall average daily population (ADP) for FY15 was 35, but the members-only ADP was 33. York County had the most child-care days, with Caroline and James City Counties as second and third. Some counties were over what we projected almost two years ago, while others were under these projections, and Charles City County had no child-care days at all. The member ADP is 28 for July and we projected 30, but we have state ward, re-entry and Community Placement Program (CPP) juveniles to bring the overall ADP to 30. Ms. Mingee said the statistical report shows contempt of court and burglary/larceny continues to be the leading charges.

Ms. Mingee presented the financial reports for March of FY15 noting that the balance sheet shows $937,946 in the cash account, but that it includes a FY16 pre-payment from the Department of Juvenile Justice (DJJ) of $103,500 for the first quarter of CPP. Taking into account FY15 receivables and payables, we estimate that our cash balance at year-end should be about $876,000. This will put the cash reserves about $200,000 over the Service Agreement's requirement of 60 days of budget, but excess in this account goes into an investment account for future use. Ms. Mingee reviewed the individual line items for income and expense. She stated that

income was very good at 100 percent of budget and because of careful management; our expenses are at 94 percent of budget.

RE: ATTORNEY REPORT

Mr. Wiley said that the Department of Labor has issued new guidelines regarding exempt and non-exempt employees earning less than $50,000. He will be reviewing the Merrimac Center's job descriptions to ensure that they meet these guidelines.

Mr. Wiley also said that Merrimac had received a discrimination complaint from the Equal Employment Opportunity Commission regarding an employee who was terminated over a year ago. After the employee was reprimanded for poor work performance and behavioral issues, she then made the allegation of sexual harassment from a male supervisor. A response was sent to the EEOC regarding this allegation and we are awaiting their response.

RE: OLD BUSINESS

Mr. Taylor reviewed the report from the Service Agreement Committee. The report stated that the discussions focused on two areas; member usage charges and the allocation of capital costs. The committee will meet again to develop specific recommendations and present these at the October commission meeting.

RE: NEW BUSINESS

Ms. Mingee explained that the Community Placement Program (CPP) allows DJJ to send juveniles back to their communities to complete their treatment and five detention centers were awarded this program. This program will guarantee the Merrimac Center five placements at $225.00 per day for a total income of $410,625. If we receive more than five juveniles at a time, we can charge an additional $225.00 per day for each of those juveniles. To accommodate these juveniles and the treatment they need, we must hire three more line staff and one dedicated case manager to help with the transition plans and the coordination of services for these juveniles. These new hires will also bring us into compliance with the new Prison Rape Elimination Act (PREA) allowing us a one staff to eight juvenile ratio.

In August, training on group facilitation of the "best-practice" program, Aggression Replacement Training (ART), will begin for the designated CPP employees. We have contracted for individual and group treatment services with an outside vendor and DJJ will reimburse us for this cost. Ms. Mingee explained that DJJ is reviewing the evaluation process for low to moderate-risk juveniles to allow the possibly of detention centers to do the assessment recommending them to CPP. This would enable the youth to remain at the detention centers, as opposed to going to the state correctional center. She also noted that DJJ is considering Merrimac for the possibility of having a co-ed unit within CPP. DJJ prepaid for the first two quarters of this program.

Ms. Mingee presented the FY16 Budget adjustments reflecting the increase in the income and expenses due to the award of the Community Placement Program to the Merrimac Center. The adjusted budget breaks down by line items the income expected from CPP, State Ward, and the Re-entry program as well as the additional expenses associated with the CPP program. She noted that some additional changes were made to the expense lines due to some immediate need of repairs and replacements. The net change to the FY16 budget will be an increase to income allowing for a reduction of the per diem charged to the member jurisdictions.

Ms. Mingee reported that, while we hoped to wait until FY17 to purchase a new van since a new roof is an immediate need, repair costs and the reliability of the older van is an issue. Mr. Quicke suggested that in order to ensure the safety of the transported residents in our care, a new van be purchased from the cash reserve balance.

Mr. Curry moved to approve the amended FY16 Budget as presented and adding a change to Capital Improvements from $70,000 to $97,000 to purchase a new van and allowing the additional revenue from the Cash Reserve account, reducing the per diem rate to $199.00 and setting the total budget to $4,099,575. The motion was seconded by Mr. Quicke and carried unanimously.

RE: DIRECTOR'S REPORT

Ms. Mingee reviewed the highlights of the Management Plan for FY16, which will include new best practices training and refresher training with our Cognitive Behavior Program. She said that we will continue with our Staff Appreciation Committee and will have the open house again in the spring. We will continue to improve the quality

and efficiency of our operations and services. We will maintain and expand our partnership with DJJ, community-based agencies, and service clubs.

Ms. Mingee reported that we are hiring five new staff and replacing a supervisor who just left to work in Hampton Court Service Unit. We will also be replacing our secretary who will be leaving at the end of July to return to her hometown in New York. The James City County police department has agreed to do the background checks on all new employees, which will assist with a seamless hiring process. The USDA audited the Merrimac Center and received 100 percent compliance. The employee training on the updated transportation policies was completed this month, and we have begun the process to install bars on the van windows. Mr. Taylor expressed his appreciation for Ms. Mingee's ability to secure the agreement with DJJ for the Community Placement Program, which allowed for a more secure income base for FY16.

RE: ADJOURNMENT

There being no further business, Ms. Jones moved that the meeting adjourn, seconded by Mr. Quicke and motion carried unanimously. The meeting adjourned at 11:55 A.M.

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Jim Taylor-Chair
Middle Peninsula Juvenile Detention Commission