MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of March 25, 2016

A MEETING OF THE EXECUTIVE COMMITTEE OF THE MIDDLE PENINSULA JUVENILE DETENTION COMMISSION WAS HELD ON MARCH 25, 2016 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:

ALAN PARTIN – CAROLINE COUNTY
VIVIAN MCGETTIGAN – YORK COUNTY
PHILIP SERRA – WILLIAMSBURG CITY
JIM TAYLOR – HANOVER COUNTY

GINA MINGEE – EXECUTIVE DIRECTOR
KRISTY LIVSEY-DEPUTY DIRECTOR
WILLIAM ORRIS – OPERATIONS MANAGER
ROGER WILEY– COUNSEL
SANDY SCHUBERT – CLERK

ABSENT:
MORGAN QUICKE – RICHMOND COUNTY
RANDY WHEELER – POQUOSON CITY

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

RE: APPROVAL OF MINUTES FOR FEBRUARY 26, 2016
Ms. McGettigan moved to approve the minutes of February 26, 2016, seconded by Mr. Partin. Motion carried unanimously.

RE: FINANCIAL REPORT
Ms. Mingee reported that the member's average daily population (ADP) for February was only 27 but with the addition of the state Community Placement Program (CPP) and the Re-entry Program juveniles, the ADP rises to 36. March continues the downward trend for member utilization of the Center with an ADP of 22 thus far and 29 with state juveniles. The leading reasons for juveniles to be placed at the Center continue to be burglary/larceny and probation/parole violations. Ms. Mingee explained that the Center is holding a couple of juveniles with very challenging issues, but the staff is dealing with it very well.

Ms. Mingee reviewed the balance sheet noting the cash balance is high presently as a result of prepayments from the block grant and CPP. The state ward and re-entry revenue is low due to the increased placements of state juveniles into CPP. Miscellaneous revenue is lower due to a procedural change from James City County; we now offset expenses with income directly related to that expense.

The expenditures reflect budget line-item adjustments that bring year-to-date budget estimates closer to actual costs. Ms. Mingee noted that advertising is still higher than budget, reflecting our efforts to recruit and fill seven line-staff vacancies. These vacancies have caused an increase in overtime and on-call to cover for these positions. The purchase of this year's capital improvements will be completed with the final purchase of one more camera. Ms. Mingee noted that with less income from the member jurisdictions, management was able to save by keeping a close watch on expenditures. Mr. Serra questioned if the Merrimac Center would save by having its own account with the Virginia Retirement System (VRS) and suggested that we look at it before the next budget is prepared. Mr. Taylor inquired about possible health insurance increases for FY17 and Ms. Mingee explained that we should get that information in May.

RE: ATTORNEY'S REPORT

Mr. Wiley said that the state's salary supplement requests that local salary increases be certified or their funding may be reduced. He went on to explain that the funds that juvenile detention receives from the state budget is distributed to individual detention centers through a very complicated formula and it may be difficult to determine the amount that may need to be repaid if the center is unable to certify their participation. There is also a question of when the two percent salary increase must be distributed. Mr. Wiley said that he will try to gather more information and get back with the executive committee. A discussion about funding a two percent increase in the FY17 budget ensued and resulted with Mr. Taylor requesting a revised budget with a the salary increase be presented at the April Commission meeting.

RE: OLD BUSINESS

Mr. Taylor said that the service agreement committee met after last month's executive committee meeting and decided to do a survey of all members to determine the true interest of making changes to the service agreement. He reviewed and updated the questions to be asked in the survey and stated that the results would be presented at the April meeting.

RE: NEW BUSINESS

Ms. Mingee said that we have the Department of Juvenile Justice (DJJ) Memorandum of Agreement (MOA) to house five females at a per diem of $325 stating July 1, 2016. The higher per diem rate is needed to hire a therapist and cover the additional training and staffing required when housing the more difficult female population. And although DJJ would like for us to take a few females before July, we will most likely not be ready before then. We will need to adjust the FY17 Budget to reflect the income and expense of the new MOA since it exceeds three percent of the approved budget. This MOA will bring in an additional estimated $593,125 allowing us to lower member's per diem for FY17.

RE: DIRECTOR'S REPORT

Ms. Mingee said that our Spring Open House and luncheon will follow next month's Commission meeting which will begin at 10:00 to allow members to attend the Open House.

We have been approved for a grant for $10,000 from the Juvenile Accountability Block Grant, which we will use to purchase equipment to bring us into compliance with the PREA standards.

Our first Prison Rape Elimination Act (PREA) audit is scheduled for July. We have arranged for two of our staff to train to become PREA auditors which will make them very knowledgeable of these new standards.

The employee issue that was discussed at the last meeting has been resolved with her resignation.

Through a grant received from the Virginia Juvenile Justice Association, Ms. Mingee attended the National Partnership of Juvenile Services conference in Pittsburg and was able to bring progressive programing ideas back to the Center

Ms. Livsey reported that she is testing and interviewing for the seven open positions in order to fulfill the requirements of the new MOA and to become PREA compliant.

Our Treatment Coordinator, Ms. Jones, was invited to sit on a panel discussion for the Community Placement Program because of her excellent work with this program at Merrimac.

Our post-d program has five residents with three assessments pending and one resident recently passed his GED and has a job at Bush Gardens. Our re-entry program has one resident with one pending and one that just completed the program is now working at Lowes. There are seven males in CPP and one being assessed for the program. The post-d and re-entry residents continue with their career readiness certifications by doing community services and working with groups such as Erase the Need and Master Gardeners. The juveniles will have items from their greenhouse to sell at the Open House next month. The CPP residents are starting to respond to the program which has also completed two rounds of the Aggression Replacement training.

Mr. Orris stated that Merrimac just received 100 percent from the Health Department on the kitchen inspection, the facility inspection and our three year boiler inspection. We are starting to refurbish our showers and have cleaned and touched up cells. William and Mary volunteers worked with our post-d residents to clean the yard and parking area.

We have completed the first part of PREA training for staff and are preparing for our July audit. Staff also received training updates on the Cognitive Behavior Training program and the Standard Operating Procedures.

Mr. Orris reported that during 2014 and 2015 physical restrains of juveniles jumped from an average of 8 per month to 27 per month, time-out consequences have risen 40 percent and that juveniles in CPP and post-d programs earned the least amount of consequences. This increase can be directly traced to about 10 particular juveniles, most with mental health issues. It was also noted that there was only 1 mental health temporary detention order in 2014 but 9 during 2015.

RE: ADJOURNMENT

On motion made by Mr. Alan and seconded by Mr. Serra the meeting was adjourned at approximately 12:25 P.M.

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Jim Taylor, Chair
Middle Peninsula Juvenile Detention Commission