MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of February 24, 2017

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on February 24, 2017 at 11:00 a.m. in the conference room of the Williamsburg Municipal Building, Williamsburg, Virginia. Chair Jim Taylor called the meeting to order. The following persons were present:

Garrey Curry – Gloucester County
Vivian McGettigan – York County
Morgan Quicke – Richmond County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

Gina Mingee – Executive Director
Jeff Gore – Counsel
Danielle Powell - Counsel
Sandy Schubert - Clerk

Absent:
Alan Partin – Caroline County
Philip Serra – Williamsburg City

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

Re: Approval of the Minutes for December 2, 2016
Mr. Wheeler moved to approve the minutes of December 2, 2016, seconded by Mr. Curry. Motion carried unanimously.

Re: Financial Report
Ms. Mingee reported that York, Hanover and James City Counties were the highest users of the Center through January. Due to the high usage of James City County, they have request a full breakdown of the juveniles still in the Center and their expected length of state. Mr. Taylor stated that if the Service Agreement changes are approved, this unpredictability would not be an issue in future budgets.

The member's average daily population (ADP) year-to-date is 29 and with the state programs the overall ADP increases to 41. The ADP for January was 51, and 10 juveniles were sent to other detention centers to reduce the overcrowding. Today there are 48 juveniles in the Center and two of these are autistic, awaiting psychological evaluation and requiring more staff time. Ms. Mingee said the leading reasons for juveniles to be placed at the Center for January were burglary/larceny, contempt of court and failure to appear.

Ms. Mingee stated that the cash balance is high due to prepayments from the Community Placement Program (CPP) and the Department of Juvenile Justice (DJJ) block grant. This is reflected in the revenue line items for both. It was noted that member contributions reflect only the cash collected from the previous month's billing without the monthly pre-billing, as was our practice in previous years.

The overall year-to-date expenditures are below budget even though a few line items are over. One area that is high is overtime for full time employees. Ms. Mingee reported that we have such a small pool of on-call employees to cover the absences of full-time employees out for vacations, illness, pregnancies, and workers compensation injuries that we must use full-time employees and pay overtime. Mr. Curry inquired about the possible increase in health insurance for FY18, noting that he has just received a 30 percent

increase notification. Ms. Mingee explained that under JCC, we will not get our notice of a rate increase until May, and that it is very hard to predict the percentage. Mr. Quicke suggested that the Center may want to research Anthem's Local Choice, which has given his county decreases over the last few years.

Re: Attorney's Report

Mr. Gore said that the General Assembly has approved a pay raise of two percent for state workers with an August 2017 effective date. Mr. Gore was unsure how much this increase would equate to for the Merrimac Center since the calculation would come from DJJ.

Re: Old Business

Mr. Taylor said that King and Queen County approved the Service Agreement changes at the last board meeting and others are beginning to get approval also. He suggested that all members try to present the change to their own boards, preferably in March, and get approval before the April 28th full commission meeting. He will maintain a list of all members with board approval.

Ms. Mingee reported on a conference call that she and Ms. Schubert had with the Virginia Retirement System (VRS) representative, JCC accounting director and deputy director, and Mr. Gore. During the call, JCC stated that their auditors, Dixon Hughes Goodman (DHG), are concerned that liabilities of the Merrimac Center employee's retirement are on the JCC financial statement. They feel that since they are not JCC employees, it reflects a misstatement of the financial liabilities of the county. The VRS representative assured them that there were other counties who serve as fiscal agents, and VRS provides them with a breakout of liabilities for their financials, which has been widely accepted by auditors. It was decided that VRS would coordinate a call with JCC to investigate the possibility of taking this approach.

Ms. Mingee received an email that stated that JCC had a meeting with the auditors and now need to have a follow up phone call with VRS. JCC finance director stated that it is looking like it will need to be separated. JCC reported that they are trying to make sure they ask all the questions and cover all of the bases. After a short discussion regarding the comparison of the retirement benefits and study costs, Mr. Wheeler moved to authorize an actuarial study to determine the feasibility of establishing a separate retirement account for the Merrimac Center. The motion was seconded by Ms. McGettigan and carried unanimously.

Re: New Business

Ms. Mingee presented a draft change to the FY18 budget to include a salary increase of either two or three percent for the employees; the budget presently shows no increase for the staff. She explained that the salary increase is possible if we increase the average number of CPP juveniles accepted at the Merrimac Center. At the last Community Placement Program (CPP) meeting, the Deputy Director of DJJ asked if we could possibly take eight instead of five state juveniles. Ms. Mingee explained that although she was asked to increase the number of state juveniles, it is not a guarantee until the MOA is signed in May or June. Mr. Curry said that Gloucester County will not give raises in FY18 due to the exorbitant health insurance increase. Mr. Wheeler said that he favored a raise for the Merrimac employees to reward their hard work in finding and maintaining the state revenue source, which in turn reduced the members' contributions. Ms. McGettigan said that she preferred a two percent rather than a three percent increase. Mr. Wheeler said that two percent may be the average, but he felt the three percent increase would ensure more competitive salaries going forward.

Mr. Curry suggested that the FY18 budget show the state two percent pay raise as a reduction to what is due from members. Mr. Gore was unsure of the timing of the state pay raise, but would try to get an idea of when and how much Merrimac should expect to receive. Mr. Wheeler asked that the reduction to the member's contribution be presented at the April meeting along with a few scenarios of how the increased CPP juveniles would fund employee salary increases. Mr. Wheeler proposed that the April meeting include a motion from the full commission to include an increase in salaries not to exceed a certain dollar amount to be approved by the executive committee at a later date. This would give Ms. Mingee time to negotiate

an increase to the number of CPP juvenile bed guarantee in the new state MOA. It was the consensus of the committee to take action on employee salary increases at or after the April meeting.

Re: Director's Report

Ms. Mingee reported that we still have four workers compensation injuries; but two are back to work on light duty and the other two may be out for some time. She also reported that one employee is out with a serious medical condition. Ms. Mingee reported that we had one voluntary demotion, one promotion, have hired a new driver and an on-call counselor.

Due to the lack of storage at the Center, we are rebuilding a section of the administrative offices for records storage. At the same time, we will update the carpet in the whole area, which has not been changed since the building was built in 1997. She also reported that we will be purchasing a new dishwasher.

Ms. Mingee is continuing to review and revise the personnel policies. Mr. Taylor and Mr. Gore offered their assistance in reviewing the policies.

Re: Adjournment

On motion made by Mr. Curry and seconded by Mr. Wheeler, the meeting was adjourned at approximately 12:20 P.M.

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Jim Taylor, Chair
Middle Peninsula Juvenile Detention Commission