MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of June 16, 2017

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on June 16, 2017 at 1:05 p.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
Tom Gooding – Poquoson City
Vivian McGettigan – York County
Alan Partin – Caroline County – after roll call
Morgan Quicke – Richmond County
Philip Serra – Williamsburg City
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

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

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

Re: Approval of the Minutes for February 24, 2017
Mr. Quicke moved to approve the minutes of February 24, 2017, seconded by Mr. Serra. Motion carried unanimously.

Re: Financial Report
Ms. Mingee reported that Hanover, Caroline and James City Counties were the highest users of the Center in May. The average daily population (ADP) for members is down to 25 for May and 30 for year-to-date (YTD). The inclusion of state juveniles brings the month of May ADP to 39 and 42 for YTD. Burglary, larceny and receiving continue to be the leading reasons for juveniles to be place in the Center. There were also five with narcotics charges, the most ever for a one month period.

The balance sheet reflects a cash balance of $1,366,450, which includes prepayments of the Community Placement Program (CPP) and the quarterly block grant from the Department of Juvenile Justice (DJJ). These prepayments put the Center at 94 percent of budget on revenue, slightly above the expected 91 percent. Ms. Mingee did note that we have $258,000 in accounts receivable right now and expect to invoice approximately $190,000 for June child-care days. This should put the Center in an excellent cash position at year-end.

Ms. Mingee stated that the expense budget lines have been adjusted to support the actual expenditures for the year and are well below expected at 91 percent of budget. Our June financials will reflect an unexpected expense of $13,000 to repair and replace the intercom master door control unit. Mr. Quicke questioned what would fall under the purchase of bed space and Ms. Mingee explained that we may purchase space due to overcrowding or for the safety of a juvenile.

As discussed at the last full commission meeting, Ms. Mingee presented the projected year-end revenue and expenses to the executive committee. This projection included a proposed $36,800 one-time merit bonus to the employees for their hard work during a very difficult year. Even with the bonus, the Center would be able to refund $325,000 to the members based upon the current year's usage. The bonus would equate to approximately $600 per employee and a short discussion ensued regarding the low and high end

of the merit bonus and the need to prorate for newer employees. Mr. Curry moved to go forth with the plan as presented by Ms. Mingee to issue a $600 average bonus per employee, with the total including fringe and on-call not to exceed $39,700, as well as a refund of $325,000 to members based upon FY17 percentage use of the Center. The motion was seconded by Mr. Serra and carried unanimously.

Re: Attorney's Report
Ms. Powell said that she had nothing to report.

Re: Old Business
Mr. Curry asked the status of the receiving all signatures on the amended service agreement and if a final document would be sent to all members. We are still waiting for a couple of jurisdictions to send their resolutions and then Ms. Powell will compile the final document for distribution.

Re: New Business
Mr. Taylor and Mr. Quicke plan to meet with Ms. Mingee at the Merrimac Center to prepare the new chairman for upcoming commission meetings.

Re: Director's Report
Ms. Mingee said that on July1, Mr. Rubino will be replaced by Ms. Day as James City County's member to the commission.

An employee, who resigned months after a workers compensation injury, wrote to DJJ to complain of mistreatment at the Center. This complaint went to the Director of DJJ, so the certification unit came to the Center to review staffing patterns, work hours, interactions with the juveniles, and what investigations were done reguarding her allegations. Their review took about 45 minutes and they were very satisfied with what they found; a report is forthcoming. Ms. Mingee thanked Ms. Powell for her and the firm's assistance in that matter.

Two of the three employees out previously with work-related injuries have returned. We will be starting one part-time and three full-time counselors and a driver on July 2.

The Center had a graduation celebration for seven of our juveniles, six with their GED and one with a regular diploma.

Mr. Curry suggested that now that the Center has a healthy fund balance, we may consider paying a professional to assess the capital improvement needs at the Center. Mr. Quicke asked if the Center has a five-year capital improvement plan in place, and Ms. Mingee said that one was prepared by our Operations Manager, Mr. Orris. Ms. Mingee said that one project that does need to be done is painting the interior of the building and that the DJJ certification team strongly encouraged us to paint the ceilings. Mr. Curry suggested that the commission might approve using some of the fund balance toward these types of needed improvements.

Re: Closed Meeting to Discuss Personnel Matters
Mr. Quicke motioned that the meeting be convened in closed session pursuant to Section 2.2-3711(A) (1) of the Code of Virginia pertaining to a personnel matter involving the performance evaluation or job assignments of specific employees. The motion was seconded by Mr. Serra and carried unanimously. The meeting went into closed session at 1:45 P.M.

Reconvene
Mr. Quicke moved to reconvene to open session at 2:05 P.M., seconded by Mr. Partin. Motion carried unanimously.

Certification

Mr. Quicke moved that the Middle Peninsula Juvenile Detention Commission certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion. A roll call vote was taken:

Gary Curry	yes
Tom Gooding	yes
Vivian McGettigan	yes
Alan Partin	yes
Morgan Quicke	yes
Phil Serra	yes
Jim Taylor	yes

Certification Adopted

Mr. Quicke moved to increase the Executive Director's salary by five percent effective July 1, 2017. Mr. Serra seconded and the motion carried unanimously.

Re: Adjournment

On motion made by Mr. Gooding and seconded by Mr. Quicke, the meeting was adjourned at approximately 2:10 P.M.

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Jim Taylor, Chair
Middle Peninsula Juvenile Detention Commission