Minutes

Middle Peninsula Juvenile Detention Commission

Meeting of July 28, 2017

On July 28, 2017 at 11:05 A.M. in the conference room of the Middle Peninsula Planning District Office, Saluda, Virginia. Chair, Morgan Quicke, called the meeting to order. The following persons were present:

Sharon Day – James City County
Rodney Hathaway – New Kent County
Marcia Jones – Middlesex County
Karen Lewis – Westmoreland County
Alan Partin – Caroline County
Frank Pleva – Lancaster County
Morgan Quicke – Richmond County
Phil Serra – Williamsburg City
Luttrell Tadlock – Northumberland County
Jim Taylor – Hanover County
Randal Wheeler – Poquoson City
Timothy Wilson – Essex County

Jeff Gore – Counsel
Roger Wiley - Counsel
Gina Mingee – Executive Director
Sandy Schubert – Clerk

ABSENT:
Melinda Conner – Mathews County
Garrey Curry – Gloucester County
Michelle Johnson- Charles City County
Vivian McGettigan – York County
Thomas Swartzwelder – King & Queen County
Bobbie Tassinari – King William County

The Chair opened the meeting and determined that a quorum was present. He thanked past Chair, Jim Taylor, for his service and for accomplishing the update to the service agreement during this tenure. Due to the change in some jurisdictions' representatives, Mr. Quicke asked that everyone introduce themselves.

Re: Approval of Minutes for April 28, 2017
Mr. Pleva moved to approve the minutes of April 28, 2017 as presented, seconded by Ms. Jones. Motion carried unanimously.

Re: Financial Report
Ms. Mingee said that the statistical report shows the leading charges for juveniles continue to be burglary/larceny and contempt of court. In addition, this is the first year that we have had four juveniles at the Center charged with murder. Those juveniles usually take longer to move through their court proceedings, which results in the increase of utilization for those jurisdictions.

Ms. Mingee said that James City, York, and Hanover Counties were the highest users of the Center in FY17. The average daily population (ADP) for members was 32, and with the addition of the state program juveniles, the overall ADP was 42 for the year. Although the member population continues to drop, with the July ADP at 27 for members, the ADP for state increased to 17. Ms. Mingee noted that in FY17 the Center had an increase in population and intakes with 381 admissions, which equated to about seven per week. Ms. Mingee explained that the total of the general cash account includes a prepayment of 630,220, but does not include the 325,000 refund to members or any accounts receivable or payables for FY17. Those adjustments for FY17 should bring cash

closer to $1,000,000, which is still above the service agreement's required 60 days of expenses. The revenue for the community placement program (CPP) projection was primarily due to the uncertainty of the first full year of girls and the increased numbers of boys in the program. Since this was the first year for the Center to do state assessments, we were unsure what to project for the FY17 budget. However, this program has become a substantial source of the state revenue, and we expect it to continue. Due to the increase in population, we received more than expected from the USDA as reimbursement of food cost. All expenses are within budget and show a savings of $250,000 thus far in FY17. This includes an executive committee approved one-time, $35,000 merit bonus to the staff at the end of the year. The staff was surprised and grateful.

RE: ATTORNEY REPORT

Mr. Gore reported that the General Assembly passed legislation this session directing the state to improve the process for drawing down Medicaid funds for eligible inmates or juveniles. This would assist with in-patient hospitalization costs and centralize the process for these Medicaid cases. Historically, an incarcerated juvenile would be dropped from Medicaid, but hopefully by next year, the funding could be available for hospital costs.

Mr. Gore asked that the Director provide him a copy of the most recent CPP agreement showing the total expected income.

Mr. Wiley announced that at the end of September, he will semi-retire and will no longer attend board and commission meetings. He will be available by phone and email to answer anyone's questions, welcomes the contact, and is grateful for the 20 years spent serving on the Middle Peninsula Juvenile Detention Commission. Mr. Quicke and Ms. Mingee thanked Mr. Wiley for all his help throughout the years.

RE: OLD BUSINESS

Mr. Quicke asked that members review the roster and make updates and changes for distribution at the next meeting.

RE: NEW BUSINESS

Ms. Mingee reviewed the highlights of the Management Plan for FY18, which includes a new pre-employment screening and expanded training in "best practices" along with the Youth Assessment and Screening Instrument (YASI). She said that we would analyze CBT data and determine new strategies for improvements. We will continue to improve the quality and efficiency of our operations and services with the use of tablets for line staff. We will review parent surveys for possible areas of improvement. We will promote positive community relations, meet with judges, civic groups, and present to Boards of Supervisors.

As a long-term goal, we will focus on mission-critical repairs, replacement and improvements of various components to our aging building by developing a more detailed capital improvement plan (CIP) for the Center. Mr. Quicke agreed and stated that the improvement of the cash fund balance should allow for more focus on the establishment of a CIP for the Center. He suggested that we explore the cost of an outside firm to evaluate the Center's CIP needs and suggested Downing and Associates. Mr. Wheeler suggested that Ms. Mingee contact the Virginia Peninsula Regional Jail for a possible collaboration of a CIP study. Ms. Day offered the assistance of the James City County purchasing department to help prepare a request for proposal if needed.

RE: DIRECTOR'S REPORT

Ms. Mingee reported on an injury that a juvenile sustained when he slipped on the gym floor and hit the wall. He was transported to the hospital, where they determined that he had a perforated eardrum, a broken bone in his ear, and a concussion. There will be a few follow up visits to a specialist. A consideration to prevent this from happening again might be a more pliable gym floor.

Ms. Mingee said that we were awarded the grant to purchase tablets for maintaining CBT point sheets and will make that purchase it this month.

The new volunteer group, the Royal Rangers, gives leadership guidance to the boys and is organizing a cookout this weekend. Avalon, a domestic violence preventive organization, is coming in weekly providing their services.

The report from the Prison Rape Elimination Act (PREA) audit was very favorable and is posted on our website for your review.

A meeting is set for August 16 with Judge Hoehl and Judge Uvanni to go over the procedures of new Supreme Court video hearings and to try to eliminate issues that may arise.

Reginal Thompson with the Department of Budget and Planning toured the Center. His department has been involved in approving the funds for the state programs of CPP and CAP and wanted to see firsthand how the programs were working.

Mr. Hathaway requested a tour of the Merrimac Center.

Mr. Quicke reminded everyone of the next meeting dates and asked for a motion for adjournment.

RE: ADJOURNMENT
There being no further business, Ms. Pleva thanked Mr. Wiley for his years of service and then moved that the meeting adjourn, seconded by Ms. Jones and motion carried unanimously. The meeting adjourned at 11:45 A.M.

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Morgan Quicke-Chair
Middle Peninsula Juvenile Detention Commission