Minutes

Middle Peninsula Juvenile Detention Commission

Meeting of October 27, 2017

On October 27, 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:

Melinda Conner – Mathews County
Garrey Curry – Gloucester County
Sharon Day – James City County
Rodney Hathaway – New Kent County
Marcia Jones – Middlesex County
Karen Lewis – Westmoreland County
Frank Pleva – Lancaster County
Morgan Quicke – Richmond County
Phil Serra – Williamsburg City
Thomas Swartzwelder – King & Queen County
Luttrell Tadlock – Northumberland County
Timothy Wilson – Essex County

Jeff Gore – Counsel
Gina Mingee – Executive Director
Sandy Schubert – Clerk

ABSENT:
Michelle Johnson- Charles City County
Vivian McGettigan – York County
Alan Partin – Caroline County
Bobbie Tassinari – King William County
Jim Taylor – Hanover County
Randal Wheeler – Poquoson City

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

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

Re: Financial Report
Ms. Leslie Roberts, a partner with the accounting firm Dixon Hughes Goodman, called into the board meeting to present the findings of the FY 2017 audit of the Merrimac Center. She noted that the year ended very well with a clean, unmodified opinion. She gave a page-by-page overview of the audited financials and explained the changes that occurred since the last audit.

Ms. Mingee said that the statistical report shows the leading charges for juveniles continue to be burglary/larceny and contempt of court. Hanover, Caroline and York Counties were the highest users of the Center in the first quarter. The average daily population (ADP) for members is 23, and with the addition of the state program juveniles, the overall ADP climbs to 39. The leading charges for juveniles to be detained continue to be burglary/larceny/receiving and contempt of court.

The balance sheet reflects a cash balance of over $1,400,000 due to three months of pre-payments from the Department of Juvenile Justice (DJJ). Ms. Mingee reviewed the individual revenue line items, noting that changes in DJJ will mean less income for state ward and the re-entry program, but more income to the state

assessment program (CAP). The center has been receiving a high volume of referrals for the community placement program (CPP) and CAP, so that revenue stream should continue to be strong through the end of the year. Ms. Mingee explained that the insurance line item reflects pre-payment of the first two quarters, and the overage in building maintenance was due to a chiller repair and a repair of a shower faucet. The furniture and equipment line item shows the purchase of new Wi-Fi equipment, of which the center will receive a rebate of approximately 90 percent from the Erate system. The tablets purchased under the Juvenile Accountability Block Grant have been programmed, and we are now training staff on their use for our behavior management system.

RE: ATTORNEY REPORT
Mr. Gore said that he had nothing new to report at this time.

RE: OLD BUSINESS
Ms. Mingee said that the Virginia Retirement System (VRS) has our request for an actuarial study, and James City County is preparing the employee data for the study. Ms. Day said that splitting the employee data has been a challenge, but it is almost complete.

RE: NEW BUSINESS
Mr. Quicke asked that Ms. Mingee present the FY19 Budget that has been reviewed and recommended by the executive committee. Ms. Mingee noted that a lot of the budget is based upon the actual expense and revenue from FY17. She said that we will not know the total of our DJJ block grant until July 2018, but the calculation is complicated and is based upon the member's utilization of the center. Following current trends, we increased the expected revenue for the community assessment program. Since we have a strong cash balance, the executive committee approved using some of those funds to cover the purchase of a new air-handler for unit two.

Ms. Mingee said that a two percent cost of living increase was added to the budget at the suggestion of the executive committee and that the overtime and on-call lines were increased due to the need for more CPP juveniles to be transported. There is a lot of uncertainty in budgeting for the fringe accounts, since it is so early, and we will not have insurance or VRS rates until late spring. For this reason, we decided to budget for possible increases in both areas. Budget line items relating to the upkeep of the aging building and equipment were also increased in anticipation of possible breakdowns. Ms. Mingee reviewed the five-year average cost for members, noting the per diem rate will be $168.20 for the FY19 budget.

Mr. Swartzwelder suggested that Mr. Gore provide some guidance to the center to set up a state contract, capital improvement plan (CIP) similar to the one set up at the regional jail.

Mr. Pleva moved to accept the FY19 Budget recommendation of the executive committee, which reflects the five-year averaging for locality members and a total budget of $4,653,516. Motion was seconded by Ms. Jones, and carried by unanimous vote.

DIRECTOR'S REPORT
Ms. Mingee said that the Merrimac Center began the Cognitive Behavioral Program almost ten years ago after receiving a Department of Juvenile Justice variance from the disciplinary due process regulation. The variance expired in April, but the DJJ Director granted a waiver until we could request a continuance of the variance at the board hearing on November 9th. DJJ will be at the Merrimac Center for a monitoring visit on December 7th.

Our CPP case manager will attend an eight-week training to facilitate therapeutic drum circles.

Ms. Mingee said that one of our long-term employees, Gerald Bland, passed away, and employee schedules will be shifted so that some may attend his service.

We celebrated two employees' 20-year anniversaries at Merrimac Center at the all staff meeting in October.

The therapist for the CPP girls has been out on medical leave for over five weeks, and Ms. Mingee has been filling in for her.

One long-term employee just left to start her own business, another left to be at home with her five children, and our kitchen manager, who has been at the center since it opened, will be retiring in December. Our maintenance manager of five years just left, and we are interviewing for that position. In the meantime, we have contracted with our retired maintenance manager to come in on an hourly basis to keep the building in order. In addition, our temporary custodian walked off the job, so we are advertising for that position. We have two new line-staff starting on November 14th along with our new maintenance manager and kitchen manager.

Mr. Quicke requested a motion to adopt the Resolution to recognize the service of Mr. Serra. Ms. Jones made the motion, seconded by Mr. Pleva. Motion carried unanimously.

Mr. Quicke presented the Resolution and gift to retiring long-term member, Mr. Serra, in recognition of and gratitude for his long and honorable service to the Middle Peninsula Juvenile Detention Commission.

RE: ADJOURNMENT

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

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Morgan Quicke-Chair
Middle Peninsula Juvenile Detention Commission