**MINUTES**

**MIDDLE PENINSULA JUVENILE DETENTION COMMISSION**

**Meeting of March 23, 2018**

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on March 23, 2018 at 11:12 a.m. in the conference room of the Williamsburg Municipal Building, Williamsburg, Virginia. Chair Morgan Quicke called the meeting to order. The following persons were present:

Sharon Day – James City County
Vivian McGettigan – York County
Alan Partin – Caroline County
Morgan Quicke – Richmond County
Jim Taylor – Hanover County
Stephanie Tinsley – Gloucester County – arrived after roll call
Randy Wheeler – Poquoson City

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

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

Re: Approval of the Minutes for December 1, 2017 and March 5, 2018
Mr. Partin moved to approve the minutes of December 1, 2017 and March 5, 2018. The motion was seconded by Ms. Day and carried unanimously.

Re: Financial Report
Ms. Mingee reported that Gloucester County was the highest user of the Center in February. Both King and Queen and Middlesex Counties have already exceeded their five year averages. The year-to-date average daily population (ADP) for members remains low at 23, but with the addition of the state juveniles it climbs to 38. As of today, the population is 39 of which 14 are state juveniles. Burglary, larceny and receiving continue to be the leading reasons for juveniles to be placed in the Center.

Ms. Mingee said that period eight revenue reflects prepayments of one month of the Department of Juvenile Justice (DJJ) block grant and member contributions along with four months from the community placement program's (CPP) guaranteed beds. These prepayments have elevated the general cash account by almost $700,000. Revenue from the state programs show that the community assessment program (CAP) continues to grow but that no new juveniles have been placed in the re-entry program. A coding error between member contributions and other locality contributions will be corrected with the next financial report. Ms. Mingee said that our new Wi-Fi provider has changed how we receive our universal services funding. We will no longer receive the revenue; it will go directly to the provider who will reduce our telecommunications expense.

Ms. Mingee stated that the salary line item is low due to open counselor positions throughout the year and, in order to cover these positions, over-time and on-call line items are much higher than budgeted. The professional services line is high since it includes contracted services of a temporary maintenance person and a hairdresser that were not included in the budget. The furniture line is high but includes the purchase of the new Wi-Fi equipment of which 90 percent will be reimbursed through the universal services fund. The linens expense line includes an upgrade to more durable mattresses for all rooms.

The budgeted upgrade to the gym will begin next week and includes new floors, wall mats, and complete painting of the ceiling of the gym and the sally port. We have also contracted with The Closet Factory to install cabinets to organize our property room and provide better storage for juvenile's property. The planned re-surface of the parking lot and the basketball court will be completed in mid-April.

Mr. Wheeler inquired if Ms. Mingee had any preliminary financial projections for year-end. She reported that based upon what we know presently there may be a surplus of up to $200,000, in addition we will not need to use the $50,000 fund balance as originally budgeted. Mr. Taylor suggested that the surplus could be divided where half could be retained for capital improvements and the other half returned to the members. Mr. Wheeler recommended waiting until after year-end when we know the true amount of the surplus before deciding on the breakdown. Ms. McGettigan asked if there is an update on the cost of health insurance or rates for the Virginia Retirement System which could either increase or decrease the budget for FY19. Ms. Day said that James City County is not expecting an increase in the health insurance rates and may save some money by carving out the prescription drug benefit.

Re: Attorney's Report

Mr. Gore said that the state budget has not been approved and that one of the holdups was the proposed Medicaid expansion. He explained that the proposed budget continues the ongoing transformation of DJJ, which has led to Merrimac's opportunity to house state juveniles. The Senate agrees with this plan, but the House of Representatives pulls back and proposes to renovate Beaumont Juvenile Correction Center, sell the Bon Air property, and not open the smaller facilities in the original plan.

Mr. Gore said that one of his other clients sent a letter to their delegation to encourage them to continue with the transformation of the juvenile justice system reinvesting dollars for the local community services programs. He suggested that our Commission may want to compose a similar letter to send some of our representatives. Mr. Wheeler moved to ask the chairman to write a letter from the executive committee to a few of our delegates supporting the continuation of the transformation of the juvenile justice system into local community services programs. The motion was seconded by Mr. Taylor and carried unanimously.

Re: Old Business

Ms. Mingee said that she spoke with the representative at the Virginia Retirement System (VRS), and they asked about three past employees that were not showing on their list of participants. We provided the requested information on all, but there is still one employee that VRS has no record of participating.

Mr. Quicke said that Mr. Taylor requested the history of salary increases at the Center and questioned if a two percent increase was in the approved FY19 budget. Ms. Mingee distributed a report of these increases over the last four years and the amount of the budgeted increase for FY19.

Re: New Business

Ms. Mingee said that DJJ sent out the statement of needs regarding the state programs and met with the detention superintendents participating in CPP. DJJ has agreed to increase the per diem for the boys by $15 which would result in another $43,800 in revenue for the Center. Ms. Mingee is working with Deputy Director Angela Valentine to raise the per diem for the girls from $325 to $330; this could add another $9,000 to our revenue. She explained that we are receiving so many girls for assessments that the unit is up to eight and during the assessment period, these girls are receiving the same programing as the CPP girls for only $175 per diem. Mr. Taylor said that while he appreciates the income from the state programs, it makes the center reliant on the state when the future of the programs may not continue.

Ms. Mingee has contacted Mr. Barksdale regarding the energy performance contract and is awaiting his return call. Mr. Gore reported that the state has finalized its contract, and Ms. Mingee could use it as a template.

Mr. Gore reminded the executive committee that he is continuing the review of the Merrimac Center's personnel policies and hopes to have them ready to present in June.

Re: Director's Report

Ms. Mingee said that with the approval of DJJ, the Center has agreed to partner with James Madison University for our juveniles to participate in an online sex education research study developed by the university. She explained that the parents must give consent before the juvenile may participate. The Center will receive $3,000 for assisting in this program.

Ms. Mingee reminded the committee that the spring open house will be after the full Commission meeting on April 27th and that the residents have a very fun program planned this year as entertainment.

Ms. Mingee explained that we still have two staff vacancies and an opening for a custodian, but we are having a difficult time recruiting qualified people. She explained that we have tried most advertising venues with very little improvement. Mr. Wheeler offered to advertise Merrimac positions on the Poquoson City website. Mr. Gore said that he would provide information about a state program for veterans looking for jobs. Mr. Quicke asked that Ms. Mingee provide a spreadsheet of all positions and which ones are vacant. Ms. Day said that James City County increased the benefit for educational reimbursements resulting in fewer turnovers in the public safety areas. Mr. Taylor thought that Merrimac might want to consider a small retention bonus after one year of service. Ms. Mingee stated that after one year, new hires may apply for an administrative promotion to a counselor II position if all qualifications have been met.

The next meeting will be the Friday before the Memorial Day weekend. Mr. Quicke and Ms. McGettigan will not be able to attend the full Commission meeting in April and asked that Mr. Taylor step in as chair pro tem for that meeting.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:20 P.M.

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Morgan Quicke, Chair
Middle Peninsula Juvenile Detention Commission