Minutes

Middle Peninsula Juvenile Detention Commission

Meeting of January 26, 2018

On January 26 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
Karen Lewis – Westmoreland County
Alan Partin – Caroline County
Morgan Quicke – Richmond County
Luttrell Tadlock – Northumberland County
Jim Taylor – Hanover County
Stephanie Tinsley – Gloucester County
Matt Walker – Middlesex County
Randal Wheeler – Poquoson City
Timothy Wilson – Essex County

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

ABSENT:
Melinda Conner – Mathews County
Rodney Hathaway – New Kent County
Michelle Johnson- Charles City County
Vivian McGettigan – York County
Frank Pleva – Lancaster County
Thomas Swartzwelder – King & Queen County
Bobbie Tassinari – King William County

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

Re: Approval of Minutes for October 27, 2017
Ms. Lewis moved to approve the minutes of October 27, 2017 as presented, seconded by Mr. Partin. Motion carried by majority with Mr. Walker and Ms. Tinsley abstaining.

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. Hanover, York and James City Counties were the highest users of the center during the first six months. The average daily population (ADP) for members is 23, and with the addition of the state program juveniles, the overall ADP is 38. The five-year average for members is 30, so we are well below the usage expectation so far this year. Ms. Mingee added that today there are only 19 juveniles from member localities.

The balance sheet reflects a healthy cash balance of over $1,187,000, and hopefully in the future we can consider using some of those funds toward the capital improvement plan. Ms. Mingee said that revenue is on target at 50 percent of budget, but she noted that the Department of Juvenile Justice (DJJ) is placing fewer juveniles into the re-entry program, so that line item will be below budget this year. The state assessment program (CAP) is doing much better than expected and will more than make up for any budget shortage of the re-entry program. We expect to receive funding for the block grant and the universal services erate in the next quarter.

Ms. Mingee explained that total expenditures are less than year-to-date budget, even though some line items are over, others are under due to careful monitoring of expenses. She noted the salary line is under budget by 70,000

mostly due to open positions that required coverage with over-time and on-call employees, making those line items over budget. The professional services line includes three months of payments to our retired maintenance man while we searched for a replacement. The new maintenance manager started in January 2nd and is quickly learning his job. The furniture and equipment line reflects the purchase of Wi-Fi equipment, which will be reimbursed through Universal Services in the third quarter. Ms. Mingee said that in July the center would switch the phone service to voice over internet in order to continue to receive reimbursement from the Universal Services Fund.

At the October meeting, Mr. Quicke requested that Ms. Mingee calculate what the member per diem would be without the state programs. She reported that it would have changed this year's per diem from $154 to $253. Mr. Quicke expressed his gratitude to Ms. Mingee for her hard work to secure these programs at the center and to keep the member cost down.

RE: ATTORNEY REPORT
Ms. Powell said that she had nothing new to report at this time.

RE: OLD BUSINESS
Ms. Mingee stated that she contacted the Virginia Retirement System regarding the status of the actuarial study. She was told that due to the complexity of breaking out the three different entities, the study would take longer than anticipated. Mr. Taylor asked if this study could affect the FY19 budget, and Ms. Mingee said that it could either raise or lower the rate that we pay now.

RE: NEW BUSINESS
Mr. Quicke announced that there are two vacancies on the executive committee with the departure of Mr. Serra and Mr. Curry. Mr. Curry was the committee's vice-chair and at the December meeting, the members voted to recommend another committee member, Ms. McGettigan, to that position. Mr. Allan moved to appoint Ms. McGettigan to the vacant vice-chair of the executive committee, seconded by Mr. Walker. Motion carried unanimously.

Mr. Quicke opened the floor for nominations or volunteers to serve on the committee. Ms. Day and Ms. Tinsley stated that they would serve, and Mr. Walker moved to appoint Ms. Day and Ms. Tinsley to the executive committee. Mr. Wilson seconded the motion, which carried unanimously.

Mr. Quicke requested a motion to adopt the resolution to recognize the service of long-term Commission member, Marcia Jones, who retired in December. Mr. Walker made the motion, seconded by Mr. Wilson, and the motion carried unanimously. Ms. Mingee will deliver the Resolution along with a gift to Ms. Jones after the meeting today.

DIRECTOR'S REPORT
Ms. Mingee said that she is working with our attorney, Ms. Powell, to update the 20-year-old personnel policies to make them more relevant to today's workforce. The policies will then be presented to the executive committee for review and approval. Mr. Wilson asked if the changes are just housekeeping for clarification purposes, and Ms. Mingee said that they are.

Ms. Mingee said that she is researching performance contracting with a few companies such as ABM Industries and Honeywell, and finds the concept of using the energy savings to fund the project interesting. Mr. Gore will provide guidance with the procurement process should we choose to proceed. Mr. Wheeler suggested that Ms. MIngee contact the Virginia Department of Mines, Minerals and Energy along with Mr. Hewitt at the Regional Jail, who has been through the process and could offer some insight. Mr. Taylor said that the center could conceivably use Hanover's contract to save time. Ms. Mingee reported that the Department of Juvenile Justice provides services for a free capital study, and we are setting up this to be done in the near future.

Ms. Mingee visited with the new superintendent of the Virginia Peninsula Regional Jail, Tony Pham and spoke with him regarding the differences of the two facilities.

We have approval for a safety grant from VML Insurance, which we will put toward the purchase of mats for the gym wall to prevent further injuries. We are also getting quotes for a more pliable product for the gym floor and possibly the outdoor basketball court.

A Department of Corrections trainer is scheduled to come to the center to conduct two four-hour trainings on group facilitation for the line-staff in March.

With the recent suicide death of a juvenile in a holding cell at the Norfolk courthouse, we have implemented a new checklist that provides pertinent behavioral information to the receiving court or jurisdiction when we transport a juvenile. Ms. Mingee reminded the board that we are the only detention center to transport juveniles and that in 2017 these included 257 court transports, 244 doctor visits, 19 GED transports, and 75 post-d outings, totaling 595 transports without incidents. When possible, we do court video conferencing, which saves on on-call salaries and transportation costs such as gas and vehicle upkeep. Last year alone, we were able to do 235 video court conferences.

Our spring open house is scheduled for April 27th at the center and, to assure that everyone is able to attend, we have changed the start time of the commission meeting to 10:30 a.m.

RE: ADJOURNMENT

There being no further business, Ms. Tinsley moved that the meeting adjourn, seconded by Mr. Taylor and motion carried unanimously. The meeting adjourned at 11:50 A.M.

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Morgan Quicke-Chair
Middle Peninsula Juvenile Detention Commission