MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of September 22, 2017

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on September 22, 2017 at 11:05 a.m. in the conference room of the Merrimac Center, Williamsburg, Virginia. Chair Morgan Quicke called the meeting to order. The following persons were present:

Garrey Curry – Gloucester County
Vivian McGettigan – York County
Morgan Quicke – Richmond County
Philip Serra – Williamsburg City
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

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

Absent:
Alan Partin – Caroline County

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

Re: Approval of the Minutes for June 16, 2017
Mr. Curry asked that the spelling of his name be corrected and then moved to approve the minutes of June 16, 2017. The motion was seconded by Mr. Serra and carried unanimously.

Re: Financial Report
Ms. Mingee reported that Hanover, Caroline and York Counties were the highest users of the Center through August. The average daily population (ADP) for members is down to 24. The inclusion of state juveniles brings the total ADP to 40. Burglary, larceny and receiving continue to be the leading reasons for juveniles to be placed in the Center. Mr. Taylor commented that Valerie Boykin, Deputy Director of Community Services of the Department of Juvenile Justice, spoke at a recent meeting about the continuation of the state community placement program.

Ms. Mingee only briefly reviewed period 13 balance sheet since the FY17 audit report will be presented by our auditors, Dixon Hughes Goodman, at the full commission meeting in October. She noted that after taking into consideration the accounts receivable and payable, our cash balance would be around $1,045,500. This keeps us well in compliance of the service agreement's operating reserve fund requirements, which is to maintain 60 days of budgeted expenses in reserve. Mr. Quicke pointed out that vehicle depreciation is higher than vehicle asset, which is an error. Ms. Mingee said she would look into what happened and make sure that it is corrected.

Ms. Mingee said that period two revenue reflects several prepayments; one month of the DJJ block grant, four months of the community placement program's guaranteed beds and one month of member contributions. Expenditures for on-call and over-time are a bit elevated since we continue to have an employee out on workers comp, have one staff vacancy and more transports since we are now taking CPP juveniles on outings. It was also noted that we have prepaid insurance, paid to have double coverage during the phone carrier switch, had a major repair to the chiller and purchased the new tablets for the cognitive behavior point sheet tabulation process.

Re: Attorney's Report
Mr. Gore said that the new service agreement has been signed by all members and that a copy would be sent before the next meeting.

Re: Old Business

Ms. Mingee said that we submitted the request to the Virginia Retirement System (VRS) for an actuarial study to determine the rates we will pay once we are no longer under James City County's (JCC) retirement account. We believe that James City has submitted a similar request and will submit our employee information to VRS. The cost of this study will be $1,750 and may take up to a few months for the results. The study will examine three scenarios: to leave our assets and liabilities with JCC, take them with us, and what the cost might be to continue the health insurance credit that we currently have through JCC. Mr. Curry asked if detention center employees qualify for the additional law enforcement coverage. Mr. Gore explained that they do not qualify, and that change would need to pass the general assembly to allow this coverage.

As requested at the last meeting, Ms. Mingee contacted the Middle Peninsula Regional Jail to inquire about working together to have a capital improvement plan done by an outside source. We were told that they would do an internal plan only and not use an outside source. Ms. Mingee did speak with Blue Ridge Detention and found that their outside study with Cardno cost $28,000. After a short discuss, it was recommended that we use the state website or JCC to complete the request for proposal.

Re: New Business

Before reviewing the FY19 draft budget, Ms. Mingee reported that we may receive more than expected in FY18 from the DJJ block grant. But since the calculation of these funds is based upon the number of non-state juveniles housed at the Center, we remained conservative in FY19 budget due to the drop in member utilization. She explained the revenue increases from the state and noted that we budgeted to use $50,000 of the fund balance to replace an air-handler above unit two. Mr. Quicke pointed out that the service agreement's minimum billing of $2,500 for Charles City County was not factored in the budgeted revenue.

Ms. Mingee explained that the salaries and fringe benefits for FY18 budget are based upon the staff in place today along with their individual insurance coverage demands and the possibility of these staff staying and earning an administrative promotion to counselor II. With possible fluctuations in staff and staff needs, we are conservatively budgeting for these changes, which include the unknowns of insurance and retirement increases. Mr. Wheeler inquired about an increase for staff in order to stay competitive in the workplace and to retain more staff. Mr. Wheeler suggested that a two percent cost of living increase be included in the budget. Ms. Mingee explained the other expense increases over past years, which included building maintenance and operating supplies, both related to the upkeep of an aging building and equipment.

Mr. Taylor moved to recommend to the full commission the presented FY19 budget to include a two percent cost of living increase. Ms. McGettigan seconded and motion was approved unanimously.

Re: Director's Report

Ms. Mingee reported that the Center had a talent show that went very well. We have a Department of Juvenile Justice monitoring visit soon and have completed a required self-audit on which we did extremely well.

Also, we are considering starting a CPP canine good citizenship training program and have requested approval from DJJ.

Re: Adjournment

On motion made by Mr. Taylor and seconded by Mr. Serra, the meeting was adjourned at approximately 11:50 A.M.

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Morgan Quicke, Chair
Middle Peninsula Juvenile Detention Commission