**Minutes**

**Middle Peninsula Juvenile Detention Commission**

**Meeting of April 27, 2018**

On April 27 at 10:35 A.M. in the conference room of the Williamsburg Municipal Building, Williamsburg, Virginia. Chair Pro Tem, Jim Taylor, called the meeting to order. The following persons were present:

Barbara Dameron – Williamsburg City
Sharon Day – James City County
Sheri Newcomb – York County
Alan Partin – Caroline County
Luttrell Tadlock – Northumberland County
Jim Taylor – Hanover County
Stephanie Tinsley – Gloucester County
Randall Wheeler – Poquoson City
Timothy Wilson – Essex County

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

ABSENT:
Melinda Conner – Mathews County
Rodney Hathaway – New Kent County
Michelle Johnson- Charles City County
Karen Lewis – Westmoreland County
Morgan Quicke – Richmond County
Frank Pleva – Lancaster County
Thomas Swartzwelder – King & Queen County
Bobbie Tassinari – King William County
Matt Walker – Middlesex County

Mr. Taylor opened the meeting, determined that a quorum was present, and welcomed visitor Natasha Langston from King William County.

Re: Approval of Minutes for January 26, 2018
Mr. Partin moved to approve the minutes of January 26, 2018 as presented, seconded by Ms. Tinsley. Motion carried by majority with Ms. Dameron abstaining.

Re: Financial Report
In the review of the utilization reports, Ms. Mingee noted that the highest users of the Center through period nine are Hanover, York and Gloucester counties. Some localities are over their usage projections, but with the change to five-year averaging, this will not affect contributions until next year's calculation. Ms. Mingee said that although we budgeted for an average daily population (ADP) of 30 for members, the year-to-date ADP is only 23. By adding in the state program juveniles, the ADP increases to 38. The statistical report shows the leading charges for juveniles continue to be burglary/larceny and contempt of court.

The balance sheet shows cash balance is over $1,560,000, which includes pre-payments of the community placement program (CPP) and the Department of Juvenile Justice (DJJ) block grant. These pre-payments increase revenue to 81 percent of total budget. Ms. Mingee explained that DJJ is sending more juveniles to the Center for the Central Assessment and Placement program (CAP) and less into the re-entry program. 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 explained that the on-call and over-time line items are above budget and the salary line item below because of need for coverage of open counselor positions. She noted that the net of these three line items is still 40,000 under projected budget. The professional services line includes three months of services of the retired maintenance manager, a temporary custodian and secretary. Furniture and Equipment line includes the purchase of new Wi-Fi equipment of which 90 percent will be reimbursed through the Universal Services Fund.

RE: ATTORNEY REPORT

Mr. Gore said that the state still does not have an approved budget and that the Medicaid expansion appears to be the point of contention. Ms. Tinsley asked about the bond rating and Mr. Gore said that it is reflective of the discussions about what to do with the substantial surplus of revenue for this fiscal year. Although the General Assembly will be back in session on May 14, budget approval is not expected anytime soon. Another issue of discussion is the closing or renovating of state-run juvenile correction centers. Letters of support for the state-run juvenile community placement programs were sent by DJJ and the Commission to their representatives.

Mr. Gore said that he continues the work to clarify and update the personnel policies, and hopes to have the finished product ready for the July meeting.

RE: OLD BUSINESS

Mr. Taylor explained that the Center is presently under James City County's Virginia Retirement System (VRS) account, and we are doing an actuarial study to determine the cost to have our own account. Ms. Mingee contacted VRS regarding the status of the study and they said that, due to the complexity of breaking out the three different entities, the study most likely would not be completed until fall. Ms. Day said that, at this point, JCC might look toward the next two-year cycle, just to give time for due diligence. She also noted that the new rate is slightly lower than the last one.

RE: NEW BUSINESS

Ms. Mingee reviewed the results of the Parent Surveys. Our juvenile population last year was approximately 340, we received 104 parent surveys and of those, the Center received an overall approval rating of 79.5 percent. The highest approval rating, 88 percent, was for the category of staff explaining procedures to the parents in a clear and courteous manner during the intake call. The comments from the parents were overall very positive. The few negative comments we received were about the length or times of visitation.

Ms. Mingee said that the participating detention center directors advocated for an increase the daily rate for the CPP males in the new contract year. This request was a result of the increase in program demands from DJJ. Although we have not received the new statement of needs, DJJ has agreed to increase the male daily rate by $15.00 and the female rate by $5.00. This will add another $52,925 of revenue to FY19 budget year.

Ms. Mingee said that we have not used any of the allocated fund balance or the contingency funds and we expect to have a surplus at year-end. Mr. Taylor asked if there was a projection of how much the surplus might total and Ms. Mingee said that it could be as high as $180,000. She explained that the interior of the facility needs painting and she would like to put out an invitation for bid (IFB) and use some of the surplus toward this expense. Mr. Taylor suggested that the executive committee review the amount of the surplus and make recommendations to the Full Commission at the July meeting.

Mr. Taylor said that Mr. Quicke requested that member's comments for Ms. Mingee annual evaluation be sent to him within the next few weeks.

DIRECTOR'S REPORT

Ms. Mingee passed around the thank you note from retired member Marcia Jones for the resolution and gift that the Commission gave to her.

Ms. Mingee reported that the gym has been completely renovated. The ceiling and walls were painted, mats installed on the wall behind the baskets to prevent injuries, but the most dramatic change was the installation of the new softer gym floor. The parking lot and outdoor basketball court were resurfaced and striped. There are currently three staff vacancies, two of which will be filled on May 16 thanks to Mr. Wheeler's agreement to post the Center's vacancy on the Poquoson City website.

RE: ADJOURNMENT

There being no further business, Ms. Tinsley moved that the meeting adjourn, seconded by Mr. Partin and motion carried unanimously. The meeting adjourned at 11:30 A.M.

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Jim Taylor-Chair Pro-Tem
Middle Peninsula Juvenile Detention Commission