MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of June 22, 2018

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on June 22, 2018 at 11:10 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
Morgan Quicke – Richmond County
Stephanie Tinsley – Gloucester County

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

Absent
Alan Partin – Caroline County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

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

Re: Approval of the Minutes for March 23, 2018
Ms. McGettigan moved to approve the minutes of March 23, 2018. The motion was seconded by Ms. Day and carried unanimously.

Re: Financial Report
Ms. Mingee reported that the highest users of the Center year-to-date (YTD) are Hanover, York, and James City Counties. The YTD member utilization is low at 23 average daily population (ADP) but with the addition of the state juveniles the total climbs to 38 for the year. Burglary, larceny and receiving continue to be the leading reasons for juveniles to be placed in the Center. Mr. Quicke stated this year's low population would have been a problem if we had not adopted the five-year usage averaging last year.

Ms. Mingee said the cash account reflects the pre-payments of the community placement program (CPP), the Department of Juvenile Justice (DJJ) block grant and a month of the member's contribution. The revenue from the community assessment program (CAP) more than exceeds expectations and should continue to grow over the upcoming year.

Ms. Mingee stated that we made budget adjustments last month in anticipation of the actual expenses through year-end, so most everything is under budget right now. We thought that we may need to purchase a new DVR for the camera system in order to provide more storage but decided to postpone until later. At the last meeting, we requested approval to seek quotes to repaint the inside of the building. The quotes we received ranged from $38,000 to $85,000 for the same work. After consultation with Mr. Quicke prior to the meeting, we decided upon the lower bid with Williamsburg Painting Company, and Mr. Gore drew up the contact. We just paid one-half down payment and expect completion of the work in mid-July. Ms. McGettigan stated that this expense would need to be reflected as a carryover into the next fiscal year. Mr. Quicke said that we will need to do an appropriation for this expense into the FY19 Budget at the July meeting and asked that it be added to the agenda. Ms. Mingee said that we may want to do a comparison of this year's expenses to the FY19 Budget in case we may have overstated expenses beyond our needs. Ms. Tinsley suggested instead looking for projects that may have been delayed due to lack of funding before changing the budget.

Ms. Mingee reviewed our income and expense projections for year-end, noting an additional fifth quarter payment from DJJ along with the additional funds from CAP. This income along with salary and other expenses should allow for a net income of about $230,000. Mr. Quicke said that the Service Agreement will require a reserve amount for FY19 of $760,000 and, with the addition of this year's income; we should have a surplus of approximately $300,000. He asked for recommendations for this surplus to present to the full Commission in July. He said that while a rebate to the members is always welcome, the need to fund a capital improvement plan should also be considered.

Ms. Mingee explained that the study for energy efficiency, which could take three months, could have a recommendation of expensive upgrades, and this year's surplus could be marked for this purpose to possibly avoid the need for a loan. She asked if the Board might want to refund some of the surplus and hold some for the outcome of the study or wait for the study to be completed to decide what to do with the whole amount at that time. Ms. McGettigan suggested that since the Virginia Peninsula Regional Jail (VPRJ) did this a few years ago, we could contact them for their point of view on the process and their energy savings from the program. Ms. Day said that VPRJ did have some problems receiving the result reports from the vendor but was unsure if that was resolved. She will send a copy of the VPRJ Energy Program contract to Ms. Mingee for her review. Ms. Day also inquired about the progress of the capital study of the building, which DJJ was supposed to do for the Merrimac Center. Ms. Mingee explained that the energy efficiency study will cover all aspects of the building needs, but if we find that is not the case we will certainly request the study from DJJ.

Mr. Quicke requested a line item on the balance sheet for a Committed Capital Reserve account separate from the Unrestricted Net Assets should we decide to hold funds aside for improvements. After much discussion, Ms. Tinsley moved to recommend that at completion of the FY18 audit, the Commission set aside any excess funds above the Service Agreement's operating reserve requirements into a Committed Capital Reserve account to be considered for future capital project needs. Motion was seconded by Ms. Day and carried unanimously.

Re: Attorney's Report
Ms. Powell had nothing new to report.

Re: Old Business
Ms. Mingee said that Ms. Powell and Mr. Gore have been reviewing her corrections and updates to the personnel policies of the Center. Ms. Powell reviewed the major changes to the policies, which included consolidating two different grievance procedures, bringing the substance abuse policy up to state code, clearing up definitions within the harassment policy, adding progressive discipline to the standards of conduct policy, and updating the computer policy. Ms. Powell said that most updates were just to maintain consistency throughout the policies, and that the final draft should be ready next month. After some discussion, Mr. Quicke asked Ms. Powell to send the final product to the Executive Committee and to include the original policies in order to compare the changes.

Re: New Business
New business was discussed during the financial report.

Re: Director's Report
Ms. Mingee said that the renovation of the property room is complete and that the Closet Factory did an outstanding job of bringing organization to that room.

Re: Closed Meeting to Discuss Personnel Matters
Ms. Tinsley motioned that the meeting be convened in closed session pursuant to Section 2.2-3711(A) (1) of the Code of Virginia pertaining to a personnel matter involving the performance evaluation or job assignments of specific employees. The motion was seconded by Ms. Day and carried unanimously. The meeting went into closed session at 12:20 P.M.

Reconvene
Ms. Tinsley moved to reconvene to open session at 12:45 P.M., seconded by Ms. Day. Motion carried unanimously.

Certification

Mr. Quicke moved that the Middle Peninsula Juvenile Detention Commission certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion. A roll call vote was taken:

Sharon Day	yes
Vivian McGettigan	yes
Morgan Quicke	yes
Stephanie Tinsley	yes

Certification Adopted

Ms. Tinsley moved to increase the Executive Director's salary by four percent effective July 1, 2018. Ms. Day seconded and the motion carried unanimously.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:46 P.M.

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Morgan Quicke, Chair
Middle Peninsula Juvenile Detention Commission