MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of December 1, 2017

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on December 1, 2017 at 11:00 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:

Garrey Curry – Gloucester 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:
Vivian McGettigan – York County
Alan Partin – Caroline County

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

Re: Approval of the Minutes for September 22, 2017
Mr. Wheeler moved to approve the minutes of September 22, 2017. The motion was seconded by Mr. Curry and carried unanimously.

Re: Financial Report
Ms. Mingee reported that Hanover, James City and York Counties were the highest users of the center through October. The average daily population (ADP) for members is down to 24. The inclusion of state juveniles brings the total ADP to 39. As of today, the population is 30 of which 15 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 four revenue reflects two months of prepayment from the DJJ block grant, the community placement program's (CPP) guaranteed beds and member contributions. It was noted that we have over $11,000 in extra billings for CPP so far this year, but since the state is not placing as many juveniles into the re-entry program that line item continues to be below budget projection. A few of the expense line items are elevated due to pre-payments and since we had a major repair to the chiller, building maintenance is also higher than expected. Furniture and equipment is at 80 percent of the annual budget due to the purchase of new Wi-Fi hardware of which 90 percent will be reimbursed through erate.

Re: Attorney's Report
Mr. Gore said that although there is a new administration, it is hoped that DJJ Director, Andrew Block, will be asked to stay on and that the programs that he initiated, like CPP, will continue. He also reported that the Chesapeake City Council did not approve the site for the new state facility in their area and it is unsure what direction the state will take as a result. There may be some direction after the governor's budget is published on December 18th. Ms. Mingee said that Deputy Director, Angela Valentine, asked if Merrimac may be able to take more female juveniles since they have been unable to place them elsewhere. She explained that we would not be able to do so at the present time, but may want to consider it if the jurisdiction population continues to drop. She also noted that most detention centers taking CPP juveniles will likely be requesting an increase in the per diem for the next contract year.

Re: Old Business

Ms. Mingee said that James City County compiled the list of past and present Merrimac employees with participation in the Virginia Retirement System (VRS) and will be submitting the list next week to the VRS to begin the actuarial study.

Re: New Business

Mr. Quicke asked for recommendations to replace the two executive committee vacancies. After a short discussion, it was decided that Mr. Quicke would ask Ms. McGettigan to fill the vacant vice-chair position, ask Ms. Day to join the committee, and ~~to~~ inquire at the full commission meeting if anyone else might be interested in filling the final vacancy.

Mr. Wheeler asked that Ms. Mingee reach out to the new superintendent of the Middle Peninsula Regional Jail, Mr. Pham, in order to establish a contact there.

Re: Director's Report

Ms. Mingee reported that the Williamsburg Community Chapel donated Christmas gifts along with decorations for the juveniles to use in the unit decoration contest. The Royal Rangers will provide a Christmas dinner this weekend for the juveniles and the William and Mary students still come every Saturday to mentor.

The staff is participating in the Salvation Army Gifts for Kids program. The staff appreciation committee set up a month-long holiday activity schedule which will include cookie baking, ugly sweaters, and holiday hats. We will continue the tradition of taking the staff to a local restaurant for a holiday lunch.

Our kitchen manager, who has been at the center since it opened, is retiring on December 15 and the new manager has been in training for the last two weeks, so we expect a smooth transition.

The maintenance manager we hired did not pass his drug screening, so we will continue to advertise for that position. Mr. Wheeler questioned the need for drug screening for non-security positions and Ms. Mingee explained the policy requires drug screening for all positions. Mr. Wheeler suggested that we may want to consider revising that policy to make it more relevant to today's workforce. Mr. Taylor asked that Ms. Mingee check with other detention centers for their drug screen policies.

Ms. Mingee stated that the new dog training program will start on January 3, 2018. We have the approval from DJJ and VML Insurance has issued a coverage endorsement for the program. The Peninsula SPCA and PetSmart are partnering with us to ensure the success of the program.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:55 A.M.

_____

Morgan Quicke, Chair
Middle Peninsula Juvenile Detention Commission