MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of September 28, 2018

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on September 28, 2018 at 11:05 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
Jim Taylor – Hanover County
Stephanie Tinsley – Gloucester County

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

Absent
Alan Partin – Caroline County
Randy Wheeler – Poquoson City

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

Re: Approval of the Minutes for June 24, 2018
Ms. McGettigan moved to approve the minutes of June 24, 2018 as amended with the correction of two typographical errors. The motion was seconded by Ms. Day and carried unanimously.

Re: Financial Report
Ms. Mingee reported that the highest users of the Center during period two are York, Gloucester, and Westmoreland Counties. The year-to-date (YTD) member utilization is low at 19 average daily population (ADP) but, with the addition of the state juveniles, the total climbs to 36 for the year. Burglary, larceny, and receiving continue to be the leading reasons for juveniles to be placed in the Center.

Ms. Mingee said the cash account is quite high, but it includes pre-payments of the community placement program (CPP), the Department of Juvenile Justice (DJJ) block grant, and a month of the members' contributions.
The capital reserve account was established for excess funds above the required operating reserve, and we expect the total to be close to $300,000 after FY18 year-end adjustments. It was noted that by investing the funds from these two accounts, more interest income has been generated than expected. Ms. Mingee said that with the exception of some prepayments and the painting carryover, most expenses are within the target budget.

Re: Attorney's Report
Ms. Powell said that the Virginia Retirement System (VRS) completed the actuarial study and, after separating from James City County (JCC), the rate paid by the Center will decrease. To complete the process the Commission will need to pass five separate resolutions before the January 1, 2019 start date. Ms. Day moved to recommend the VRS resolutions required to separate from JCC be presented to the full Commission at the October meeting, seconded by Ms. Tinsley. Motion carried unanimously. After a brief discussion regarding the date of that meeting, it was decided that it should be rescheduled to Wednesday, October 17 at 10:00 a.m. with notice of the date change to go out to all members immediately.

Re: Old Business

Ms. Mingee said that the Center has received three proposals for energy performance contracts and will need to form a committee to review these proposals. She suggested that it would be very helpful to have two Commission members on this committee who would be able to attend a one-day presentation from all three vendors. Mr. Quicke suggested that this request be taken before the full Commission at the next meeting.

Re: New Business

Ms. Mingee said that due to the extensive changes to the personnel policies and on the recommendation of Mr. Gore and Mr. Quicke, a summary of these changes was presented to the committee. Ms. Mingee explained that these updates were made to correct conflictual and redundant policies and went on to explain the changes. Ms. Day asked if cost of living increases are prorated on new hires, and Ms. Mingee said that they are reduced based upon their length of service. Ms. Mingee explained that an employee's annual leave would be used towards a final payout if the required resignation notice is not given. Ms. Day and Ms. McGettigan felt that an employee should forfeit all leave if proper notice was not given. Mr. Taylor said that, from his perspective, annual leave was a benefit that the employee had earned and should be paid out after leaving their position. Ms. Powell and Ms. Mingee suggested removing random drug testing from the policy, but the committee felt that it should remain in the policy if only as a deterrent. The discipline for testing positive for drugs was changed to the same as testing positive for alcohol, while still allowing for termination should the circumstance warrant. Ms. Mingee reviewed the remaining updates and rewording of the standards of conduct, workplace harassment, and grievance procedure sections of the personnel policies.

After a short discussion regarding the changes, the committee requested both the original and the updated policies be sent to them for comparison in anticipation of final approval at the December meeting.

Mr. Quicke had to leave the meeting and requested that Vice-Chair Ms. McGettigan complete the meeting.

Ms. Mingee reviewed the draft budget for FY20, noting increases and decreases to the state revenue accounts. She explained that the salary line item was based upon full staffing a two percent increase, as well as administrative promotions for advancing counselors. Ms. Mingee explained the fringe line item includes an increase in worker's compensation cost which is expected to continue for the next three years due to past staff injuries. We are uncertain about the future costs for insurance coverage, but did add five percent in hopes that would cover an increase. She stated the largest savings for employee costs is reflected in the reduction of the Virginia Retirement System rate. Most of the other expenses were in line with previous years, and she explained the line items in detail.

Ms. Mingee explained that we may need to add another employee to cover the Department of Juvenile Justice demands for services for the long-term CPP juveniles in our care. All existing employees are extremely busy covering CAP, CPP and Post-D juveniles and are unable to meet the additional vocational and educational needs of the long-term post-graduate juveniles. Ms. Tinsley suggested that this position be added to the FY20 Budget and Ms. McGettigan added that a full explanation of the need, along with a description of the job be included in the budget presentation to the Commission in October. Mr. Taylor requested that the budget presentation include three columns, one showing no cost of living increase, one with a two percent cost of living increase, and the final one with the new position and the cost of living increase.

Re: Director's Report

Ms. Mingee said that the Department of Juvenile Justice will be at the Center on Wednesday, October 3 for a monitoring visit. We continue to recruit for the open positions of counselor, CPP female program therapist, and custodian that we hope to fill within the month.

There being no other business, the meeting was adjourned at approximately 12:55 P.M.

_____

Morgan Quicke, Chair
Middle Peninsula Juvenile Detention Commission