MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of March 22, 2019

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on March 22, 2019 at 11:02 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
Alan Partin – Caroline County
Morgan Quicke – Richmond County
Jim Taylor – Hanover County
Stephanie Tinsley – Gloucester County

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

Absent
Randy Wheeler – Poquoson City

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

Re: Approval of the Minutes for December 7, 2018
Ms. McGettigan moved to approve the minutes of December 7, 2018, seconded by Ms. Day and the motion carried unanimously.

Re: Financial Report
Ms. Mingee reported that in period eight the highest users of the Center were Hanover, Gloucester and Caroline counties. The year-to-date (YTD) member utilization is low at 21 average daily population (ADP) but, with the addition of the state juveniles, the total climbs to 35 for the year. Today there are 16 state juveniles and 17 juveniles from member jurisdictions. The lower population appears to reflect a change in philosophy of the courts toward treatment rather than detention. Ms. McGettigan suggested meeting with one of the judges to get a better understanding of the sentencing process and to assist in projecting future needs at the Center. Ms. Mingee explained that the Department of Juvenile Justice (DJJ) just developed a new tool that will be given to judges and court service units to make less restrictive alternatives utilized more often. The tool gives guidelines based upon a rating scale and the use of these guidelines will result in even less detainments, which in turn will affect our ADP. Contempt of court, assaults and burglary, larceny, and receiving are the leading reasons for juveniles to be placed in the Center.

Ms. Mingee said the cash account includes four months of pre-payments of the community placement program (CPP), one month of the DJJ block grant and members' contributions. As a result of the pre-payments, the revenue is at 80 percent of budget. Our miscellaneous revenue includes $3,000 from participating in a research study on sex education program from James Madison University. Most expenses are within projected budget except for pre-payments for insurance and computer maintenance agreements. The equipment line item is below budget, but we have placed orders for six new computers and a file server. The salary line is also below budget as a result of open counselor positions. We continue to use all available resources to recruit for these positions.

Re: Attorney's Report
Mr. Gore had nothing to report.

Re: Old Business

Ms. Mingee said that on March 18th, ABM Industries did a brief presentation of the savings versus the costs and feels that there will be an energy savings of about $29,000, if we do the comprehensive project; however, this project would also include upgrades to aging, existing equipment that will not be realized through energy savings alone. The second option would be an energy/operations-savings-only project, and the third option would be a combination of high-priority aging equipment upgrades and the energy-savings projects. There is a projected operational savings of $500 per month, so we are looking at the cost of parts to repair and upgrade existing equipment and lights. We are still awaiting the results of ABM's asset grading which will closely identify equipment that needs repair or replacement. ABM will present these recommendations to the full Commission at the April meeting, and a determination may be made to approve ABM to proceed with a technical energy audit.

If approved to go forward with ABM's proposal, Mr. Gore explained that Merrimac would need to issue a RFP for financing, but said most energy companies have financial institutions that work on these projects. A short discussion ensued regarding the requirements from each jurisdiction's board to finance the project.

Re: New Business

Ms. Mingee reviewed her recommendation for a job reclassification from treatment coordinator to program treatment manager due to the increase in duties and responsibilities of that position. She proposed a grade equal to the operations manager, and that the employee in this position receive an increase of ten percent in accordance with the personnel policy. After a short discussion, Ms. Tinsley moved to reclassify the position of treatment coordinator to program treatment manager with a ten percent increase for the employee currently in the position. Motion was seconded by Ms. McGettigan and carried unanimously.
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Mr. Taylor said that the state will give a three percent salary increase next year and questioned if the previously approved two percent salary increase should be changed to three for Merrimac employees. After a short discussion on increases in other jurisdictions, Mr. Taylor asked that a revised budget including the additional one percent salary increase be discussed at the April meeting.

Ms. Mingee asked for input on implementing employee incentives for retention. She proposed an employee receive an incentive bonus for referring a new employee that stays up to three years or rewarding high-achieving employees with additional leave hours. Ms. Day suggested that percentage pay increases be split and at least one percent be tied to merit rather than cost of living. Another suggestion was a loyalty payment which would give a small bump in pay depending upon length of service. Mr. Taylor said that payment is similar to an adjustment sheet for compression. Ms. Day also suggested tuition assistance as a possible employee incentive. Mr. Taylor said that Hanover uses a performance incentive that is one or two percent increase given to only top performers, or another idea would be to consider giving a signing bonus to new employees. Mr. Quick suggested forming an incentive work group that could review the ideas and make recommendations, or we could place employee-incentives discussion on the agenda for a full Commission meeting to gather more ideas. Mr. Taylor suggested that Ms. Mingee take a few of the ideas and cost them out and then present those to the Commission.

Ms. Mingee explained that since the Merrimac Center has a different procurement policy than James City County, it was determined that the Center should have their own p-card separate from the County.

Ms. Mingee asked that the May 24th meeting be change to May 31st and the Committee agreed.

Ms. Mingee reminded the Committee that their terms will end in June and that new nominations are needed.

Re: Director's Report

Ms. Mingee said that she submitted the requested proposal for the FY20 CPP program with the same amount of guaranteed beds. The proposal was based upon the utilization of CPP juveniles from FY18 which made up 34 percent of all of the residents at the Center. Her proposal reflected 34 percent of

operational and staff costs except for staff dedicated to the CPP program at 100 percent. That proposal would increase the boy's per diem to $358 and the girl's per diem to $404. If accepted by DJJ this would increase the CPP funding by $480,000 in FY20.

Ms. Mingee said that the Center is short four counselors, another two are out due to surgery, and one will be out on maternity leave soon, so this may increase the need for on-call and overtime. We have created an exit interview to be sent to employees after they leave to get a better understanding of how we might improve and retain employees in the future. Ms. McGettigan suggested that the Committee consider having lunch again at the Center after one of the next meetings.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:35 p.m.

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Morgan Quicke, Chair
Middle Peninsula Juvenile Detention Commission