Minutes

Middle Peninsula Juvenile Detention Commission

Meeting of July 27, 2018

On July 27 at 11:00 A.M. in the conference room of the Middle Peninsula Planning District Office, Saluda, Virginia, Chair Morgan Quicke, called the meeting to order. The following persons were present:

Rachel Chieppa – Charles City
Barbara Dameron – Williamsburg City
Sharon Day – James City County
Rodney Hathaway – New Kent County
Sheri Newcomb – York County
Alan Partin – Caroline County
Morgan Quicke – Richmond County
Thomas Swartzwelder – King & Queen County
Luttrell Tadlock – Northumberland County
Jim Taylor – Hanover County
Stephanie Tinsley – Gloucester County
Timothy Wilson – Essex County

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

ABSENT:
Melinda Conner – Mathews County
Karen Lewis – Westmoreland County
Frank Pleva – Lancaster County
Bobbie Tassinari – King William County
Matt Walker – Middlesex County
Randall Wheeler – Poquoson City

Mr. Quicke opened the meeting, determined that a quorum was present, and welcomed new member Rachel Chieppa from Charles City County.

Re: Approval of Minutes for April 27, 2018
Mr. Tadlock moved to approve the minutes of April 27, 2018 as presented, seconded by Mr. Partin. Motion carried unanimously.

Re: Financial Report
Ms. Mingee noted that the highest users of the Center for FY18 were Hanover, York and James City counties. For the year, the average daily population (ADP) for members was 23 although we projected an ADP of 30 based upon the five-year average. The addition of the state juveniles brings the ADP up to 38 for the year. The leading charges to detain juveniles remain burglary/larceny and contempt of court, but we did have two juveniles charged with murder this year.

The balance sheet shows that the cash balance is over $2,000,000, which includes a pre-payment of $656,800 for the FY19 community placement program (CPP). The year-end cash balance will change with the accounts receivable and payables in period 13, but could show a surplus from FY18 of about $300,000. The surplus was discussed at the June Executive Committee meeting and they made the recommendation that the decision on what to do with any possible surplus be delayed until the completion of the FY18 audit. Mr. Quicke said that the motion recommended to 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 or to use a portion towards a refund to members. Mr. Quicke

noted that these excess funds are directly related to the state programs that Ms. Mingee was able to secure and that last year a refund of $325,000 was given to the members and we may want to strongly consider using this surplus toward maintaining our aging facility or to offset funds needed for possible upgrades as a result of the energy performance contract. Mr. Quicke said that hopefully the state programs will continue since without these programs, members would see a major increase in their share of the Center's expenses. Ms. Day explained that the fund surplus was only to be earmarked for future consideration by the full Commission under the budget process.

Ms. Mingee explained that under the CPP contract guarantee, we earned funds for bed days even when the beds were not utilized, which meant that we earned $55,000 more than if we charged the state by per diem rates. And to add to that total, we had days that we were over the daily number of state juveniles and were able to earn an additional $25,000 during FY18. She noted that the state assessment program for FY18 exceeded all budget expectations and that we have another $43,000 in outstanding receivables for that line item. Since Newport News Detention Center recently began doing state assessments, we expect that funding source will not be as high in FY19. Ms. Mingee explained that the Department of Juvenile Justice (DJJ) has increased the contract rates for both boys and girls, which will add another $59,000 income to the FY19 Budget.

Ms. Mingee said that budget adjustments were made in May in anticipation of the actual expenses through year-end and except for some unexpected costs most line items are under budget.

RE: ATTORNEY REPORT

Mr. Gore asked that all members please send letters of reappointment to the Merrimac Center before the next meeting. He also said that he is finishing the updates to the personnel policies, and will present the updates to the Executive Committee for approval and a summary of changes to the full Commission.

RE: OLD BUSINESS

Ms. Mingee said that we have finally heard from the Virginia Retirement System (VRS) regarding the actuarial study that has been ongoing for over a year. This study was done in order to set up Merrimac Center with a VRS retirement account. A conference call is set for August 9th with VRS and James City County (JCC) to review the outcome of the study.

RE: NEW BUSINESS

Ms. Mingee said that after getting three bids for the budgeted painting the interior of the Center, the painters with the lowest bid were unable to complete the work in the FY18 budget year. For this reason, the funds to pay the vendor need to be carried over into the FY19 budget year. Ms. Tinsley moved to carryover $37,800 into the next budget year to cover the expense of painting the building, seconded by Mr. Partin. The motion carried unanimously.

Ms. Mingee distributed and reviewed the Management Plan for the next year, noting that the October meeting's Annual Report will highlight the accomplishments of the previous year's Management Plan. The Plan for the upcoming year includes updates to staff and program development, and public relations. We will focus more on quality control to better understand and prevent workers compensation injuries, which have increase in the last few years. The Plan would also include the study of our energy performance to determine if savings could be obtained with system improvements and a more proactive approach to the repairs and replacement of mission-critical equipment.

Ms. Mingee said that Charlie Barksdale of the Department of Mines Minerals and Energy was very helpful in helping prepare for our upcoming meeting with seven vendors to review the Center's energy needs for possible future savings. Once the Center receives the vendor's proposals, they should be reviewed by a committee made up of Commission members with energy study experience.

DIRECTOR'S REPORT

Mr. Thomas Bullock, Safety Consultant for VML Insurance Programs, conducted two training sessions with the Center's staff on minimizing risks and reducing workers compensation injuries. We also conducted

training on compassion fatigue, which gave staff insight on taking care themselves in order to take care of others.

We are short three counselor positions and are recruiting and interviewing to fill these openings.

The Center received a $2,000 safety grant from VML towards the installation of safety glass in the lobby area.

The Department of Juvenile Justice (DJJ) will be at the Center on October 3rd to conduct a monitoring visit to make sure that the Center is following all DJJ standards. They just completed an audit of our kitchen which went very well.

Ms. Mingee said that she will do a presentation of the Cognitive Behavioral Training, which the Center has followed for the last twelve years, to a DJJ panel studying ways to reduce isolation in juvenile facilities.

The Center made the conversion to internet phone lines the first of July, which should save about $8,000 per year on the budget.

RE: ADJOURNMENT

There being no further business, the meeting adjourned at 11:55 A.M.

_____

R. Morgan Quicke-Chair
Middle Peninsula Juvenile Detention Commission