MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of December 7, 2018

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on December 7, 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
Jeff Gore - 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 September 28, 2018
Mr. Taylor moved to approve the minutes of September 28, 2018, seconded by Ms. Tinsley and the motion carried unanimously.

Re: Financial Report
Ms. Mingee reported that the highest users of the Center during October are York, Hanover, and Gloucester Counties. The year-to-date (YTD) member utilization is low at 20 average daily population (ADP) but, with the addition of the state juveniles, the total climbs to 36 for the year. Contempt of court along with burglary, larceny, and receiving continue to be the leading reasons for juveniles to be placed in the Center. We are housing a juvenile from Hanover charged with first degree murder.

Ms. Mingee said the cash account includes two months of pre-payments of the community placement program (CPP), the Department of Juvenile Justice (DJJ) block grant, members' contributions, and the increase in juveniles in the state assessment program (CAP). Additional revenue for this period includes the grant from VML Insurance for safety glass and state ward funds for holding juveniles after they have been committed. All expenses are within projected budget except for prepayments for insurance and the payment to replenish the generator fuel after the hurricane.

Re: Attorney's Report
Mr. Gore said that Department of Juvenile Justice (DJJ) is still trying to find a good location for another state correctional center that is smaller and more therapeutic in the Isle of Wright location. He said that future plans also include closing the Bon Air facility. Ms. Mingee said that DJJ's Chief Deputy Director, Angelia Valentine, spoke at the last Virginia Juvenile Justice Association (VJJA) meeting and assured everyone that the state programs will continue and even expand. Although Merrimac is the only facility accepting state females right now, DJJ is trying to add another unit in the Northern Virginia Juvenile Detention Center. It appears that judges are committing more juveniles for longer lengths-of-stay, even those at moderate risk, so the need will continue to increase for facilities to house these juveniles. These juveniles, of which Merrimac has 6 presently, will be held for up to three years or until the age of 21. This

is the reason for our request for the new career-readiness specialist to help guide these juveniles into the job market upon their release.

Re: Old Business

Ms. Mingee reported that after research for long-term disability coverage for hybrid employees for one year, only two companies agreed to quote the coverage. Standard Insurance'quote was $7400 and UNUM Insurance was $3900 and, after a short discussion, Ms. Tinsley moved to authorize the Director to execute the agreement with UNUM as presented. Motion was seconded by Ms. Day and carried unanimously.

Ms. Mingee reviewed the summary of changes of the updated personnel policies including the most recent recommendations of the executive committee. Ms. Day pointed out the need to correct the retirement age from 55 to 50 years to comply with Merrimac's new Virginia Retirement System account. Mr. Taylor explained that his recommendation for a floating holiday would bring the Merrimac Center more in line with the holidays of member jurisdictions. After a short discussion, Ms. Tinsley moved to accept the personnel policies as amended with a January 1, 2019 effective date. Motion was seconded by Mr. Taylor and carried unanimously.

Mr. Taylor noted that this year, the day before the New Year's holiday is a Monday and inquired if other jurisdictions were extending the holiday to include that day. Noting the positive response to this inquiry, Mr. Taylor moved to allow the Merrimac employees a one-time holiday on December 31, 2018. Motion was seconded by Ms. Tinsley and carried unanimously.

Re: New Business

Ms. Mingee said that all job descriptions were reviewed by Mr. Gore and the Human Resource Director of VML, Tina Stevens, to assure compliance with the Fair Labor Standards Act for exemption status. Although all jobs were classified correctly, some did need more clarification of the job description, and those updates were approved by Mr. Gore. She did note that the new position, career-readiness specialist, did not qualify as exempt. Mr. Quicke reminded the committee that the FY20 Budget was adopted to include this new position. After a discussion of the job description classification and the funding for the position in FY19, Mr. Taylor moved to approve the career-readiness specialist job description and authorize the Director to proceed with recruitment effective January 1, 2019. Motion was seconded by Ms. Tinsley and carried unanimously.

Ms. Mingee reported that three companies presented their proposals for an energy performance contract and thanked Ms. Tinsley for participating on the committee. After the presentations and with the help of Charlie Barksdale, the decision was made to choose ABM Industries to present their plan to do an energy audit of the Center to the full Commission. If the Commission decides to proceed with the audit, the cost of $2,200 would be included in the overall cost of the plan. ABM's preliminary energy savings base plan would cost approximately $489,000, with the comprehensive plan costing approximately $989,000. The plan shows that most cost savings will be in the areas of the building envelope, LED lighting, and the VFD on the air-handling units. Once the audit is done, we would be able to better determine the costs and true needs of the building. It was decided that the January Commission meeting would be moved to 10:00 a.m. to accommodate the presentation.

Re: Director's Report

Ms. Mingee said that the Center is starting holiday preparations with decorations for each unit provided by local religious groups, who will later also provide gifts for the juveniles. The Royal Rangers will also do a holiday celebration for the residents. The holiday dinners for the staff are scheduled for next week.

There are four line staff vacancies, and we are recruiting for those openings.

The Williamsburg Community Growers asked that our post-d juveniles participate in raising the seedlings for their gardens and to help tend to the garden. All food grown in these gardens will go to non-profit organizations.

DJJ will put out a new statement of needs for CPP, and we just received the request for proposal for the re-entry program.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:15 p.m.

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Morgan Quicke, Chair
Middle Peninsula Juvenile Detention Commission