MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of June 25, 2019

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on June 25, 2019 at 11:10 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
Barbara Dameron – Williamsburg City
Morgan Quicke – Richmond County
Randy Wheeler – Poquoson City

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

Absent
Vivian McGettigan – York County
Alan Partin – Caroline County
Jim Taylor – Hanover County

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

Re: Approval of the Minutes for March 22, 2019
Ms. Day moved to approve the minutes of March 22, 2019, seconded by Mr. Wheeler and the motion carried unanimously.

Re: Financial Report
Ms. Mingee reported that the highest users of the Center were Hanover, York and James City Counties. The year-to-date average daily population (ADP) is 20 for members and 15 for state juveniles resulting in a total of 35. Contempt of court, assaults and burglary, larceny, and receiving are the leading reasons for juveniles to be placed in the Center.

Ms. Mingee said that a review of remaining expenses and receivables for June shows a possible FY19 surplus of over $500,000. These funds could be added to the Capital Fund balance to be used toward the upcoming energy contract expense or possibly used to reduce the member's contribution for FY20. Much of these additional funds are from the state programs, higher than expected block grant from the Department of Juvenile Justice (DJJ) and interest earned on the prepayment of those funds. Additional savings came from budgeting for a full staff of counselors while we remained short two to four staff throughout the year.

Re: Attorney's Report
Mr. Gore said that draft contracts were sent out because he had just received them from the vendor and had no time to review before today's meeting. He said that the guaranteed energy-savings portion was not in the draft contract but would be included in the final. Usually the request for proposal (RFP) will be sent to banks that are known to finance these types of projects, which need to be advertised or posted as a public notice and Mr. Gore has asked ABM for such a list. He suggested hiring Megan Gilliland as bond counsel at a cost of $10,000 to deal with the bank for the financing of the project. Mr. Quicke questioned if a financial advisor should review the RFP before it is published. Mr. Wheeler said that the calculation of repayment over the 15 years of the contract means that we would pay $70,000 more than our $27,000 savings per year. He suggested that we consider using the substantial capital fund balance to either cash fund the greater portion of the expense and reduce the payment to equal the $27,000 savings, or pay

down the loan once it is funded by the bank. Mr. Quicke suggested that the RFP stipulate two terms, one for full funding and one reflecting a $600,000 down payment. Mr. Wheeler questioned if the annual payment would reset after paying down the loan or if it would continue under the level payment agreement. Mr. Gore said that he would get with ABM and send a reviewed and updated contract and RFP to the Executive Committee allowing enough time for their questions and corrections within the next two weeks. This will hopefully allow time for banks to respond so that the contract and the funding may be presented to the full Commission on July 26.

Re: Old Business
The energy performance contract was discussed under the attorney's report

Re: New Business
The funding for the performance contract was discussed under the attorney's report. Ms. Mingee reported that due to the difficulty staffing the Center, we are considering using a 12 hour shift for counselors. Ms. Mingee will survey staff for their input and will also do a cost analysis taking into consideration paying overtime and holidays under this schedule.

Re: Director's Report
Ms. Mingee said that DJJ's request for proposal for the FY20 CPP program was misleading. They said that detention centers that did not submit a proposal and budget would only receive a 1.5 percent increase, so we prepared a budget based upon the utilization of CPP juveniles from FY18. After meeting with DJJ on this budget and making changes at their request, they determined that they would give all detention centers the exact same amount despite the differences in the programs or if the center will take serious offenders or not. Services that we have previously contracted and billed to DJJ must be included in the new per diem. So our new agreement with DJJ may only increase our net income by $76,000 for FY20.

Ms. Mingee said that our school had two graduates and four GED graduates and we held a graduation ceremony that included the parents. Our career-readiness specialist has enrolled a juvenile into an online class at Thomas Nelson Community College. We have summer tournaments to increase the juvenile's interest while school is out of session. This past weekend we had a family engagement event for our CPP juveniles, and they were able to invite three family members to a catered backyard barbeque.
Our PREA audit will be July 10 and 11 and we are prepared and expect that we will be fully compliant.

Re: Closed Meeting to Discuss Personnel Matters
Mr. Wheeler motioned that the meeting be convened in closed session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia pertaining to a personnel matter involving the performance evaluation or job assignments of specific employees. The motion was seconded by Ms. Day and carried unanimously. The meeting went into closed session at 11:45 A.M.

Reconvene
Mr. Wheeler moved to reconvene to open session at 12:05 P.M., seconded by Ms. Day. Motion carried unanimously.

Certification
Mr. Quicke moved that the Middle Peninsula Juvenile Detention Commission certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion. A roll call vote was taken:

Sharon Day	yes
Barbara Dameron	yes
Morgan Quicke	yes
Randy Wheeler	yes

Certification Adopted

Ms. Wheeler moved to increase the Executive Director's salary by three percent effective July 1, 2019. Ms. Day seconded and the motion carried unanimously.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:10 p.m.

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Morgan Quicke, Chair
Middle Peninsula Juvenile Detention Commission