

## Minutes

### Middle Peninsula Juvenile Detention Commission

#### Meeting of July 26, 2019

On July 26, 2019 at 11:15 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:

Reed Fowler – Gloucester County  
Elizabeth Holt – Charles City  
Julie Kaylor – Mathews County  
Karen Lewis – Westmoreland County  
Vivian McGettigan – York County  
Alan Partin – Caroline County  
Morgan Quicke – Richmond County  
Luttrell Tadlock – Northumberland County  
Matt Walker – Middlesex County (arrived after roll call)  
Randall Wheeler – Poquoson City

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

#### ABSENT:

Barbara Dameron – Williamsburg City  
Sharon Day – James City County  
Rodney Hathaway – New Kent County  
Michael Lombardo – Essex County  
Thomas Swartzwelder – King & Queen County  
Bobbie Tassinari – King William County  
Jim Taylor – Hanover County  
Frank Tetrick – Lancaster County

Mr. Quicke opened the meeting and determined that a quorum was present and welcomed the representatives of the ABM Corporation.

#### Re: Energy Performance Presentation

Ms. Mingee explained that we are at the stage of finalizing the contract with ABM and issuing the request for proposal (RFP) for the financing on the energy performance upgrade. The financial advisor for James City County has reviewed the RFP and provided feedback to our attorney, Mr. Gore. We also have an engagement letter from the bond counsel recommended by Mr. Gore. We are considering two financing options, one covering everything above the identified energy savings and the other for the total of the project.

Ms. Mingee introduced Nathan Botwright and John Crane with ABM and asked that they explain the next steps of this project. Mr. Botwright said that they have accepted all the revisions that Mr. Gore suggested to the contract between the Commission and ABM. He also said that the RFP for financing the loan could be written two ways, one covering the entire project and the other covering a portion and paying a large down payment. He explained that a better interest rate may be available if financing the total project.

Mr. Gore asked Mr. Botwright to make clear the amount of energy savings covered in the contract. He explained that while it depends on the interest rate of the loan and the kilowatt hours used each year, most likely it will range from 35 to 40 percent. This would equate to approximately \$27,000 per year or \$405,000 over the 15 year contract period. A discussion ensued regarding financing, early payouts, the possibility of two RFPs, one for the full amount and one for a lesser amount due to a large down payment

and delegating to the Executive Committee the authority to approve the contract and the financing. Mr. Gore reminded everyone that the Commission had previously issued the intent to award the contract to ABM contingent upon finalizing the contract to make that award. After a short discussion, Ms. Holt moved to delegate to the Executive Committee the authority to approve the energy savings contract to ABM Corporation, seconded by Mr. Wheeler. Motion carried unanimously. Mr. Tadlock moved to delegate to the Executive Committee the authority to approve the financing for the energy savings contract not to exceed four percent interest rate without the approval of the full Commission. Motion was seconded by Mr. Wheeler and carried unanimously.

Re: Approval of Minutes for April 26, 2019

Ms. Lewis moved to approve the minutes of April 26, 2019 as presented, seconded by Mr. Partin. Motion carried unanimously.

RE: FINANCIAL REPORT

Ms. Mingee reported that Hanover County had the most child-care days for FY19, followed by Gloucester and York Counties. The member's average daily population (ADP) was 19 and the state ADP was 15 for the total ADP for the year of 34. The leading charges for FY19 were contempt of court and assault.

The balance sheet reflects a cash balance of over \$2,000,000, which includes the operating reserve and the capital reserve funds. The year-end cash balance will change with the accounts receivable and payables in period 13, but should show a surplus from FY19 of about \$590,000. It was noted that we had revenue increases in the Department of Juvenile Justice (DJJ) block grant, the Community Placement Program (CPP), Central Admission and Placement (CAP) and interest as a result of prepayments of program funds into an investment account. Additional savings came from budgeting for a full staff of counselors while we remained short two to three staff throughout the year. Related savings are shown in the insurance and Virginia Retirement System line items. Ms. Mingee explained that several line items relating to maintenance and capital expenditures were delayed with the knowledge of the upcoming energy savings contract. Renovations were made to the intake area and mental health office in June.

RE: ATTORNEY REPORT

None

RE: OLD BUSINESS

None

RE: NEW BUSINESS

Ms. Mingee reported that the new memorandum of agreement (MOA) with DJJ was finalized and we will be receiving \$125,000 more income in FY20.

Presently we have seven staff vacancies and we are having difficulty recruiting and retaining qualified employees and would like the help of the Commission. The Executive Committee had previously suggested that a workgroup might be formed to offer ideas for recruitment and incentives to retain employees. Ms. Mingee said that she and the Deputy Director, Kristy Livsey would like to have a few Commission members to work with them on this issue. Mr. Quicke and Ms. Holt said that they would be able to be a part of the workgroup that would bring their recommendations back to the Executive Committee or if needed, the full Commission.

DIRECTOR'S REPORT

Ms. Mingee said that Ms. Livsey organized several summer activities to hold the juveniles interest while school is out of session. The activities included a hip-hop class, team building with teens class, one-life fitness classes, a mental health series including a project with rewards and weekly tournaments including a grand prize winner at the end of the summer. A Saturday family engagement event was held for the CPP juveniles with games and catered outdoor barbeque.

We are now inviting parents to the juvenile's graduation of the aggression replacement 10 week training. The school had a ceremony for the four GED and one diploma graduates and all five parents attended.

Ms. Mingee spoke at York County's July board meeting about the Merrimac Center and would be available to make the same presentation at other member's board meetings.

RE: ADJOURNMENT

On the motion made by Mr. Walker and seconded by Mr. Partin, the meeting was adjourned at approximately 12:02 P.M.

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Morgan Quicke-Chair  
Middle Peninsula Juvenile Detention Commission