

## MINUTES

### MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

#### Meeting of September 27, 2019

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on September 27, 2019 at 10:58 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:

Barbara Dameron – Williamsburg City  
Alan Partin – Caroline County  
Morgan Quicke – Richmond County  
Randy Wheeler – Poquoson City

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

Absent:  
Sharon Day – James City County  
Vivian McGettigan – York County  
Jim Taylor – Hanover County

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

#### Re: Approval of the Minutes for August 23, 2019

Mr. Partin moved to approve the minutes of August 23, 2019, seconded by Mr. Wheeler and the motion carried unanimously.

#### Re: Financial Report

Ms. Mingee reported that Hanover and York Counties along with Williamsburg City were the highest users of the Center during period two. The year-to-date average daily population (ADP) is 16 for members and 14 for state juveniles resulting in a total of 30. Burglary, larceny, and receiving were the leading reasons for juveniles to be placed in the Center during August.

Ms. Mingee noted that only some of the auditor's year-end entries have been made, so the balance sheet does not reflect the true amount of the cash reserve account. We expect the audit to be complete before the next meeting. She said that the cash balance remains high and that it includes a month of pre-payments for the block grant, community placement program (CPP), and members' contributions. Expenses should be at about 17 percent of annual budget, but a few line items are over due to prepayments. We are down four staff members and have used on-call employees to cover those vacancies resulting in line item budget discrepancies. Mr. Wheeler asked that a summary cover sheet of revenue and expenses along with the projections for the balance of the year be added to the reports sent to the members.

Ms. Mingee reviewed the FY21 Budget noting that the reduction in the block grant from the Department of Juvenile Justice (DJJ) is directly related to the number of member juveniles placed at the Center during the last three years. The new contract with DJJ for the community placement program will increase revenue by \$125,000. We expect less requests for assessments from DJJ in FY21, since Newport News is also doing assessments. Ms. Mingee said that the draft budget reflects the use of capital reserve for the annual repayment of the energy savings contract and asked members for input regarding that choice.

A discussion ensued concerning the choice of depleting the capital reserve account with the full debt service payment or paying only the principal and including the interest as part of the overall budget

expense. Increasing the per diem rate for members was also discussed. Mr. Wheeler suggested that the total debt service payment could be reduced by the energy savings amount and the difference be paid from the capital reserve account with a reduction in other operating expenses to cover the change to the budget.

Mr. Wheeler moved to present the FY21 Budget as is to the full Commission, with an option prepared which would include only principal from the capital reserve account. Ms. Dameron seconded, and motion was approved unanimously.

Re: Attorney's Report

Mr. Gore had nothing new to report.

Re: Old Business

Mr. Gore said the full Commission previously delegated the authority to the Executive Committee to finalize and enter into a contract with ABM for the energy savings upgrade, and those contracts have been finalized and are ready for approval. Mr. Wheeler moved to approve the ABM equipment installation contract and the ABM energy savings contract as presented. Mr. Partin seconded, and the motion carried unanimously.

Mr. Gore explained that although the full Commission also delegated the financing of these contracts to the Executive Committee, the bond counsel felt the final approval of financing must be with the full Commission. He explained that of all the proposals received, SunTrust gave the one with the best prepayment clause but with a slightly higher interest rate. Mr. Gore said that Mr. Rogers with Davenport & Company prepared a comparison worksheet of the two top proposals which shows that if the Commission wishes to make a prepayment within the first 11 years, SunTrust would be the better choice. Mr. Gore spoke with SunTrust yesterday, and they agreed to lower their interest rate slightly if a decision was made today to award the loan to them.

After a short discussion, Mr. Partin moved that the Executive Committee issue an intent to award the financing to SunTrust Bank subject to the final approval of the full Commission at the next meeting. Mr. Wheeler seconded, and the motion carried unanimously.

Re: New Business

No new business.

Re: Director's Report

Ms. Mingee reported that the Center is still down four counselor positions and that school has started. She said that the Department of Juvenile Justice, using a twelve-member panel, completed our three-year recertification audit last week in one day with a one hundred percent compliance award. This is the first time this has happened in 15 years and all the Merrimac employees worked hard to make it happen, so we are very proud of this accomplishment.

Re: Closed Meeting to Discuss Personnel Matters

Mr. Partin 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 contract of the executive director. The motion was seconded by Mr. Wheeler and carried unanimously. The meeting went into closed session at 11:55 a.m.

Reconvene

Mr. Wheeler moved to reconvene to open session at 12:35 p.m., seconded by Mr. Partin. 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:

Barbara Dameron	yes
Alan Partin	yes
Morgan Quicke	yes
Randy Wheeler	yes

Certification Adopted

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:37 p.m.

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Morgan Quicke, Chair  
Middle Peninsula Juvenile Detention Commission