

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of August 23, 2019

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on August 23, 2019 at 11:00 a.m. in the conference room of the Williamsburg Municipal Building, Williamsburg, Virginia. Vice Chair, Vivian McGettigan called the meeting to order. The following persons were present:

Sharon Day – James City County
Vivian McGettigan – York County
Alan Partin – Caroline County
Morgan Quicke – Richmond County (via telephone)
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

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

Absent:
Barbara Dameron – Williamsburg City

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

Re: Approval of the Minutes for June 25, 2019

Mr. Partin moved to approve the minutes of June 25, 2019, seconded by Ms. Day and the motion carried unanimously.

Re: Financial Report

Ms. Mingee reported that Hanover and James City Counties along with Williamsburg City were the highest users of the Center during period one. The year-to-date average daily population (ADP) is 15 for members and 14 for state juveniles resulting in a total of 29. Burglary, larceny, and receiving were the leading reasons for juveniles to be placed in the Center during July.

Ms. Mingee reviewed the financials and said that the cash balance of \$2,650,000 reflects two months of prepayments of the block grant, the community placement program and member's contributions. After the audit completes for FY19, we expect to put about \$570,000 of those funds into the Capital Reserve account. Expenses should be at about nine percent of annual budget, but a few line items are over due to prepayments. Ms. Mingee noted that we are down seven staff members and have used on-call employees to cover those vacancies.

Re: Attorney's Report

Mr. Gore had nothing new to report.

Re: Old Business

Ms. Mingee distributed the summary comparison of the responses to the funding RFP noting interest rates and prepayment calculations. A discussion ensued regarding the differences between the four companies and if bond counsel would negotiate with the top two choices, US Bank and Prime Capital, for a better interest rate and a more favorable prepayment option. Mr. Gore suggested that he would coordinate with Davenport and bond counsel regarding the parameters of the negotiations. He also said that once the decision is made on the funding the Committee will need to do a resolution to award the contract. Mr. Gore said that he would get with ABM to extend the date of the energy performance contract to coincide with the contract funding date.

Re: New Business

Mr. Wheeler asked if the Committee was prepared to discuss updates to Ms. Mingee's employment contract. It was decided that Ms. Mingee should provide a list of the modifications that she wishes to be included in her contract for discussion at the next meeting.

Re: Director's Report

Ms. Mingee said that the Mr. Quicke and Ms. Holt had volunteered to be a part of new employee incentives workgroup, but Ms. Holt had to drop out due to her own workload, so we would like another Commission member to participate. Mr. Taylor volunteered to assist in the group.

Ms. Mingee said that four new employees started working this week, but we still have three more vacancies to fill. Of the four hired last time, two stopped coming to work, and one accepted another position after three weeks at the Center.

The education department just completed summer enrichment with the juveniles and school will be starting soon. We have nine graduates working with our new career readiness specialist to enroll in different vocational programs with approved funding from the Department of Juvenile Justice. We have terminated our dog program, but have begun a new program with baby dwarf goats. Their care will be a project for the girls at the Center, and they are very excited for the opportunity. We were able to do this program because the Center is zoned as public land and may be used for agricultural purposes.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:55 a.m.

Vivian McGettigan, Vice Chair
Middle Peninsula Juvenile Detention Commission