UNOFFICIAL NOTES DUE TO LACK OF QUORUM

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of October 22, 2021

A meeting of the Middle Peninsula Juvenile Detention Commission was held on October 22, 2021, at 11:01 A.M. Chair, Randall Wheeler called the meeting to order. The following persons were present:

Rodney Hathaway – New Kent County
Karen Lewis – Westmoreland County
Morgan Quicke – Richmond County
Luttrell Tadlock – Northumberland County
Sandy Wanner – Mathews County
Sheri Newcomb – York County
Randall Wheeler – Poquoson City

Gina Mingee – Executive Director
Jeff Gore – Counsel
Sandy Schubert – Clerk
Kris Walker – Merrimac Center

Leslie Roberts –CPA, BrownEdwards (by phone)

Absent:
George Baines – Gloucester County
Barbara Dameron – Williamsburg City
Sharon Day – James City County
Don Gill – Lancaster County
Elizabeth Holt – Charles City
Steve Hudgins – King William County
Michael Lombardo – Essex County
Alan Partin – Caroline County
Thomas Swartzwelder – King & Queen County
Jim Taylor – Hanover County
Matt Walker – Middlesex County

Mr. Wheeler opened the meeting and determined that a quorum was not present, so no action on agenda items may be taken.

Re: Approval of the Minutes for April 23, 2021
Action was unable to be taken due to lack of a quorum.

Re: Financial Report
Ms. Mingee reviewed the utilization report and stated Hanover County had the most child-care days, followed by Caroline County and James City County (JCC). The current member average daily population (ADP) is 15 and the state ADP is 13, for an overall ADP of 29. The leading charges so far for this year are assault and contempt of court/failure to appear.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is at $3.5 million and includes the entire year of Community Placement Program (CPP) funds, one quarter of the Department of Juvenile Justice (DJJ) Block Grant funding, and one quarter of the member contributions.

Ms. Mingee reported that the Reentry program has $7,000 still outstanding, and the Central Admissions Placement (CAP) program has $10,500 still outstanding, which will bring us closer to budget projections

once received. Due to ongoing staff shortages, salaries are under budget, and on-call is over budget. The insurance line-item reflects prepayments, data processing includes our new time keeping system, and medical supplies include the cost of Covid-19 tests for use at the center. Ms. Mingee noted that the purchase of bed space line item reflects the per diem being paid to another detention center for a court-ordered transfer of one of our residents. Ms. Mingee pointed out FY21 surplus that may be used for items we will need in the upcoming year with the Commission's approval.

Auditor's report: CPA, Leslie Roberts reported that the FY21 Merrimac Center Audit went well and was able to be completed in the scheduled timeframe. Ms. Roberts reviewed the financial statement and the summaries of the basic financials. Ms. Roberts then reviewed the Management Discussion and Analysis section of the audit report which reflects comparative analysis and encouraged members to review that section. The audit shows the operating revenues are up from the prior year by $229,000, and expenses are up by $44,000. On the Statement of Cash Flow, operating activities are positive at $1.5 million. Mr. Wheeler noted the importance of reading Note 10 in conjunction with the financials.

Ms. Roberts reviewed the reports in the audit regarding financial reporting and indicated that there were no deficiencies identified and no issues with the financial report or non-compliance. In closing, Ms. Roberts stated the audit went smoothly. Mr. Quicke thanked Ms. Mingee and Ms. Schubert for all the work that went into preparing the information for the audit. The audit report will be published on the Merrimac website (www.Merrimac-center.net) if further review is needed.

Re: Attorney's Report

Mr. Gore reported on the Remote Participation Policy, stating it has been amended by the General Assembly and is required for members to use remote participation at meetings. Mr. Gore has drafted an updated policy to include states of emergency declared by the governor which will need to be approved by the Commission.

Mr. Gore reported the two-year Joint Legislative Audit and Review Commission (JLARC) study is wrapping up the evaluation of state juvenile system. He stated that the study may impact regional and local facilities because there is only one juvenile correctional center. On the state level, utilization is historically low, and Merrimac has the highest population in the state currently. Ms. Mingee informed the Commission that several JLARC representatives are coming to tour Merrimac in November.

Re: Old Business

Ms. Mingee reported the energy savings audit was completed, showing a savings of $6,800, which is more than was projected. Ms. Mingee stated there will be an energy savings meeting with ABM on October 28, 2021, at which time more detail on the savings will be discussed.

Ms. Mingee stated that we have one staff out with COVID. In addition, as previously approved by the executive committee, the implementation of being vaccinated vs. getting weekly testing will go into effect on November 8, 2021. Ms. Mingee reported that seventy-five percent of the staff are currently vaccinated with on-call staff being the highest percentage. Testing for non-vaccinated staff will be done on-site.

Re: New Business

Mr. Wheeler reviewed new business for discussion and constructive input. Ms. Mingee reported that a vote will be needed to accept the Federal Emergency Management Agency (FEMA) Grant money, which is $10,046 for Covid-19 expense reimbursement. Mr. Wheeler advised to put the acceptance on the next agenda for the full Commission.

Mr. Wheeler discussed recruitment and retention issues and stated Merrimac staff were asked to investigate these issues and develop suggestions for consideration by the Commission. Ms. Mingee reviewed the Recruitment and Retention Memo which indicated that since March 2020 through the present, Merrimac had 900 applicants and 73 interviews, 43 of which moved to the testing phase, with 21 being hired. Seven of the 21 were retained, and 24 employees have resigned or been terminated, with 18 staff members resigning in less than one year. Ms. Mingee reported we are currently short 11 line-

staff out of 55 positions. Ms. Mingee also reported that Merrimac participated in a job fair in October and will attend another in November.

Ms. Mingee discussed an employee referral bonus of $500, with $250 being awarded when a referred employee stays 6 months and another $250 when the referred employee stays for a year. She also discussed a shift differential of $2 more an hour for weekend hours for non-exempt employees; exempt employees who work weekend hours will be paid the differential as part of their salary. Ms. Mingee also reported staff elected to receive straight time pay rather than compensation leave. The cost for both can be absorbed in the FY22 budget. In addition, the recognition of Juneteenth as a holiday will be added to the calendar this year and each year moving forward. Mr. Wheeler stated that the executive committee met and approved their implementation.

Mr. Wheeler discussed the salary comparison from 2016 that Ms. Mingee provided and stated Merrimac staff salaries were, and still are, lower than average comparable salaries. Mr. Wheeler proposed the following be added as recommendations for full Commission approval in the FY23 budget: a 3% pay increase a place holder for $2,000 per employee for the potential outcome of a new compensation study, and using the remainder of the FY21 surplus as a placeholder in the FY23 budget for any capital needs that may arise.

Mr. Wheeler discussed the longevity bonus Ms. Mingee presented and indicated that both the bonus and the compensation study need full Commission approval since Ms. Mingee suggested using the surplus from the FY21 budget to fund these items.

Mr. Quicke suggested holding a special meeting of the Commission based on the urgency of the new business and the budget approval, with Mr. Wheeler concurring if a quorum is present. Ms. Mingee will poll members to see what date and time would be best for a special meeting.

Re: Director's Report

Ms. Mingee reported Merrimac has been identified as a Promising Practice Site with The Council of Juvenile Justice Administrators (CJJA) for the reduction of juvenile isolation, and that she has been invited to sit on a panel in Washington DC in mid-November. Merrimac is also participating in being a pilot site for DJJ Standard Program Evaluation Protocol (SPEP). Ms. Mingee indicated that staff will be recognized at the next staff meeting for their longevity. Currently, three staff have 20 years of service, and five that have 15 years.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:25 PM.

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Randall Wheeler, Chair
Middle Peninsula Juvenile Detention Commission