MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of September 24, 2021

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on September 24th at 11:00 A.M. Chair, Randy Wheeler called the meeting to order. The following persons were present:

Barbara Dameron – Williamsburg City
Sharon Day – James City County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

Gina Mingee – Executive Director
Jeff Gore – Counsel (after roll call)
Sandy Schubert – Clerk
Kris Walker- Administrative Assistant

Absent:
Rodney Hathaway – New Kent County
Alan Partin – Caroline County
Morgan Quicke – Richmond County

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

Re: Approval of the Minutes for August 27, 2021
Ms. Dameron moved to accept the August 27, 2021, minutes, seconded by Ms. Day. The motion carried unanimously.

Re: Financial Report
Ms. Mingee reported that Hanover County had the most child-care days, followed by Caroline County and James City County. The total average daily population (ADP) for August was 29 and the current ADP is 27. The leading charges in August were assault, contempt of court and failure to appear. Per a judge's order, one youth was sent to different detention center causing Merrimac to have to pay that locality $150 per day, which was not in the budget.

Ms. Mingee reviewed the balance sheet noting that the general cash balance includes one month extra of member contributions, one month extra of the Department of Juvenile Justice (DJJ) Block Grant Funding and the entire year of Community Placement Program (CPP) funds, which is $1.4 million. This also includes the capital reserve and operating reserve. Ms. Mingee reported that the block grant for the first quarter was miscalculated so the next quarter will include those additional funds.

The expenditures reflect continued staffing issues showing that full-time salaries are under budget, while on-call salaries are over budget. The insurance line-item reflects prepayment and data processing is over budget due to the purchase of a new time keeping system. Ms. Mingee noted numerous issues with the previous software purchased, therefore she sent that information and the contract to Mr. Gore, because the company is not negating any portion of the three-year contract. Medical supplies are over budget due to of the cost of Covid tests purchased for staff and residents. Program supplies reflect the purchase of a new curriculum,

Re: Attorney's Report
Mr. Gore had nothing to report.

Re: Old Business

Ms. Mingee reported no staff are currently out with COVID-19 and asked for input from the Executive Committee on requiring weekly testing for non-vaccinated employees. Ms. Mingee also reported that we have rapid testing on-site, and medication agents who are approved to administer the tests. Mr. Wheeler asked all those present to discuss how each locality is handling testing for non-vaccinated employees, at which time a discussion on each ensued. The committee then asked Ms. Mingee what she would like to do. Based on the type of facility Merrimac is and to prevent asymptomatic employees from being in the facility, Ms. Mingee reported she would like to require employees to get vaccinated or do the weekly testing. Mr. Gore stated Ms. Mingee has the authority to put that policy in place, and it doesn't need to go to the Commission for approval. Mr. Wheeler asked if the committee concurs with the vaccination vs. testing policy for a specific period and as a temporary rule. After some discussion, the executive Committee concurred with the Director's intent to establish a temporary rule that non-vaccinated employees receive weekly Covid-19 testing.

Further discussion included a vaccine incentive for employees, and Mr. Wheeler suggested three months' worth of the cost of testing, tying the incentive to the savings associated with not having to test vaccinated employees on a weekly basis. Ms. Mingee indicated that this cost could be absorbed into FY22's budget. Ms. Day suggested a $150 vaccination recognition bonus for all employees, and Mr. Wheeler agreed. Mr. Wheeler indicated the vaccination recognition bonus would need to be in the Covid-19 policy, and that he recommends bringing the vaccination bonus figures to the Commission.

Ms. Mingee reported a revision to the previously presented retention bonus, noting a surplus for FY21 of $204,000. The revision reflects increased figures for staff retention bonuses, which would cost $97,000 of the surplus. Mr. Wheeler initiated discussion on a possible dual incentive for employees to receive a bonus after one year of service and upon proof of vaccination. Mr. Taylor suggested two separate incentives, the retention bonus, and the vaccine bonus. Mr. Wheeler asked Ms. Mingee to talk about this with the senior Merrimac team and bring it to the next meeting.

Ms. Mingee asked if a recommendation needs to be made to the Commission for the increase in the retention bonus, as it will utilize a portion of the FY21 surplus. Ms. Day suggested the potential software or HVAC expenditures be combined into one projected cost for consideration by the Commission making it flexible enough so the Executive Committee can authorize the surplus use for either the Software or HVAC, whichever is needed.

Ms. Mingee reported on the draft budget and indicated that the place holder for the $2,000 employee salary increase based on the outcome of the salary study has been separated out, as requested at the last Executive Committee meeting. Ms. Day and Mr. Taylor suggested we include the increase in the FY23 budget before bringing it to the Commission. After a brief discussion on employee salary increases, the Executive Committee approved an additional 3% salary increase be included in the FY23 budget to be recommended to the Commission. Mr. Wheeler stated to be sure that the salary study does not include inflation or the 3% increase.

Regarding the Federal Emergency Management Agency (FEMA) grant acceptance, Ms. Day indicated we can use some of the same wording in a motion as a resolution, being sure to use the word "accept", as we are not appropriating funds. Ms. Mingee stated she will put it on the full Commission agenda.

Ms. Mingee reported DJJ requested our FY22 CPP budget and FY21's CPP actual expenditures due to other localities misappropriating funds. After viewing our FY20 audit report on our website, questioned if CPP funds were given back to members and stressed that any unused CPP funds needed to be "reinvested back into the program", not refunded to localities. Ms. Mingee reported our costs for CPP are much greater than what we are currently receiving from DJJ. After some discussion, Ms. Mingee indicated the budget was sent to DJJ, and Mr. Taylor suggested we wait to hear back from DJJ before doing anything further.

Re: New Business

Ms. Mingee reported that she received a quote from PFM for the compensation study which was for three tiers of service; however, the first two tiers are what she is leaning towards, which is the $50,000 quote. The first tier is the actual compensation study, and the second tier is to conduct focus groups and a staff survey. Ms. Mingee indicated that will be able to join the cooperative agreement that York County has with PFM if this is the route in which the Commission wants to go. No other quotes have been obtained at this time. Ms. Day recommended using the FY21 surplus for the compensation study cost, and Ms. Mingee suggested putting what is left over after the study back in the capital fund for future necessary expenditures, such as the gym air conditioner or a new software program.

Discussion ensued on the cost of the study and what Merrimac hopes to achieve, as well as being sure the study notes the differences between the Merrimac Center and city-run detention centers, programming provided to residents, quality of service, and intensity of work for staff. Ms. Day suggested letting the company know we are interested in the first two tiers and ask if they can provide a best and final estimate. Mr. Wheeler agreed and asked that a revision be done with what we want and what we would like removed to be sent to the company. Ms. Mingee stated she will send a draft of modifications to the PFM to get a final and best price. The Committee agreed that a second estimate should be obtained for the Commission's consideration of both proposals.

Re: Executive Director's Report

Ms. Mingee reported that three staff were hired but we had to let one go. Ms. Mingee had nothing else to report.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:38 PM.

_____

Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission