MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of October 26, 2021

A special meeting of the Middle Peninsula Juvenile Detention Commission was held on October 26, 2021 at 12:06 P.M. Vice-Chair, Morgan Quicke called the meeting to order. The following persons were present:

Don Gill – Lancaster County
Rodney Hathaway – New Kent County (after roll call)
Elizabeth Holt – Charles City
Karen Lewis – Westmoreland County
Michael Lombardo – Essex County
Alan Partin – Caroline County
Morgan Quicke – Richmond County
Luttrell Tadlock – Northumberland County
Matt Walker – Middlesex County
Sandy Wanner – Mathews County

Gina Mingee – Executive Director
Jeff Gore – Counsel (via telephone)
Kris Walker – Merrimac Center

Absent:
George Baines – Gloucester County
Barbara Dameron – Williamsburg City
Sharon Day – James City County
Randall Wheeler – Poquoson City
Steve Hudgins – King William County
Thomas Swartzwelder – King & Queen County
Jim Taylor – Hanover County

Sandy Schubert - Clerk

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

Re: Old Business
Mr. Lombardo moved to accept the Federal Emergency Management Agency (FEMA) Grant for Covid-19 expenses into the FY21 budget, seconded by Ms. Lewis. The motion carried unanimously.

Mr. Gore reported the Remote Participation Policy for members to use remote participation at meetings requires a physical quorum and no more than 25% usage, or two meetings per year. Mr. Gore updated the policy to include states of emergency declared by the governor or by locality. Mr. Walker moved to accept the Remote Participation Policy, second by Mr. Lombardo. The motion carried unanimously.

Mr. Quicke introduced discussion on recruitment and retention, as well as approvals made by the executive committee, in which Ms. Mingee reported in more depth. Ms. Mingee reviewed Merrimac's hiring process and job fair participation, and further reported that Merrimac is currently short 11 line-staff. Ms. Mingee reviewed the executive committee's approval of the implementation of an employee referral program, a $2 per hour weekend shift differential for non-exempt employees with exempt employees being paid the weekend differential as part of their salaries, and the recognition of Juneteenth as an annual holiday.

Mr. Quicke indicated Merrimac is seeking Commission approval for several items. Ms. Mingee reported a $204,000 surplus from the FY21 budget and would like to use some of that surplus for a compensation study to be done by McGrath Human Resources, who had the best proposal and most reasonable quote of $18,545. Ms. Mingee also reported the desire to award longevity bonuses to current staff, which would be an additional $97,000 from the FY21 surplus. Ms. Mingee stated approval is also being sought for a placeholder for potential salary adjustments resulting from the compensation survey equating to $102,000 in the FY23 budget, In addition, Ms. Mingee reported the executive committee recommended a 3% increase for staff in FY23.

On the recommendation of Director Mingee, Mr. Lombardo moved to adopt McGrath Human Resources to perform the salary study using funds from the FY21 surplus, seconded by Ms. Lewis. The motion carried unanimously.

On the recommendation of the executive committee, Mr. Partin moved to accept the proposed bonus structure, which will be effective immediately, seconded by Mr. Walker. The motion carried unanimously. A short discussion ensued after the motion regarding reasons staff seek employment elsewhere, and Ms. Mingee indicated higher pay, more convenient schedules, and spousal military relocation.

Upon review of the FY23 budget for Commission approval, Ms. Mingee stated there are not major changes on the FY23 budget other than the increase in member contributions, the 3% salary increase for employees, and the $102,000 place holder for staff salary increases based on the outcome of the salary study. Ms. Mingee reviewed budget line items with minor increases.. Ms. Mingee reported on capital expenditures and stated the executive committee recommended putting the remaining $89,000 from the FY21 surplus in the FY22 budget as a placeholder for any capital needs that arise. Mr. Quicke stated action is not needed on the surplus being used for capital expenditures today and recommended bringing it up at the next meeting when funds need to be appropriated.

Mr. Quicke asked if there was a motion to approve the FY23 budget. Mr. Wanner moved to accept the FY23 budget, seconded by Mr. Lombardo. The motion carried unanimously.

Ms. Mingee thanked the Commission for their support, and Mr. Quicke thanked Ms. Mingee and the executive committee for their hard work.

Re: Adjournment

There being no other business, the meeting was adjourned at 12:36 PM.

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Morgan Quicke, Vice-Chair
Middle Peninsula Juvenile Detention Commission