MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of October 14, 2022

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on October 14th at 11:05 A.M. at the Williamsburg Municipal Building. Chair, Randy Wheeler, called the meeting to order. The following persons were present:

Barbara Dameron – Williamsburg City
Rodney Hathaway – New Kent County
Sharon McCarthy – James City County
Alan Partin – Caroline County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

Gina Mingee – Executive Director
Sandy Schubert – Clerk

Absent:
Morgan Quicke – Richmond County
Jeff Gore – Counsel

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

Re: Approval of the Minutes for August 24,2022
Mr. Taylor moved to accept the August 24, 2022, minutes, seconded by Mr. Partin. The motion carried unanimously. Mr. Wheeler asked that a report on Commission on Youth be added to the agenda under new business.

Re: Financial Report
Ms. Mingee reported Caroline County had the most child-care days (74), followed by Hanover County (70) and Gloucester County (62). The average daily population (ADP) for August was 20 and the current population is 20. The leading charges in August were weapons and contempt of court.

Ms. Mingee said that the general cash balance is strong at $3.4 million. This includes one additional month of payment from the Department of Juvenile Justice (DJJ) Block Grant, the Community Placement Program (CPP), and member contributions. The interest income reflects the increase in interest rates on our investment funds in the Local Government Investment Pool (LGIP). The new Memorandum of Agreement (MOA) with DJJ eliminated reimbursement of counseling services so that account will not be funded in FY23.

Ms. Mingee said that although we are continuing to use on-call staff to cover for full-time staff shortages, the net amount of all salary line-items is within the budget range for this timeframe. Professional services include the payment for our 3-year PREA audit, and the insurance line-item reflects a prepayment. The education line-item will remain high until reimbursement is received from DJJ.

Re: Attorney's Report
Due to Mr. Gore's absence no report was given

Re: Old Business
Ms. Mingee researched the Department of Corrections dress code policy along with the committee's suggested changes and made the necessary updates for review by the committee. After a brief discussion, Mr. Partin moved to accept the updated dress as presented, seconded by Ms. Dameron. The motion carried unanimously.

Ms. Mingee reviewed the information regarding the starting salaries for correctional officers in comparison to the starting salaries from the salary study for Merrimac counselors. A discussion regarding Merrimac staff shortages and salary ranges ensued with Ms. Mingee expressing her appreciation for the flexibility allowed in the hiring process. Ms. Mingee noted that we have a supervisor and counselor starting November 1st, and the training manager will be covering shifts while training the new supervisor.

Re: New Business

Ms. Mingee presented two scenarios for the revenue of the FY24 draft budget. The first one is based upon FY23 block grant funding including a five percent increase to cover employee's salaries, and the second one reflects a new proposed draft block grant formula calculation which would reduce the members' contributions. After a brief discussion, it was recommended that both revenue scenarios be included in the draft budget to be presented to the Commission.

Since the members' contribution is based upon expected expenditures, Ms. Mingee explained that, although we have cut costs as much as possible, the salary line items reflect the largest expense. This is primarily due to the increases from the recent salary study. Other expenses include an increase of costs to cover the therapist for the Community Placement Program (CPP) juveniles and part of the salary for the in-house therapist provided by the Colonial Service Board. Ms. McCarthy suggested that the budget should also include a five percent increase to health insurance. By consensus, the members agreed to present to the Commission the FY24 budget with the above noted modifications along with the FY23 adjusted budget for comparison.

Mr. Partin asked if there are any pressing capital project needs that should be added, and Ms. Mingee explained that we have delayed those needs to keep expenses down. Ms. McCarthy suggested that if there are capital project needs, they might be funded from the FY22 surplus. Mr. Wheeler inquired if the starting salaries need to be adjusted each year according to the market, and Ms. McCarthy agreed that they should. A discussion ensued regarding the advantages and disadvantages of this change. Ms. Mingee explained that, although the starting salary has not been adjusted, she has hired above the starting range if education and experience call for it. By consensus, the members agreed to increase by five percent the minimum and maximum salary ranges by five percent.

Mr. Taylor suggested a $1,000 bonus for full-time Merrimac staff and a prorated amount for on-call staff be given before Christmas in recognition and appreciation of their work in achieving 100 percent on the DJJ audit and the PREA audit. By consensus, the members agreed to award the bonus and to present it to the Commission for final approval. Mr. Wheeler requested a year-end projection be added to the financials for future meetings.

Ms. Mingee explained the Virginia Commission on Youth advisory group's recommendations to combine detention centers and reduce educational funding to the centers as well as the Virginia Juvenile Detention Association's (VJDA) objections to the recommendations. After a brief discussion, Mr. Hathaway moved to authorize the chairperson to prepare a letter from the executive committee stating that they have reviewed the recommendations and concur with VJDA's position opposing these recommendations. Ms. McCarthy seconded the motion, and it carried unanimously.

Re: Executive Director's Report

Ms. Mingee said in the past we have had to go before the board every four years to apply for a standard variance to use the Cognitive Behavior Training, but this year we were granted a permanent variance.

Re: Closed Session – Executive Director Evaluation

Mr. Hathaway 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 performance evaluation or job assignments of specific employees. The motion was seconded by Mr. Quicke and carried unanimously. The meeting went into closed session at 12:25 p.m.

Reconvene

Mr. Hathaway moved to reconvene to open session at 12:45 p.m., seconded by Mr. Partin. The motion carried unanimously.

Certification

Mr. Wheeler moved that the Middle Peninsula Juvenile Detention Commission certify that, in the closed session just concluded, nothing was discussed except the matter or matters of (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:

Ms. Dameron	yes
Mr. Hathaway	yes
Ms. McCarthy	yes
Mr. Taylor	yes
Mr. Wheeler	yes

Certification adopted.

Re: Adjournment
There being no other business, the meeting was adjourned at approximately 12:45 PM.

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Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission