MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of May 26, 2023

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on May 26, 2023, at 11:00 A.M. in the conference room of the Merrimac Center, Williamsburg, Virginia. Chair, Randy Wheeler, called the meeting to order. The following persons were present:

Barbara Dameron – Williamsburg City
Rodney Hathaway – New Kent County
Sheri Newcomb – York County
Alan Partin – Caroline County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

Gina Mingee – Executive Director
Samuel Jefferson – Deputy Director
Danielle Powell - Counsel
Robin Ellison – Clerk
Kris Walker – Administrative Assistant

Absent:
Sharon McCarthy – James City County

The Chair opened the meeting and determined that a quorum was present. Ms. Mingee announced Mr. Samuel Jefferson as the new Deputy Director and asked Mr. Jefferson to introduce himself to the Executive Committee and elaborate on his background and experience.

Re: Approval of the Minutes for March 31, 2023
Mr. Taylor moved to accept the March 31, 2023, minutes, seconded by Mr. Hathaway. The motion carried unanimously.

Re: Financial Report
Ms. Mingee reported Gloucester County has the most child-care days (909), followed by James City County (889) and Hanover County (451). The member ADP was 23, the state ADP was 12, and the average daily population (ADP) for April was 38. The population has not been this high since July 2019. The ADP year-to-date is 27. The leading charge in April was contempt of court, followed by miscellaneous charges to include driving offences, threats over the phone, computer, and social media. Ms. Mingee will be meeting with four local judges today to discuss the dangers and the risks of detaining low-risk offenders with high-risk offenders and those with severe mental health issues.

Ms. Mingee reviewed the balance sheet noting the general cash balance is strong at $3.345 million, which includes two extra months of the Department of Juvenile Justice (DJJ) block grant and Community Placement Program (CPP) funding. The operating reserve is $787 thousand, and the capital reserve is $1.174 million.

Ms. Mingee said that with the increase in interest rates, our Local Government Investment Pool (LGIP) account continues to exceed budget. All Department of Juvenile Justice (DJJ) programs, apart from CPP, are below budget but there are outstanding receivables that will bring them closer to budget. The non-member contributions also have outstanding receivables totaling $52 hundred. Since the Commission approved the transfer of $120 thousand from the FY22 surplus into FY23 for capital expenses, we have begun our software upgrade and parking lot and basketball court resurfacing and expect to complete all projects by mid-June.

Salaries continue to be under budget due to the high number of staff vacancies, and this is also reflected in the increase in on-call and overtime line items. Our year-end budget transfers will cover our unexpected expenses this year such as advertising for staff on a Williamsburg Area Transit Authority bus and purchasing a new refrigerator. Ms. Mingee noted that DJJ will be reimbursing educational expenses for the CPP juveniles. She also said that based on current projections, there may be a surplus of about $46 thousand of the $120 thousand for capital expenses. Since we are including transportation in the contracts with the new localities there might be a need for a new van either in this budget year or the next.

Re: Attorney's Report
Ms. Powell said she has nothing to report at this time.

Re: Old Business
Ms. Mingee updated the committee on the status of contract negotiations with DJJ and the jurisdictions no longer served by Chesapeake Juvenile Services. She noted that the City of Portsmouth and the 5th District, which consists of Suffolk, Franklin, Isle of Wight, and Southampton County, have all signed a Memorandum of Understanding (MOU) with the Merrimac Center. Ms. Mingee informed the committee of the discontinuation of the CPP program at the Merrimac Center although there are a few juveniles that will continue for assorted reasons until the end of August. She noted that the Central Admission & Placement (CAP) program and Re-entry program will remain. The juveniles were informed this week of the termination of the program, and the overall response was one of sadness.

Mr. Wheeler expressed the gratitude of the Commission for the hard work of Ms. Mingee and her team in securing a more sustainable funding model and, at the same time, providing services to localities who had no option for housing juveniles in their areas.

Re: New Business
Ms. Mingee explained that now that we are short an exempt supervisor, the other supervisors must pick up additional shifts without additional compensation. In the past we were able to allow them time off for those hours, but without a supervisor, we can no longer afford time off. For this reason, we are requesting bonuses paid on a quarterly basis for these additional hours. If approved, this would start on June 1, the first day without an additional supervisor.

After a brief discussion, Mr. Taylor moved to approve a temporary flex-time bonus policy as presented by Ms. Mingee to pay for additional hours worked by supervisors after June 1, 2023, and to re-evaluate this policy within six months. The motion was seconded by Mr. Partin and carried unanimously.

Ms. Mingee discussed the revised FY24 budget to include a five percent salary increase. It was determined there is no need for the re-approval of the revised FY24 budget, however the Full Commission will be informed of the changes.

The election of Chair and Vice Chair for the Executive Committee resulted in Mr. Partin nominating Mr. Wheeler as Chair and Mr. Taylor nominating Mr. Hathaway as Vice Chair. Mr. Wheeler accepted the nomination as Chair and Mr. Hathaway accepted the nomination as Vice Chair. By unanimous consent of the committee, both were elected, respectively.

Re: Executive Director's Report
Ms. Mingee restated that she will be meeting with four local Judges today to discuss the dangers and the risks of detaining low-risk offenders with high-risk offenders and those with severe mental health issues. Ms. Mingee reported the staff is short by nine positions. Indeed.com is being used for recruiting, and new supervisor interviews are in progress. The counselor III position, two counselor I positions, and an on-call counselor I position have been filled with start date of June 12, 2023. A control room operator is also needed.

The parking lot resurfacing has been completed and the basketball court will be resurfaced soon. The server upgrade is in progress. A discussion concerning additional parking spaces ensued.

Re: Adjournment
There being no other business, the meeting was adjourned at approximately 11:54 A.M. A tour of the Merrimac Center was conducted, and lunch was served to the Executive Committee members.

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Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission