MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of August 24, 2022

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on August 24th at 11:00 A.M. at the Williamsburg Municipal Building. Vice-Chair, Morgan Quicke, called the meeting to order. The following persons were present:

Barbara Dameron – Williamsburg City
Rodney Hathaway – New Kent County
Sharon McCarthy – James City County (after roll call)
Alan Partin – Caroline County
Morgan Quicke – Richmond County
Jim Taylor – Hanover County

Gina Mingee – Executive Director
Jeff Gore – Counsel (by phone)
Sandy Schubert – Clerk
Kris Walker – Administrative Assistant

Absent:
Randy Wheeler – Poquoson City

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

Re: Approval of the Minutes for June 24,2022
Mr. Hathaway moved to accept the June 24, 2022, minutes, seconded by Ms. Dameron. The motion carried unanimously.

Re: Financial Report
Ms. Mingee reported Caroline County had the most child-care days (65), followed by Gloucester County (31) and Essex County (26). The average daily population (ADP) for July was 21 and the current population is 17. The leading charge in July was weapons charges.

Ms. Mingee said that the general cash balance is strong at $3.3 million. This includes the first quarter's revenue from the Department of Juvenile Justice (DJJ) Block Grant, the Community Placement Program (CPP), member contributions, and any FY22 surplus. Some of that surplus, $66,000, was carried over to FY23 to cover the additional costs from the salary study. Ms. Mingee noted that a few FY22 year-end entries such as the CPP vendor reimbursement and CPP education reimbursement are on this report but will no longer show once payment is applied. Although CPP vendor reimbursement was included in the FY23 budget, the new contract with DJJ discontinues that reimbursement.

Ms. Mingee reported that the salary line-item includes a large annual leave payout to a resigning supervisor. Overtime and on-call lines continue to be over budget due to position vacancies, and professional services includes payment for our PREA audit. The insurance line-item is prepaid, medical is over due to the purchase of a new EPIPEN, and the supplies and materials line-item includes replacement of a door lock. Due to the expense and growing need to replace these locks, we were recently awarded a VML grant to purchase four additional door locks.

Re: Attorney's Report
Mr. Gore said he has nothing new to report at this time.

Re: Old Business
Ms. Mingee reported that she received confirmation that DJJ would increase the FY23 block grant by five percent to cover the employee salary increase. She noted that three percent was already in the FY23 budget, and this increase allowed two percent more to be given on August 1 as approved at the last Executive Committee meeting. This increase was approximately $60,000 and Ms. McCarthy reminded Ms. Mingee that a budget revision should be made for this change. Ms. Mingee said that the original notification of the increase reduced

the block grant to the Merrimac Center, but she alerted DJJ to an error in calculation that resulted a new notification to all detention centers and reflected the $60,000 increase.

Re: New Business

As requested at the June Executive Committee meeting, Ms. Mingee presented a new reemployment and reinstatement policy. This policy allows for an employee returning within one year of separation to be rehired with the same rate of accrual benefits which were in affect at resignation. It also allows for an employee returning within six months to have all unpaid leave accruals returned to the employee. It was noted that this policy should also be reflected in chapter one section 1.8 C., "Employment Practices" as well as chapter five, "Benefits". It was also suggested that chapter one under the same section remove the choice for a returning employee to have two days to accept or reject the reemployment offer in order to be consistent in both chapters. Ms. Mingee reported the workplace harassment, and the employment practices policies were updated to remain current with discrimination and harassment requirements in the workplace. After a short discussion of these policies, Mr. Quicke suggested that the verbiage of "recall" in chapter one section 1.8 C., be changed to "reemployment/ reinstatement".

Ms. Mingee stated that the updated dress code policy reflects changes based on the need for safety and security in the workplace. This policy shows more detail of what will and will not be acceptable to maintain safety of the staff and residents. A discussion of the dress code requirements ensued, and it was determined that more research was needed to accurately detail the policy. Suggestions were given for Ms. Mingee to research and return with an updated dress code at the next meeting.

Mr. Quicke requested motions for approval of the new policies. Mr. Partin moved to accept the new reemployment/ reinstatement policy to include the changes to the Employment Practices chapter as proposed and amended, seconded by Mr. Hathaway. The motion carried unanimously.

Mr. Partin moved to accept the changes to the workplace harassment policy as presented and amended, seconded by Mr. Taylor. The motion carried unanimously.

Mr. Quicke proposed reviewing the comparison report on staff vs. deputy salaries at the next Executive Committee meeting when Mr. Wheeler is present.

Re: Executive Director's Report

Ms. Mingee reported fourteen staff vacancies, including two senior counselor positions and two supervisor positions. Two Counselor II's will be promoted to Counselor III's but will help train new staff on the units until additional line staff is hired. Ms. Mingee also reported that we are recruiting for an Administrative Services Manager and asked if committee members can put the ad or a link to the ad on their locality websites.

Ms. Mingee reported discussion of shifting supervisors to a temporary twelve-hour schedule rotation beginning in October and will discuss with Mr. Gore the Department of Labor Standards for overtime pay in a twenty-eight-day rotation in correctional facilities. Ms. Mingee reported the Staff Appreciation Committee met and planned monthly activities to boost staff morale, and plans are being made to reimplement volunteer activities and in-person visitation in the coming months, as well as plans to resume the Spring Open House next year. Ms. Mingee advised that school begins Monday and movement to classrooms is being reinstated.

Mr. Quick stated that the Dress Code Policy, salary comparison, and director evaluation will be carried over to the September Executive Committee meeting.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:57AM.

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Morgan Quicke, Vice-Chair
Middle Peninsula Juvenile Detention Commission