MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of February 24, 2023

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on February 24th at 11:02 A.M. at the Williamsburg Municipal Building. Chair, Randy Wheeler, called the meeting to order. The following persons were present:

Barbara Dameron – Williamsburg City
Sharon McCarthy – James City County
Sheri Newcomb – York County
Alan Partin – Caroline County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

Gina Mingee – Executive Director
Robin Owens – Clerk
Danielle Powell – Counsel

Absent:
Rodney Hathaway – New Kent County
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 October 14, 2022
Mr. Partin moved to accept the October 14, 2022, minutes, seconded by Ms. Dameron. The motion carried unanimously.

Re: Financial Report
Ms. Mingee said that the general cash balance is strong at $3.3 million. This includes two additional months of payment from the Department of Juvenile Justice (DJJ) Block Grant, the Community Placement Program (CPP), and member contributions. The State Assessment Program (CAP) income is anticipated to increase in the upcoming months. With our strong cash balance, we have yet to use any of the fund balance budgeted for the lease payment or the salary adjustments. Ms. Mingee also noted that the January financials do not include the approved budget increase to the fund balance of $120,000 to cover specific capital expenditures.

Ms. Mingee said the mid-year budget transfers will be reflected in the February financials and will bring the expenditures, including all salary line items, closer to the actual expense. But presently some line-items are over budget, they include building maintenance, staff development and the insurance pre-payment.

The capital expenditure line reflects the cost to update of two offices by California Closets and Ms. Mingee noted that we have placed the order for the security software and hardware upgrade and expect to begin that project soon. The parking lot and basketball court, also approved as a capital expense, will not be completed until spring. The education line-item will remain high until reimbursement is received from DJJ.

Ms. Mingee reported Gloucester had the most child-care days (141), followed by James City (139) and Caroline County (66). The average daily population (ADP) for January was 24, the members ADP was 11, and the state ADP was 12. The kids being received from other localities will be reported under non-member days. The leading charges in January were contempt of court and failure to appear.

Re: Attorney's Report
Ms. Powell had nothing to report.

Re: Old Business
Ms. Mingee reported that we have received the funds from our insurance company to cover the December storm damage to the air handler unit, damper system, ceilings, floors and classroom supplies. The repairs should be completed within a few months. The food delivery company's insurance paid for their damage to our grease trap

and the repair has been completed. Due to the age of our building and equipment, we have to replace the kitchen disposal costing $14,000 and the sally port garage door opening system costing $8,700. Both repairs were unexpected but should be completed within the month. The kitchen warming box also needed to be replaced at a cost of $1,600.

Re: New Business

Ms. Mingee explained that DJJ has changed the requirements and needs of the juveniles in CPP making it unlikely that Merrimac could meet these requirements. DJJ has requested an updated budget and a meeting before the end of March to determine how Merrimac plans on meeting these increased demands. Ms. Mingee reviewed in detail the changes including the increased staff workload and the costs necessary to continue to serve the juveniles in CPP.

Ms. Mingee said that another possible source of revenue has just arisen with the closing of Chesapeake Juvenile Detention Center to other jurisdictions. Those other jurisdictions have approached Merrimac requesting service for their juveniles, with a possible three-year contract with guaranteed beds at a rate of $291 per diem which would include transportation to and from court hearings. Ms. Mingee put together a budget scenario showing income and expenses replacing CPP juveniles with the juveniles from these other jurisdictions. The budget also shows DJJ's new formula for the block grant which reduces our estimated funding for FY24. She noted that the CAP and re-entry programs would continue with DJJ as a source of revenue.

An extended discussion ensued regarding replacing the DJJ income with the income of the other jurisdictions, if per diems for nonmembers should be more than members of the Commission, possible refund to the members if this change results in a surplus and if the executive committee has the authority to make this decision. Ms. Powell explained that the bylaws do allow for the committee to make this change and that the Memorandum of Agreement (MOA) might include a clause stating that the per diem rate will not be less than the member's per diem.

Mr. Wheeler moved that the executive committee delegate the authority to the director to negotiate with the other localities consistent with the conversations today and to authorize the chairman and director, subject to legal review, to sign the contract on behalf of the executive committee. Mr. Taylor moved to accept the motion, seconded by Ms. McCarthy and the motion carried unanimously.

The next executive committee meeting will be held on March 31, 2023, at 11am. Mr. Wheeler suggested that the committee select a vice chairman at the next meeting and determine if the committee would be willing to continue for the next two years or welcome appointments of other members to the committee.

Re: Executive Director's Report

Ms. Mingee had nothing more to report.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:32 PM.

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Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission