MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of March 31, 2023

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on March 31st at 11:04 A.M. at the Williamsburg Municipal Building. Chair, Randy Wheeler, called the meeting to order. The following persons were present:

George Bains – Gloucester County
Barbara Dameron – Williamsburg City
Rodney Hathaway – New Kent County
Sharon McCarthy – James City County
Sheri Newcomb – York County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City
Ramona Wilson – Mathews County

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

Absent:
Alan Partin – Caroline County
Morgan Quicke – Richmond County

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

Re: Approval of the Minutes for February 24,2023
Ms. McCarthy moved to accept the February 24, 2023, minutes, seconded by Ms. Dameron. The motion carried unanimously.

Re: Financial Report
Ms. Mingee reviewed the balance sheet noting the general cash balance is strong at $3.087 million, and the operating reserve is at $787 thousand. Ms. Mingee explained the unearned revenue is the insurance claim funds received to reimburse expenses related to the December storm damage to the air handler unit, damper system, ceilings, floors, and classroom supplies.

Ms. Mingee said that due to the increase in interest rates this past year, our Local Government Investment Pool (LGIP) account is well beyond the budgeted amount and may cover the shortages in some of the Department of Juvenile Justice (DJJ) programs. She also noted that we presently have about $20,000 in outstanding receivables, which we should receive within a few weeks. The fund balance allocated for loan repayment was not used and the amount recently allocated for capital expenses, our software upgrade and parking lot and basketball court resurfacing, will be used in the near future.

Most budget transfers have been made but a few more will be needed before year-end. These transfers brought most line items within budget although we continue to have more than expected expenses in the overtime and on-call lines due to staff shortages. We will also need to adjust our advertising budget due to a recent employment ad placed on a Williamsburg Area Transit Authority bus in hopes of reaching a greater number of potential employees. The overage in the education line will be corrected with the reimbursement payment from DJJ.

Ms. Mingee reported Gloucester County has the most child-care days (701), followed by James City County (617) and Hanover County (304). The average daily population (ADP) for February was 24, the member ADP was 12, and the state ADP was 12. Non-members have 59 days year-to-date, and the current population is 37. The leading charge in February was contempt of court, followed by assault and alcohol/miscellaneous.

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 signed a Memorandum of Understanding (MOU) guaranteeing 7 beds for 3 years at a per diem rate of $291. But the 5th District, which consists of Suffolk, Franklin, Isle of Wight, and South Hampton County, has not yet signed an MOU.

Ms. Mingee submitted the CPP proposal to DJJ and attended a budget meeting on March 27th to discuss the proposal with the DJJ director and approximately eight other members The meeting included a discussion regarding Merrimac providing a trade/vocational program and suggesting that Ms. Mingee write a grant to cover the cost of building a modular unit to house equipment and a classroom for the program. DJJ indicated that they may not be able to fill the allotted CPP beds if the in-house vocational program or transportation to New Horizons Vocational Center is not provided by Merrimac. Ms. Mingee explained to DJJ that this was highly unlikely to happen due to various space and staffing issues along with possible contraband returning to the center.

The discussion at the DJJ meeting continued with the possibility of Merrimac accepting higher tiered juveniles who do not need a trade to complete the CPP program. It was decided that DJJ would review the proposal and get in touch with Ms. Mingee in the next few weeks to discuss the continuation of the program at Merrimac.

An extended discussion among the executive committee ensued regarding the concerns voiced about the trade/vocational program and replacing the DJJ income with the income of the other jurisdictions. Ms. Mingee said that Merrimac could accept Tier 3 juveniles, juveniles who have already completed a trade or do not require a trade, as well as continuing with the Central Admission & Placement (CAP) program with a possible increase in the CAP rate to $250 per juvenile. Ms. Mingee suggested continuing the CAP program so committed juveniles detained at Merrimac will remain at Merrimac.

Re: New Business
Ms. Mingee announced the hiring of Merrimac's new Deputy Director, Mr. Samuel Jefferson, who will be replacing Ms. Livsey. Mr. Jefferson will attend the next committee meeting for a formal introduction.

Re: Executive Director's Report
Ms. Mingee reported the staff is short by 13 positions, including a senior counselor position. She said that filling at least 7 positions would be helpful. It was also reported that a COVID outbreak took place with 10 juveniles and 2 staff members testing positive. Security measures were taken to include suspending visitors and volunteers from entering the building, keeping the residents isolated in their rooms if there was a positive test on a particular unit, adding additional testing, and other precautions necessary. All is well now at the facility after the residents and staff exhibited only minor cold symptoms. Ms. Mingee reported that all recent major repairs to the building have been completed.

Mr. Wheeler suggested conducting the May 26th Executive Committee Meeting at Merrimac, to include lunch and a tour of the facility. Ms. McCarthy reported new auditors for FY2023. A contract has been negotiated with the firm of Cherry Bekaert and will go to the board for approval in April.

Re: Adjournment
There being no other business, the meeting was adjourned at approximately 11:37 A.M.

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Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission