MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of October 28, 2022

A meeting of the Middle Peninsula Juvenile Detention Commission was held on October 28th at 11:04 A.M. in the conference room of the Middle Peninsula Planning District Office, Saluda, Virginia, Vice-Chair, Morgan Quicke called the meeting to order. The following persons were present:

Meredith Adkins - King & Queen County
Don Gill – Lancaster County
Rodney Hathaway – New Kent County
Karen Lewis – Westmoreland County
Sheri Newcomb – York County
Alan Partin – Caroline County
Morgan Quicke – Richmond County
Luttrell Tadlock – Northumberland County
Jim Taylor – Hanover County
Ramona Wilson – Mathews County

Gina Mingee – Executive Director
Danielle Powell – Counsel
Sandy Schubert – Clerk
Margo Zechman – Accountant, James City County
Leslie Roberts—CPA, Brown Edwards (by phone)

Absent:
Percy Ashcraft – King William County
George Bains -- Gloucester
Barbara Dameron – Williamsburg City
Michael Lombardo – Essex County
Sharon McCarthy – James City
Matt Walker – Middlesex County
Randall Wheeler – Poquoson City

The Chair opened the meeting and determined that a quorum was present by 10 of the 18 jurisdictions.

Re: Financial Report
Auditor's report: Ms. Leslie Roberts, a partner with the accounting firm Brown & Edwards, presented the findings of the FY 2022 audit of the Merrimac Center. She said that the year ended well with a clean, unmodified opinion. She gave an overview of the audited financials and explained the changes that occurred since the last audit. Ms. Roberts then reviewed the management discussion and analysis section of the audit report which reflects comparative analysis and encouraged members to review that section. The audit shows the operating revenue increased from the prior year by $27,000 and the operating expenses increased by $113,000. Ms. Roberts reviewed the reports in the audit on financial reporting and indicated that there were no deficiencies identified and no issues with the financial report or non-compliance with the state code.

Ms. Roberts explained the separate Report to the Commission Members in detail. The report contains the contact information for the auditor, any changes to the accounting policy or adopting new policies and standards. In closing, Ms. Roberts said the audit went smoothly.

Re: Approval of the Minutes for April 22, 2022
Mr. Partin moved to accept the minutes for April 22, 2022, seconded by Ms. Lewis. The motion was carried unanimously.

Re: Financial Report (Resumed)

Ms. Mingee reviewed the utilization report and stated Hanover County had the most child-care days with 136, followed by Gloucester County with 117, and Caroline County with 75. The current member average daily population (ADP) is 7 and the state ADP is 12. The population today is 24 and which reflects an increase from member jurisdictions. The leading charges so far for this year are weapons charges and contempt of court/failure to appear.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is at $3 million and includes two quarters of the Department of Juvenile Justice (DJJ) Block Grant funding as well as the capital reserve and operating reserve. The revenue accounts reflect the additional quarterly payment and the increase in interest from our Local Government Investment Pool (LGIP) account. The Central Admission and Placement (CAP) revenue is under budget due to not receiving the juvenile evaluations expected.

Ms. Mingee reported that salary, overtime and hourly combined are still below budget. The hourly line is up from where it should be at 25% because of the shortage in full-time staff. Advertising, building maintenance, staff development, motor fuel, and education are currently over budget. Ms. Mingee reported we are awaiting DJJ reimbursement for education expenses.

Re: Attorney's Report

Ms. Powell said that she had nothing new to report.

Re: Old Business

Ms. Mingee reported the September audit on the energy contract shows a $6,800 savings in energy costs this year because of the upgrades.

Re: New Business

Mr. Quicke requested Ms. Mingee discuss the FY24 draft budget proposed by the executive committee.

Before reviewing the FY24 budget, Ms. Mingee noted the approved changes to the FY23 budget which is used as a comparison to the FY24 budget. Although it has not been finalized, we are expecting a change in the calculation of the block grant based upon a ten-year average and an increase of $60,475. This increase, along with the expected increase of four to five percent for salaries, will add $106,000 to the FY24 revenue budget. Ms. Mingee said that the new Memorandum of Agreement (MOA) with DJJ removed the revenue received from reimbursement of therapy services. The FY23 budget was also updated to include the use of capital reserve funds from the FY22 surplus to cover capital improvements including upgrades to the security system, updates to two offices, and the parking lot and basketball court re-surfacing. Ms. Mingee said the member contribution for FY24 would increase by $200,000 to meet the budget projections of revenue and expense.

Ms. Mingee detailed the changes to expenditures with the increase to the salary and salary-related expenses as a direct reflection of the new salary structure while still showing seven employee vacancies. Also included is the additional expense for the CPP therapist, increases in utilities, insurance, new cameras, and computers.

After a brief discussion, Mr. Hathaway moved to amend the current FY23 budget to include an additional $60,475 from the DJJ block grant and $120,000 of the FY22 surplus to be used for capital improvements previously described, seconded by Mr. Partin. The motion carried unanimously.

Mr. Taylor said that some jurisdictions show a significant increase in their contributions for FY24 and noted that, at the same time, the fund balance continues to exceed the required 60-day balance of current budget as required by the membership agreement. Mr. Quicke agreed and suggested that the executive committee should consider the possible use of those funds toward any new capital improvements for an aging building. He also suggested that we may look at those funds toward a rebate as we have done in the past, and the committee will develop a plan for those funds and bring it before the full board at a later date.

With the above considerations, Mr. Partin moved to accept the FY24 budget as presented, seconded by Mr. Hathaway. The motion carried unanimously.

Re: Congratulatory Bonus

Ms. Mingee explained the executive committee suggested a holiday bonus for the staff for continuing service during the staff shortages, but the discussion turned to a congratulatory bonus when it was noted that Merrimac received 100 percent compliance at the DJJ 3-year audit and the Prison Rape Elimination Act (PREA) audit in September. The bonus projection is approximately $40,000 which will be available due to the savings in salaries this year. Mr. Taylor asked Ms. Mingee to thank the Merrimac Center employees for a job well done, working above and beyond covering additional hours due to being understaffed.

Mr. Taylor moved to approve the congratulatory bonus of approximately $40,000 to be awarded to full-time and on-call employees (based on hours worked) and to be paid Dec 15, 2022. It was seconded by Ms. Wilson and the motion carried unanimously.

Re: Commission on Youth Study

Ms. Mingee explained the Commission on Youth formed an advisory committee to report on the effectiveness and efficiency of juvenile detention centers that was brought forth by Senator Dave Marsden based on his belief that detention centers are not being used effectively or efficiently. He had made the suggestion that, with the lower populations in the detention centers, approximately six of them could be closed or combined. This would result in juveniles being sent to detention centers further away and could cause a larger burden on the parents, visitors, attorneys, courts, and sheriff departments during transports.

Although the advisory committee included representatives from the Virginia Juvenile Detention Association and many other organizations that did not agree with the recommendations, the committee brought forth for public comment the recommendations as stated above. Over 100 public comments along with a letter from the executive committee supporting the Detention Associations' position explaining the cons of combining detention centers were submitted to the Commission on Youth for the current month's meeting.

Ultimately, in the meeting on October 19th, the Commission on Youth declined the recommendations and would not be moving forward with them. It was recommended that a letter be sent to the Governor suggesting that the various Secretaries in the state form another panel to look into the needs of the community and study what savings would be garnered by combining the detention centers.

Ms. Mingee thanked the executive committee for their support in writing the letter.

Re: Director's Report

Ms. Mingee reported the in-person visitation resumed this week, with virtual visitation still an option for parents who cannot make it in-person. Ms. Mingee explained the activities for the residents and staff during the holiday season. Ms. Mingee announced the Commission will be changing locations for the meetings going forward and the new location information will be sent out.

Mr. Taylor thanked Ms. Schubert for her 18 years of service working with Merrimac Center.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:01 P.M.

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Morgan Quicke, Vice-Chair
Middle Peninsula Juvenile Detention Commission