MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of January 27, 2023

A meeting of the Middle Peninsula Juvenile Detention Commission was held on January 27th at 11:05 A.M. in the conference room of the Cooks Corner Office Complex, Saluda, Virginia, Chair, Randy Wheeler called the meeting to order. The following persons were present:

Don Gill – Lancaster County
Rodney Hathaway – New Kent County
Karen Lewis – Westmoreland County
Sharon McCarthy – James City
Sheri Newcomb – York County
Alan Partin – Caroline County
Morgan Quicke – Richmond County
Luttrell Tadlock – Northumberland County
Randall Wheeler -- Poquoson

Gina Mingee – Executive Director
Danielle Powell – Counsel
Sandy Schubert – Clerk
Robin Owens -- Clerk

Absent:
Meredith Adkins - King & Queen County
Percy Ashcraft – King William County
George Bains -- Gloucester
Barbara Dameron – Williamsburg City
Michael Lombardo – Essex County
Jim Taylor -- Hanover
Matt Walker – Middlesex County
Ramona Wilson – Mathews County

The Chair opened the meeting and determined that a quorum was present by 9 of the 18 jurisdictions.

Re: Approval of the Minutes for October 28, 2022
Mr. Hathaway moved to accept the minutes for October 28, 2022, seconded by Mr. Quicke. The motion was carried unanimously.

Re: Financial Report
Ms. Mingee reviewed the utilization report and stated that Gloucester County had the most child-care days with 450, followed by James City County with 418, and Hanover County with 222. The current member average daily population (ADP) is 10 and the state ADP is 12. The population today is 27 which reflects an increase from member jurisdictions and may be related to the new guidelines from the Department of Juvenile Justice (DJJ). The leading charges so far for this year are contempt of court/failure to appear, burglary/larceny/receiving, and weapons charges. Ms. Mingee noted that juveniles are receiving more than usual charges for weapon possession with one juvenile being detained for possessing a bb gun.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is at $3 million and includes one extra quarter of the community placement program (CPP) revenue as well as the capital reserve and operating reserve. The year-to-date revenue accounts reflect the CPP pre-payment and the increase in interest from our Local Government Investment Pool (LGIP) account. The re-entry revenue is low but is expected to increase due to a rate increase in the memorandum of agreement (MOA) recently signed with DJJ. The state assessment program revenue is low, but we have a few outstanding invoices that will bring it more in line with the budgeted amount. The USDA revenue reflects only one quarterly payment,

the second quarter was just received in January. The energy savings Lease has been paid for this year without the need to use the fund balance budgeted for it.

Ms. Mingee reported that salary, overtime and hourly combined are still below budget. The hourly line is up from where it should be because of the shortage of full-time staff. Ms. Mingee explained in detail the overages in hospitalization, dues and memberships, building maintenance, staff development, motor fuel, and supplies/materials line items. Ms. Mingee reported we will be making mid-year budget transfers to better reflect our actual expenditures for FY23..

Re: Attorney's Report
Ms. Powell said that she had nothing new to report.

Re: Old Business
Ms. Mingee said there was no old business to report.

Re: New Business
Ms. Mingee requested the commission read the FY22 Annual Report, and she will answer questions. The report gives an overview of the changes from previous years. Mr. Wheeler and Mr. Partin thanked Ms. Mingee for the work put into the report.

Ms. Mingee explained the storm damage that occurred on Christmas Eve. The HVAC system was damaged due to the severe weather, which in turn caused various losses of approximately $25,000. The losses are expected to be covered by the insurance claim filed.

Ms. Mingee explained the food service truck ran over our grease trap while making a delivery, but the repair/replacement will be covered by the vendor's insurance.

Ms. Mingee explained other repairs and replacements which occurred during the last month to include the sally port door motor, the garbage disposal, and a warming box. The estimated cost for these repairs and replacements may total over $12,000.

Ms. Mingee reported that effective February 1, 2023, Chesapeake Detention Center decided that they will reduce their capacity from 100 to 25 beds due to various issues. Because of this they will only house juveniles from Chesapeake. The Court Service Units from the 3rd District (Portsmouth) and 5th District (Isle of Wight, Suffolk, Franklin, and Southampton County) have been informed and have approached Merrimac and other detention centers requesting bed space. The 3rd and 5th District's combined ADP is approximately 20.

Ms. Mingee said there have been multiple meetings held with detention centers within the region along with city, county, and court service unit representatives to decide the next steps about this new development. Ms. Mingee proposed the Merrimac Center accept juveniles on an individualized basis depending on staffing and population that day. She explained that our block grant funding could increase, since these local juveniles would be counted in our total served while the state juveniles are not counted. Ms. Mingee said that these other locations are considering entering into long-term MOUs with Merrimac to ensure a steady stream of income and assure their placement at the Merrimac Center.

Ms. Mingee reported on the meetings held with DJJ and the Quality Assurance Team (QA) to discuss the changes set forth by the DJJ Director. Ms. Mingee discussed briefly new release requirements concerning misdemeanors and felonies, along with the new requirement for youth to complete a trade or vocation prior to release. Mr. Wheeler and Ms. Mingee explained the work release requirements. After a brief discussion on the impact this will have on the CPP program, Mr. Wheeler recommended members attend the executive committee meeting in February to review information and options regarding these changes and make a decision that will still need to be approved by the full Commission at the April meeting.

Mr. Quicke, Vice-Chair, announced he will be leaving after 11 years of service and his position will need to be filled on the Executive Committee as well.

Re: Director's Report

Ms. Mingee reported training is almost complete for the new supervisors and counselor III employees and that we are only short 14 positions as of today. We continue to recruit in order to fill these positions. There will not be a Spring Open House in April but we hope to have it next year.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:50 P.M.

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Randall Wheeler, Chair
Middle Peninsula Juvenile Detention Commission