MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of September 22, 2023

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on September 22nd at 11:00 A.M. at the Williamsburg Municipal Building. Chair, Randy Wheeler, called the meeting to order. The following persons were present:

Barbara Dameron – Williamsburg City
Rodney Hathaway – New Kent County
Sheri Newcomb – York County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

Gina Mingee – Executive Director
Danielle Powell – Counsel
Kris Walker – Clerk

Absent:
Sharon McCarthy – James City County
Alan Partin – Caroline County

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

Re: Approval of the Minutes for July 28, 2023
Ms. Dameron moved to accept the July 28, 2023, minutes, seconded by Mr. Hathaway. The motion carried unanimously.

Re: Financial Report
Ms. Mingee reported that Hanover County had the most child-care days (329), followed by Gloucester County (173) and York County (127). The average daily population (ADP) for August was 35. The member ADP is 16 and the non-member ADP, which includes the 3rd and 5th districts and the state, is 15 for a total of 31. Today's population is 29. The leading charges in August were burglary, larceny and receiving, followed by probation and parole violations. The average length of stay is 22 days.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is $3.4 million. This includes one month of quarterly payments from the 3rd and 5th districts, member localities, the Department of Juvenile Justice (DJJ) along with the funds held in the capital and operating reserves. Ms. Mingee reported the interest revenue continues to reflect the high interest rate earned from our investment at the Local Government Investment Pool (LGIP).

Our revenue also includes income of $52,225 for the Community Placement Program (CPP) juveniles and $41,800 for the State Assessment Program (CAP) juveniles and we anticipate having more billing days for both programs in September. Ms. Mingee reviewed the year-to-date expenditures noting that the line-items, building maintenance and security, are over budget due to a major dishwasher repair and the purchase of a new safety helmet used to protect juveniles from self-harm.

Ms. Mingee presented the FY25 draft budget and explained that with the addition of the 3rd and 5th district juveniles in FY24, the block grant from DJJ has increased to1.312 million this year and is anticipated to further increase for FY25. Revisions have been made to the FY25 budget based on the projection of CAP juveniles having a longer length of stay than originally anticipated. The CAP FY25 budget revenue increase is based on an average of two juveniles for 365 days at a $200 a day per diem. This reflects the youth detained at Merrimac who become committed to the state but will remain at Merrimac for their CAP evaluations and for transport to their CPP placement. Ms. Mingee reported that based on the expenses and revenue in the proposed budget the member cost for FY25 has decreased. Ms. Mingee is proposing a 5% increase in staff salaries and noted that overtime is based on actual figures, and the on-call line item is based on being short-staffed and additional drivers to cover the 3rd and 5th district juvenile transportation to courts. The fringe is based on an undetermined increase

in worker's compensation and a 2% increase for VRS, and the insurance is based on an approximate 4% increase. Ms. Mingee noted new pre-employment testing is being researched to better screen prospective employees on a more individualized basis. The capital expense line item reflects phase one of replacing flooring throughout the facility and the purchase of a lift for gym and roof repairs.

Discussion ensued on the proposed 5% salary increase and it was noted that the increase is embedded in the overall budget and will be approximately around $139,000 based on the number of staff. Ms. Mingee advised the budget includes a built in 2% increase for detention staff in December, based on the governor's adjusted budget. Mr. Wheeler suggested member expenses stay the same as the previous year and to use the additional revenue towards proposed salary increases, job reclassifications and upcoming repairs. Ms. Mingee will send an updated proposed budget, including Mr. Wheeler's suggestions, to the Executive Committee before the next full Commission meeting in October.

Re: Attorney's Report

Ms. Powell reported the governor signed off on the adjustments to the two-year budget adopted last year, which includes a built in 2% increase for detention staff, to take effect December 1, 2023. Ms. Mingee advised that the 2% increase being received from the state was not built into the current budget and will be used for the staff salary increase. No budget appropriation is required currently.

Re: Old Business

Regarding the incident dated July 3, 2023, Ms. Mingee reported Child Protective Services (CPS) received a 45–60-day extension on the investigation, with their decision being due on September 9, 2023. However, a decision was not reached, and CPS is now beyond their statutory limitation. Ms. Powell advised that any staff found of abuse in the incident may not be able to appeal the decision based solely on CPS findings being beyond their statutory limitations. Ms. Mingee noted that DJJ cannot conclude their investigation until CPS comes to their conclusion.

Re: New Business

Ms. Mingee proposed a revision to increase the annual leave accrual for staff employed 20 years or more by two hours per month. After a brief discussion, Mr. Hathaway moved to accept this revision, seconded by Ms. Dameron. The motion carried unanimously.

Ms. Mingee advised that the gym air conditioner, located on the roof, is original to the building which was erected in 1997. A new compressor was recently installed, and repairs have been costly due to the air conditioner's location. The operations manager and maintenance staff have proposed replacing the unit and changing the location to the ground for easier access and less costly repairs. This proposal would require designs from an engineer and quotes for the replacement installation. One estimate has been received for $143,000 for the replacement with additional estimates pending. Mr. Wheeler suggested bringing this before the full commission and pairing it with the end of year surplus calculations from last year. Ms. Mingee noted that a capital plan is not currently in place, and Mr. Taylor suggested continuing to keep $50,000 each year in the capital expense line budget, with an added portion of the decreased member contributions to the capital plan.

Ms. Mingee announced the hiring of Deputy Director, Sharla Armistead. Ms. Armistead has a history of developing reentry services for the Department of Juvenile Justice juveniles and has worked with Merrimac's Reentry youth. She has worked with the Tidewater Youth Services Commission and is well-versed in evidence-based practices. Ms. Armistead is also a trainer of Anger Replacement Therapy (ART) program and Girls Circle.

Re: Executive Director's Report

Ms. Mingee reported four new hires will be starting October 1, 2023. A new Colonial Behavioral Health (CBH) therapist is starting October 16, 2023, and will be meeting with our pre-dispositional youth regarding mental health issues.

Re: Closed Session

Mr. Taylor motioned that the meeting be convened in closed session pursuant to Section 2.2-3711(A) (1) of the Code of Virginia pertaining to performance and discussion and contract review of the executive director, performance of the RN and performance of the administrative assistant and job reclassification. The motion was seconded by Mr. Hathaway and carried unanimously. The meeting went into closed session at 12:01 P.M.

Reconvene

Mr. Taylor moved to reconvene to open session at 12:30 P.M., seconded by Ms. Dameron. The motion carried unanimously.

Certification

Ms. Powell moved that the Middle Peninsula Juvenile Detention Commission certify that, in the closed session just concluded, nothing was discussed except the matter or matters of (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion. A roll call vote was taken:

Barbara Dameron	yes
Rodney Hathaway	yes
Sheri Newcomb	yes
Jim Taylor	yes
Randy Wheeler	yes

Certification adopted.

Mr. Taylor moved to approve a new contract with the executive director with the updated salary, seconded by Mr. Hathaway. The motion carried unanimously.
Mr. Taylor moved to approve a market adjustment for the RN with a new salary of $80,000 effective October 1, 2023, seconded by Mr. Hathaway. The motion carried unanimously.
Mr. Taylor moved to approve the reclassification of the administrative assistant position to administrative coordinator at the pay grade of 14 and a salary increase of 10% effective October 1, 2023, seconded by Mr. Hathaway. The motion carried unanimously.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:37 P.M.

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Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission