**MINUTES**

**MIDDLE PENINSULA JUVENILE DETENTION COMMISSION**

**Meeting of October 27, 2023**

A meeting of the Middle Peninsula Juvenile Detention Commission was held on October 27th at 11:00 A.M. in the conference room of the Cooks Corner Office Complex, Saluda, Virginia. Vice-Chair, Rodney Hathaway, called the meeting to order. The following persons were present:

Meredith Adkins - King & Queen County
Rodney Hathaway – New Kent County
Sharon McCarthy – James City
Hope Mothershead – Richmond County
Sheri Newcomb – York County
Alan Partin – Caroline County
Luttrell Tadlock – Northumberland County
Jim Taylor – Hanover County
Randall Wheeler – Poquoson City (after roll call)
Steve Wright – Gloucester County

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

Absent:
Percy Ashcraft – King William County
Barbara Dameron – Williamsburg City
Don Gill – Lancaster County
Karen Lewis – Westmoreland County
Michael Lombardo – Essex County
Matt Walker – Middlesex County
Ramona Wilson – Mathews County

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

Re: Approval of the Minutes for July 28, 2023
Mr. Tadlock moved to accept the minutes for July 28, 2023, seconded by Ms. McCarthy. Mr. Wright abstained from the vote, and the motion was carried out with the approval of the other members.

Re: Audit Report
Ms. Mingee introduced Rob Churchman, a CPA with the audit firm of Cherry Bekaert, who reported that the FY 23 Merrimac Center audit went well, with no deficiencies, illegal acts, or non-compliance issues detected. He reviewed the financial statement and the summaries of the basic financials showing an increase in the net position of $116,670 over the previous year primarily due to an increase in operating revenue. He further noted the inclusion of the new accounting standard regarding subscription-based technology arrangements. The audit report also complies with the Government Accounting Standards Board (GASB) 75, requiring the presentation of financial information of other postemployment benefits (OPEB).

Mr. Taylor congratulated Ms. Mingee and the Merrimac staff, Ms. McCarthy, and James City County as fiscal agents for all the work and preparation for the audit. Ms. McCarthy congratulated Ms. Mingee on a successful audit with the new accounting representative in the finance department. The audit report will be published on the Merrimac website (www.merrimac-center.net).

Re: Financial Report

Ms. Mingee reviewed the utilization report and stated Hanover County had the most child-care days with 431, followed by Gloucester County with 231, and New Kent County with 188. The current member average daily population (ADP) is 17 and the non-member ADP is 15, for an overall ADP of 31. The leading charges so far this year are burglary, larceny and receiving, followed by contempt of court.

Ms. Mingee reviewed the balance sheet noting that for period three, the general cash balance is at $3.3 million, which includes the operating and capital reserve funds.

Ms. Mingee reported that the revenue from the Department of Juvenile Justice (DJJ), the 3rd and 5th districts, and the members are on target for period three. The revenue from the investment in our Local Government Investment Pool (LGIP) account continues to exceed expectations. Due to DJJ bedspace shortages at Bon Air and at the Community Placement Programs (CPP), the income from the Central Admission Placement program (CAP), in which we agreed to continue to hold some state juveniles, has exceeded budget. Ms. Mingee noted the VRSA safety grant for the purchase of a new camera has been received.

Due to ongoing staff shortages, overtime and hourly budgets are over, and full-time salaries are under budget. Insurance reflects prepayments, maintenance includes dishwasher and garbage disposal repairs, data processing includes license renewals, and supplies/materials reflect plumbing supplies, paint and gutter guards, and the rental of a lift to install the gutter guards. Ms. Mingee noted that with the addition of 3rd and 5th district localities, additional resident clothing has been purchased. The furniture and equipment line item includes six new computers, a new metal detector, and a compressor for the gym air conditioner. A reversal to a portion of the education line of the FY23 budget needs to be made, and a DJJ reimbursement will be issued for a portion of education expenses that student financial aid covered. Ms. Mingee advised that capital expense funds have been budgeted for a new van and that a midyear transfer of funds will be made for the overage in the furniture and equipment line item.

Re: Attorney's Report

Ms. Powell advised that the Joint Legislative Audit and Review Commission (JLARC) reported an overview of public safety occupations and enhanced retirement benefits, focused on animal control, detention specialists, and 911 dispatchers. The criteria to consider for the enhanced retirement benefits is based on the level of security to ensure public safety and difficulty of the job. Ms. Powell reported that detention specialists were ranked low for public safety, however, job difficulty was ranked moderate. Ms. Powell also stated that there is a chance certain Merrimac employees could get enhanced retirement benefits in the future. Ms. Mingee stated she will send a link to the JLARC report to the commission members.

Re: Old Business

Ms. Mingee reported the decision from the Department of Social Services (DSS) regarding the investigation of the July 3, 2023, incident was due on September 9, 2023, has not yet been received. We will receive the DJJ outcome once the findings are received from DSS. Ms. Mingee announced Sharla Armistead as the new Deputy Director, noting that Ms. Armistead previously worked as the Director of Reentry with the Tidewater Youth Services Commission (TYSC) and is well respected around the detention community.

Re: New Business

Ms. Mingee reviewed the FY25 recommended budget, beginning with member contributions remaining the same as the previous year. We expect the DJJ block grant for FY25 to increase due to the addition of the 3rd and 5th districts juveniles housed at the center. Although we do not anticipate income from the Re-entry Program, DJJ has presented us with a new statement of needs indicating that they may send more juveniles into that program. The CAP revenue includes two additional juveniles at the current DJJ rate. DJJ has asked Merrimac to accept a CPP female on an individual bed placement status who has been in CAP at Merrimac for four months. A memorandum of understanding (MOU) would be put in place to have this juvenile in the CPP program, receiving services from her former therapist, and billed at $124,000 dollars a year, which would change the budget significantly.

Ms. Mingee and the executive committee are in support of a five percent increase for staff effective July 1, 2024. Ms. Mingee noted that the two-dollar weekend shift differential is already built into that salary increase. Workers' Compensation is increasing, and insurance is based on a possible four percent increase. The Virginia Retirement System (VRS) is assessing a new rate for FY25; however, a specific rate has not been set. Ms. Mingee reviewed the purchase of new computers, firewall upgrades, and a lift machine purchase, and advised that the capital reserve has not been used for debt services.

Once the DJJ MOU is in place, Mr. Wheeler requested a budget amendment reflecting these changes be approved and new budget letters be distributed to all localities. Mr. Hathaway moved to accept the proposed budget, seconded by Mr. Taylor. The motion carried unanimously.

Ms. Mingee discussed the proposal of the gym air conditioner replacement within the next year or two, moving the air conditioner from the roof to the side of the building. The anticipated cost for this project is significant and a Request for Proposal (RFP) will be drawn up. Ms. Mingee noted the current capital reserve is large, and that the exact surplus for this year is unclear. Ms. McCarthy noted that when we get a cash basis for the surplus, a budget appropriation will be needed.

Re: Director's Report

Ms. Mingee announced that on the United Way Day of Caring nurses came to Merrimac and painted the kitchen. Ms. Mingee also announced the reopening of the Post-D program and the 3rd and 5th district's memorandums of agreement (MOA's), and that four new line staff have been hired. Ms. Mingee noted that staff received a five percent increase in July and will receive a state approved two percent increase in December.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:06 P.M.

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Randall Wheeler, Chair
Middle Peninsula Juvenile Detention Commission