MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of July 28, 2023

A meeting of the Middle Peninsula Juvenile Detention Commission was held on July 28th at 11:10 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:

Meredith Adkins - King & Queen County (after roll call)
Barbara Dameron – Williamsburg City
Rodney Hathaway – New Kent County
Sharon McCarthy – James City
Sheri Newcomb – York County
Alan Partin – Caroline County
Luttrell Tadlock – Northumberland County
Jim Taylor – Hanover County
Randall Wheeler – Poquoson City
Ramona Wilson – Mathews County

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

Absent:
Percy Ashcraft – King William County
George Bains – Gloucester County
Don Gill – Lancaster County
Karen Lewis – Westmoreland County
Michael Lombardo – Essex County
Hope Mothershead – Richmond County
Matt Walker – Middlesex 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 January 27, 2023
Mr. Partin moved to accept the minutes for January 27, 2023, seconded by Mr. Hathaway. The motion was carried unanimously.

Re: Financial Report
Ms. Mingee reviewed the year-end utilization report and stated that Gloucester County had the most child-care days with 1,113, followed by James City County with 1,055, and Hanover County with 513. The FY23 member average daily population (ADP) was 14 and the state ADP was 12. The overall ADP was 27, which includes 260 non-member days from the 5th District and Portsmouth City. The leading charges this year were contempt of court/failure to appear followed by miscellaneous which covers a variety of charges not listed separately.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is strong at $2.9 million, which includes the operating reserve and capital reserve funds. The period 12 revenue accounts reflect the increase in interest from our Local Government Investment Pool (LGIP) account and an additional $98 thousand from DJJ as a fifth quarter payment on the block grant. Although we expected to receive re-entry juveniles in the FY23 budget, none were sent to the center. The state assessment program will be slightly above budget once the June payment is received. The 4th quarter payment of USDA funds will also bring that line close to budget. After replacing all equipment and furniture lost in the December water damage, we had some excess funds from the insurance claim and those funds are reflected in the miscellaneous income line. The income in the non-member line reflects payments from the 5th District and Portsmouth. Ms. Mingee noted that 107 thousand dollars of the FY22 fund balance was spent on

capital improvements as was previously approved but, although we budgeted to use the fund balance for the debt service and the salary study increase, no extra funds were needed to cover those expenses.

Ms. Mingee reported that with the budget alignment complete, most expenses are now showing at or below budget. The capital expenditures line included a much higher estimate for the file server upgrade than actual, so we were able to save thousands of dollars allocated from the FY22 fund balance. That line includes the parking lot and basketball court paving, the file server upgrade, the control room digital touch screen upgrade, and a new garbage disposal. The education expense overage will be reduced once reimbursement is received from DJJ. Ms. Mingee said that once all period 13 entries are complete, we anticipate having approximately 200 thousand in surplus for FY23.

Ms. McCarthy stated that as Merrimac's fiscal agent, James City County made the change to the new audit firm of Cherry Bekaert after being with Brown Edward for over 15 years.

Ms. Mingee reviewed the FY24 budget adjustments necessary due to the new memorandum of Agreements (MOA) with the 3rd and 5th District Court Service Units and the elimination of the MOA with DJJ for CPP juveniles. These adjustments will not increase the members' contribution, and they will eliminate the need to use the fund balance to cover the debt service payment in FY24. Ms. Mingee said that a new van was added to the budget due to the new transportation needs of the 3rd and 5th District CSU juveniles. She also noted that this week the air compressor for the gym stopped working, and we are trying to get an estimate to repair or replace this unit and will report those findings.

Mr. Wheeler explained that the need for these budget changes arose from DJJ's demands for additional services without additional income for the CPP juveniles. He also stated that Ms. Mingee was able to secure new MOAs with the 3rd and 5th Districts to replace the loss of income from DJJ. These changes were approved by the executive committee as authorized in the by-laws.

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

Re: Old Business
Ms. Mingee said she had nothing beyond the discussion under the financial report.

Re: New Business
Mr. Wheeler welcomed Mr. Hathaway as the Commission's new vice-chair.

Ms. Mingee reviewed the incident that occurred while she was out of the country, and the other administrators were attending to the day-to-day operations of the center. The incident involved two female juveniles, both with well-established mental health issues, and the response of the administrative and direct care staff. With the help of the former deputy director, who was able to come back to the center on two occasions in that week, the juveniles were attended to, and reports were completed.

The Center staff are in meetings with the DJJ's Certification Unit, Colonial Behavioral Health Emergency Services, and with Child Protective Services regarding the handling of these incidents and the report of abuse from one of these juveniles, so this is an ongoing investigation. DJJ has requested a few changes to our policies such as a written document for the agreement of safety replacing the verbal agreement with a juvenile. We are also doing additional training, including the use of the restraint chair, and we will be reviewing policies with each staff member. Mr. Wheeler asked that the members hold their questions until after the end of the various investigations.

Ms. Mingee reported that the deputy director has resigned, and we are searching for a new deputy director.

Re: Director's Report
Ms. Mingee said that the DJJ certification unit reported their concerns with the lack of air conditioning in the gym to the DJJ facility unit manager; he and his staff came to do a full evaluation of the building and found no violations.

Ms. Mingee said that she has registered for the National Partner for Juvenile Services symposium in Chicago in October.

Ms. Mingee said that the Center is currently without one supervisor while another supervisor is out on Family Medical Leave, so shift coverage continues to be difficult and she, along with the training manager, are filling in several shifts a week.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:53 A.M.

Randall Wheeler, Chair
Middle Peninsula Juvenile Detention Commission