

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of September 27, 2024

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on September 27th at 11:00 A.M. at the Williamsburg Municipal Building. Chair, Randy Wheeler, called the meeting to order. The following people were present:

Sharon McCarthy – James City County
Sheri Newcomb – York County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

Meredith Adkins – King & Queen County

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

Absent:

Barbara Dameron – Williamsburg City
Rodney Hathaway – New Kent County
Alan Partin – Caroline County

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

Re: Approval of the Minutes for June 28, 2024

Ms. McCarthy moved to accept June 28, 2024, minutes, seconded by Ms. Newcomb. The motion carried unanimously.

Re: Financial Report

Ms. Mingee reported that Hanover County had the most child-care days (311), followed by York County (160) and James City County (151). The member average daily population (ADP) is 23 and the non-member ADP, which includes the third and fifth districts and the state, is 17 for a total ADP of 40. The leading charges in August were contempt of court/failure to appear, followed by assault.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is \$4.176 million. This includes one extra month of the Department of Juvenile Justice (DJJ) block grant and payments from the third and fifth districts and member localities. The operating reserve remains at \$823,000.00 until the audit is complete, at which time it will be corrected to the FY25 reserve amount.

Ms. Mingee reviewed the revenue report, noting that a full quarter of the block grant has been received, as well as one month of interest income. The Community Placement Program (CPP) and Community Assessment Program (CAP) revenue is at zero, however, a payment of \$28,000.00 has been received and will be reflected in October. Ms. Mingee reported DJJ has increased the price for CAP juveniles remaining at Merrimac for over 90 days to \$215.00 per day, as opposed to \$200.00 per day.

Ms. Mingee reported that due to staff vacancies, salaries continue to be under budget, while overtime and on-call are over budget. Fringe benefits are under budget due to fewer full-time employees, and professional services are over budget due to contracting a therapist for the vacant Colonial Behavioral Health (CBH) position and for one CPP juvenile. Canteen, program supplies, and youth clothing are over budget due to the increased number of juveniles in the facility. Reimbursement is being sought for imperative medical supplies and prescriptions that were purchased for juveniles who did not have insurance at the time of their detainment, and an education reimbursement is also expected from DJJ.

Ms. Mingee reviewed the FY26 Draft Budget, which included three scenarios: (1) no staff increase, (2) a three percent staff increase, and (3) a five percent staff increase, with member daily rates increasing to \$341.00, \$365.00 and \$386.00, respectively. Ms. Mingee noted there has not been an increase in member contributions in

three years. The DJJ budget is based off what was received in FY24, with CAP having been budgeted for three residents at \$200.00 per day for the year and two residents at \$215.00 per day for the year.

Discussion ensued regarding the increase in member contributions and the Memorandums of Agreement (MOA's) for the third and fifth districts. The current MOA's run through FY27 and do not have an annual contribution increase built in. The Committee agreed that a renegotiated MOA will need to be revisited for FY27.

Discussion moved to the proposed \$30,000.00 budgeted staff sign-on bonuses, and Ms. Mingee noted new hires would receive a bonus of \$1,500, paid quarterly. Ms. Mingee reported DJJ offers a \$6,000.00 sign-on bonus with \$3,000.00 paid up front and \$3,000.00 after one year. DJJ's current employees received a \$5,000.00 retention bonus with signing a one-year contract, and incentive pay for working on scheduled days off.

Mr. Wheeler reviewed the three proposed scenarios for the FY26 budget with the committee and it was the consensus to focus on the proposed five percent salary increase scenario. Ms. Mingee said the increase in younger juvenile residents, the continued high population and more residents with mental health issues justifies the increase in wages for staff. It was noted that the five percent increase would cause the member contribution increase to be 13 percent. Ms. McCarthy suggested adding an additional revenue source to the FY26 budget for a one-time use of the Fund Balance to smooth out the member increase. It was also suggested that the three percent column be removed, leaving only the proposed five percent increase, and adding an additional line item titled *Other Use of Fund Balance*. Once the budget changes are made, Ms. Mingee will send the revised budget to the executive committee.

Re: Attorney's Report

Ms. Powell reported the Enhanced Retirement Benefits Bill that was passed over in the 2024 General Assembly session is being considered again in the upcoming 2025 session. Ms. Powell also reported that the Budget Bill requires secretaries of education, human resources, and public safety to produce a report on which detention centers in the state should be closed or consolidated. The report is due October 15, 2024, but has not yet been filed. Ms. Mingee noted that this will be the third time this report has been requested.

Re: Old Business

There was no old business to report.

Re: New Business

Mr. Wheeler questioned if the proposed amounts for staff retention and sign-on bonuses will be enough to retain staff, and how its effectiveness will be measured. Discussion returned to staff retention and sign-on bonuses. Ms. McCarthy stated that for James City County retention bonuses were not given, however, employee salaries were moved up to the pay scale mid-point at a faster rate, which made a dramatic difference in employee retention. Mr. Wheeler suggested more information may be needed regarding the proposed bonuses before a decision can be made. He requested a full Merrimac staff report be created, and a special executive committee meeting be scheduled once the report is complete. Mr. Wheeler exited the meeting at 12:10 P.M., breaking the quorum.

The remaining committee members continued to discuss the staff report, concluding the report should include employee position, years of service, pay ranges, current salaries, and turnover rates. Ms. McCarthy suggested moving the proposed budget of \$30,000.00 for sign-on bonuses to the salary line and stated she can help with developing the staff report.

Ms. Mingee reported on the safety incident of September 17th and 18th of 2024, noting that a termination letter had been sent, and emergency contacts were notified of concerning remarks.

Ms. Mingee discussed resident statistics, to include residents being detained at a younger age, primarily from Hanover County. Three juveniles in CAP are waiting on placement, two juveniles have recently been committed to DJJ, and two juveniles are on individual bed placements. DJJ is requesting to meet to discuss vocational services for youth in CAP, as well as having individual mental health providers come to Merrimac to provide services to committed youth.

Re: Executive Director's Report

Ms. Mingee reported that four new staff have been hired, and Merrimac is looking to fill an on-call licensed practical nurse position to serve as a back-up for the full-time nurse. Ms. Mingee also reported that there was a

compression issue with the doors in the secure area, requiring all doors to be unlocked manually. The doors have since been fixed.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:31 P.M.

A handwritten signature in black ink, appearing to read "Randy Wheeler", written over a horizontal line.

Randy Wheeler, Chair

Middle Peninsula Juvenile Detention Commission

