

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of October 25, 2024

A special meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on October 25th at 11:58 A.M. in the conference room of Cooks Corner Office Complex, Saluda, Virginia. Chair, Randy Wheeler, called the meeting to order. The following people were present:

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

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

Re: Old Business

Ms. Mingee reviewed the proposed quarterly staff retention bonus, the \$2.00 evening shift differential and holiday pay for direct care staff, noting that funding for these items, which roughly equate to \$150,000.00, will not increase member contributions or require use of the fund balance. Holiday pay would be effective November 1, 2025, the evening shift differential for direct care staff and the retention bonus, designated for all staff, has a proposed effective date of January 1, 2025. The quarterly retention bonus figures are based on staff longevity, with payments distributed at the end of each quarter. If a staff member leaves prior to the end of the quarter, a retention bonus will not be issued.

Discussion ensued regarding the retention bonus with suggestions of using the quarterly bonus as a pay raise going towards Virginia Retirement System, increasing the bonus amounts for the employees having less than five years, decreasing amounts for employees with high longevity, grossing-up the bonus so the employees receive the full intended amount, presenting the bonus as a paper check rather than direct deposit, and approving the bonus for two quarters only. Mr. Taylor suggested analyzing the retention results of the quarterly bonus before approving for FY26. Ms. Mingee remarked that staff would appreciate the immediate gratification of a bonus rather than receiving it as a pay raise. It was also suggested that Merrimac reinstate the exit interview process to gain a better understanding of why staff leave Merrimac.

Mr. Taylor moved to approve the proposed holiday pay in the amount \$43,000.00 and the evening \$2.00 shift differential in the amount of \$11,000.00 for FY25, seconded by Mr. Partin. The motion carried unanimously.

Further discussion ensued on the quarterly retention bonuses, and it was decided to increase and gross-up the quarterly bonus amount, add a fourth bracket for employees having over 15 years at Merrimac, refer to the bonus as a retention award, and to distribute a paper check for the awarded amounts.

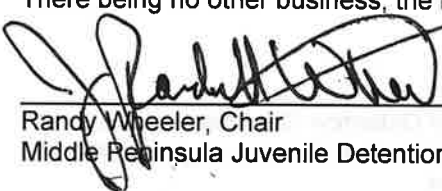
Mr. Wheeler moved to approve effective January 1, 2025, for one half of the FY25 year, a gross-up annual retention award of \$1,500 for 0–5-year employees, \$2,000 for 5–10-year employees, \$2,500 for 10–15 year employees, and \$3000 for 15+ year employees, to be paid in quarterly installments for the balance of FY25, and to be distributed in a separate check for the actual value amount intended. Mr. Partin seconded, and the motion carried unanimously.

Re: New Business

Ms. Mingee stated there was no new business to report at this time.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:47 P.M.



Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission