

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of October 25, 2024

A meeting of the Middle Peninsula Juvenile Detention Commission was held on October 25th at 11:00 A.M. in the conference room of the Cooks Corner Office Complex, Saluda, Virginia. Chair, Randall Wheeler, called the meeting to order. The following persons were present:

Meredith Adkins - King & Queen County
Barbara Dameron – Williamsburg City
Don Gill – Lancaster County
Rodney Hathaway – New Kent County (after roll call)
Sheri Newcomb – York County
Alan Partin – Caroline County
Lutrell Tadlock – Northumberland County
Jim Taylor – Hanover County (after roll call)
Randall Wheeler – Poquoson City

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

Absent:

Percy Ashcraft – King William County
Donna Cogswell – Westmoreland County
Randy Crittenden – Middlesex County
Sharon McCarthy – James City
Hope Mothershead – Richmond County
Ramona Wilson – Mathews County
Steve Wright – Gloucester County

Vacant – Charles City County
Vacant – Essex County

The Chair opened the meeting and determined that a quorum was not yet present so the meeting will move to the financial report before approval of minutes.

Re: Financial Report

Ms. Mingee introduced Laura Harden, independent auditor with the audit firm Cherry Bekaert, who reported that the FY24 Merrimac Center audit was a clean audit with no noncompliance issues or internal weaknesses identified. Ms. Harden stated there was no difficulty in obtaining the necessary information to complete the audit. Mr. Taylor congratulated Merrimac staff on a very timely audit, and Mr. Wheeler noted the fund balance has improved year by year.

The Chair announced that a quorum was now present by 11 of the 16 jurisdictions.

Re: Approval of the Minutes for July 26, 2024

Mr. Partin moved to accept the minutes for July 26, 2024, seconded by Ms. Dameron. The motion carried unanimously.

Re: Financial Report (continued)

Ms. Mingee reviewed the first quarter utilization report and stated Hanover County had the most childcare days with 418 days, followed by James City County with 198 days and York County with 195 days. The member average daily population (ADP) thus far is 21 and the ADP for other localities, which includes the third and fifth districts, state wards, Community Assessment Program (CAP) and Community Placement

Program (CPP) is 17, for an overall ADP of 38. The leading charges are contempt of court/failure to appear, followed by assault charges.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is \$3.790 million, which does not include any additional payments. The operating reserve is \$845,000 and the capital reserve fund is \$2.488 million. Based on period 13 financials, Ms. Mingee reported the interest income is higher than projected at 30 percent, and a higher block grant will be received based on the number of juveniles served, increasing the budget by \$25,000. CPP income was not projected in the budget, however, there are two CPP juveniles in the center putting that revenue at \$39,000, with anticipated additional revenue of \$140,000 for CPP program. Ms. Mingee noted \$23,400 from USDA was received in October.

Ms. Mingee reported mid-year adjustments will be made to even out salary, overtime and on-call line items. Professional services are higher than anticipated due to contracting a CPP therapist, insurance is over due to prepayments, food supplies are higher due to inflation and a higher number of juveniles in the center, and medical is over due to having purchased needed medication for detained youth. Ms. Mingee noted that the families have been billed for the medication and reimbursement is anticipated. Furniture and equipment are over due to purchasing a new goat shelter and an outdoor camera replacement, and bed space is over budget due to having to house youth at other centers to keep from overcrowding.

Re: Attorney's Report

Ms. Powell reported on the General Assembly's Budget Bill for a report of centers to be closed and/or consolidated, stating a report has not yet been received and has not yet been published.

Re: Old Business

Ms. Mingee stated there is no old business to report at this time.

Re: New Business

Upon the recommendation of the executive committee, a Merrimac staff survey was conducted to gain employee insight into staff retention. Ms. Mingee reviewed the survey results noting annual salary increases are the most important to staff, followed by quarterly bonuses based on years of service. Ms. Mingee noted the proposed quarterly bonuses would be distributed at the end of each quarter, stating the employee must complete the quarter to receive the bonus. The third most important item to staff was an evening shift differential of \$2.00 more an hour for staff working evenings, the fourth was receiving double time for holidays for staff who do not currently receive holiday pay. The annual salary increases of 5 percent, the \$2.00 evening shift differential and the double time holiday pay have been added to the proposed budget, to be implemented in FY25 and proposed in the FY26 budget. The proposed quarterly bonuses have not been built into the FY26 budget, as the executive committee would like to reevaluate this bonus.

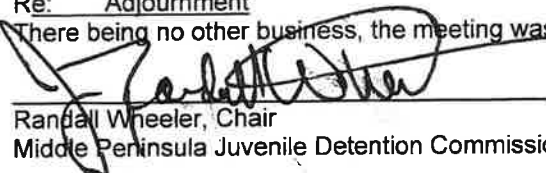
Ms. Adkins motioned to accept the proposed FY26 budget as presented, seconded by Mr. Hathaway. The motion carried unanimously.

Re: Director's Report

Ms. Mingee reported hiring seven new staff, noting two staff are moving towards retirement. The training manager is implementing a new hiring and training plan to work more closely with new staff. Ms. Mingee reported the education department is conducting a mock election to educate the residents on the voting process, the William & Mary mentors are coming in on the weekends and the Good News Ministries presented a dessert bar for the juveniles and prayed with them. Ms. Mingee reviewed Merrimac's family visitation and phone policy.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:52 A.M.


Randall Wheeler, Chair
Middle Peninsula Juvenile Detention Commission