

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of July 26, 2024

A meeting of the Middle Peninsula Juvenile Detention Commission was held on July 26th 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:

Barbara Dameron – Williamsburg City
Don Gill – Lancaster County
Randy Crittenden – Middlesex County
Rodney Hathaway – New Kent County
Alan Partin – Caroline County
Lutrell Tadlock – Northumberland County
Jim Taylor – Hanover County
Randall Wheeler – Poquoson City (after roll call)
Ramona Wilson – Mathews County
Steve Wright – Gloucester County

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

Absent:

Meredith Adkins - King & Queen County
Percy Ashcraft – King William County
Michael Lombardo – Essex County
Hope Mothershead – Richmond County
Sharon McCarthy – James City
Sheri Newcomb – York County

Vacant – Charles City County
Vacant – Essex County
Vacant - Westmoreland County

The Vice Chair opened the meeting and determined that a quorum was present by 10 of the 15 jurisdictions.

Re: Approval of the Minutes for April 26, 2024

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

Re: Financial Report

Ms. Mingee reviewed the year-to-date utilization report and stated Hanover County had the most childcare days with 1,168, followed by James City County with 763 days and York County with 761 days. The member average daily population (ADP) for FY24 was 16 and the ADP for other localities, which includes the 3rd and 5th districts, state wards, Community Assessment Program (CAP) and Community Placement Program (CPP) was 16, for an overall FY24 ADP of 32. Today's ADP is 49. Ms. Mingee noted that the maximum capacity for Merrimac is 48 and five residents have been moved to other detention centers on a temporary release/courtesy hold status to help with population control. Ms. Mingee advised that there are currently eight juveniles at the center aged 13 and younger. The leading charges are contempt of court, followed by domestic assault and miscellaneous charges, which consist of

threatening school employees, pulling a false fire alarm, violation of protective orders, speeding, and resisting arrest/disregarding a police command. Ms. Mingee reviewed the ADP over the last six months, noting that there has been a significant increase in June and July. Ms. Mingee also noted the post dispositional days in FY24 increased from 43 juveniles sentenced to 1-10 days to 62, and from 15 juveniles being sentenced to 31-180 days to 43, with only five being sentenced to the actual Post-Dispositional, 180 day Program. Mr. Taylor suggested meeting with the new judge and substitute judges in Hanover to discuss what works well and what might be the most effective use of detention.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is \$3.7 million, which includes the operating and capital reserve funds. The gain/loss disposal of goods is -\$50,000 and the depreciation expense is \$220,000.00. There is outstanding revenue for CAP and CPP of \$76,000.00 and for USDA of \$20,000.00. Budget adjustments have been made and year-end projections are at \$650,000.00 in additional revenue. Ms. Mingee advised that commission members and executive committee members will need to discuss how to use the FY24 surplus. Mr. Wheeler suggested further discussion and explanation regarding the gain/loss revenue at the next executive committee meeting.

Re: Attorney's Report

Ms. Powell stated she had nothing to report at this time.

Re: Old Business

Ms. Mingee reviewed the recent facility upgrades, including the installation of new cameras, staff soda fountain installation, facility shower rebuilds, installation of FORBO flooring on the units and in the classrooms, the purchase of a new transport van, installation of a split rail fence to limit unwanted foot traffic on the property, and the boiler room upgrade, and clinic rebuild. A safety grant will be written in August for LED exterior lighting. Future upgrades include additional cameras, a new freezer in the kitchen and multi-purpose cabinet upgrades. Ms. Mingee advised that our operations manager researches and obtains quotes from different companies for all facility upgrades to find the best possible price for the center. Mr. Taylor asked Ms. Mingee to pass on the Commission's appreciation to the operations manager.

Re: New Business

Ms. Mingee reported a modification to the current CPP Memorandum of Agreement (MOA), which will allow Merrimac to house one more CPP juvenile on and Individual Bed Placement (IBP). This additional IBP will generate \$50,000.00 in revenue for FY25.

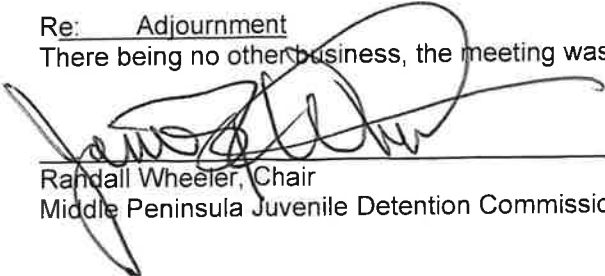
Re: Director's Report

Ms. Mingee reported being down twelve staff members, and three new staff have been hired. Ms. Mingee also reported that one veteran staff member retired, and two supervisory staff are on FMLA, requiring members of administration to work as supervisors in the secure area. Ms. Mingee reviewed the training process for direct care staff, as well as current qualifications for potential new staff. Discussion ensued regarding the strain on current staff and employee retention, including possibly implementing a sign-on bonus. Mr. Wheeler encouraged the commission to bring forward ideas and solutions for creative unit programming to help staff being drafted, as well as employee retention. Mr. Wheeler also suggested this be the primary focus of the next executive committee meeting and that the full commission should be invited to the next committee meeting.

Ms. Mingee reported contracting a former therapist to work with the growing number of juveniles in the center with mental health needs until Colonial Behavioral Health can fill the vacant position.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:02 P.M.



Randall Wheeler, Chair
Middle Peninsula Juvenile Detention Commission