

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of January 24, 2025

A meeting of the Middle Peninsula Juvenile Detention Commission was held on January 24th 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 people were present:

Meredith Adkins - King & Queen County
Jay Brown – Hanover County
Rodney Hathaway – New Kent County
Sharon McCarthy – James City
Hope Mothershead – Richmond County
Sheri Newcomb – York County
Alan Partin – Caroline County
Lutrell Tadlock – Northumberland County
Jim Taylor – Westmoreland County

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

Absent:

Randy Crittenden – Middlesex County
Barbara Dameron – Williamsburg City
Don Gill – Lancaster County
Sidney Johnson – Essex County
Randall Wheeler – Poquoson City
Ramona Wilson – Mathews County
Steve Wright – Gloucester County

Vacant – Charles City County
Vacant – King William County

The Vice Chair opened the meeting and determined that a quorum was present by 9 of the 16 jurisdictions.

Re: Approval of the Minutes for October 25, 2024

Mr. Partin moved to accept the minutes for October 2, 2024, seconded by Mr. Taylor. The motion carried unanimously.

Re: Financial Report

Ms. Mingee reviewed the first quarter utilization report and stated Hanover County had the most childcare days, followed by York County and Caroline County. To date, the average daily population (ADP) including members and other localities is 33, and the ADP for December was 24, with the member ADP at 17 and other localities, which includes the third and fifth districts, state wards, Community Assessment Program (CAP) and Community Placement Program (CPP) is 17. The population today is 30. The leading charges are contempt of court/failure to appear, followed by assault.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is \$3.809 million, the operating reserve is \$845,000 and the capital reserve fund is \$2.488 million. Ms. Mingee also noted the balance of the energy savings contract is \$793,000.

Ms. Mingee reviewed period six revenue, noting budget adjustments have been made but are not reflected in the current financials. Ms. Mingee also reported an additional \$34,000 in CPP revenue that is

not reflected. The DJJ block grant has been revised, projecting an additional \$70,000 for FY25, and CAP has \$49,000 outstanding for November and December.

Ms. Mingee reported on adjustments being made to the on-call, part-time and overtime salary line items. Dues and memberships, as well as insurance are over budget due to prepayments, and clothing costs are up due to an increase in residents and staff. Furniture/equipment is over budget due to a new camera installation and purchase of a storage shed, and bed space is over budget due to juveniles being on temporary release to other centers to control overcrowding.

Re: Attorney's Report

Ms. Powell reported on the General Assembly Budget Bill, which required secretaries of education, human resources, and public safety to produce a report on which centers in the state should be closed or consolidated, noting the report recommended closing seven centers, effective January 1, 2026. If the Bill is passed, and the recommended centers opt to remain open, they may lose state funding. Ms. Powell also reported on the General Assembly Enhanced Retirement Benefits Bill where, if passed, detention specialists would be eligible for the enhanced retirement benefits. However, offering them to staff would be optional and require a vote from the Commission. The Commission would need a projected cost, and the benefits would be effective July 2026.

Re: Old Business

Ms. Mingee reported that staff are very appreciative for the double-time holiday pay benefit, and since November, the benefit has cost \$16,000 in salaries. Ms. Mingee noted that this new benefit has been an incentive for staff to work holidays, and it has helped with recruitment. Ms. Mingee reported that the quarterly retention bonus will start April 1, 2025, staff will receive a 5 percent salary increase in July, and the \$2.00 evening shift differential began January 1, 2025. Ms. McCarthy noted that health insurance will increase by 4 percent, and the dental insurance will remain the same.

Re: New Business

Ms. Mingee reported on the proposed revision for the 3rd District Memorandum of Agreement (MOA), which currently guarantees seven bed spaces for Portsmouth City through June 1, 2026. The Portsmouth city manager asked if Merrimac could take additional Portsmouth juveniles, and the proposed revision of the 3rd District MOA would allot three additional guaranteed bed spaces. Discussion ensued on revising the MOA versus offering non-guaranteed bed space based on population. Ms. Mingee stated Portsmouth would prefer guaranteed space and price, and the MOA would guarantee revenue for Merrimac, even if all the beds were not full. The Commission expressed concern over having their juveniles placed at other centers, as opposed to Portsmouth juveniles based on a committed number of beds, if and when Merrimac may reach capacity. The Commission opted to continue the practice of accepting additional Portsmouth juveniles, over the agreed-upon seven, on an as-needed basis based on population numbers until July and revisit the proposed revision to the current MOA in June.

Re: Director's Report

Ms. Mingee reported that four new staff were hired in December, three new staff will begin orientation in February, an on-call staff member is moving to full-time, and, based on the number of juveniles at the center, each of the four teams is fully staffed. Ms. Mingee reviewed the administrative orientation and unit orientation process for new staff. Ms. Mingee reported that former Suffolk CSU Supervisor, Sherron Key, is now the new DJJ certification analyst. Mr. Key has asked Ms. Mingee to assist with the upcoming Chesapeake Detention Center audit. Ms. Mingee also reported that she and Mr. Taylor had a virtual meeting with Judge Seward in Hanover to discuss concerns about younger juveniles and juveniles with mental health concerns being detained, noting Judge Seward was receptive to the concerns. Ms. Mingee stated she attended a budget presentation in Charles City County, at their request, and noted that Charles City County and King William County currently have vacancies on the Commission. Ms. Mingee reported that staff and youth enjoyed Christmas celebrations, including meals, fellowship, and gifts.

Mr. Hathaway introduced and welcomed Jay Brown, Deputy County Administrator from Hanover to the Commission, and congratulated Mr. Taylor on his new position in Westmoreland County.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:05 P.M.

A handwritten signature in black ink, appearing to read 'Rodney Hathaway', written over a horizontal line.

Rodney Hathaway, Vice-Chair
Middle Peninsula Juvenile Detention Commission