

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of August 22, 2025

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on August 22nd at 11:03 A.M. at the Williamsburg Municipal Building. Chair, Randy Wheeler, called the meeting to order. The following people were present:

Rodney Hathaway – New Kent County
Sheri Newcomb – York County
Jim Taylor – Westmoreland County
Randy Wheeler – Poquoson City

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

Absent:
Barbara Dameron – Williamsburg City
Sharon McCarthy – James City County
Alan Partin – Caroline County

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

Re: Approval of the Minutes for June 27, 2025

Mr. Hathaway moved to accept June 27, 2025, minutes, seconded by Ms. Newcomb. The motion carried unanimously.

Re: Financial Report

Ms. Mingee reported that three residents were temporarily detained at the Commonwealth Center for Children and Adolescents in the month of August due to serious mental health issues.

Ms. Mingee reported that James City County had the most child-care days, followed by Hanover County, and York County. The average member daily population (ADP) is 16 and the non-member ADP, which includes the 3rd and 5th districts and the state, is 18 for a total ADP of 34. Today's population is 27.

Ms. Mingee reviewed the period 13 budget projection sheet. Mr. Wheeler noted the projected expenses are still more than the appropriations although the motion to correct this oversight was addressed with adjustments at the June meeting. Further discussion ensued regarding the timing of budget adjustments, appropriations, and expenditures. An error on one line of the projection formula was found, and Mr. Wheeler stated further discussion would be needed to understand the projections presented.

Ms. Mingee's review of period one financials noted a coding error between the state assessment and individual bed placement line items that will be corrected before period two financials. She further noted that the final FY25 retention bonus was included in the July financials and will also be corrected in the final period 13 report.

Mr. Wheeler said that based upon the projections presented, the bonus adjustment will cause expenses to exceed the appropriations again by approximately \$75,000. If another appropriation is permitted after year-end, this amount along with the approved June appropriation of \$154,000 would exceed the Executive Committee's authority within the bylaws. The bylaws set the limit of change to three percent of the Commission's annual budget. Mr. Wheeler asked if there is a written agreement in place outlining the responsibilities of the fiscal agent. Ms. Mingee reported that James City County has suggested that Merrimac might need to become more independent, removing some of the tasks currently performed by the county. Although this is not an immediate requirement, it was suggested that it be addressed soon.

Discussion turned back to the budget and projections, and it was concluded that a tentative Special Executive Committee meeting will be scheduled for Thursday, August 28, 2025, at 9:00 A.M., pending the outcome of

reviewing the budget projections, a formula error, and the date James City County officially closes their books with Ms. McCarthy on Monday, August 25, who was unable to attend today's meeting.

Re: Attorney's Report

Ms. Powell reported that the study of the cost efficiency of juvenile detention centers in ongoing and the Virginia Association of Counties (VACo) had their first walk through in detention centers in Northern Virginia. Senator Marsden plans to visit more juvenile detention centers as the study continues.

Re: Old Business

Ms. Powell reviewed the proposed revision to the purchasing policy, noting that the Executive Committee will need to approve professional service contracts exceeding \$80,000, and nonprofessional service contracts exceeding \$200,000. Anything under those amounts will be managed internally. Ms. Newcomb moved to approve the proposed revision to the purchasing policy as presented, seconded by Mr. Taylor. The motion carried unanimously.

Re: New Business

Ms. Mingee reviewed the transportation report, noting that transports have increased by over 3,500 miles, and that we currently have two on-call transportation specialists and 16-line staff trained to provide juvenile transportation. Ms. Mingee reported that in the Memorandum of Agreement (MOA) with the 3rd and 5th districts, Merrimac shall provide court transportation for juveniles from those districts. Discussion ensued regarding a revision of the agreement once it expires to raise the per diem price if Merrimac continues to do all the transports or lowering the per diem price if the sheriff's deputies of the 3rd and 5th districts transport juveniles from their respective localities. The revision of the MOA will be further discussed at the next Executive Committee meeting.

Re: Executive Director's Report

Ms. Mingee reported hiring one line staff and one on-call transportation specialist. Ms. Mingee also reported receiving a 100 percent on the Prison Rape Elimination Act (PREA) audit in July, and that the three-year Department of Juvenile Justice (DJJ) audit is on November 6, 2025. Ms. Mingee noted the need to make purchases for the Center to be budgeted under capital expenses but will discuss in detail at the next Executive Committee meeting. Ms. Mingee reported that areas of the roof at the Center have been leaking, and a roofing company came in to repair it. Ms. Mingee also reported that a contract for the replacement of the gym HVAC system has been signed.

Re: Closed Session

Ms. Powell motioned that the meeting be convened in closed session pursuant to Section 2.2-3711(A) (1) of the Code of Virginia pertaining to performance evaluation of the executive director. The motion was seconded by Mr. Taylor and carried unanimously. The meeting went into closed session at 11:44 A.M.

Reconvene

Ms. Newcomb moved to reconvene to open session at 12:05 P.M., seconded by Mr. Taylor. The motion carried unanimously.

Certification

Mr. Wheeler moved that the Middle Peninsula Juvenile Detention Executive Committee certify that, in the closed session just concluded, nothing was discussed except the matter or matters of (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information act cited in that motion. A roll call vote was taken:

Rodney Hathaway	yes
Sheri Newcomb	yes
Jim Taylor	yes
Randy Wheeler	yes

Certification adopted.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 12:07 P.M.



Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission