

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of October 3, 2025

A special meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on October 3rd at 9:03 A.M. in the conference room of the Merrimac Juvenile Detention Center, Williamsburg, Virginia. Chair, Randy Wheeler, called the meeting to order. The following people were present:

Rodney Hathaway – New Kent County
Sharon McCarthy – James City County
Alan Partin – Caroline County
Jim Taylor – Hanover County
Randy Wheeler – Poquoson City

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

Absent:
Barbara Dameron – Williamsburg City
Sheri Newcomb – York County

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

Re: Approval of the Minutes for August 22, 2025

Mr. Partin moved to accept the August 22, 2025, minutes, seconded by Ms. McCarthy. The motion carried unanimously.

Re: Financial Report

Ms. Mingee reported that James City County had the most child-care days, followed by Hanover County, and York County. The average daily population (ADP) for September was 31, and today's population is 38. Ms. Mingee reported that the leading charges are Contempt of Court, noting that there has been an increase in the detainment of younger juveniles for less serious charges.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is \$4.277 million, which includes an additional month of member contributions, non-member contributions, and the Department of Juvenile Justice (DJJ) block grant. The operating reserve is \$845,000.00, and the capital reserve is \$2.8 million.

Ms. Mingee reviewed the revenue report, noting that one extra month of the DJJ block grant and the 3rd and 5th districts, as well as member contributions have been received for period two. Ms. Mingee reported the insurance is prepaid, and staff development reflects a prepayment for a four-day gang conference. Ms. Mingee reported a change in the supplies and furniture line items. Ms. McCarthy reported the capital threshold was raised from \$5,000.00 to \$10,000.00, which was reflected in financial statements and audits, but not on internal budgets previously. However, going forward, Ms. McCarthy reported that any furniture and equipment costing over \$10,000.00 should be placed in the furniture and equipment line item, and anything under \$10,000.00 should now be placed in the supplies line item.

Re: Attorney's Report

Re: Old Business

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

Re: New Business

Ms. Mingee reviewed FY27 capital needs, including working with the Virginia Peninsula Regional Jail (VPRJ) to expand the Merrimac Center's parking lot by six to eight spaces and resurfacing the parking lot at a cost of \$56,000.00, a new air compressor to operate the pneumatic door locks, a new dryer, and a reach in freezer for the kitchen.

Ms. Mingee reviewed the 3rd and 5th district Memorandums of Understanding (MOU), noting that the 3rd and 5th districts have agreed to pay a higher per diem of \$350 for continued guaranteed bed space, and Merrimac continuing to provide transportation once the current MOU is due for renewal July 1, 2026. Ms. Mingee will propose the new per diem for two years, which has been built into the FY27 budget for the two districts. Ms. Mingee noted the member contribution will decrease with the non-member per diem increase.

Ms. Mingee reviewed the proposed draft budget which outlines three scenarios consisting of zero staff salary increases, a three percent salary increase, and a five percent salary increase. Ms. Mingee noted that the draft budget does not include any new positions but does include continued staff retention bonuses. Ms. McCarthy reported that the fiscal agent fee is currently \$30,000.00 and a proposed one percent increase to \$57,000.00 for the fiscal agent has been discussed with Ms. Mingee. Ms. Mingee reported that there has never been an increase for the fiscal agent. Ms. McCarthy reviewed fiscal agent responsibilities with the Committee, reporting on the changes that have taken place within different entities over the years. Ms. McCarthy noted the \$70,000.00 capital reserve could be used to fund the fiscal agent increase. Ms. McCarthy also noted the fiscal agent increase is not reflected in the professional services line for the proposed budget, and voiced concerns regarding errors on Merrimac Center financial statements which may have gone unnoticed if Merrimac did not have a financial manager sitting on the Executive Committee and Full Commission.

The Committee agreed that an upgrade to the existing Administrative Services Manager position should be made, with a suggested new job title of Business Manager, adding budget monitoring, budget projecting, and budget managing to the job duties, in addition to requiring a bachelor's degree or equivalent in the accounting/financial management field. The possibility of also adding a Human Resources Manager position to take over those duties previously performed by the Administrative Services Manager was mentioned, and Ms. Mingee noted there may not be enough job responsibilities to warrant adding a second position. Mr. Wheeler stated the \$70,000.00 from the fund balance should be enough for the fiscal agent fee increase and the balance will go to the contingency for the position upgrade. Mr. Wheeler motioned to approve the three percent staff increase and the transfer of \$70,000.00 from the capital reserve to the fund balance for the fiscal agent fee increase with the contingency for the position upgrade. Mr. Hathaway moved to accept the motion, seconded by Ms. McCarthy. The motion carried unanimously.

Ms. McCarthy stated laptops should be moved to materials and supplies in the budget.

Ms. Powell asked if there is a timeline for upgrading the Administrative Services Manager position, and if the current employee will be trained in the new upgrades, or if a new individual will be hired. Mr. Wheeler stated the position will be posted with the new job description, and the existing employee can apply if he or she chooses. Mr. Wheeler suggested the job description upgrade should be completed as soon as possible.

Re: Executive Director's Report

Ms. Mingee reviewed a day in detention last week, noting seven intakes in one day, with one intake returning from a temporary one-and-a-half-month detainment from the Commonwealth Center for Children and Adolescents. This juvenile screamed and spread feces all over his cell, with staff having to deep clean the cell twice. The same day, a juvenile intake came from Portsmouth and refused to cooperate with the intake process, screaming and yelling, while at the same time another juvenile was throwing books in the library. Multiple consequences were issued throughout the day. Ms. Mingee reported Deputy Director Armistead worked tirelessly to have the young man who came back from the Commonwealth Center temporarily detained there again due to his extreme mental health issues. Mr. Taylor advised that Janet Kelly is director of Health and Human Resources, and if there is ever an issue regarding the temporary detainment of a juvenile to reach out to him.

Ms. Mingee reported hiring two new staff, as well as losing two staff, with one transitioning to on-call and one moving from the area.

Re: Closed Session

Mr. Partin 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 Ms. McCarthy and carried unanimously. The meeting went into closed session at 9:47 A.M.

Reconvene

Mr. Wheeler moved to reconvene to open session at 10:11 A.M., seconded by Ms. McCarthy. The motion carried unanimously.

Certification

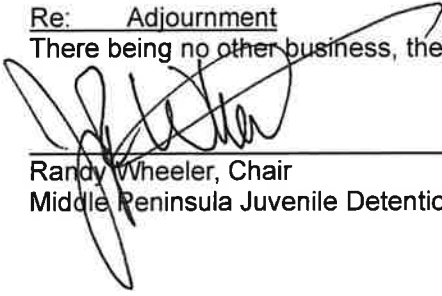
Mr. Wheeler moved that the Middle Peninsula Juvenile Detention Executive Committee certify that, in the closed session just concluded, nothing was discussed except the matter or matters of (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed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

Sharon McCarthy	yes
Rodney Hathaway	yes
Alan Partin	yes
Jim Taylor	yes
Randy Wheeler	yes

Certification adopted.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 10:12 A.M.



Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission

