

## **MINUTES**

### **MIDDLE PENINSULA JUVENILE DETENTION COMMISSION**

#### **Meeting of October 24, 2025**

A special meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on October 24<sup>th</sup> at 10:00 A.M. in the conference room of Cook's Corner Office Complex, Saluda Virginia. Chair, Randy Wheeler, called the meeting to order. The following people were present:

Barbara Dameron – Williamsburg City  
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:  
Sheri Newcomb – York County

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

#### **Re: Old Business**

Mr. Wheeler briefly reviewed the proposed upgrade to the Administrative Services Manager position that was discussed at the Special Meeting of the Executive Committee dated October 3, 2025.

#### **Re: New Business**

Ms. Mingee presented the proposed new job description for the upgraded position of Business Manager, noting the additional responsibilities of budget development and budget projections, and the requirement for a higher level of education, experience, and training. The upgraded position has a proposed salary increase to Grade 21, which ranges from \$70,000.00 to \$94,000.00 annually. Discussion ensued on whether the proposed pay range is too low, and if the proposed job description is too broad. The Committee discussed creating a more focused job description with a higher salary range, as well as the feasibility of creating two positions, one for the financial/accounting requirements of the center, and one for the human resources (HR) responsibilities. Ms. Mingee noted a new HR position could be created at part-time status with the new financial employee supervising that position. Ms. Mingee also noted the proposed upgraded job position would need to be regraded, and the Committee agreed that if the position is split, the upgraded position will need to be retitled. Ms. Mingee reported that the proposed FY27 budget does not include the addition of an HR position or reclassification of the upgraded position.

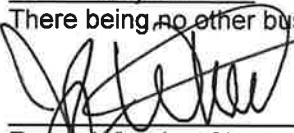
Mr. Wheeler suggested filling the upgraded Administrative Services Manager (Business Manager) position and observing their strengths and weaknesses to get a feel for what they might need in an HR employee, whom they will supervise. Ms. McCarthy asked if an amendment to the budget the Full Commission will be voting on today is needed, and Mr. Wheeler suggested recommending today the new position and the draft budget with the possibility of a budget amendment to the Commission.

Ms. McCarthy noted that items in the budget could possibly be shifted to avoid having to do a budget amendment.

Mr. Wheeler motioned to recommend the addition of a position modeled after the draft of the job description previously presented, noting that there will be a modification of the title, clarification of language changes, and emphasis in the job description from doing HR functions to supervising HR functions, and present a budget update at a future meeting should additional budget changes be required. Mr. Taylor seconded the motion, and it carried unanimously.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 10:43 A.M.



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Randy Wheeler, Chair

Middle Peninsula Juvenile Detention Commission