

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of October 24, 2025

A meeting of the Middle Peninsula Juvenile Detention Commission was held on October 24th at 11:00 A.M. in the conference room of the Cooks Corner Office Complex, Saluda, Virginia. Chair, Randy Wheeler, called the meeting to order. The following people were present:

Randy Crittenden – Middlesex County
Barbara Dameron – Williamsburg City
Rodney Hathaway – New Kent County
Sharon McCarthy – James City
Hope Mothershead – Richmond County
Alan Partin – Caroline County
Lutrell Tadlock – Northumberland County
Jim Taylor – Westmoreland County
Randall Wheeler – Poquoson City
Ramona Wilson – Mathews County

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

Absent:

Meredith Adkins - King & Queen County
Don Gill – Lancaster County
Sidney Johnson – Essex County
Clarence Monday – King William County
Sheri Newcomb – York County
Keith Rogers _ Charles City County
Bret Schardien – Hanover

Vacant – Gloucester County

The Chair opened the meeting and determined that a quorum was present by 10 of the 18 jurisdictions. Member introductions were made and constituted roll call.

Re: Election of Officers of the Commission and Executive Committee Members

Ms. Walker reported that the current officers of the Executive Committee are Randy Wheeler, Chair, Rodney Hathaway, Vice Chair, and the Executive Committee members are Barbara Dameron, Sharon McCarthy, Sheri Newcomb, Alan Partin, and Jim Taylor. Mr. Wheeler encouraged current Commission members to join the Executive Committee and then moved for the Executive Committee to remain as is, with the exception of Ms. Newcomb stepping up as Chair and Mr. Wheeler moving to a committee member. Mr. Partin moved to adopt the members as presented, seconded by Ms. McCarthy. The motion carried unanimously.

Re: Approval of the Minutes for April 24, 2025

Mr. Wheeler moved to accept the minutes for April 24, 2025, seconded by Mr. Partin. The motion carried unanimously.

Re: Financial Report

Mr. Hathaway introduced Laura Harden, independent auditor with the audit firm Cherry Bekaert, who reported that the FY25 Merrimac Center audit was a clean audit with no noncompliance issues, or internal weaknesses. Ms. Harden stated there was no difficulty in obtaining the necessary information to complete

the audit. Ms. Harden stated that the Commission adopted GASB Statement 101 for compensated absences, which resulted in the restatement of the giving net position of \$73,400. Mr. Taylor thanked Ms. Harden and James City County for their work on the audit.

Re: Financial Report

Ms. Mingee reviewed the third period utilization report, noting that James City County (JCC) had the most childcare days (350), followed by Hanover County (312), and York County (229). The average daily population (ADP) including members and other localities is 31, with the member ADP at 16 and other localities, which includes the third and fifth districts, state wards, Community Assessment Program (CAP) and Individual Bed Placement (IBP) is 15. The population today is 43.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is \$4.70 million, which includes the operating reserve, which is \$845,000, and the capital reserve fund which is \$2.861 million.

Ms. Mingee reviewed the financials, noting \$26,800 in outstanding balances from the Department of Juvenile Justice (DJJ). Ms. Mingee reported that insurance and data processing software licenses are prepaid, and supplies and materials will be adjusted to include funding from furniture and equipment, based on the capital threshold increasing to purchases of \$10,000 or higher. Ms. Mingee reported the new air conditioner is being installed in mid-November. Ms. Mingee also reported the higher education expense is due to payment for college classes for a DJJ student, and that Merrimac will be reimbursed for that funding.

Re: Attorney's Report

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

Re: Old Business

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

Re: New Business

Ms. Mingee reported that the proposed draft of the FY27 budget, which includes a three percent increase for staff and ongoing retention bonuses, has been reviewed and recommended by the Executive Committee. Ms. Mingee reported anticipating additional revenue from DJJ for CAP juveniles, as well as the approval for the proposed modified 3rd and 5th district MOAs, which will be for two years at \$350 per bed space. The member per diem rate is based on a five-year average, and the member cost will be \$325 per diem, which is reduced from \$346. Ms. Mingee noted the overtime expense should go down based on more full-time positions having been filled. Ms. Mingee also noted that exact rates for fringe benefits have not been identified, and that a 3.5 percent increase in insurance is reflected, however, the exact rate will not be reported until May. Ms. Mingee reported a JCC fiscal agent fee increase of one percent of the total budget, increasing the fee to \$60,000 from \$30,000. Ms. Mingee noted that additional professional expenses include general counsel, temp services, and counseling and mentoring services for an IBP youth. Based on utilization, there is an anticipated increase in utilities and food supplies. The furniture and equipment line item includes the purchase of a new server, and the capital expense reflects funding for a parking lot extension. Ms. Mingee noted that Merrimac is working with the Virginia Peninsula Regional Jail (VPRJ) to obtain property for additional parking spaces.

Prior to a motion to accept the proposed budget, discussion ensued regarding the job description for the proposed new financial management position at Merrimac. Mr. Wheeler noted that the Executive Committee has been working with Ms. Mingee on evolving the current Administrative Services Manager position, with the possibility of creating two positions, one for human resources (HR) and one for financial management, with the financial management position supervising the HR position. The current job description will be updated, and the financial management position job description will be created, with the hopes of bringing a financial manager on board to assist with higher level accounting functions.

Mr. Wheeler moved to approve the establishment of a new full-time financial management position with a pay grade of 21, possible job title change, and the ability to customize the job description to shift

responsibilities from performing HR duties to supervising a dedicated HR position, seconded by Mr. Partin. The motion carried unanimously.

Ms. McCarthy suggested the idea of, depending on the current balance, paying off the debt service for the energy savings contract and using the funds for the new financial management position. Mr. Taylor acknowledged Ms. Mingee's good work on the non-member MOU's and continuing to build on those relationships.

Ms. Mothershead moved to adopt the FY27 budget as presented, seconded by Mr. Wheeler. The motion carried unanimously.

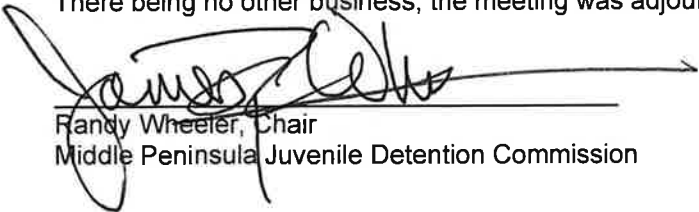
Ms. Powell reviewed the Electronic Meeting Proposal, which allows a Commission member to participate in quarterly meetings virtually if the member lives 60 miles away from the meeting location or if there is a declared emergency. Ms. Powell noted that virtual attendance is limited to twice per year and cannot be consecutive. The purpose of adopting the policy is to allow the Commission to meet virtually if needed. Mr. Taylor moved to adopt the Electronic Meeting Proposal, seconded by Mr. Partin. The motion carried unanimously.

Re: Director's Report

Ms. Mingee reported an influx of detained youth, with as many as three or four intakes in one day, resulting in an increased number of video arraignments and releases. Ms. Mingee thanked the Commission for approving the staff pay increase. Ms. Mingee noted the addition of two new line staff and a new driver, all who are doing well. More staff are showing interest in receiving more training in control operations and transportation. An All-Staff Meeting took place on October 23, 2025, in which 20-year, 15-year, 10-year, and 5-year employment anniversaries were celebrated. Ms. Mingee noted that the three-year DJJ audit will be conducted on November 6, 2025.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:48 A.M.



Randy Wheeler, Chair
Middle Peninsula Juvenile Detention Commission

