

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of April 24, 2026

A meeting of the Middle Peninsula Juvenile Detention Commission was held on April 24th at 11:00 A.M. in the conference room of the Williamsburg Municipal Building, Williamsburg, Virginia. Chair, Sheri Newcomb, called the meeting to order. The following people were present:

Regine Biggers – Gloucester County
Randy Crittenden – Middlesex County
Barbara Dameron – Williamsburg City
Don Gill – Lancaster County (after roll call)
Rodney Hathaway – New Kent County
Sharon McCarthy – James City
Sheri Newcomb – York County
Bret Schardien – Hanover County
Lutrell Tadlock – Northumberland County
Randall Wheeler – Poquoson City

Gina Mingee – Executive Director
Danielle Powell – Counsel
Kris Walker – Clerk (absent)

Absent:

Meredith Adkins - King & Queen County
Sidney Johnson – Essex County
Clarence Monday – King William County
Hope Mothershead – Richmond County
Alan Partin – Caroline County
Ramona Wilson – Mathews County
Keith Rogers – Charles City County

The Chair opened the meeting and determined that a quorum was present by 10 of the 18 jurisdictions.

Re: Approval of the Minutes for October 24, 2025

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

Re: Financial Report

Ms. Mingee reviewed the utilization report, noting that Caroline County had the most childcare days (1150), followed by James City County (978), and Hanover County (802). The average daily population (ADP) including members and other localities is 36, with the member ADP at 20 and other localities, which include the third and fifth districts, state wards, Community Assessment Program (CAP) and Individual Bed Placement (IBP) is 16. The population today is 48. The leading charges are contempt of court, failure to appear, and assault.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is \$3.750 million, which includes the operating reserve, which is \$937,000, and the capital reserve fund which is \$2.768 million. Ms. Mingee reported that Sandy Schubert, former administrative manager, has come out of retirement and has been assisting with the Center financials on an on-call basis, as well as in the hiring process for a new financial manager. Ms. Mingee also reported that budget adjustments and financial projections need to be made.

Ms. Mingee reviewed period nine financials, noting that IBP is under budget at 65 percent, however, additional IBP placements are anticipated for the last quarter, which will help balance out the IBP line item.

Ms. Mingee reported on expenses, noting that on-call and overtime are over budget due to being understaffed and having three staff members out on short-term disability. Ms. Mingee reported professional services is over budget due to using a temp service for custodian and kitchen vacancies. Insurance and data processing software licenses are prepaid, and garage services is high due to van repairs and parts replacements. Ms. Mingee also reported that data processing is over budget due to an upgraded firewall and an upfront payment for a three-year maintenance agreement. Many expenses are over budget due to the higher population at the center and purchase of bed space, having sent five juveniles to another detention center to maintain youth to staff ratio. Ms. Mingee reported that the installation of the gym air conditioner has been delayed but is expected to be completed by the end of May. Ms. McCarthy commented that once budget projections are done a budget amendment will be needed to cover the additional expenses. Ms. Mingee stated this could be done at the Executive Committee meeting in May.

Re: Attorney's Report

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

Re: Old Business

Ms. Mingee reported the financial manager position has been filled, and the selected candidate will start May 1, 2026. Ms. Schubert has agreed to stay on call throughout the training process, and Ms. Mingee thanked Ms. McCarthy for assisting in the interview process. Ms. Mingee noted the financial manager will be attending future meetings to present financial information.

Re: New Business

Ms. Newcomb discussed the importance of and the need for a member alternate to be appointed for each respective locality to serve on the Commission in the place of an elected Commission member who is unable to attend, noting that elected alternates will be able to vote on agenda items and fulfill the quorum requirements.

Ms. Mingee reported that Jim Taylor is no longer on the Executive Committee or the Commission and asked if another Commission member would like to join the Executive Committee. Regine Biggers, representing Gloucester County, volunteered to become a member of the Executive Committee, and Ms. McCarthy motioned to appoint Regine Biggers to the Executive Committee, seconded by Ms. Dameron. The motion carried unanimously.

Re: Director's Report

Ms. Mingee reported being short-staffed, noting that the schedule is the biggest issue for staff, with many staff moving to on-call status. Ms. Mingee also reported that current staff are appreciative of the bonuses and incentives the Commission has approved. Ms. Mingee reported advertising open positions on Indeed, the Virginia Juvenile Justice Association hiring page, the Merrimac website, and that JCC has a link on their website directing individuals to Merrimac's employment page.

Ms. Mingee reported on the new leadership at DJJ, noting both the director and chief deputy director are enormous advocates for youth, and that both will be attending the Merrimac Center Spring Open House directly following this meeting. Ms. Mingee reported passing the three-year DJJ audit at 100 percent. Ms. Mingee also reported concerns with the increase in young intakes, youth with mental health issues, and youth with nowhere else to go, and encouraged Commission members to reach out to their respective judges and court service units to express liability concerns with detainments of this nature. Ms. Mingee noted several youth being admitted with severe medical conditions, reporting having to refuse an intake, for his own safety, due to his medical needs. Ms. Mingee reminded meeting members about the Open House at the Center following the meeting.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:36 A.M.



Sheri Newcomb, Chair
Middle Peninsula Juvenile Detention Commission