

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of February 27, 2026

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on February 27th at 11:06 A.M. at the Williamsburg Municipal Building. Chair, Sheri Newcomb, called the meeting to order. The following people were present:

Barbara Dameron – Williamsburg City
Rodney Hathaway – New Kent County
Sheri Newcomb – York County
Randy Wheeler – Poquoson City

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

Absent:
Sharon McCarthy – James City County
Alan Partin – Caroline County
Jim Taylor – Westmoreland County

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

Re: Approval of the Minutes of the Special Meetings on October 3, 2025, and October 24, 2025

Mr. Wheeler moved to accept the October 3, 2025, and October 24, 2025, minutes seconded by Mr. Hathaway. The motion carried unanimously.

Re: Financial Report

Ms. Mingee reported that Caroline County had the most child-care days, followed by Hanover County and James City County. The average member daily population (ADP) is 19, the non-member ADP, which includes the 3rd and 5th districts and the state, is 14, for a total ADP of 33. Ms. Mingee noted Merrimac is averaging 37 new admissions per month, and that the total population today is 43. The leading charges are contempt of court/failure to appear, followed by assault.

Ms. Mingee reviewed the balance sheet noting that the operating reserve is \$937,000.00, and the capital reserve is \$2.7 million.

Ms. Mingee reviewed the revenue report, noting two months of extra income from the Department of Juvenile Justice (DJJ), and two extra months from the 5th District, with anticipation of the quarterly payment from the 3rd District, as well as some delayed quarterly contributions from member localities. Ms. Mingee reviewed expenses, noting that overtime and on call are high, and that overtime includes holiday pay. Two staff are currently on medical leave, and the population is high, resulting in the requirement of double coverage on the units. Professional services is over budget due to utilizing a temporary staffing agency to fill a kitchen staff and a custodial position, and garage services is over budget due to transport van repairs. Ms. Mingee reported that insurance is all prepaid, and data processing is an upfront contract payment. The supplies and materials line items need to be adjusted, employee miscellaneous is over budget due to Christmas dinner and gifts, personal hygiene is over budget due to the high juvenile population, and purchase of bedspace will be over due to the number of juveniles on temporary release to the James River Juvenile Detention Center. Ms. Mingee noted that the education line for juveniles in Individual Bed Placement (IBP) is over budget and will be reimbursed from DJJ.

Re: Attorney's Report

Ms. Powell reported that during this senate session, Senator Marsden introduced the Consolidation of Detention Centers Bill, SB 468, which was passed over to next year, and the Reduction to Teacher Student-Ratio Bill, SB469, which did not pass. Regarding SB468, Ms. Mingee noted that during a meeting Senator Marsden held in Norfolk, it was indicated that detention centers would no longer receive DJJ funding if they did not serve localities other than their own.

Re: Old Business

Ms. Mingee reported the 3rd and 5th districts have agreed on the Memorandum of Understanding (MOU) amendment rate increase for FY27 and FY28, noting the added verbiage allowing Merrimac to request the removal of juveniles who display troublesome/noncompliant behavior without the need for court approval.

Ms. Mingee reported that the ad for the Financial Manager position has been posted on Indeed since November 2025 and was recently posted on the Virginia Government Finance Officers Association and the Virginia Society of Certified Public Accounts websites, having only produced one qualified candidate to date. Mr. Wheeler stated that he will inform applicants applying for employment in Poquoson about the position at Merrimac.

Re: New Business

No new business to report.

Re: Executive Director's Report

Ms. Mingee reported being down five staff members with one on maternity leave and one on FMLA. Ms. Mingee noted that Merrimac is currently hiring transportation staff, an on-call nurse, and kitchen staff, and that there are three line staff and one senior counselor starting orientation on March 2, 2026. Ms. Mingee reported that the Merrimac Center Spring Open House is April 24, 2026, and preparations for the event have begun. Ms. Mingee also reported that Merrimac currently has three state assessment youth (CAP), two IBP youth, and five Post-D Program youth, with two juveniles pending CAP status. While the Post-D Program is underway, accepting additional youth in the program has been postponed due to the high population and steady influx of detainees. Ms. Mingee reported a staff volunteer system has been implemented so staff can volunteer to cover shifts. Ms. Mingee also reported that the new director of DJJ is Bob Birmingham and the new chief deputy director is Marilyn Brown, who both have a long history working with young people. The former director is now a prosecuting attorney in Suffolk JDR.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:35 A.M.



Sheri Newcomb, Chair

Middle Peninsula Juvenile Detention Commission