

MINUTES

MIDDLE PENINSULA JUVENILE DETENTION COMMISSION

Meeting of May 29, 2026

A meeting of the Executive Committee of the Middle Peninsula Juvenile Detention Commission was held on May 29th at 11:00 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
Alan Partin – Caroline County
Randy Wheeler – Poquoson City

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

Absent:

Regine Biggers – Gloucester County
Sharon McCarthy – James City County

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

Re: Approval of the Minutes for February 27, 2026

Mr. Wheeler moved to accept the February 27, 2026, minutes seconded by Ms. Dameron. The motion carried unanimously.

Re: Financial Report

Ms. Mingee reported that Caroline County had the most child-care days (1,271), followed by James City County (1,197) and Hanover County (915). The average member daily population (ADP) is 21, the non-member ADP, which includes the 3rd and 5th districts and the state, is 16, for a total ADP of 37. The population today is 44.

Ms. Mingee reviewed the balance sheet noting that the general cash balance is at \$4.460 million, which includes two months' extra payment from member and non-member localities, and the Department of Juvenile Justice (DJJ). The operating reserve is \$937,000.00, and the capital reserve is \$2.768 million.

Ms. Mingee reviewed the revenue report, noting having received the 4th quarter payment from the DJJ Block Grant and expecting to receive a 5th quarter payment, however, the amount will be unknown until June. The Individual Bed Placement (IBP) is over budget, and it is anticipated there will be another IBP youth prior to the end of the fiscal year. The Community Assessment Program is under budget, causing a shortage in the projected revenue for FY26.

Ms. Mingee reviewed the expense report, noting salaries and overtime (OT) are over budget due to staffing shortages and increased population. Ms. Mingee reported an increase in admissions with 49 admissions in April. Budget adjustments will need to be made once future proposed fund balance allocations have been approved. Professional services is over budget due to using a temporary staffing agency for a kitchen employee and a custodial position, garage services is also over budget due to the increase in transports and higher fuel prices, and Ms. Mingee reported an increase in food and supply costs due to the higher number of youth at Merrimac. Ms. Mingee noted the \$50,000 allocation for the DVR, as well as the capital expense for the completed installation of the new gym air conditioner will be reflected in next month's financial report.

Re: Attorney's Report

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

Re: Old Business

Ms. Mingee reported the prospective Financial Manager who was due to start May 1, 2026, did not complete the required background checks or provide adequate references, causing the employment offer to be rescinded. The position remains open, and a preliminary, virtual interview with a new candidate is scheduled for this afternoon.

Re: New Business

Ms. Mingee proposed a \$190,000 allocation from the fund balance to cover the over-projected revenue for the CAP program to balance the FY26 budget. Mr. Wheeler asked when action is needed on the appropriation and noted that an improvement to the expenditure account would also be needed. Ms. Mingee stated that the appropriation could be carried out today as the Executive Committee has the authority to approve unbudgeted funds for up to three percent of the overall annual budget.

Mr. Wheeler motioned to appropriate \$190,000 from the fund balance for the purpose of increasing the overtime salaries by \$100,000 and the on-call salaries by \$90,000, seconded by Mr. Hathaway. The motion carried unanimously.

Re: Executive Director's Report

Ms. Mingee reported being short-staffed, with three staff having left in the last three weeks. One of the terminated staff members has current criminal, DJJ, and Child Protective Services investigations taking place. Ms. Mingee noted having an on-call nurse and a senior counselor coming on board June 1, 2026. Ms. Mingee reported that the Merrimac Center Spring Open House was a success and was well attended, noting the former Director of DJJ, Amy Floriano, attended, as well as the current Director of DJJ, Robert Bermingham, Jr., and the Chief Deputy Director of DJJ, Marilyn Brown.

Re: Adjournment

There being no other business, the meeting was adjourned at approximately 11:33 A.M.



Sheri Newcomb, Chair

Middle Peninsula Juvenile Detention Commission