

**Tidewater Youth Services Commission  
Meeting Minutes  
November 18, 2019**

**Attending:** Dr. Cynthia Blakeslee, Mr. Carl Faison, Mr. Azeez Felder, Ms. Katherine Grimm, Ms. Pamela Little-Hill, Ms. Jenny Hodge, Ms. Kimberly Jennings, Mr. Shawn Sawyer & Ms. Ginger Ploeger

**Not attending:** Mr. Rusty Jordan, Ms. Olymphie Perkins and Ms. Beth St. John

**Staff:** Ms. Jenny Hodge, Mr. Shawn Sawyer & Ms. Ginger Ploeger

**Guests:** None

**Call to Order:** The Chair, Katherine Grimm, called the November 18, 2019 meeting of the Tidewater Youth Services Commission to order at 11:40 a.m.

- I. **Review of Minutes:** The minutes of the September 23, 2019 meeting were distributed & reviewed. There were no noted corrections. A motion to approve the September minutes as written was made by Carl Faison and seconded by Azeez Felder. The members voted and the minutes were accepted unanimously.

II. **Items Carried Forward:**

A. **Tidewater Youth Services Foundation (TYSF):** Jenny Hodge

Jenny Hodge updated the TYSC Board on the following:

Tidewater Youth Services has been notified that we have been awarded the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Juvenile Drug Treatment Court (JDTC) Program Development Grant that Tidewater Youth Services applied for in May of 2019. This is a two-year grant to explore the feasibility of starting a JDTC in Virginia Beach.

Juvenile Drug Treatment Court Planning: This program will support jurisdictions that have identified a need to establish a Juvenile Drug Treatment Court. Funding under this program will support a 24-month planning process that will educate the JDTC team about the basic components of a JDTC and develop a program that integrates court and treatment functions.

At the conclusion of the planning process, The JDTC Team must produce the following deliverables:

- A strategic plan for program implementation that includes a timeline for implementing the program.
- A Juvenile Drug Treatment Court Policies and Procedures Manual for the program.
- A plan for regular training for the Juvenile Drug Treatment Court team to improve staff capacity to operate the Juvenile Drug Treatment Court and deliver related programming effectively.

The Kick-Off meeting for the Juvenile Drug Treatment Court Planning Grant Team was held on November 06, 2019 at the Virginia Beach Court. The team lead by Tidewater Youth Services consists of key City of Virginia Beach stakeholders to include but not limited to the following: Juvenile and Domestic Relations Court Judges, Commonwealth Attorney's Office, City Attorney's Office, Public Defender's Office, Public Schools, Court Services and Police.

In addition to the current team members, a Drug Court Coordinator will be hired in the near future.

Concerning the grant application to expand School-Based Case Management in the 5<sup>th</sup> District, Tidewater Youth Services was unfortunately not awarded that grant. Jenny did receive feedback on the grant application that should assist us with applying in the future for similar grants. In addition, it was learned that the application might have been stronger if the schools had partnered with the Commission in applying for the grant.

Independent Living Skills (ILS) groups are going well. Moving forward, Sharla Slupski will be focusing on more hands-on/experiential learning experiences to better engage the youth and enhance the learning experience.

The Tidewater Youth Services Santa Claus Shuffle planning is in “full-swing”. At this time, there has been approximately \$17k in sponsorships and \$6k in fundraising generated. The Santa Claus Shuffle 5K Race and 1 Mile Fun Run is scheduled for Sunday, December 8<sup>th</sup> in Olde Towne Portsmouth. Jenny distributed flyers to the board members to share in their places of business as well as in the community.

**B. Westhaven Capital Campaign: (Update)**

- Virginia Thumm of Virginia Fundraising Consultants reported that she has met with many of the large donors in the area. Based on her assessment thus far for the Westhaven Capital Campaign feasibility study, Virginia has determined that The Commission will likely need to ask for the State’s assistance with some of the funding to rebuild Westhaven.
- Shawn has spoken with Angela Valentine, Chief Deputy of DJJ and she has indicated that the process to request the State’s assistance with funding is cumbersome however in the event the Commission needs to proceed in that direction that she will gladly assist
- Shawn reported that he has continued to be in contact with Delegate Heretick. Delegate Heretick will be requesting \$600k in the Governor’s new budget to assist in the rebuilding of Westhaven Boys Home.
- TYSF Board member, Phillip Townsend, who is also a co-anchor and journalist for WVEC news has offered to produce a video of Westhaven to assist in the upcoming capital campaign.

**C. Qualified Residential Treatment Programs (QRTPs) Requirement for IV-E reimbursement: (Update)**

- Shawn Sawyer, Ginger Ploeger and Karin Duncan (Clinical Supervisor) continue to attend all available trainings regarding the Families First Act. At this time, there are still more unanswered questions. Shawn has done the math and if The Commission is required to have on-site nursing staff 24-hours a day at each of our residential programs, then that would be at least \$1.5 million dollars in additional personnel costs. Scott Reiner of the Office of Children’s Services (OCS) has indicated that DJJ will also be going in the direction of all residential programs being required to be QRTPs. At this time, Angela Valentine has indicated that DJJ has not definitively determined to be the case. In the event that our group homes are required to be QRTPs, then it may be that the Crisis Intervention Home will become the designated co-ed QRTP facility. Other than meeting the on-site nursing staff requirement, the Commission facilities comply with most all, if not all, of the other QRTP requirements. At this time, it appears that there are still a lot of unanswered questions about the implementation and requirements of QRTPs. Tidewater Youth Services will continue to seek out additional information through webinars and state leaders. The deadline to meet the QRTP mandate is July 01, 2020.

**D. Independent Living Program: (Update)**

- Initial Child Placing Agency (CPA) license application to operate an independent living program for 18-21 year old youth/young adults aging out of foster care submitted May 31, 2019
- Allowable Variance (AV) requested for required education for the Executive Director & Program Director. AV approved and received by the Commission on October 09, 2019.
- Submitted Independent Living Program policies and procedures to DSS Licensing per deadline on November 16, 2019.
- Will await contact from DSS for feedback on policies and procedures and next step.

**E. \*Personnel Policy Revisions:**

- At this time, the Policies & Procedures Committee consisting of Kimberly Jennings and Pamela Little-Hill indicated that they have concluded their review of the amended Tidewater Youth Services Commission’s policies and procedures. The Committee recommended that the policies and procedures be approved as revised. As the recommendation came out of committee, as second motion was not required. The Board members took a vote and all were in favor of adopting the newly revised policies and procedures. The policies and procedures were unanimously approved.

- F. Items from Members or Staff:** Shawn reported that the agency’s employee portal continues to be developed further to now include on-line basic skills training.

### **III. New Business**

#### **A. Banking Requirements: Beneficial Ownership Reporting Requirement:**

The Beneficial Ownership Reporting Rule is as follows: “a bank must establish and maintain written procedures that are reasonably designed to identify and verify beneficial owner(s) of legal entity customers and to include such procedures in its anti-money laundering compliance program.” The intent of the Beneficial Ownership Rule is to assist authorities in counteracting money laundering, tax evasion, and other financial crimes. FinCEN requires all financial institutions to begin collecting the required information for new accounts opened no later than May 11, 2018.

- The Commission’s banking institutions; Bank of America and Towne Bank, now require this information in order for there to be credit cards issue in Director’s names. Credit cards are necessary for program operations.
- Shawn consulted the Commission’s legal counsel regarding this requirement, as the Commission should be exempt from this rule due to the nature of the agency being public and no party having any form of ownership.
- Although, the agency should be exempt from this, to challenge this legally would be costly. Shawn provided his personal information including social security number to Bank of America in order for them to unfreeze our agency bank accounts.
- Bank of America has assured Shawn that his personal information will not be included in any agency banking records.
- Shawn has requested the Board’s assistance with addressing in problems that may occur in the event Bank of America does not do as they assured him that they would.
- All other banking institutions such as Towne Bank and any others that use 3<sup>rd</sup> party credit agencies would also require at least one individual in the agency to disclose personal information in order to meet the Beneficial Ownership Reporting Requirement.

#### **B. JDTC Update:** Addressed above in Tidewater Youth Services Foundation report.

#### **C. September Financials:**

- See attached September financial report
- Agency has a current deficit of \$40k however due to a technical issue with the electronic bill, one of our largest vendors, Virginia Electronic Monitoring Services (VEMS)-Alere substance abuse testing/screening, had not been paid in the past four months. This is in additional \$10k that will bring the deficit closer to \$50k
- Group Home numbers are down/Likely due to higher risk DJJ youth who have not been deemed appropriate for less secure
- Lower DSS Referrals at this time
- There has been a slight increase in services in October

\*Kim Jennings noted that a Judge in Suffolk had expressed concerns about a youth reporting bedbugs at Westhaven and wondered if perhaps that could contribute to fewer group home placements. Shawn indicated that there had indeed been a recent bedbug issue and that the Commission was working with our exterminator as well as following all health department and recommended professional protocol to eradicate the issue. Shawn noted that due to the nature of our population being transient to include some youth frequently in-and-out of motels/hotels that it is not uncommon for residential programs, schools and other settings to be constantly having to readdress the issue of bedbugs. Shawn reported to the Board that all resident belongings are washed upon admittance and it is expected that the same occur when residents return from home passes. Shawn will follow-up with a letter to the Judge who expressed the concern to share how the agency addresses concerns regarding bedbugs and to encourage anyone with concerns to contact us.

#### **D. Presentation of the FY 2019 Audit: Finance Committee:**

Just prior to the TYSC Board Meeting, the TYSC Finance Committee met from 10:30am-11:30am to review the financial audit findings presented by PB Mares. The Finance Committee was comprised of Katherine Grimm and Pamela Little-Hill. Also in attendance was Shawn Sawyer, Ginger Ploeger and Vicki Hubbard. Katherine Grimm and Pamela Little-Hill presented the highlights from the audit to the TYSC Board on behalf of the Finance Committee. Ms. Grimm started by congratulating TYSC Finance, Administration and program staff on an excellent audit and year in FY 2019. She reported the auditors’ findings of “no discrepancies & no material deficiencies”. The auditor’s report gave the strongest opinion one can receive, as there were no

adjustments to be made other than those to VRS contributions. The finance committee noted specifics from the financial report distributed to the board members.

**Financial Highlights:**

- TYSC ended the FY2018 with an increase in net position of \$223,255.
- Current assets increased by \$136,080. This, primarily, is a result in the increase in TYSC's operating case account for payments received by DJJ for the operation of Reentry and the Apartment Living Program and an increase in accounts receivable.
- The net book value of capital assets decreased by \$38,092. This reduction in the net book value of TYSC's capital assets is attributable to annual depreciation expense over total capital purchases for the year ended June 30, 2019.
- Current liabilities increased by \$29,597 or 6.2%. This increase is primarily the result of advance payments received in FY 2019 and applied to the deferred revenue liability account for services to be rendered in FY 2020.
- Long-term liabilities decreased by \$39,606. This decrease is due to monthly payments made to Towne Bank towards the mortgage bond for 2404 Airline Boulevard.
- With regards to internal controls, there were no suggestions or recommendations provided by the auditors.

Pamela Little-Hill made a recommendation coming from the Finance Committee to accept the audit findings as presented. The Board accepted the motion unanimously and the motion carried.

**E. Takeaways from the TYSC Directors' Retreat:**

- Directors' revisited our Unified Treatment Philosophy to bring back to agency program staff and to ensure implemented in our daily programming
- Goal this Year: To work with all parents/guardians/family members from a strength-based perspective
- Strength-Finders Assessment completed with Assistant Directors this year and reviewed at the retreat with facilitator, Beth Rush. Goal in next FY is to have all fulltime staff complete the assessment.

**F. Items from Members or Staff:**

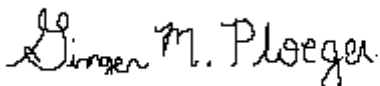
- Dr. Blakeslee inquired about the findings from Portsmouth's recent poverty study that Pamela Little-Hill noted would be presented in Portsmouth the evening following our last TYSC Board Meeting. Ms. Little-Hill indicated that there will be more subcommittees and meetings to address the findings and additional information should be available online.

A link to the published poverty study can be found at:

<http://www.portsmouthva.gov/DocumentCenter/View/7385/City-of-Portsmouth-Poverty-Study>

- G. Adjournment:** There being no further business, Katherine Grimm motioned that the meeting be adjourned. Pamela Little-Hill seconded the motion. All board members were in agreement and the meeting was adjourned at 12:42 p.m.

Respectfully Submitted,



Ginger M. Ploeger  
Deputy Director  
Tidewater Youth Services Commission