

**Tidewater Youth Services Commission**  
**Meeting Minutes**  
**November 1, 2021**

**Attending:** Dr. Cynthia Blakeslee, Ms. Katherine Grimm, Ms. Pamela Little-Hill, Ms. Beth St. John, Ms. Kimberly Jennings, Mr. Carl Faison, Mr. Rusty Jordan, & Olymphina Perkins

**Not attending:** Mr. Azeez Felder

**Staff:** Ms. Jenny Hodge, Ms. Vicki Hubbard

**Guests:** Brian Windley, Shawn Middleton, Auditors

**Call to Order:** The Chair, Katherine Grimm, called the November 1, 2021 meeting of the Tidewater Youth Services Commission to order at 11:40 a.m. and introduced the meeting guests.

**I. Review of the previous meeting minutes:**

Review of the previous meeting minutes was tabled until a later date.

**II. Items Carried Forward:**

**A. Tidewater Youth Services Foundation**

Jenny Hodge reported the Santa Claus Shuffle is scheduled and the consultant is working to get runners and sponsors. The Shuffle will be a virtual and in-person run. Mr. Belcher is currently setting up TV interviews to advertise the run.

**B. Tidewater Youth Service Commission Update:**

Ms. Hodge stated she has started the evaluation process at the Commission. She is doing a self-evaluation process for the Directors since she has only been in the interim position for a very short time and has not been supervising these positions for a full year.

Ms. Hodge also reported that Westhaven is having work done to the building without having to move any youth. Crisis is now at a total of only 6 youth due to staff shortages.

**C. Items from Members or Staff: None**

**III. New Business**

**A. Financials**

Ms. Hubbard stated that there has been a problem with the IT system so she is having to get Director's information on a quarterly basis. She also stated that the bonus item that was an issue from the last meeting was picked up on the software from last year and has now been corrected.

TYSC has received 17% of its revenue and has expended 18%. This is due to the fact that Mr. Sawyer cashed out his leave due to his resignation. The payout for Ms. Ploeger will be coming this month.

**B. Group Home Status**

Ms. Hodge reported that Westhaven and Apartment Living are at 100% capacity. Re-entry is at 45%, COFFY is at 55% and Crisis is at 6 due to staff shortage. Recruiting efforts are going well and the Commission is starting to fill positions. Progress is being made and people are feeling more comfortable.

**C. Information regarding the Auditors:**

Ms. Hubbard explained that the auditors are now finding some problematic contracts. Mr. Sawyer made and dealt with all of the contracts for services such as lawn care and IT services. It has come to the attention of

the auditors that some of the contractors are not meeting the requirements of the contracts that are in place. Mr. Windley and Ms. Middleton addressed the issue and Ms. Hodge stated that changes are being made.

- D.** Motion to go into closed session to consider personnel issues was made by Katherine Grimm at 11:55 pm. The motion was seconded by Elizabeth St. John. The roll call vote was unanimous in the affirmative. A motion was made to come out of closed session and seconded. The roll call vote was unanimous in the affirmative and the Board came out of closed session at 1:35 pm.
- E.** Motion by Mr. Jordon to change the current Director's job advertisement by removing the requirement for licensure and amending the requirement for licensure to be included in the Assistant Director's job advertisement. The motion was seconded by Mr. Faison. The motion was carried.
- F. Items from Members or Staff:** None
- G. Adjournment:** There being no further business, Pamela Little-Hill motioned that the meeting be adjourned. Mr. Faison seconded the motion. All board members were in agreement and the meeting was adjourned at 1:39 p.m.

Respectfully Submitted,

*Elizabeth F. St. John*

Elizabeth F. St. John  
Secretary/Treasurer  
Tidewater Youth Services Commission Board