

Tidewater Youth Services Commission
Meeting Minutes
May 9, 2022

Attending: Mr. Carl Faison, Ms. Katherine Grimm, Ms. Kimberly Jennings, Mr. Rusty Jordan, Ms. Olymphina Perkins, & Dr. Cynthia Blakeslee

Not attending: Mr. Harry Cromer

Staff: Ms. Jenny Hodge, Ms. Vicki Hubbard, & Mr. William Wimbish

Guests: None

Call to Order: The Chair, Katherine Grimm, called the May 9, 2022 meeting of the Tidewater Youth Services Commission to order at 11:41 a.m.

I. Review of the previous meeting minutes:

The minutes of the April 4, 2022 meeting were reviewed. A motion to accept the minutes as recorded was made by Ms. Jennings and was seconded by Mr. Jordan. The motion was carried.

II. Items Carried Forward:

A. Tidewater Youth Services Foundation

Ms. Hodge reported that the second annual Foundation fundraiser, Maker's Kraft Love of Beer Fundraiser, which occurred from April 26-27 with a virtual option from April 25th through the 29th, went well. Net proceeds of \$5,000 exceeded last years' proceeds of \$1,000 by \$4,000.

Ms. Hodge stated that the Foundation audit was completed and will be submitted by the end of the week. It was clean and provided to Ms. Hubbard for the Commission Audit Campaign. The goal of the Capital Funds Campaign going forward is \$250,000 with six month capacity for specific fund raising projects.

B. Tidewater Youth Service Commission Update:

Ms. Hodge reported that the community based program is being closed and the services provided under that program are being organized under other programs. Programs that have not been utilized by districts over the last three years were closed.

Funds are available for the Thinking for a Change program. Ms. Perkins indicated her district has used this program in the past.

Reorganization of programs has resulted in some staff pattern changes. In the Department of Clinical Services, Ms. Karin Duncan has accepted the assistant director position and Ms. Amanda Cassimore is the director.

The Commission is advertising for a contract position to hire a LCSW or LPC due to funding requirements for some programs. Rubric is currently being developed to evaluate candidates.

C. Items from Members or Staff: None

III. New Business

A. Financials

- **Ms. Hubbard** passed out to the Board the March Fiscal Year Comparison 22/21 Budget report and the Executive Summary and Proposed Budget FY2023. She discussed the March 22 financial report that included \$29,000 that addressed the deficit.
 - Elements of Community Based programs raised concerns due to unused revenues. Mrs. Hubbard reported that we may have to send back to the state \$600,000. This issue results from not having qualified people to man programs, insufficient staff capacity, and fewer referrals.
 - The budget does include across the board five percent (5 %) increase and increasing minimum wage to \$15.00 in the Salary and Wages item.
 - Challenge Outreach and Community Service includes Franklin school based services, which are now under the same umbrella.
 - Additional discussion concerned maintenance of main office building and the related contract as a separate budget item. This item is not in the budget but is needed to resolve a leaky roof in capital improvement. Contractors have come out and recommended new roof. Proposals were presented.
- B.** A motion to go into closed session to consider personnel issues was made by Katherine Grimm at 1:12 pm. The motion was seconded by Cynthia Blakeslee. The roll call vote was unanimous in the affirmative. A motion was made to come out of closed session. The roll call vote was unanimous in the affirmative and the Board came out of closed session at 1:49 pm.
- C.** A motion was made by Ms. Jennings who motioned that the budget be accepted as proposed. Mr. Jordan seconded the motion. The chair, Ms. Grimm, called for a vote on the motion. The motion to accept the budget was voted on and unanimously approved.
- D.** A motion was made by Mr. Jordan who motioned that the roof repair proposal from Tidewater Roofing from the capital budget be accepted as proposed. Mr. Faison seconded the motion. The chair, Ms. Grimm, called for a vote on the motion. The motion to approve the funds from the capital funds for the roof repair was voted on and unanimously approved.
- E.** A motion was proposed by Mr. Jordan to make a salary offer for employment of \$115,000 to the applicant for the executive director position. Mr. Faison seconded the motion. The chair, Ms. Grimm, called for a vote on the motion. The motion to accept the amount of the salary offer was voted on and unanimously approved.
- F. Items from Members or Staff:** None
- G. Adjournment:** There being no further business, a motion was made to adjourn the meeting at 1:49 pm. All board members were in agreement and the meeting was adjourned at 1:49 p.m.

Respectfully Submitted,

Cynthia D. Blakeslee

Cynthia D. Blakeslee
Secretary/Treasurer (Interim)
Tidewater Youth Services Commission Board