

**Tidewater Youth Services Commission (TYSC)  
Meeting Minutes  
May 10, 2021**

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

**Not attending:** Ms. Olymphina Perkins

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

\* The Virginia General Assembly authorized public bodies — including local boards and commissions — to meet electronically during the state of emergency declared by Gov. Ralph Northam in response to COVID-19. Due to the State of Virginia still being declared as being under a State of Emergency, some members participated by means of virtual participation due to social distancing needs.

**Guests:** None

**Call to Order:** The Chair, Katherine Grimm, called the May 10, 2021 emergency/follow-up budget meeting of the Tidewater Youth Services Commission to order at 10:33 a.m.

- I. **Review of Minutes:** Kimberly Jennings motioned to table reviewing the minutes from the meeting on from May 03, 2021 as they had not yet been prepared. Carl Faison seconded the motion. All members voted in favor and the minutes will be reviewed at the next regularly scheduled meeting in June.

II. **Items Carried Forward:**

A. **Tidewater Youth Services Commission FY 2022 Approval of the Budget**

The Chair, Katherine Grimm, began the meeting by notifying the Board that just prior to this meeting that she had met with the TYSC agency attorney, Jeff Rosen, as well as with Ginger Ploeger. Shawn Sawyer had contacted Jeff Rosen following the last Board meeting as he had felt it may be prudent to seek counsel and clarification on the roles and the capacity of the Board vs that of the agency administration as he had some concerns about potential legal ramifications if the Board were to act outside of the scope of their purview. Mr. Rosen suggested that he meet with the Board Chair and TYSC Administration further. Katherine Grimm reported back to the Board the following from her meeting with the agency attorney:

- It is important to clarify the role of the Board to govern and to not micromanage
- The Board members can offer to assist in areas that they have specific specialized training and expertise but not outside of the scope of their expertise
- The Board needs to be familiar with and comply with the bylaws

Some of the Board members indicated that they would like more information about this from Mr. Rosen. It was determined that Mr. Rosen would attend the next meeting in June to answer any questions that the Board members may have.

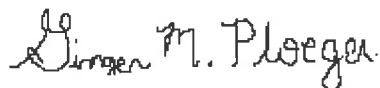
The original proposed budget was reviewed once again. This was discussed in more detail as Carl, Azeez and Pam were not able to be in attendance at the last meeting. A Board member asked for clarification as to why Shawn Sawyer had contacted the agency attorney without direction or approval from the Board. Shawn reported that he had advised the executive committee. Katherine Grimm, the Board Chair, clarified that the Executive Director does not need approval from the Board to seek guidance from the attorney. Shawn indicated that he was concerned from the last meeting that a proposed committee being formed to review salaries and wages to make a decision regarding a COLA budget proposal likely could have legal ramifications. Board members who had previously suggested the committee indicated that was not the intention. There was additional discussion to include Rusty Jordan outlining a specific plan as to his recommendations for the agency to avoid compression and to raise the minimum starting wages so that the ranges from minimum, mid-point and maximum were also increased. Ultimately, Cynthia Blakeslee motioned that the Board approve a 5% COLA increase for FY22. Carl Faison seconded. All member voted in favor. With regards to CBCS entry-level positions, Beth St. John motioned that the original

proposed increases to the rates of pay for counselor 1, 2 & 3 be approved. Rusty Jordan seconded. All members voted in favor and the motion passed. Kim Jennings motioned that we table an additional 5% COLA for the following FY until a later date. Pamela Little-Hill seconded. All members voted in approval and the motion passed. Rusty Jordan motioned that the starting pay for the Group Home Worker, Residential Counselor and Challenge Outreach Counselor positions be increased by 10%. Cynthia Blakeslee seconded. All members voted in favor. The motion carried. Beth St. John motioned that all existing employees have at 3% separation in starting pay from the new increases to avoid compression and to officially approve the budget. Cynthia Blakeslee seconded. No one opposed. The motion passed. The FY22 Budget was approved with the noted and approved changes.

Shawn informed the Board that the March financials will be sent out as soon as possible. He shared that there was an accounting software update currently taking place.

**Adjournment:** There being no further business, Pamela Little Hill motioned that we close the meeting. Rusty Jordan seconded. All were in favor. The meeting was adjourned at 11:38 am.

Respectfully Submitted,



Ginger M. Ploeger  
Deputy Director  
Tidewater Youth Services Commission