

**Tidewater Youth Services Commission  
Meeting Minutes  
December 5, 2022**

**Attending:** Mr. Harry Cromer, Mr. Kevin Curling, Ms. Katherine Grimm, Ms. Kimberly Jennings, Mr. Al Steward, and Dr. Cynthia Blakeslee

**Not attending:** Mr. Carl Faison, Mr. Rusty Jordan, Mr. Gregory Smith, and Ms. Deanna Valentine,

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

**Guests:** None

1. **Call to Order:** The Chair, Katherine Grimm, called the December 5, 2022 meeting of the Tidewater Youth Services Commission to order at 11:42 a.m.
2. **Review of the previous meeting minutes:**  
The minutes of November 7, 2022 meeting were reviewed. A motion to accept the minutes was made by Ms. Jennings and seconded by Mr. Curling. The motion was carried.
3. **Items Carried Forward:**

**A. Tidewater Youth Services Foundation.**

Ms. Hodge invited all board members to the Santa Claus Shuffle on Sunday, December 11 at 8am. This is year twenty-eight for the shuffle. An added event for this year includes the kids after race party at the Children's Museum. Also the Harbor Trail Brewery on Churchland Blvd in Portsmouth which is a sponsor of the race this year has offered to host an after race party for all runners. Metals for all 208 race participants will be provided. Overall goals are on track to meet and exceed last year's participation and fund raising goals. Currently, 208 individuals are registered whereas last year's event consisted of a total of 235 registrants of which 100 registered in the last five day. This puts us in line to meet or exceed last year's participation. Fund raising goals have been met with the over \$7,000 from registrations in addition to the \$22,000 raised through sponsorships. Thus the goal of \$25,000 has been exceeded.

Ms. Hodge reported that the Capacity Campaign has achieved between 59-60% of the campaign goal. Ms. Hodge shared a brochure developed by the Foundation Board to be used for the campaign to explain the history of the facilities and some youth stories. Included in the brochure is a list of projects and the anticipated prices for each. It was noted that the mural for the Crisis Home will be funded by the Virginia Beach Rotary Club. Therefore no funds raised for the Capacity Campaign will be used for the mural. Additional support for the campaign has been provided by the Hampton Roads Work Force Council. A letter of endorsement has been received from the Kristina Brooks, who does all of their youth adolescent workforce development programming.

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

Ms. Hodge reported progress on the reopening of the Crisis Home. When the Crisis Home is fully reopened and staffed, there will be two sides. However, during the soft opening, the first side to be opened will be the female side. Painting was performed a couple of weeks ago by volunteers, who are members of Hampton Roads Volunteers from Checkered Flag. They came out on their family volunteer day to paint the facility. Other much needed updating to the facility includes bunk bed replacements and sound proofing walls which is now occurring. Facility improvements are ongoing and on track for reopening. Staffing is slow, but progress has been made with the hiring of the director, residential counselor, and some part time workers. Still

needed are a cook, secretary, and an assistant director. Additional discussion focused on the anticipated date of opening. Additional items that must occur prior to the actual opening date are fire inspections and staff training. Possible time lines for reopening were discussed for end of December or January. Virginia Beach judges have been invited to come out this Friday, December 9, with plans for invitations for other localities at another date and time convenient for them.

Ms. Hodge reported the value of the new the online Mighty Recruiter application app especially as it relates to the current hiring situation. Ms. Hodge demonstrated how the Mighty Recruiter app works, what it looks like, and how a candidate will navigate the site. Hiring protocol includes this app, which replaces the paper copy application form and transitions the process to the fillable application form and online applicant database. The process includes a much shorter state application form with an option to include résumé. Information on where applicants are in the hiring process is also available. An online reference check is being developed. Recruitment policy and hiring protocol policies now include this procedure.

Mr. Wimbish reported on VJCCCA program manuals. The VJCCCA recently tasked the commission to provide them with outlines of our policies and procedures to determine that certain information is present in our policies and procedures. Further, VJCCCA has indicated that they will be more active with audits related to their funding and resources and in determining how funds are being spent. The request for the outlines provides the commission the opportunity to do some internal preparation. Policy book reviews have been underway for some time so policy books already include all the components needed; therefore this request should not be a problem. However, this does provide an opportunity to be certain that our policy is aligned with our standards of operations and for updating policy books where needed. Additionally, there are implications for program licensure that will be addressed during this process. All programs will be involved in the policy update and will consider and plan for consequences related to licensures for programs. The first outline was turned in to VJCCCA last Friday, December 4, 2022.

Mr. Wimbish added additional detail related to the reopening of the Crisis Home. DJJ certification unit wants to review the facility prior to its opening. Regular pictures and updates have been sent to them to provide progress updates. Two issues they have required modifications in order to meet the code standards are to refresh the tiles on the ceiling and improving lighting on the female side. These issues are being addressed.

#### **4. New Business**

##### **A. Financials**

Ms. Hubbard began with an invitation to the Board members to the Commission Holiday party on Tuesday, December 13, which could also be an opportunity for Board members to get to know Commission employees, tour the renovations at the Commission main office, and enjoy an awards ceremony.

Ms. Hubbard next discussed Balance Sheet Financial Reports, which includes all assets, liabilities, and fund balances. Net worth at this time is about a million dollars which includes all assets, cash and liquid asset as well as liabilities to include long term debt for the mortgage and similar items. The recent VJCCCA check and increased earnings on the LGIP fund (\$7,000 last month) has resulted in a revenue gain between September and October of about \$30,000.

Ms. Hubbard discussed that a situation exists currently in the agency where employees are working hours over their scheduled hours without compensation and without the provision for earning comp time due to ceiling limits for accumulating. She asked the Board to consider options that might address this situation and suggested the possibility of allowing employees to sell accrued time that could not be used due to current shortages in filled positions. The topic will be investigated and discussed further in a future meeting to consider how other agencies and state agencies may address similar situations related to retention and recognition bonuses and possible tax implications. Ms. Hodge discussed the hiring retention policy of the

Virginia Department of Human Resources Management as a possible source of potential solutions to address the Commission situation. Ms. Jennings and Mr. Curling discussed state programs that allow directors to receive extra compensation and/or leave based on participation in special projects and or taking on additional duties during staff shortages. Concerns related to taxation and use of tax payer dollars was discussed. Ms. Hodge will review those policies and will share with the Board at the next meeting.

Ms. Hubbard updated information on the upcoming audit. She spoke with the manager of the auditing team last week and was informed that they are working on the write up for the FY21 Financials. No further information has been requested from Ms. Hubbard, who has requested a draft of the audit to be sent before the holidays. The auditor should be coming to the January 2023 meeting to present the findings of the audit of FY2021. The FY2022 should be completed before we start on the new budget.

Mr. Coefield, IT consultant, recommended to the Commission participation in the Verizon Wireless government support program. This program provides an opportunity for free equipment and accessories. Ms. Hodge and Ms. Hubbard have met virtually with the Verizon officials to begin the paper work necessary for participation. This should result in an upgraded phone system and discounts for our services.

Ms. Hubbard updated the progress of Servpro for the restoration on the TYSC main office building for the water damage. Progress has been slow as Servpro has not been out to the main office in the last two weeks. Concerns related to past and possible future OSHA complaints were discussed with Servpro. Carpet should be torn out this weekend and painting following that. It is hoped that the restoration is completed prior to the holidays.

Ms. Hodge raised concerns about Community Based Services, which is the lowest performing program at the moment. Efforts have been made to help the program by eliminating the director position. Ms. Hubbard indicated that Community Based Services did not lose revenue in October.

**B.** A motion to go into closed session to consider personnel issues as permitted by Virginia Code § 2.2-3.711 (A)(1) was made by Katherine Grimm at 1:01. The motion was seconded by Mr. Curling. The roll call vote was taken and was unanimous in the affirmative.

A motion was made by Katherine Grimm to reconvene in public session and certify that the only matters discussed during the closed session just concluded were those both lawfully exempted from the open meeting requirement and identified in the motion which the closed session was convened. The roll call vote was unanimous in the affirmative and the Board came out of closed session at 1:04pm.

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

There were no items from members or staff.

**D. Adjournment:** There being no further business, a motion was made to adjourn the meeting at 1:05PM. All board members were in agreement and the meeting was adjourned.

Respectfully Submitted,

***Cynthia D. Blakeslee***

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Secretary/Treasurer (Interim)

Tidewater Youth Services Commission Board