

**Tidewater Youth Services Commission  
Meeting Minutes  
November 7, 2022**

**Attending:** Mr. Harry Cromer, Mr. Kevin Curling, Mr. Carl Faison, Ms. Katherine Grimm, Ms. Kimberly Jennings, Mr. Rusty Jordan, Ms. Katie McCurdy (substituting for Mr. Gregory Smith), Mr. Al Steward, Ms. Deanna Valentine, & Dr. Cynthia Blakeslee

**Not attending:** None.

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

**Guests:** None

**Call to Order:** The Chair, Katherine Grimm, called the November 7, 2022 meeting of the Tidewater Youth Services Commission to order at 11:34 a.m.

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

The minutes of September 12, 2022 meeting were reviewed. A motion to accept the minutes was made by Ms. Jennings and seconded by Mr. Faison. The motion was carried.

**Items Carried Forward:**

**A. Tidewater Youth Services Foundation.**

Ms. Hodge reviewed and updated progress on the Santa Claus Shuffle. There is currently sponsorship at the \$14,000 level with a goal of \$20,000. She is still waiting to hear from a few contributors. Some after party events are planned for the Children's Museum and possibly Roger Brown's. The City of Portsmouth has added the Santa Claus Shuffle to its event calendar for December.

Ms. Hodge further discussed the Capital Funds Campaign. Anticipated donations include \$100,000 from Towne Bank and perhaps \$50,000 from the Beasley Foundation for Portsmouth's Wesley Group Home.

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

Ms. Hodge distributed information related to an online employment application process using a free job posting and application portal, Mighty Recruiter. This app should provide potential applicants with a fillable form as well as components allowing uploading of resumes. This should decrease lag time in the employment process and provide ongoing information on where the applicant is in the hiring process. Her goal is to have this new process formally launched on the website and anticipates a demonstration of the app by the December meeting.

Ms. Hodge followed up on the Board's request that she review the recruitment policy found in 2.2A of the Tidewater Youth Services Policy Manual. The current policy reads that potential promotion opportunities and vacant positions will be posted for at least 10 business days. The State policy however states that when a position is listed as "opened until closed", the position only must be posted for five days. The revision to our recruitment policy 2.2A would reflect that policy. Our revised policy would reflect this update for position postings that the job posting will be open at least five day which would allow a smaller pool of applicants to be interviewed. After five days the director can interview the pool of applicants even if the pool includes only one applicant. The revised 2.2A will allow the position to be opened until filled. The second policy revision relates to 2.3B with the requirement to have no less than 5 qualified applicants in the application pool unless after 20 days approved by the executive director to interview a smaller pool. The new policy will read that there will be no minimum

number of applicants as long as the five business days from the posting date has been met. Additional discussion was discussed by Ms. Jennings related to our practice regarding applicant reference checks. Ms. Hodge indicated that she would look further into that practice for the next meeting. Ms. Grimm asked if there was a motion related to personnel policies found in sections 2.2A and 2.3B. Dr. Blakeslee motioned to approve recommendations to amend the TYSC Personnel Policy Manual on Recruitment Practice 2.2A and 2.3B to allow applicant pools to be developed after five business days after posting with no minimum number of applicants necessary. The motion was seconded by Mr. Jordan. The motion was voted on and unanimously approved.

Ms. Hodge updated progress on the improvements to the Crisis Home. Improvements to the facility should be completed by the end of November after which hiring will occur to reopen by end of December 2022.

Ms. Hodge reported that she and Mr. Wimbish are working with every department to develop measurable outcomes for all programs. Smart goals and objectives for each compartment is the desired outcome. An example of measurable outcomes is seen in the grant program for the Franklin School Based Program was discussed. Similarly, the Apartment Living Program with a 59% non recidivism rate since 2017 is an additional example of measurable outcomes. Mr. Wimbish will be working with all the programs and departments to help come up with similar measurable objectives.

## **II. New Business**

### **A. Financials**

Ms. Hubbard discussed the first quarter budget for the period from July to September 2022. The budget reflects that 20% of the revenues and expenses have been generated to date with a \$22,000 gain at the first quarter. The new service rates as well as the increase in salaries have been implemented. Current revenues have been adversely affected by higher rates, vacancies, and the closing of Crisis. Challenge Outreach and the Westhaven Boys Home are the revenue generators. Re-entry and apartment living programs are 100% reimbursable by the state and they are billed separately.

Ms. Hubbard reports that the two year audit for 2021 had to be pushed back. The lead accountant had to push back on the audit date due to a family emergency. Current progress is looking good for this audit with an anticipated completion date for FY 22 before new budget.

Restoration on the TYSC main office building for the water damage has been approved for \$60,000 by the insurance company for renovations. They are plastering walls overnight when the employees are out of the building; carpet should be installed in two weeks and painting following that. Restoration should be completed in two phases and completed in one month.

IT upgrade by Mr. Coefield is being performed. New computers are in and phones are being upgraded by Verizon.

**B.** A motion to go into closed session to consider personnel issues was made by Katherine Grimm at 1:08. The motion was seconded by Mr. Curling. The roll call vote was taken 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 1:26pm.

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

Ms. Hodge updated the plan to reopen Crisis with a plan for recruitment and hiring of staff. Reopening could occur soon as early as December 28, 2022.

**D. Adjournment:** There being no further business, a motion was made to adjourn the meeting at 1:26PM. All board members were in agreement and the meeting was adjourned at 1:26 PM

Respectfully Submitted,

*Cynthia D. Blakeslee*

Cynthia D. Blakeslee

Secretary/Treasurer (Interim)

Tidewater Youth Services Commission Board