

**Tidewater Youth Services Commission
Meeting Minutes
September 12, 2022**

Attending: Mr. Harry Cromer, Mr. Kevin Curling, Mr. Carl Faison, Ms. Katherine Grimm, Ms. Kimberly Jennings, Mr. Rusty Jordan, Mr. Gregory Smith, 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 September 12, 2022 meeting of the Tidewater Youth Services Commission to order at 11:40 a.m. She began with introduction of the new board members: Greg Smith, the new director of the Virginia Beach Court Service Unit, and Deanna Valentine, new director of the Portsmouth Social Services Unit. Current board members introduced themselves,

I. Review of the previous meeting minutes:

The minutes of August 1, 2022 meeting were reviewed. A correction was suggested by Mr. Wimbish to change PRIA to PREA (Prison Rape Elimination Act). A motion to accept the minutes as amended was made by Rusty Jordan and seconded by Mr. Faison. The motion was carried.

II. Items Carried Forward:

A. Tidewater Youth Services Foundation.

Ms. Hodge updated progress on the Capital Funds Campaign. Currently, the goal for the Campaign also known as the Capacity Campaign is \$300,000 up from \$250,000 with 40% currently raised with an anticipated increase to \$500,000. The campaign will go public after 75% has been raised. One major donor has already verbally committed to donate \$100,000.

Ms. Hodge further discussed the Foundation's role in the improvements at the three group homes and the apartment living program. These components are items that are not addressed in the budget such as improvement to roofing, flooring, landscaping, and updating HVAC. These improvements will begin immediately. Before and after photos will be created.

B. Tidewater Youth Services Commission Update:

Ms. Hodge reported that additional components of the Capacity Campaign included the remodel plan for the Crisis Home. Ms. Hodge is waiting for the anticipated contractor who is doing the work to submit the licensure and proof of insurance to get started. Discussion followed concerning the floor plan and design of Side A and Side B. Mr. Wimbish explained which areas were separate for the females, Side A, and male accommodations, Side B. Mr. Wimbish continued that there will be some shared spaces such as kitchen, conference rooms, offices, and director's office. DJJ certification unit with two analysts and their director came down to review the facility. DJJ walked the facility and provided suggestions for improvements. They did discuss additional lighting and exterior issues, but gave the green light to proceed. Building permits are in place and fire regulators will be the next to evaluate the sprinkler system and issues related to exits. Ms. Hodge is awaiting final approval to begin.

Mr. Wimbish has been involved in hiring new counselors and other open positions. Some interviews are scheduled for both group home and cafeteria worker. There are training opportunities scheduled to address new hires.

Ms. Hodge indicated that changes are currently being evaluated for applications for employment online in order to streamline the hiring process. Both Ms. Grimm and Mr. Jordan discussed difficulties with the current application form and online access. A new form and flow are currently being developed to improve the process. The current process uses an old state application form. It was suggested that the process be amended to decrease the time from application to interview to decrease the time it takes to hire new employees. Mr. Jordan indicated that he would try to identify an auto fillable form that could be used by the Commission. Ms. Hodge also indicated that the policy of waiting for five applicants before interviewing is also an area that should be addressed to decrease the time necessary to hire a new employee. Ms. Hodge indicated that she will work on a policy amendment that the Board can review that can streamline the application process.

Ms. Hodge reported that she and Mr. Wimbish are beginning to set meetings with city manager offices, DSS, and CSUs to discuss the VJCCC planning process for coordinating planning for the next fiscal year and for 2024 planning. Due to major program changes, this planning is beginning earlier than the typical January begin date in order to provide sufficient time to address changes related to allocations for programs; to identify ways to put into place funding changes; or to identify any possibility of adding new programs to meet immediate needs of the locality. Identifying future needs in the 2025-26 fiscal year is also expected for planning that requires a longer timeline for staffing patterns and program adjustment to be properly planned. It was indicated that two years is a better timeline instead of the current four month period.

In connection with discussion of services to localities, Mr. Smith stated the expectation of Virginia Beach judges is that Virginia Beach youth should be serviced in Virginia Beach rather than in other localities. Ms. Hodge indicated that reopening Lynnhaven group home is currently problematic due to certification and staffing issues. It is possible to reopen Lynnhaven, but not in the immediate future. After Crisis Home is running, Lynnhaven can be targeted for reopening.

III. New Business

A. Financials

Ms. Hubbard discussed the following topics: 1. Budget revisions for the Fiscal 2023 budget; 2. Capital purchase of IT upgrade; 3. Water damage to the Commission's main office at 2402 Airline Boulevard; 4. Interim financial report for June 30, 2022; and 5. TYSC Salary Market Study.

1. Budget revisions for Fiscal Year 2023 includes a request for the Board to approve 25% increase in service rates for TYSC services; suspend services at Lynnhaven Boys Home until further notice from DJJ; increase revenue for Challenge Outreach, Westhaven Boys Home, and Crisis Intervention Home; and a 10% increase to salaries. Mr. Jordan motioned that the amended budget be accepted and was seconded by Mr. Cromer. Ms. Grimm called for a vote. Mr. Davis opposed the motion. The motion was carried by the majority.
2. Ms. Hubbard reported that proposals have been received to address the IT upgrade of antiquated automation system. Proposals for the upgrade ranged between \$113K and \$165K. The proposal that included additional service, licenses, software, and upkeep had a cost of \$152,000 which was suggested by Ms. Hubbard to be the best option among the proposals as the other bids did not include the additional services that would still need to be procured. Ms. Grimm indicated that she has seen the current system and can confirm that the equipment is very outdated and antiquated. Ms. Jennings motioned that the proposal be accepted for the upgrades for the IT project and was seconded by Mr. Smith. Ms. Grimm called for a vote. Mr. Jordan abstained and the motion was carried by the majority.
3. Water damage to the Commission's main office at 2402 Airline Boulevard was extensive and included damage to walls and many of the offices including the office directly across from the lady's bathroom which will have to be re-carpeted. Ms Hubbard indicated that they are waiting to hear back from the insurance company for final determination of insurance coverage.

4. Interim financial report for June 30, 2022 was presented by Ms. Hubbard. The financial report to include balance sheet and income statement was presented. Auditors will be coming in on October 17, 2022 for a two year audit.
 5. TYSC Salary Scale Comparison was presented by Ms. Hubbard. Mr. Jordan requested that the salary scale comparison be changed to market study. Mr. Jordan explained that this change would more accurately reflect that the study involves looking at specific positions rather than specific salaries of individual employees. Ms. Hubbard agreed to the change to market study rather than salary scale comparison. Ms. Hubbard further explained that the study compared commission salaries at three levels of pay reflecting minimum, mid-point and maximum pays to salaries for similar positions in local agencies to determine differences between the commission and local agencies. Discussion continued on comparisons and current salaries. Mr. Smith motioned to accept the findings of the salary study as proposed. The motion was seconded by Ms. Valentine. Ms. Grimm called for a vote. Mr. Jordan opposed the motion. The motion was carried by the majority.
- B.** A motion to go into closed session to consider personnel issues was made by Katherine Grimm at 1:24pm. The motion was seconded by Dr. 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 1:39pm.
- C.** A motion was made by Mr. Jordan to increase the earning for staff members, who are currently below the new compensation scale minimums. Mr. Faison seconded the motion. Ms. Grimm called for a vote. The motion was voted on and unanimously approved.
- D. Items from Members or Staff: None**
- E. Adjournment:** There being no further business, a motion was made to adjourn the meeting at 1:40 PM. All board members were in agreement and the meeting was adjourned at 1:40PM

Respectfully Submitted,

Cynthia D. Blakeslee

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Secretary/Treasurer (Interim)

Tidewater Youth Services Commission Board