

Tidewater Youth Services Commission
Meeting Minutes
August 7, 2023

Attending: Mr. Harry Cromer, Mr. Kevin Curling, Ms. Kimberly Jennings, Mr. Al Steward, Ms. DeAnna Valentine, and Dr. Cynthia Blakeslee.

Not attending: Mr. Rusty Jordan, Mr. Carl Faison, Mr. Gregory Smith

Staff: Ms. Jenny Hodge, Ms. Vicky Hubbard, Mr. William Wimbish and Ms. Sarah Wray

Guests: None

1. **Call to Order:** Mr. Kevin Curling, Vice-Chair called the August 7, 2023 meeting of the Tidewater Youth Services Commission to order at 11:34 a.m.
2. **Review of the previous meeting minutes:**
The minutes of the July 10, 2023 meeting were reviewed. A motion to accept the minutes was made by Ms. Jennings with the addition of the suggested corrections and seconded by Mr. Steward. The motion to accept the minutes was voted on and carried unanimously.
3. **Items Carried Forward:**
 - A. Tidewater Youth Services Foundation:**
Ms. Wray provided an update for the upcoming Volunteer Recognition event scheduled for August 22, 2023. The event will be held at Cambridge Hall. The renovation staff campaign is also active. Channel 13 News provided news coverage regarding the renovation campaign. Currently, the foundation is about \$11,000 away from meeting the \$300,000 goal. A bingo fundraiser was held at Cure Coffee shop. Ms. Jennings also attended the event that raised \$1,100.
 - B. Tidewater Youth Services Commission Update:**
 - Ms. Hodge discussed program utilization at Challenge Outreach. A new full time counselor was added. Counselors are managing 10-12 cases. Westhaven continues to be at capacity with 10-12 residents. Ms. Jennings inquired about the ability to expand bed capacity at Westhaven. However due to the size of the building even with renovations it is not feasible to expand at the current location. Ms. Hubbard and Ms. Valentine are exploring opportunities with the City to locate and secure a larger, better building in the City in Portsmouth. Ms. Hubbard indicated that the space at Westhaven is overcrowded and in need of repairs and hopes the recent news story will help increase donations for the renovations or a new building.
 - There has not been any movement nor updates in regards to Lynnhaven. TYSC continues to pay for utilities and upkeep on the Lynnhaven facility. Ms. Hodge is meeting with Chesapeake to discuss the potential of relocating Lynnhaven to Chesapeake. Mr. Stewart inquired about the ability for the localities to have a regional shared site for joint placements. Ms. Hodge added that a meeting was held with Suffolk partners to discuss the possibility of expanding to a more rural community to assist with the increase in DSS placements. Historically the commission has had both a male and female home in Chesapeake. Currently the increase in high acuity foster children has raised the need for alternative additional placements
 - Ms. Hodge discussed upcoming policy manual updates and pending revisions to help address supervision and visitation needs of clients, parents and staff.
 - Ms. Hodge provided information and updates regarding VJCCCA reports and end of year reporting.

The end of year close out summary is due September 1, 2023. Parenting groups were not utilized during the reporting period.

4. New Business

Financials Ms. Hubbard provided the following updates.

- The computer system has been rebuilt. The updated system will allow financials to be transferred and shared. A former staff member, will be assisting in inputting the information into the system. There is approximately two years of data to be keyed. Ms. Hubbard will be working with the auditors regarding the status and scheduling of the next audit. Financials will be available for the next board meeting.
- Ms. Hubbard provided a roster and overview of staff in the finance department. Staff has received new and updated cell phones. Verizon has also provided mobile landline phones that are transferable. Verizon provided a credit to pay for the mobile landlines. Ms. Hubbard indicated that thanks to the staff salary increases and updates to technology including the cell phones more staff are being retained.
- There was discussion regarding the leave sell back policy. Ms. Hodge indicated that some staff lose more than 100 hours of vacation leave each year. Ms. Hubbard indicated that when staff is not able to take their vacation leave it affects the financial liability in excess of \$165,000/year. This would only be allowed as the cash flow was able to support. Ms. Hodges indicated that this is impacting every department for a variety of reasons including staff vacancies. Ms. Jennings, Ms. Hodges and Ms. Hubbard are going to research prior meeting minutes regarding the leave sell back policy before any action is taken regarding.
- Dr. Blakeslee, Mr. Steward and Ms. Jennings motioned to have the finance committee research, discuss and report back information and options to the board regarding the leave sell-back policy. The motion was seconded by Ms. Jennings. All were in favor. The motion carried. Dr. Blakeslee, Ms. Jennings, Ms. Hubbard and Ms. Hodges will provide historical information as available.
- Ms. Hubbard discussed the IT breach notices. Approximately 375 notices were mailed and approximately ¼ of the notices have been returned due to mail issues (wrong addresses etc.). The Board requested that returned mail be resent to any updated addresses providing as a good faith effort to notify affected parties after the data breach.

C. Closed Session:

- 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 Ms. Jennings at 1:45 to go into closed session. The motion was seconded by Dr. Blakeslee. The roll call vote was taken and was unanimous in the affirmative.
- A motion was made by Ms. Jennings 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 motion was seconded by Mr. Stewart. The roll call vote was unanimous in the affirmative and the Board came out of closed session at 2:20 pm.

E. Adjournment: There being no further business, the meeting was adjourned by the vice chair, Mr. Curling at 2:22 P.M.

Respectfully Submitted,

DeAnna Valentine

DeAnna Valentine MBA, MA

Secretary/Treasurer

Tidewater Youth Services Commission Board