



Tidewater Youth Services Commission
Board Meeting Agenda
June 10, 2024

TYSC Main Office: 2404 Airline Boulevard, Portsmouth VA 23701

Attending: Mr. Kevin Curling, Dr. Cynthia Blakeslee, Mr. Al Steward, Mr. Gregg Smith, Mr. Alex Torres, Mr. Rusty Jordan, and Mr. Carl Faison.

Not Attending: Ms. Kimberly Jennings (leave of absence) and Mr. Harry Cromer.

Staff: Ms. Jenny Hodge, Ms. Vicki Hubbard, and Ms. Sarah Wray

1. **Call to Order:** Mr. Smith called the meeting to order at 11:33 a.m.
2. **Minutes from the March 4, 2024 meeting were reviewed and corrections noted.**
 - a. Mr. Curling motion to approve the minutes with the stated corrections made. Motion seconded by Mr. Torres. Motion was unanimously approved.
4. **Items Carried Forward:**
 - A. **Tidewater Youth Services Foundation – Sarah Wray Report**
 - a. Crisis updates are going well. The flooring is almost complete and should be finished this week on the boy's unit side of the building. Other projects, such as storage and new laundry machines, have been installed. Waiting for the flooring vendor to finish so that the facility furniture can be put back together.
 - b. Movie day is being planned for the community-based youth and their families. Aimed at celebrating the end of the school year and providing a family outing to start the summer.
 - c. Independent Living Skills program for the residential programs is planned. Ms. Lee, the program coordinator, has one day a week dedicated to each residential facility to facilitate the ILS programing and activities.
 - d. Youth at Westhaven Boys Home participated in a fantastic exposure, pro-social activity last week. They were invited to the Culinary Institute for a fine dining experience. The youth had a wonderful time, and the staff were proud of how well they did with the process.
 - e. FY 23 Audit for the Foundation came back "clean" and with no recommendations. Good audit!
 - B. **Tidewater Youth Services Commission- Jenny Hodge Report**
 - a. **Staffing Reduction Proposal FY 23-FY 25**
 - a. Ms. Hodge reported that the staff capacity of the agency is at 73% of positions filled, a 15% increase from FY 23. Main area of staffing need is in the Part-Time positions. Looking into steps to enhance recruitment of the part-time positions and ensure strong retention of the full-time positions.
 - b. **Goals for Calendar Year 2024**
 - a. The board discussed several areas of evaluation that are needed to make informed decisions about the programing and the agency overall. Consensus is to start with program/service delivery goals and outcomes, and then combine those into overall goals for the agency.
 1. First, the board identified several questions and data points they would like staff to explore.
 - a. SMART Goal development for areas such as success rates. Such as, success rate for Challenge Outreach for Youth vs. doing nothing at all.

- b. What “Impact” are we having? Electronic Monitoring is great, but why COFY is a larger and stronger intervention needed to make an impact.
 - i. Not just successful completion rates, but increased school attendance, increased family engagement, parent skills, etc.
 - c. DSS line of questions:
 - i. Foster Care Prevention: How many youths do we keep from coming into care?
 - ii. What % of referrals are we able to accept from social services vs. Court Services Unit?
 - iii. How many youths are dual or tri-system youth? Meaning, how many are getting services from the courts, DSS, and DBH
 - 2. Second, the board discussed two program add-ons they would like staff to explore this year.
 - a. Increased percentage of Spanish speaking staff across all departments.
 - i. Mr. Curling relayed that 8% of families in the City of Chesapeake do not speak any English. Need to be prepared to meet those youth and their family’s needs.
 - b. Increased interconnected referral opportunities between programs at TYSC. Such as, youth in COFY is identified to have a substance abuse issue and can be referred for TJSAP services with Community Based Services. Creating a “warm hand-off” between programs. Currently, the process occurs after the youth has successfully completed their COFY sanctions and recommendations are made at discharge.

c. Nominating Committee Creation

- a. Not a committee per the bylaws. Thus, the board moved to not create a Nominating Committee. Instead, the board voted to fill the role of Treasurer/Secretary and carry over the slate of officers from Fiscal Year 24 to Fiscal Year 25. Motions as follows:
 - 1. Dr. Blakeslee moved that Mr. Alex Torres be nominated to fill the empty position of Treasurer/Secretary.
 - a. Seconded by Mr. Curling. Motion approved unanimously.
 - 2. In lieu of not having a July meeting, Dr. Blakeslee moved that the slate of current officers will continue through Fiscal Year 2025 with Mr. Smith as Chair, Mr. Curling as Vice-Chair, and Mr. Torres as Treasurer/Secretary. Mr. Torres seconded the motion. Motion was unanimously approved.

C. Items from Members or Staff

- a. None noted.

5. New Business

B. Financial Updates- Vicki Hubbard Report

a. Budget, Salary Increase, and Rate Increases for Member and Non-Member Localities

- a. Ms. Hubbard presented the Tidewater Youth Services Commission Executive Summary and Budget Proposal for FY 2025.
 - 1. All localities will have spent their Virginia Juvenile Community Crime Control Act funds for the first time in over a decade.
 - a. Combination of increased service utilization and working with our VJCCCA Coordinator to identify additional areas of expenses VJCCCA funds could be spent in support of the programs and youth. With the passing of the budget, it is anticipated that \$0 will be returned to the Department of Juvenile Justice for FY 2024.

2. Budget included funds for the implementation of a Human Capital Management system to provide HR services that are mobile and cloud based friendly.
3. Proposed 5% program rate increase for member localities and a 10% - 15% increase for non-member localities.
4. In this budget cycle, the Commission will realize a 0% employer contribution (reduction) for Plan 1 and Plan 2. Savings for FY 25 is approximately \$100K.
5. Proposed 5% salary increase for current employees, or those employed as of June 10, 2024.
6. The total budget proposed is \$6,157,025, a 3.32% net increase from FY 24 budget.

b. Staff Appreciation

- a. Board Chair Mr. Smith asked staff to prepare two proposals/policies for the board to consider at the September Board Meeting.
 1. Proposal for Staff Recognition in the form of monetary award. Items for staff to consider for the proposal include it needs to be merit based, have a tier system based on tenure and merit, and be between \$350 - \$500 on an annual basis.
 2. Proposal for the Leave Sell Back Policy. Items for staff to consider include differences between leadership positions and front-line staff, programs that are at 80% or less in staff capacity, or other workload increases that staff were prevented from taking their leave in a timely manner. Emphasis is placed on wanting staff to have a work/life balance and be given time off.

c. Motions:

- a. Mr. Torres motioned to approve the budget as presented, including the 5% raise for staff. Motion was seconded by Dr. Blakeslee. Motion was unanimously approved.
- b. Mr. Curling motioned to approve the 5% raise for program rates for member localities and a 15% rate increase for non-member localities. Motion was seconded by Mr. Torres. Motion was unanimously approved.

C. Items Tabled:

- a. Due to time constraints, the following items were tabled until the September meeting:
 - a. **Program Comparison**
 - b. **5.6 – Substance Abuse Policy**
 1. Update and clarify language around marijuana.

- c. **Adjournment:** Mr. Smith moved to adjourn the meeting at 1:22 p.m.