

Tidewater Youth Services Commission
Meeting Minutes
March 4, 2024

Attending: Mr. Kevin Curling, Ms. DeAnna Valentine, Dr. Cynthia Blakeslee, Mr. Rusty Jordan, Mr. Al Steward, Mr. George Smith, and Mr. Harry Cromer.

Not attending: Mr. Faison and Ms. Kimberly Jennings.

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

Guests: Ms. Chendwa Webb

1. **Call to Order:** Mr. Gregory Smith called the March 4, 2024, Tidewater Youth Services Commission meeting to order at 11:39 a.m.

2. Review of the previous meeting minutes:

The finalized minutes of the November 6, 2023, meeting were reviewed. The draft minutes of the February 5, 2024, meeting were reviewed. A motion to accept the November 6, 2023, minutes was made by Mr. Jordan and seconded by Mr. Curling. A motion to accept the draft of the minutes on February 5, 2024, with the noted correction, was made by Mr. Curling and seconded by Mr. Jordan.

3. Program Presentation: Challenge Outreach for Youth – Loretta Goodman

Ms. Goodman is the Program Director of the Intensive Supervision Program called Challenge Outreach for Youth. Challenge Outreach for Youth serves as a pre-dispositional alternative to secure detention or a crisis shelter and works to ensure a youth's appearance in court with no new charges. The program allows the youth to remain home without disrupting education or family. Every Monday, there's a population report on youth in the program. Currently, seventy-two clients are enrolled, with seventeen staff and a waiting list of thirty potential clients. Referrals for Intensive Supervision are accepted from the Juvenile Court Services units in all areas the Tidewater Youth Services Commission serves. They are typically made via a call from the Probation Officer/Court. Once a referral is accepted, the intake is usually screened within twenty-four to forty-eight hours. The Commission's Intensive Supervision models feature electronic, GPS, alcohol monitoring, drug testing, using laboratory-confirmed urine drug screens, curfew monitoring, 24-hour/day counselor availability for crisis intervention, and face-to-face client contacts at a *minimum* of three to four times per week in the home and the community. Generally, the length of program services is thirty days or at least three months. These measures provide the counselor with reliable information on parental supervision and support for the family, ensuring the youth's accountability and compliance with the expectations of the Court and the Challenge Outreach for Youth.

4. Items Carried Forward:

A. Tidewater Youth Services Foundation:

- The capital campaign reception was a great success.
- The *For the Love of Beer* event held on February 9-10, 2024, at Maker's Craft Brewery in Norfolk, Virginia, was a smashing success.
- The foundation has recently improved the sheds at Westhaven Boys Home. Ms. Wray is communicating with the city to arrange for the property line to be marked. This is being done to prepare for the fence installation, which is scheduled to take place on Thursday, March 7, 2024.
- Renovations at Crisis are currently being reviewed. In addition, the organization has received a generous gift of \$125,000 from a partner to help with the upgrades. The renovations will include new flooring, additional storage in the bedrooms, closing the Assistant Director's

office on the boys' side, commercial washers and dryers, and more. Ms. Wray also plans to apply for an additional \$75,000 in September to further assist with the renovations.

- A generous donation of \$125,000 has been offered to support the renovation upgrade. It is recommended that the building be empty for two weeks to ensure the installation of the new flooring is efficient.
- Last week, the families from the community participated in an outing to the Greenbrier skating rink. The plan is to hold one community-based outing every month. In March, hockey tickets will be donated as part of the outing. The long-term goal is to offer more nonresidential services to help people develop more structural independent living skills.

B. Tidewater Youth Services Commission: Westhaven Boys Home/City of Portsmouth

- a. The renovation plan should include strategies for cost reduction, adherence to policies, and ensuring the safety of the children. To facilitate the coordination of the project, it is suggested that a portion of the funds be used to hire a project manager. Having a Project Manager who can provide detailed and efficient guidance on the project before proceeding with the renovation. Ms. Hodge presented a copy of the letter sent to Interim City Manager Mimi Terry. The letter was a partnership between the City of Portsmouth and the Tidewater Youth Services Commission, working together to secure a new location for the Westhaven Boys Home.
- b. Ms. Hodge updated the committee that the VJCCCA planning templates and letters will be finalized by the end of the week of March 8, 2024, and presented to the CPMT committees. An email was sent to the TYSC board members by Ms. Romilda, inquiring if the VJCCCA funds would be utilized. A cost rejection was issued, stating that all localities should exhaust their funds. However, after the report, funds from different localities were returned, and they are now looking to spend or redistribute the funds. Ms. Hodges is in the process of \$200,000 for the fifth court service unit because they have utilized all their VJCCCA funds. Additionally, Ms. Hodges was informed to submit a request to Ms. Romilda on behalf of the commission for computers, vehicles, training, equipment, etc., if necessary.

C. Items from Members or Staff

There was no item

5. New Business:

A. Financials Update: Ms. Hubbard

- The audits for fiscal year FY22 and FY23 are still in progress. The auditor will conduct fieldwork towards the end of May and the beginning of June, followed by the actual audit in July. These two years' audits will be carried out simultaneously, causing a delay in the FY24 audit. Therefore, the board's approval for the FY24 audit will not be in November 2024 but at the beginning of the first quarter of 2025. By spring 2025, all fiscal year audits should be back on track.
- As of Friday, March 1, 2024, the offering account has a cash flow of \$700,000. However, Ms. Hubbard plans to request a transfer of half of this amount from Ms. Hodges to the LGIP investment account. This move will ensure we do not have to withdraw any money from the investment account for the remainder of FY2024. It's important to note that interest is still accruing monthly, ranging from \$11,000 to \$13,000, which is suitable for the LGIP investment account. Additionally, Westhaven has \$20,000 in the escrow account. There is \$2.5 million in the LGIP investment account, and we are working towards increasing it to three million.
- After analyzing all the programs and comparing revenue and expenditures for the year, we have decided to use an accrual-based accounting system. However, we are still using a cash-

based system temporarily as we work towards returning to normal. A revised budget is needed for the current year due to changes made since the last approval of the FY24 budget. This budget should be ready for the auditors by May 2024.

- Ms. Hubbard has been working with the current software system and is interested in finding a more efficient and cost-effective system. She is researching various software systems other agencies use for their HR and finance departments. After studying different agencies that use human capital management systems, she wants to explore a software system that integrates HR and finance while engaging employees at various levels, such as HR, recruiting, hiring, onboarding, benefits, payroll, etc. Ms. Hubbard believes that if the software includes all those features, it could reduce the number of full-time positions to part-time ones and help expedite the hiring process for onboarding staff. The monthly cost of the software system could be between \$700 and \$800.

B. Items from Members or Staff

a. Policy Update: 9.4 Outside Employment

- The commission resources of policy 9.4B were changed to 9.4A. **Which states that employees working under the provisions of Policy 9.4A may be granted the use of Commission resources. Employees working under any other provisions of Policy 9.4, or in any other capacity that is not their role, are not to use any Commission resources. Examples of Commission resources are copy machines, paper, secretarial time, research and testing materials, phones, computers, etc.** Mr. Rusty approved the changes, and Dr. Blaskee seconded the change. The policy update will move forward.

b. Goals for Calendar Year 2024

- During the next meeting, the board members will discuss the goals for 2024. This will be considered an old business topic and is being brought up so that all members have sufficient time to review it. Mr. Rusty approved the motion to discuss goals for 2024 to be considered old business at the next meeting, and Ms. Valentine seconded the change. The motion was passed with approval, and all was in favor.

c. Nominating Committee Creation

- The nominating committee creation will be discussed at the next meeting as old business to give board members time to review. Mr. Rusty approved the motion to discuss nominating committee creation as old business at the next meeting, and Ms. Valentine seconded the change. The motion was passed with approval, and all was in favor.

C. Closed Session:

There was no business necessary for a closed session.

- D. Adjournment:** There being no further business, the meeting was adjourned by Mr. Smith at 1:22 P.M.

Respectfully Submitted,

DeAnna Valentine

DeAnna Valentine MBA, MA

Secretary/Treasurer

Tidewater Youth Services Commission Board