

**Tidewater Youth Services Commission
Meeting Minutes
November 6, 2023**

Attending: Mr. Kevin Curling, Mr. Al Steward, Ms. DeAnna Valentine, Mr. Rusty Jordan, Ms. Vicky Hubbard, Mr. Harry Cromer

Not attending: Ms. Kimberly Jennings, Dr. Cynthia Blakeslee, and Mr. Gregory Smith.

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

Guests: Ms. Chendwa Webb

1. **Call to Order:** Mr. Kevin Curling, the Vice-Chair, called the November 6, 2023, meeting of the Tidewater Youth Services Commission to order at 11:41 a.m.
2. **Review of the previous meeting minutes:**

The minutes of the September 18, 2023, meeting were reviewed. A motion to accept the minutes was made by Mr. Harry Cromer minutes, seconded by Ms. Valentine. The motion to accept the minutes was voted on and carried unanimously.
3. **Program Presentation: Community Services – Tim Heiler**

Tim Heiler is the Community-Based Manager for Community Services. Mr. Heiler provided an overview of the program, which provides an opportunity for a smoother 60-day transition from detention to the community for youth on probation in the Hampton Roads. The program specializes in meeting the client's needs based on individual assessments. These services may be bundled and provided weekly in the family home to lessen the burden of having multiple providers working with the clients. Anger Management, Cognitive Behavioral Family Therapy, Substance Abuse Relapse Prevention, Casey Life Skills, Substance Abuse Education, Parenting Skills, and Education are some of the services provided. The probation officer makes the referrals for youth exiting detention on probation.
4. **Items Carried Forward:**
 - A. **Tidewater Youth Services Foundation:**
 - The foundation is planning for the 29th Santa Clause Shuffle event on December 10, 2023. There are 59 registered racers and \$17,000 in sponsorships raised from eight new and eight returning sponsors.
 - Jessica is working with the Independent Living Skills program; last month's topic was auto mechanics. The foundation has partnered with Japanese Auto Master in Virginia Beach, and they gave the children a tour of their shop. The children were educated on becoming mechanics and building a business, apprenticeship programs, and mechanics' salaries. Their top mechanic salary is six figures with a high school diploma.
 - The foundation is almost at its goal of \$300,000 for the renovation campaign.
 - Jessica and Sarah partnered with Trinity Episcopal Church over the summer to volunteer at Atlantic Union in the concession during concerts. As a result, they raised over \$3,000.
 - The foundation would like to honor Ms. Mullen, its founder.
 - Crisis has a new roof.
 - B. **Tidewater Youth Services Commission Update: Westhaven Boys Home/City of Portsmouth**
 - Ms. Wray stated that Westhaven would need more renovation than Crisis. Director Valentine informed members that Westhaven's building renovation is still on the radar, and once finalized, she would share the information.
 - C. **Items from Members or Staff**
 - a. **Finance Committee Report**

- According to the state memorandum, staff will receive an additional 2% raise effective December 10, 2023; only staff that meet the requirements will receive the increase. Also, staff evaluations are being updated.
- Vice Chair Curling requested a vote to approve the raise. ****Was this a vote or just agreement**
- There are questions from staff regarding the leave policy. In 2020, the procedure was frozen due to COVID-19; however, the committee would like to revise it before making a final decision. The leave sell-back policy is frozen until the policy is revised. Ms. Hodges will send a memo to staff.

5. New Business:

A. Financials Update: Ms. Hubbard

- The auditors will schedule a two-year audit in April or May 2024, which will put the organization back on schedule to get the FY2024 completed.
- A temporary former employee has been hired to input data.
- Currently, cash flow is meeting the expectation. However, a check of \$485,000 had to go back to Triple C.
- The interest income from the LGIP investment account is a gross of \$14,000 a month; this has been the average for about nine months.

B. Items from Members or Staff

a. 2024 Board Schedule

- Board meetings are only required once a quarter; however, the Board has met monthly. The TYSC board meeting agenda proposals were given to the members to create a strategic plan to schedule meetings quarterly. Mr. Cromer motioned for the TYSC quarterly meetings to be scheduled starting in 2024: January, March, April, June, September, and November. Ms. Valentine seconded the motion, and all were in favor.

b. VJCCA Planning

- The VJCCA two-year plan is due May 2024. Ms. Hodges will email the Directors in each locality for the planning for FY2025 and FY2026.

c. Evaluation Schedule for FY23

- Currently, the personnel evaluations are behind; however, by January 2024, all evaluations should be updated

C. Closed Session:

There was no business necessary for a closed session.

D. Adjournment: There being no further business, the meeting was adjourned by the vice chair, Mr. Curling, at 1:36 P.M.

Respectfully Submitted,

DeAnna Valentine

DeAnna Valentine MBA, MA

Secretary/Treasurer

Tidewater Youth Services Commission Board