

# **Juvenile Detention Commission for Northern Virginia**

## **Meeting Minutes**

**Tuesday, May 10, 2022**

Members present virtually: Mr. Earl Conklin (Chair-Arlington), Mr. Mike Mackey (Alexandria), Ms. Zakiya Worthey (Arlington), Ms. Sonnja Brown (Alexandria)

Staff present: Ms. Johnitha McNair (Executive Director), Mr. Ian Rachal, Mr. Jahi Banks, Ms. Emily Anne Reiney

Staff present virtually: Ms. Susan Lumpkin

Others present virtually: Mr. Neil Title (Attorney), Mr. Charles Smith and Mr. Amir Farshchian of 3-iT Accounting & Financial Services Corporation, Mr. Luis Pitarque and Mr. Tony Bell of Mosley Architects, Mr. Don Manthey (Alexandria), Ms. Pelin Tekneci (Alexandria), Mr. Timothy Shattuck (ABM), Mr. Frank LeBlanc (ABM), Ms. Alicia Saracina (Arlington), Mr. Richard Stephenson (Arlington), and Mr. Andrew Grossnickle of Robinson, Farmer & Cox Associates

Mr. Conklin called the meeting to order at 4:34 p.m.

APPROVAL OF MINUTES: Mr. Mackey motioned to approve the minutes. Ms. Worthey seconded. The minutes were unanimously approved.

PUBLIC COMMENT: There was no public comment.

COMMENTS OF THE CHAIR AND COMMISSIONERS: Mr. Conklin opened with introductions. Ms. Brown introduced herself as the newest Commissioner. All others were introduced. Mr. Conklin opened the meeting by playing a video honoring Asian American and Pacific Islander Heritage Month.

FY21 Audit Findings: Mr. Conklin invited Mr. Grossnickle to brief the Commission on the annual audit findings. Mr. Grossnickle provided a PowerPoint presentation as he discussed the findings. Mr. Grossnickle reported no significant accounting issues or disagreements between the firm and management for the Center and that all proposed adjustments were being made by management. There were no management recommendations for Sheltercare. Mr. Grossnickle reviewed the management recommendations for the Center. Mr. Grossnickle identified the net positions for both Sheltercare and the Center. Ms. McNair asked if the PowerPoint could be shared, and Mr. Grossnickle confirmed he would send it out. Mr. Conklin asked if the presentation was a distillation of the entire audit document. Mr. Grossnickle agreed that it was a summarization of everything. There were no questions from any of the jurisdictions' financial representatives. Ms. McNair spoke to some of those recommendations. She noted that changes had been implemented regarding improving submission of receipts after purchases and documenting and submitting documentation to accounting of all purchases. Ms. McNair stated that gift cards were typically provided to residents for incentives and financial assistance after release. Mr. Grossnickle responded he did not see any noticeable issues but wanted to point out that if staff received gift cards, they would have to be documented as income for taxation compliance. Mr. Conklin added he supported the practice of providing the gift cards to residents. Ms. Worthey motioned to accept the audit. Mr. Mackey seconded; the motion was unanimously approved.

## STAFF & OTHER REPORTS

Financial Report: Mr. Smith reported assets as of March 31, 2022, were approximately \$9.6 million, compared to approximately \$9.9 million in February, which was attributed to operating costs and expenditures of approximately \$320,000.00 for the month. To date, total expenditures have been approximately \$3.1 million, resulting in net income of \$0.6 million. About 67 % of expenditures were for payroll, taxes, and benefits. The remaining expenditures were for facilities operations and maintenance as well as medical and psychiatric services. Mr. Smith stated the comparison of the budget to actual for the first nine months shows that the revenues received are about 76.9% of the projected revenues for FY-22, while expenditures are about 60.3% of the Adopted Budget. With revenues right on target for the nine-month period and expenditures about 15% below the targeted amount, it is likely that the Center will realize some savings at the end of FY 2022. Mr. Conklin asked Mr. Smith for an estimate of the surplus. Mr. Smith stated it may be somewhere between \$650 to \$750 thousand dollars.

Projected Budget for FY23: Mr. Conklin advise that the Department of Juvenile Justice (DJJ) was not renewing the CPP agreement which created a loss in annual revenue of approximately \$600,000.00. Ms. McNair reported that in addition to implementing cost saving strategies and identifying competitive rates for various services, she and 3IT prepared a recommended modified budget for the Commission to review and consider. Ms. McNair reported that after implementing the recommended cost-savings and making additional changes, they were able to come up with a budget of approximately \$4.3 million dollars, noting the previous approved budget was for \$4.2 million dollars. The difference between the two is approximately \$48, 000.00. Ms. McNair stated if additional funding were needed, she would request to use savings from a previous year to make up any shortfall. Mr. Stephenson asked if one-time monies would be used for the shortfall and Ms. McNair confirmed that would be the recommendation. Mr. Conklin asked if this budget was a sufficient one to properly operate and do all the things that need to be done and compensate staff. Ms. McNair stated it would be sufficient with attention to detail and tight budget management. Mr. Conklin asked about the percentage of pay increases for staff. Ms. McNair responded staff received a three percent increase. Mr. Mackey inquired whether the current population would be affected by the changes and asked if staff training would be evaluated over the course of the year. Ms. McNair confirmed that both were correct, emphasizing that there will be no impact to the children's service provision. Ms. Worthey pointed out that she understands the importance of staff training but was concerned that reducing the funding for training could have a negative impact on the children and supports revisiting the recommended reductions to ensure they were not too drastic. Mr. Conklin suggested that the budget be revisited after further evaluation in July or August. All Commissioners agreed. Mr. Mackey stated that this is a good opportunity to consider repurposing space sooner rather than later.

Completion of Feasibility Study: Mr. Pitarque spoke to the three focuses of the study: Space Needs, Facility Conditions, and Development of Options. Mr. Pitarque reviewed the Proposed Phase Plan and identified the areas where work might begin first. Mr. Pitarque discussed proposed projects and next steps, specifically, the need to secure bids. The first project would be the security fence and improving upon the areas that needed to be upgraded. Mr. Manthey stated that Long Fence would be completing the fence project. Ms. McNair said she would reach out to Loudoun County regarding the

specifications they were using for the fence at their new Center. Mr. Mackey made a motion to accept the completion of the study. Ms. Worthey seconded the motion. The motion was unanimously approved.

Executive Director's Report: After there were no questions regarding the report submitted by Ms. McNair, she informed the body of the plan to complete the Center's PREA audit in the fall of 2022. She reported on collaborating with the nonprofit CEO for service provision opportunities for residents. Mr. Mackey asked when the CPP program would end. Ms. McNair stated with the end of the contract in June, one resident would either transfer or receive individualized services here on per diem, but the official last day would be June 30, 2022.

NVJDC Programming: Ms. Reiney reported all was going well with school as we approach summer break. The residents were excited about the new music program during school. One resident is successfully completing college courses and another resident is preparing for GED completion.

Sheltercare Report: Ms. Lumpkin reported they had filled a counselor position pending successful background check. She reported City Councilmember Sara Bagley dropped off DVDs and books to Sheltercare and brought donuts to both the Center and Sheltercare staff.

Neil Title: Nothing to report.

#### CSU Directors:

Alexandria – Mr. Mackey reported the policy changes from DJJ related to offenses and, a mandatory override for certain offenses, potentially increasing the number of residents in detention because of the change. Mr. Mackey reported CSU is almost fully staffed and recently posted a vacancy for an intake officer.

Arlington – Mr. Conklin reported the new judge has taken the bench. He will arrange a time for him to tour the Center along with some prosecutors as well.

No Executive Session.

Commission Meeting Adjourned at 6:17 p.m.