

Juvenile Detention Commission for Northern Virginia

Meeting Minutes

Tuesday, June 14, 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 (Deputy Director), Mr. Jahi Banks, Ms. Emily Anne Reiney

Staff present virtually: Ms. Susan Lumpkin, Dr. Victor Martin

Others present virtually: Mr. Neil Title (Attorney), Mr. Amir Farshchian of 3-iT Accounting & Financial Services Corporation, Mr. Luis Pitarque, Mr. Andrew McVeigh and Mr. Tony Bell of Mosley Architects, Mr. Don Manthey (Alexandria) Mr. Frank LeBlanc (ABM),

Mr. Conklin called the meeting to order at 4:3 p.m.

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

PUBLIC COMMENT: There was no public comment.

COMMENTS OF THE CHAIR AND COMMISSIONERS: Mr. Conklin opened with introductions and began by recognizing LBGTQ+ month with an article on juvenile justice. The article revealed 13% to 15% of the detained juvenile population are from the LBGTQ+ community. Mr. Conklin reiterated our commitment to treat these youth with fairness, respect, affirmation, and support while recognizing the impact of trauma they have experienced because of their identity. Mr. Conklin spoke of ensuring policies protect these youth, staff are well trained and appropriately equipped to recognize and address harassment and abuse.

STAFF & OTHER REPORTS

Financial Report: Ms. McNair reported the center is in good financial standing with total assets as of April at \$10.3 million, compared to \$9.6 million in March. All expected revenues have been received. Current assets are \$7.4 million with \$2.4 million in the operating account and \$4.7 million in the capital reserve. Ms. McNair spoke on the initiative to divide the capital reserve account into an operational reserve and a capital reserve. Total revenue for the first 10 months was \$4.7 million with \$1 million being recorded in April. Ms. McNair reported the financial audits were received with no serious concerns or deficiencies but a recommendation for improvement regarding ensuring all receipts for purchases were maintained. This recommendation has been implemented by requiring documentation as to why receipts are missing and a detailed explanation of the purchases with proof of supervisor approval. Ms. McNair reported a fifth quarter distribution from DJJ would be received prior to the end of the Fiscal Year. Mr. Conklin inquired whether a surplus of eight hundred thousand dollars is expected. Ms. McNair confirmed that is the expectation. Mr. Conklin asked when final numbers would be provided. Ms. McNair responded the expectation would be end of July, in time for the August meeting.

Update on Fencing: Mr. Manthey shared that he has new proposals to review based on the specification from the architect. Mr. Conklin asked if we know what the estimates that were coming in were priced at. Mr. Manthey stated that one proposal is priced at fifty thousand for anti-climb mesh from top to bottom. Another proposal needs to be updated to include two more specifications. Mr. Manthey pointed out that grounding of the fence on the top roof needed to be completed as well. Mr. Conklin said he believed that work was previously authorized. Ms. McNair confirmed the work was authorized however it exceeded the budget initially approved. Mr. Conklin asked if Ms. McNair recommended moving forward with the work and Ms. McNair replied yes. Mr. Conklin wanted to insure this is not an issue that needs to be put before the Commission. Ms. McNair stated that when a decision is made, she would notify Mr. Conklin. Mr. Conklin stated that if a special meeting needed to take place, he would want to ensure the public is notified accordingly. Mr. Pitarque stated the intention was to fix the fencing in the rec yard that was scalable, above the cafeteria and along the perimeter near the loading dock to the treelined corner. Mr. Mackey asked if the proposed work was the same cross the board. Mr. Conklin noted once all the quotes come in, he would discuss it with Ms. McNair.

Approval of Revised Procurement Policy: Ms. McNair reviewed the key elements of the policy. Mr. Manthey inquired whether three quotes were required in the fencing project. Ms. McNair confirmed that was the agreement until Mr. Manthey stated there was a standing agreement with Long Fence that could be used. Mr. Manthey pointed out that the specifications needed for the fence did not fit the qualifications for the standing agreement. Mr. Conklin noted once the quotes are received, a decision can be made on what needs to happen according to the policy. Mr. Title noted the effective date of March 1 needs to be updated. Mr. Title also stated that the document reflects a third-party tense except for in the ethics section, which should be updated. In paragraph 5C, there is a recommendation of the chair where the policy should actually be stated in this section. Mr. Title noted there are Virginia statutory requirements that should be identified when adopting this policy. The first being § 2.2-4311. Employment discrimination by contractor prohibited; required contract provisions. Mr. Title explained it requires all contracts prohibit discrimination as part of employment as well as hiring unauthorized aliens. It requires that contractors be authorized to transact business in Virginia. Mr. Title noted it also requires that contractors conduct business in a drug free workplace. Lastly, Mr. Title pointed out that Ms. McNair's practice is to refer contracts to him, and this should be a requirement to have contracts reviewed by him or another attorney. The JDC is a facility, and not a legal entity, the Commission is the legal entity that operates the center, the policy must be adjusted to reflect this. Mr. Conklin asked Ms. McNair for a grid of various amounts to help clarify. Mr. Leblanc asked if Ms. McNair or the Commission makes the decision to ride on a contract the center may qualify for being on. Mr. Conklin stated that a contracting question could be reviewed by the attorney and then approved by the Commission.

Update on Facility Enhancement: Ms. McNair reported that the fence project had taken precedence over other projects to get the fence up as quickly as possible. Mr. Pitarque spoke on the different packages on the table. The fifth classroom, the video arraignment room, and the medical expansion room. Ms. McNair believes that costing out these plans would be a first step in getting them started. Mr. Pitarque stated he would be providing proposals for the work. Mr. Manthey pointed out the costing including the fencing were outside the proposal now based on time and materials. Mr. Conklin asked the packages to be reviewed and a recommendation be made by Ms. McNair. Mr. Bell stated that the process they would follow would include submitting the cost of services to Ms. McNair, following a Commission approval and the documents for pricing would be prepared. Mr. Manthey could then send the proposal out to vendors for bid. Once received, those bids would be evaluated before proceeding with selection for award. Dr. Martin asked if there was a date for the

work on the fifth classroom to take place. Mr. Pitarque noted that the work wouldn't take long as it does not require a lot of materials. Mr. Conklin asked Dr. Martin if the work was delayed until the fall, what type of disruption it could potentially cause. Dr. Martin noted that they would make it work because of the significance of the project.

Virtual Meetings Going Forward: Mr. Mackey reported that the City of Alexandria must transition to in person meetings. Meetings may be held with members of the public attending virtually while the quorum is in attendance. Mr. Conklin asked about the effective date. Mr. Mackey reported it has been effective since the end of April. Mr. Conklin stated that Arlington's Boards and Commissions are still in a state of emergency, so they are allowed to meet until the end of September. Mr. Conklin reported that Arlington is like Alexandria in the hybrid option, and he would be sending out and sharing the information he has. Mr. Conklin suggested that they share the information they have with the attorney for a recommendation. Mr. Title noted that just because the center is in Alexandria it does not determine legal responsibilities but would be happy to review the information. Mr. Mackey asked Mr. Title if special attention, more liberties, or latitude would be considered since Sheltercare, and the center offer congregate care under the law. Mr. Title said he would investigate that as well.

Executive Director's Report: Mr. McNair reported that final certification will not be granted until the fencing is resolved. The center continues to prepare for the fall PREA audit. IT proposals have been sent to Mr. Title for review. There are 44 full time staff and five part time staff on board; one staff, Mr. Graham, is retiring after forty-one years of service on August 1st. Approval was received from DJJ to expand the number of post-D beds from ten to sixteen. The health department is on site biweekly to administer COVID vaccinations. Ms. McNair reported the transition to a new medical service provider in July. No grievances or badge reportable incidents for the months.

NVJDC Principal: Dr. Martin reported that school has ended and provided a review of the year. One student earned the GED, another received their high school diploma, and one enrolled in college. Dr. Martin reported thirty-seven certifications were completed this year which is the most he has ever seen in the five years he has been here. A music program was introduced this year, the teacher is Heather Roslyn. Ms. Roslyn comes in on her planning period to teach music for no fee. Dr. Martin reported the mobile kitchen was purchased and technology is being upgraded. The school received an excellent rating during the Title 1 review and the school saw an eighty-three percent decrease in behavioral referrals, which is unheard of anywhere. Dr. Martin stated once the fifth classroom is finished, the plan is to make it a learning center, where the mobile kitchen will be housed, a library will be set up with a checkout system and the morning announcements will be made by students from this room.

Sheltercare Report: Ms. Lumpkin reported they have five kids and a couple referrals. Councilwoman Bagley, came by and brought donuts for the staff, and books and CDs for the kids. Mr. Mackey referred a former CSU director who is now in Loudon County. They toured ShelterCare because they plan to open a Sheltercare in Loudon as well. ShelterCare is currently going through a PREA audit. Ms. Lumpkin reported Ms. McNair offered use of the gym to ShelterCare. Mr. Conklin asked about the current quarantine policy for ShelterCare. Ms. Lumpkin answered five days for vaccinated kids and ten day for unvaccinated kids based on the guidance of Alexandria Health Department.

Neil Title: Nothing to report.

CSU Directors:

Alexandria – Mr. Mackey shared information on the pre-court initiative, after a case is petitioned, there will be an extra offering to the case. There will be additional offers by CSU staff to youth.

Arlington – Mr. Conklin noted the precourt initiative was in place in Arlington as well, with nothing else to report.

Ms. McNair shared that Kevin Sibley, who was a previous deputy director, had passed away and will be paying her respects.

The regular meeting was adjourned at 6:55 p.m.

The Executive Session was certified by Commissioners Conklin, Mackey, Worthey, and Brown that (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified by the motion by which the executive session was convened were heard, discussed, or considered in the meeting of the executive session which concluded at _____.