

# MINUTES

## COLONIAL GROUP HOME COMMISSION 9<sup>TH</sup> JUDICIAL DISTRICT VIRGINIA

REGULAR MEETING  
March 21, 2019

### MEETING CONVENED

A regular meeting of the Colonial Group Home Commission was called to order at 4:04 pm on Thursday, March 21, 2019, in the Griffin-Yeates Center Room #6, 1490 Government Road, Williamsburg, Virginia, by Chair Peter Walentisch.

### ROLL CALL

The following members of the Colonial Group Home Commission were present at roll call: Peter Walentisch, Chair; John Carnifax, Vice Chair; Stephanie Tinsley, Secretary; Darren Post; Thomas Mainor; and Stephen Kopczynski. Christopher McDonald and Kimberly Taylor were absent.

Others attending the meeting were Brian Fuller, Community Services Director/Commission Administrator, Sheri Newcomb, Community Services Deputy Director; Michelle Justiniano, Management Analyst, Joe Jackson, 9<sup>th</sup> District Court Services Director; Amy Crotty, Juvenile Services Manager, Mollie DeVane, Program Manager III, Carolyn McCloud, Program Manager I, and Stephanie Stoutingberg, Administrative Assistant.

### PUBLIC COMMENTS.

No citizens were present.

Approval of Minutes. On motion of Mr. Post, which was seconded by Mr. Mainor, and carried 6:0, the minutes of the January 17, 2019 Regular Meeting of the Commission were approved.

On Roll call, the vote was as follows:

YEA	(6):	Mr. Walentisch, Mr. Carnifax, Ms. Tinsley, Mr. Post, Mr. Mainor, Mr. Kopczynski
NAY	(0):	
ABSTAIN	(0):	
ABSENT	(2):	Mr. McDonald, Ms. Taylor

**UNFINISHED BUSINESS.**

By-Laws. Mr. Fuller presented the revised By-laws which had not been updated since 1996. There was brief discussion on the minor changes (Section 4. Quorum) and (Article -VIII – Gifts and Donations), specifically.

On motion of Mr. Kopczynski, which was seconded by Mr. Mainor, and carried 6:0 Resolution R19-9 to adopt proposed revisions to the By-laws of the Colonial Group Home Commission was approved.

YEA (6): Mr. Walentisch, Mr. Carnifax, Ms. Tinsley, Mr. Post,  
Mr. Mainor, Mr. Kopczynski

NAY (0):

ABSTAIN: (0):

ABSENT: (2): Mr. McDonald, Ms. Taylor

On motion of Mr. Kopczynski, which carried 6:0, the following resolution was adopted:

R19-9

**A RESOLUTION TO ADOPT PROPOSED REVISIONS TO THE  
BY-LAWS OF THE COLONIAL GROUP HOME COMMISSION**

WHEREAS, the By-laws of the Colonial Group Home Commission govern the actions of the Commission and as such require periodic review and revision; and

WHEREAS, said By-laws have been reviewed and written notice of proposed revisions has been properly distributed more than 30 days in advance of intended action and are herein attached;

NOW THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission this 21<sup>st</sup> day of March 2019 that the Commission does hereby adopt the revisions to the By-laws as proposed:

A Copy Teste:

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Stephanie P. Stoutingberg, Deputy Clerk

**NEW BUSINESS.**

Rules of Procedures. Mr. Fuller introduced a draft of the Colonial Group Home Commission Rules of Procedures. He noted that he placed the working “nuts and bolts” in this document as opposed to having them in the By-laws. Included in this draft are specifics about holding meetings, election and term of Chairman, Vice Chairman and Secretary, Rules of Order, Open Meetings, Closed Meetings, Remote Participation, Order of Business and Governing Documents. He noted that the one topic that is not in this document is regarding criminal background checks for Commission members. A draft will be completed with this section included prior to the July Commission Meeting. This document will be voted on in our annual meeting in July, 2019.

Management Service Agreement. This document must be approved by the Commission then forwarded to the York County Board of Supervisors for their approval. The major modifications in this document were to update several codes, updating the date for the Founding Documents and adding signage to Article 2 of the Agreement. On motion of Mr. Post, and seconded by Mr. Carnifax, this motion carried 6:0. This document has been assigned as Resolution R19-10 and reads as follows:

On motion of Mr. Post, and seconded by Mr. Carnifax, which carried 6:0 the following resolution was adopted:

R19-10

A RESOLUTION TO APPROVE THE UPDATED VERSION  
OF THE MANAGEMENT SERVICES AGREEMENT FOR FISCAL  
YEAR BEGINNING JULY 1, 2019.

WHEREAS, the Management Services Agreement of the Colonial Group Home Commission govern the actions of the Commission and as such require periodic review and revision; and

WHEREAS, said Management Services Agreement has been reviewed and written notice of proposed revisions has been properly distributed more than 30 days in advance of intended action and are herein attached;

NOW THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission this 21<sup>st</sup> day of March 2019 that the Commission does hereby adopt the revisions to the Management Services Agreement as proposed:

A Copy Teste:

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Stephanie P. Stoutingberg, Deputy Clerk

Judge's Meeting. Mr. Fuller gave an update on the annual meeting and review of the plan for the 2020 VJCCA Plan with Judge Bowie. He commended Ms. Justiniano on her hard work in compiling the necessary information that went into this plan. Mr. Jackson noted that he had previewed the plan prior to the meeting and that Judge Bowie understood the information and language that was in the plan.

Mr. Walentisch read an excerpt of a letter he composed to Mrs. Lesley Hull- Department of Juvenile Justice - in which he commended the staff of York County in their scope of work and quality of services in this effort.

**COMMISSION ADMINISTRATOR REPORT AND REQUESTS.** There were none.

**COURT SERVICE UNIT UPDATE.** Mr. Joe Jackson presented a Brief on the Standardized Disposition Matrix (SDM) which is being used as a tool to recommend an appropriate level of Court Service Unit intervention, and helps those involved to make informed decisions that are based on risk and offense severity. He noted that a pilot of this program began in September, 2018 and they are now in the revision stages. They began communications and educating Stakeholders in February 2019 and will begin training from June through July 2019. The actual implementation of this tool will begin in August 2019.

**JUVENILE SERVICES UNIT UPDATE.** A presentation was made by Ms. Carolyn McCloud, Program Manager for the Psychological Services and Substance Abuse Program. Ms. McCloud gave an overview of the following topics; Assessments, Aftercare Program, Substance Abuse Education Group, Parent Group at Crossroads, and the Historic Triangle Drug Prevention Coalition. She also reminded the Commission that a new nicotine law goes into effect on July 1, 2019 She noted that the trend of smoking Juul pods starts in middle school around 8<sup>th</sup> grade and noted that one pod is the equivalent to 20 cigarettes. A 2018 National Survey says that the average 12<sup>th</sup> grade population that now vapes is 30%. In addition, there will be a new program beginning called "Thinking Always Matters", which promotes stopping and thinking to change an action/behavior. Her program is also working on new initiatives of incentives/rewards for motivation.

**SUMMARY OF 2020 VJCCCA PLAN.** Ms. Justiniano noted that in addition to the information that has already been discussed by Mr. Fuller, she noted that an Evaluation Report was also provided to the VJCCCA as well as a Corrective Action Plan. She also noted that the VJCCCA tends to think that our numbers are lower than they should be. In answer to this question, Ms. Justiniano noted that there are services that we provide to Middlesex, King William and the Department of Social Services that are not reported in the B.A.D.G.E. system. We also complete referrals from Newport News and/or Hampton. Also, she mentioned a new evidence-based program called “Thinking Always Matters”; which encourages youth with their thoughts and feelings and how it influences their actions.

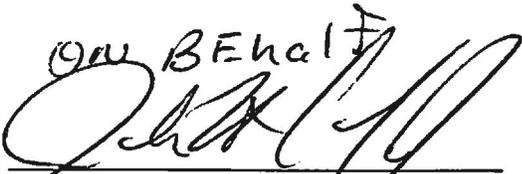
**MATTERS PRESENTED BY THE COMMISSION.** Mr. Walentisch noted that he has announced his retirement with the City of Williamsburg, therefore he will be retiring from the Commission. This retirement date happens to coincide with the date of our Executive Committee’s Annual Meeting. This is actually going to be his last Colonial Group Home Commission Meeting. He thanked the Commission for their support over the years. Mr. Walentisch was congratulated on his service over the years.

**CLOSED SESSION.** There was none.

**ADJOURNMENT.**

The meeting was adjourned at 5:45 pm.

**THE NEXT CGHC EXECUTIVE MEETING: May 1, 2019 Time changed to 9:30 am**  
**THE NEXT CGHC REGULAR MEETING: May 16, 2019 at 4:00 p.m.**

*On Behalf*  
  
Peter P. Walentisch, Chairman  
Colonial Group Home Commission

  
Stephanie M. Pinsley, Secretary  
Colonial Group Home Commission