

MINUTES
COLONIAL GROUP HOME COMMISSION
9TH JUDICIAL DISTRICT
VIRGINIA
EXECUTIVE COMMITTEE MEETING
November 6, 2019

MEETING CONVENED

A meeting of the Colonial Group Home Commission Executive Committee was called to order at 9:31 a.m. on Wednesday, November 6, 2019 in the Community Services Administration Conference Room, 224 Ballard Street, Yorktown, Virginia, by Chair Stephanie Tinsley.

ROLL CALL

The following members of the Colonial Group Home Commission Executive Committee were present at roll call: Stephanie Tinsley, Chair; Stephen Kopczynski, Vice Chair; Rebecca Vinroot, Secretary and Wendy Evans.

Others attending the meeting were: Brian Fuller, Community Services Director/Commission Administrator; Sheri Newcomb, Community Services Deputy Director; Amy Crotty, Juvenile Services Manager; Michelle Justiniano, Juvenile Services Management Analyst and Stephanie Stoutingberg, Administrative Assistant.

Approval of Minutes. On motion of Ms. Vinroot and seconded by Ms. Evans, the minutes of the September 4, 2019 Executive Committee meeting were approved. On roll call, the vote was: Yea (3) Tinsley, Vinroot, Evans, Nay (0), and Abstain (1) Kopczynski.

MATTERS PRESENTED BY THE COMMISSION ADMINISTRATOR.

Mr. Fuller discussed the proposed ending Fund Balance (FY19) and noted some highlights that will be brought to the Full Commission on November 21, 2019 at the Regular meeting. He also called attention to the Proposed R20-2 Resolution which will be presented as part of this discussion. He noted that Resolution R20-2 serves as recommendation to designate the Commission's FY19 Ending Fund Balance and also appropriates grants and donation carryovers. It was recommended that this Proposal move forward to the Full Commission. Mr. Fuller then turned the budget discussion over to Ms. Justiniano.

Minutes, Colonial Group Home Commission
Executive Committee Meeting
November 6, 2019
Page 2 of 3

Ms. Justiniano discussed the proposed FY2021 budget and highlighted specific areas of the budget. She reminded everyone that the current proposal represents the next level of the funding formula at 50% juvenile population and 50% utilization based on a 5 year average, and stated that all background data and statistics are included with the proposed budget. Overall, the proposed budget is a 3% increase from the current fiscal year, and the cost drivers include a 2.5% increase in market adjustment, a 10% increase in health and dental insurance, and a slight increase in operational costs for some programs to provide more current educational supplies and resources for group sessions. Ms. Justiniano also mentioned that revenue trends show a decrease in projected revenue from outside sources, such as sale of service and user fees. Ms. Justiniano also distributed a pie chart detailing the percentage each locality contributes towards the overall budget.

Mr. Fuller gave some highlights of staff changes since the last Commission Meeting. Ms. Lorraine Speller, Case Manager at Crossroads has resigned her position effective October 24, 2019. Staff is taking this opportunity to take a deeper look at this position to determine the needs of the residents. Mrs. Newcomb noted that we will need to define what the children need prior to filling this position. Mrs. Crotty inserted that we would like someone with a therapeutic mindset.

Mr. Fuller noted that the Crossroads full-time cook is out on extended medical leave. Staff have stepped up to help out. Mr. Fuller has also had a recent meeting with the Community Supervision staff. They are working to hire a Work-as-Required person for weekends and night work and this individual would also assist in GAP work.

Mr. Fuller reminded us that the Crossroads Audit is coming up on December 3-4, 2019. He cautioned that he does not believe we will get a 100% rating this time, but that we are in better shape than we were when the last audit took place.

Mr. Fuller also drew a consensus that all Executive Committee Members would be available to hold the next meeting on January 8, 2020 at 9:30 am.

MATTERS PRESENTED BY THE EXECUTIVE COMMITTEE.

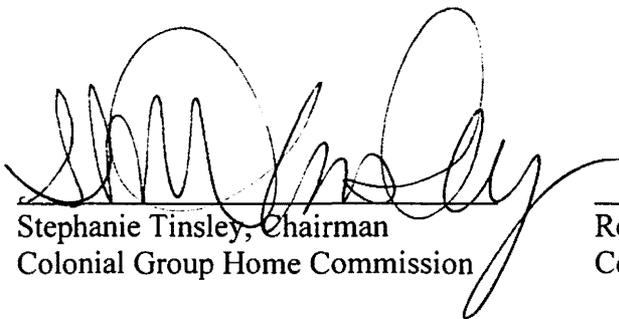
Mr. Kopczynski questioned who is officially on this board. It was noted that Mr. Post has officially resigned. Ms. Tinsley has reached out to Ms. Kris Kiley who may be available to finish out the term of Mr. Post. All other appointments remain the same.

There were no Citizens at this meeting, nor was there a Closed Session.

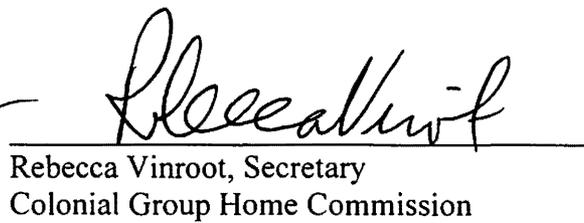
Minutes, Colonial Group Home Commission
Executive Committee Meeting
November 6, 2019
Page 3 of 3

ADJOURNMENT

The meeting adjourned at 10: 25 a.m.



Stephanie Tinsley, Chairman
Colonial Group Home Commission



Rebecca Vinroot, Secretary
Colonial Group Home Commission