

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

**REGULAR MEETING**  
**January 16, 2020**

**MEETING CONVENED**

A regular meeting of the Colonial Group Home Commission was called to order at 4:04 p.m. on Thursday, January 16, 2020, in the Griffin-Yeates Center Room #6, 1490 Government Road, Williamsburg, Virginia, by Chair Stephanie Tinsley.

**ROLL CALL**

The following members of the Colonial Group Home Commission were present at roll call: Stephanie Tinsley, Chair; Stephen Kopczynski, Vice-Chair; Rebecca Vinroot, Secretary; Wendy Evans, Tom Mainor, Kimberly Taylor, Christopher McDonald, and Kris Kiley. 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, Management Analyst; Bruce Call, Court Services Probation Supervisor; and Stephanie Stoutingberg, Juvenile Services Administrative Assistant.

**Approval of Minutes**

On motion of Ms. Taylor, and seconded by Mr. Mainor, the minutes of July 18, 2019, Regular Meeting of the Commission was approved.

On Roll call, the vote was as follows:

YEA (5): Ms. Tinsley, Ms. Vinroot, Ms. Evans, Mr. Mainor, and Ms. Taylor  
NAY (0):  
ABSTAIN: (1): Ms. Kiley

**PUBLIC COMMENTS**

No citizens were present.

**UNFINISHED BUSINESS**

There was no unfinished business presented at this Meeting.

**NEW BUSINESS**

**FY 2019 Ending Fund Balance**

Mr. Fuller noted that an overview of the Ending Fund Balance was included in the Agenda Packet. Ms. Justiniano highlighted several areas in the Fund Balance. Included in this balance is Crossroads upgrades – Security System, outdoor shed, miscellaneous facility repairs, non-residential program purchases and upgrades, printers, and scanners. An additional \$3,000.00 has been set aside for personnel development and training for all programs. Ms. Justiniano noted that the Reserve for Contingency is going up from \$80,000 to \$133,000 for FY21. There will also be the Non-Recurring Reserve – which is the Capital Funds, at \$133,415.00.

On motion of Ms. Taylor, and seconded by Mr. Mainor, which carried 6:0, the following resolution was adopted:

- YEA: (6): Ms. Tinsley, Ms. Vinroot, Ms. Evans, Mr. Mainor, Ms. Taylor and Ms. Kiley
- NAY: (0)
- ABSTAIN: (0)

R20-2

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

**Resolution**

**A RESOLUTION TO DESIGNATE THE COMMISSION’S FY2019  
ENDING FUND BALANCE AND APPROPRIATE GRANTS AND  
DONATION CARRYOVERS**

WHEREAS, the Colonial Group Home Commission is a public body corporate established pursuant to Section 16.1-315 of the Code of Virginia 1950 as amended and was organized and exists pursuant to the contractual agreement dated 12/31/18; and

Whereas, THE Commission has reviewed the fund balance of all Commission operated programs and wishes to designate a portion for FY2020 activities pursuant to 16.1-322.4 of the Code of Virginia;

NOW, THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission this 16<sup>th</sup> day of January 2020, that the Commission’s Fund Balance for FY 2019 be designated in the following amounts:

Contingency Reserve	\$133,698
Non-Recurring Reserve	\$131,415
FY2019 Encumbrances	\$ 4,212
PREA Audit	\$ 5,000
CIP (Crossroads Upgrades)	\$ 35,000
CIP (Non-Res Purchases/Upgrades)	\$ 5,000
Personnel Dev/ Training Ops	\$ 3,000
Donations	<u>\$ 1,204</u>
 TOTAL AMOUNT	 \$318,529

Effective Date: January 16, 2020

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Stephanie P. Stoutingberg, Deputy Clerk

Budget Presentation for FY 2020

Mr. Fuller noted that this is the fourth year of transition (glide path) moving from funding by the general population to utilization now at 50% Juvenile population, 50% Utilization, 5-year rolling average. Next year will be the final phase of this change, which is 100% complete Utilization.

He also noted that there were no new personnel requests in the FY 2021 Budget. One of the reasons is for us to allow our recent changes the time to breathe and see how they are working. (Operational and Organizational changes as well).

Ms. Justiniano noted that the cost drivers in this budget are due to 2.5% market adjustments and a 10% increase in health benefits. She also noted that the Psychological Services Program and the Project Insight Program both have asked for additional educational supplies and resources for their groups, and this has been included in the proposed budget as well. The IT Fund is also included in the budget figures as well.

Mr. Fuller also noted that input was gathered from each Program Manager on the individual needs of their programs.

Ms. Taylor inquired about a particular expenditure line item for Commission Administration. She inquired about what that \$7,500 cost would include. Per Ms. Justiniano, this line item is used for supplies for Commission Administration to include use by Ms. Crotty, Ms. Justiniano, and the Commission Administration, but is also used as a “catch-all” if any of the other programs exceed their budget line items towards the end of the year and need such items as toner cartridges – which are very costly.

Mr. Fuller also noted that there will be several considerations to make at Crossroads regarding the Work as Required staff. In addition, we are just getting ready to hire the Case Manager and hire the Administrative Assistant. At that time, we will be back at the fully-staffed level from 2014 at Crossroads for the first time in six years. We have been working at a deficit since that time.

Ms. Crotty addressed the issue of the difficulties in hiring Work as Required staff. She noted that, in the past, we have generally hired many Merrimac staff for these positions. They tend to have more of a detention mentality. We are now focused on moving away from this mentality. Because of the way that the Department of Juvenile Justice is working with youth and asking us to follow suit, we are focusing on recruiting individuals that are like-minded.

R20-3

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

Resolution

At a meeting of the Colonial Group Home Commission held in Room #6, Griffin-Yeates Center, 1490 Government Road, Williamsburg, Virginia, on the 16<sup>th</sup> day of January 2020:

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<u>Present</u>	<u>Vote</u>
Stephanie Tinsley	YEA
Stephen Kopczynski	YEA
Kris Kiley	YEA
Thomas Mainor	YEA
Wendy Evans	YEA
Rebecca Vinroot	YEA
Kimberly Taylor	YEA
Christopher McDonald	YEA

On motion of Mr. Mainor, which was seconded by Mr. McDonald, and carried 8:0, the following Resolution R20-3 was adopted:

A RESOLUTION TO APPROVE THE BUDGET REQUEST FOR THE  
FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

WHEREAS, the Colonial Group Home Commission is a public body corporate established pursuant to Section 16.1-315 of the Code of Virginia 1950 as amended and was organized and exists pursuant to contractual agreement date December 31, 2018; and

WHEREAS, the Commission Administrator has submitted to the Colonial Group Home Commission a proposed annual budget for the programs of the Commission for the fiscal year beginning July 1, 2019, and ending June 30, 2020, which has been reviewed by the Finance/Executive Committee and by the Commission, and it is necessary to adopt said budget;

NOW, THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission this 17th day of January 2019, that the following Budget Request for the Fiscal Year 2020 be, and they hereby are, made for Fund 94 - Colonial Group Home Commission, Juvenile Services Operations, for the following functions; and

BE IT FURTHER RESOLVED that the Commission Administrator be, and hereby is, authorized to make line-item adjustments within the Fund 94 – Colonial Group Home Commission, Juvenile Services Operations, to allow for transfers between the following functions, for which monies are to be charged to various member jurisdictions and expended in accordance with Section 16.1 of the Code of Virginia 1950 as amended, for purposes authorized and approved by the Colonial Group Home Commission, provided that the total appropriated Fund 94 budget does not change.

<u>FUNCTION</u>	<u>AMOUNT</u>
Crossroads Community Youth Home	\$1,128,402
Community Supervision/Electronic Monitoring/ Project Insight	536,139 175,296
Psychological Services	102,697
Commission Administration	<u>7,500</u>
 Total	 <u>\$1,950,034</u>

Effective Date: January 16, 2020

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Stephanie P. Stoutingberg, Deputy Clerk

**Commission Administrator Report and Requests**

Per Mr. Fuller, the Crossroads Cook has been out since July 2019.

Mr. Fuller also recognized Ms. Justiniano for her work on preparing the FY 2021 Budget Proposal. He also noted that she had also found and applied for a PREA Grant. We were awarded a matching grant in the amount of \$48,000. We must match this grant with \$24,000 which will come from staffing and existing funds. The use of these funds will place us in a great position to become PREA certified.

In addition, Mr. Fuller gave an overview of the December 2019 DJJ Audit. He stated that it did not go well. We received 21 deficits of which 6 were considered critical. He noted that looking through

the data provided in the audit, many "dings" were clerical, organizational, and record-keeping in nature.

In addition, the Auditors recognized that there may have been some blatant "extended circumstance" issues with missing documents. It was noted that they felt there may have been some "sabotage" from past employees regarding this issue.

Mr. Fuller also noted that we obviously have some work to do. We will take a deep dive into all of our procedures and hopefully, with the new staff in place, we will correct these issues.

In addition, the Auditors commented on how much better the environment was, how much better the staff was, and they did see the positive things that have gone on over the past 6-12 months. It was nice to have them see the positive things that have gone on.

A full Corrective Action program has been sent to the Department of Juvenile Justice. They will return to Crossroads in the next three months.

#### **Court Services Unit Update**

Mr. Bruce Call noted that there is going to be training this year provided to the Crossroads Staff – based on the Evidence-Based practices. He also noted that the communication between Court Services and Juvenile Services has improved very much – he has seen this first hand. Mr. Fuller noted that this has worked both ways.

#### **Juvenile Services Unit Update and Reports**

Ms. Crotty noted that we have had three (3) new Residents currently housed in the Crossroads facility.

#### **Matters Presented by the Commission**

There was none.

#### **Closed Session**

There was none.

#### **Adjournment**

The Meeting adjourned at 5:05 pm.



Stephen Kopczynski, Vice-Chair  
Colonial Group Home Commission



Rebecca Vinroot, Secretary  
Colonial Group Home Commission