

MINUTES

COLONIAL GROUP HOME COMMISSION 9TH JUDICIAL DISTRICT VIRGINIA

EXECUTIVE COMMITTEE MEETING June 6, 2018

MEETING CONVENED

A meeting of the Colonial Group Home Commission Executive Committee was called to order at 9:02 a.m. on Wednesday, June 6, 2018, in the Community Services Administration Conference Room, 224 Ballard Street, Yorktown, Virginia, by Chair Peter Walentisch.

ROLL CALL

The following members of the Colonial Group Home Commission Executive Committee were present at roll call: Peter Walentisch, Chair; John Carnifax, Vice-Chair; Stephanie Tinsley, Secretary; and Stephen Kopczynski.

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 Katie Lofquist, Juvenile Services Administrative Assistant.

Approval of Minutes. On motion of Mr. Carnifax, seconded by Ms. Tinsley, the minutes of the May 2, 2018, Executive Committee meeting were approved. On roll call, the vote was: Yea (4) Walentisch, Carnifax, Tinsley, Kopczynski.

UNFINISHED BUSINESS

Founding Document Revisions. Mr. Fuller reported that the founding documents have been reviewed by the York County Attorney and staff has implemented his wording recommendations. Ms. Tinsley, Gloucester Government Representative will provide her locality Attorney with a copy of the revised founding document for review. The York County Attorney will email a copy to the City of Williamsburg and the James City County Attorney for review. At the request of the Executive Committee, copies of the original and updated founding documents will be emailed for comparison. Mr. Fuller would like to present the finalized draft to each locality's Board of Supervisors by September or October 2018.

Crossroads Community Youth Home Security Camera Upgrades. Currently, Crossroads has nine (9) cameras installed at the facility (none of which have microphones). Staff would like to add five (5) additional high definition cameras, at least three (3) will be equipped with a microphone. One (1) camera will be facing the parking lot and one (1) camera will replace the current camera at the front door.

NEW BUSINESS

Introduction of Amy Crotty, Juvenile Services Manager. Mr. Fuller introduced Mrs. Amy Crotty, who has been hired as the Juvenile Services Manager effective June 4th. She previously worked for York County Juvenile Services for 20 years and for Gloucester public schools. There will be a welcoming reception on June 8th at 2:30 p.m. at the Williamsburg Court Service Unit.

Appointment of Nomination Committee to Elect New Officers. Stephanie Tinsley, Gloucester Representative and Tom Mainor, Williamsburg Citizen Representative has been appointed to serve on the Nominating Committee. Ms. Tinsley will send out an email to the Commission members to see if anyone is interested in the Chair, Vice-Chair, and Secretary positions. During the June Commission meeting the Nominating Committee will elect members to the Officer roles.

MATTERS PRESENTED BY THE COMMISSION ADMINISTRATOR.

Mr. Fuller informed the Executive Committee that staff have been evaluating the current organizational structure of Juvenile Services and for efficiency, are reviewing the separation of programs based on residential and non-residential. Due to restructuring the part-time Administrative Assistant position at Crossroads will now be full-time. They may also have the ability to fill other vacant positions.

Mr. Fuller stated that staff will be working on the development of the Department of Social Service (DSS) respite care placement policies and procedures, while staying in compliance with the Department of Juvenile Justice. Mr. Walentisch would like to work with DSS Directors during this process.

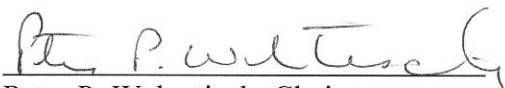
MATTERS PRESENTED BY THE EXECUTIVE COMMITTEE.

Mr. Walentisch stated that the next Colonial Group Home Commission Meeting will be held on June 21st and he has agreed to cancel the July 4th Executive Committee Meeting.

Ms. Tinsley informed the Executive Committee that Darren Post, Gloucester County Citizen Representative attended the Gloucester Board of Supervisor's meeting last night and expressed some concerns regarding the Colonial Group Home Commission. She will be sending an email to their Board of Supervisor to clarify his statements.

ADJOURNMENT

The meeting adjourned at 9:59 a.m.

Handwritten signature of Peter P. Walentisch in cursive script.

Peter P. Walentisch, Chairman
Colonial Group Home Commission

Handwritten signature of Stephanie M. Tinsley in cursive script.

Stephanie M. Tinsley, Secretary
Colonial Group Home Commission