

## MINUTES

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

#### EXECUTIVE COMMITTEE MEETING September 5, 2018

#### MEETING CONVENED

A meeting of the Colonial Group Home Commission Executive Committee was called to order at 9:05 a.m. on Wednesday, September 5, 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; Darren Post, Gloucester County Citizen Representative; and Michelle Justiniano, Juvenile Services Management Analyst.

Approval of Minutes. On motion of Mr. Carnifax, seconded by Ms. Tinsley, the minutes of the August 1, 2018, Executive Committee meeting were approved. On roll call, the vote was: Yea (4) Walentisch, Carnifax, Tinsley, Kopczynski.

#### UNFINISHED BUSINESS

Information Technology Updates. Mr. Fuller informed the Executive Committee that the York County Information Technology (IT) Department has implemented a new funding formula that will be used for IT purchases. Instead of IT making purchases through a York County wide budget, each department will receive individual budgets based on the funding formula. These funds will be included in the fiscal year 2020 budget. Due to funding issues Juvenile Services hasn't replaced out dated computers (according to IT's schedule), so these computers are no longer covered by warranty. Juvenile Service staff is in the process of replacing these computers and implementing Microsoft Office 2016.

Board of Supervisors and Council Presentation Schedule. The Executive Committee viewed the Colonial Group Home Commission presentation. The data will be updated once the fiscal year 2018 data is available. Staff will email the finalized copy to the

locality representatives for review. Both the citizen and government representatives will present the Colonial Group Home Commission presentation to their Board of Supervisors on the following dates: The City of Williamsburg October 8<sup>th</sup>, York County October 2<sup>nd</sup>, James City County October 23<sup>rd</sup>, and Gloucester County October 16<sup>th</sup>. During the presentation the Executive Committee would like the representatives to discuss the difference between State funding contributions in 2003 and the present. They would also like to explain that the County of Mathews and the City of Poquoson aren't part of the Colonial Group Home Commission, but are part of the VJCCA Plan. Ms. Tinsley requested that Ms. Justiniano provide her with the newest copy of the audit to distribute to her Board of Supervisors.

Founding Document Approval Schedule and Timetable. The founding document resolution will be presented to each locality Board of Supervisors for approval on the following schedule: The City of Williamsburg October 11<sup>th</sup>, York County October 16<sup>th</sup>, James City County November 13<sup>th</sup>, and Gloucester County November 6<sup>th</sup>. Once the founding document resolutions have been approved the Executive Committee would like to meet with the County of Mathews and the City of Poquoson to discuss the possibility of them joining the Colonial Group Home Commission.

#### **NEW BUSINESS**

There were none.

#### **MATTERS PRESENTED BY THE COMMISSION ADMINISTRATOR.**

Mr. Fuller informed the Executive Committee that King William has signed an Agreement for Residential Care Services at Crossroads Community Youth Home for \$20,000.00 and the County of Middlesex for \$25,000.00.

Ms. Newcomb stated that Crossroads Community Youth Home is currently accepting Department of Social Services juveniles as long as they meet the criteria.

Mr. Fuller and Mr. Walentisch will be attending the VALHSO conference in Charlottesville on September 21<sup>st</sup> and 22<sup>nd</sup>, to they will be unable to attend the September full Commission meeting.

#### **MATTERS PRESENTED BY THE EXECUTIVE COMMITTEE.**

Ms. Tinsley informed the Executive Committee that she has accepted the position of Chief Financial Officer.

Mr. Darren Post, Gloucester County Citizen Representative suggested that staff prepare a report that shows the impact of a 5% budget reduction. The Executive Committee would like to wait until the fiscal year 2020 budget is presented to the Commission.

ADJOURNMENT

The meeting adjourned at 10:14 a.m.



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Peter P. Walentisch, Chairman  
Colonial Group Home Commission



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Stephanie M. Tinsley, Secretary  
Colonial Group Home Commission