

MINUTES

COLONIAL GROUP HOME COMMISSION 9TH JUDICIAL DISTRICT VIRGINIA

EXECUTIVE COMMITTEE MEETING January 8, 2019

MEETING CONVENED

A meeting of the Colonial Group Home Commission Executive Committee was called to order at 9:00 a.m. on Tuesday, January 8, 2019, 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; 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 Stephanie Stoutingberg, Administrative Assistant II.

Approval of Minutes. On motion of Mr. Kopczynski, seconded by Mr. Carnifax, the minutes of the November 7, 2018 Executive Committee meeting were approved. On roll call, the vote was: Yea (3) Walentisch, Carnifax, Kopczynski. NAY (0). Ms. Tinsley was absent.

UNFINISHED BUSINESS

Founding Documents Update. Mr. Fuller noted that while all documents had been approved, there were still some signatures to garner. Once this process has taken place, this project will be complete.

Fiscal Year 2020 Budget. The Fiscal Year 2020 Budget still needs to be approved by the Full Commission. This item will be placed on the Agenda for the January 17, 2019 Full Commission Meeting. Ms. Justiniano gave a presentation on several scenarios that can be recommended. She noted that all scenarios capture the IT fund – which includes copiers, faxes, telephones, computers, etc. It was recommended that the Executive Committee present Scenario #2 to the Full Commission for a vote.

Mr. Carnifax recommended that we quantify the drivers in the Fiscal Year 2020 Budget which include the \$40,000 IT Fund, 2% Increases and Health Insurance.

On motion of Mr. Kopczynski, seconded by Mr. Carnifax, the Executive Committee recommended that we present the Budget to the Full Committee. On roll call, the vote was: Yea (3) Walentisch, Carnifax, Kopczynski. NAY (0). Ms. Tinsley was absent.

NEW BUSINESS

There was no new business presented at this meeting.

MATTERS PRESENTED BY THE COMMISSION ADMINISTRATOR

Mr. Fuller presented the CGHC By-Laws – which were last updated 1996.

In addition, Mr. Fuller presented the Management Services Agreement between CGHC and York County – which was last updated 1989.

Mr. Fuller recommended changes to both documents and asked the Executive Commission for their input. After a brief discussion on each document and their proposed changes, Mr. Fuller recommended that all Executive Committee members take the documents home and review them and be ready for further input at the Full Committee Meeting. He noted that the CGHC By-Laws are Commission controlled and do not need to go before each locality. The Management Services Agreement between CGHC and York County should be first approved by the Commission then go to the York Board of Supervisors for approval.

In addition, Mr. Fuller brought up the question of what makes an official quorum for our meetings. After brief discussion on this issue, it was determined that the Commission should be consistent with the Code of Virginia (16:1-317).

Mr. Kopczynski recommended that we have representation from each locality.

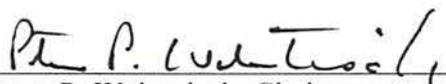
Mr. Fuller also raised the question about Commission appointees and whether or not there is a requirement for background checks. Mr. Carnifax stated that he believes that this should be a requirement.

Minutes, Colonial Group Home Commission
Executive Committee Meeting
January 8, 2019
Page 3 of 3

Chair Walentisch will ask our attorneys about the wording in the State code that the Commission should "consult" with the judge prior to appointments. Also, Mr. Walentisch asked Mrs. Stoutingberg list and circulate the term expiration dates for Commission members for our next meeting.

ADJOURNMENT

The meeting adjourned at 9:55 a.m.


Peter P. Walentisch, Chairman
Colonial Group Home Commission


Stephanie M. Tinsley, Secretary
Colonial Group Home Commission