

MINUTES

**COLONIAL GROUP HOME COMMISSION
9TH JUDICIAL DISTRICT
VIRGINIA**

**EXECUTIVE COMMITTEE MEETING
November 7, 2018**

MEETING CONVENED

A meeting of the Colonial Group Home Commission Executive Committee was called to order at 9:20 a.m. on Wednesday, November 7, 2018, in the Community Services Administration Conference Room, 224 Ballard Street, Yorktown, Virginia, by Vice Chair John Carnifax.

ROLL CALL

The following members of the Colonial Group Home Commission Executive Committee were present at roll call: 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 Stephanie Stoutingberg, Administrative Assistant II.

Approval of Minutes. On motion of Mr. Kopczynski, seconded by Ms. Tinsley, the minutes of the September 5, 2018 Executive Committee meeting were approved. On roll call, the vote was: Yea (3) Carnifax, Tinsley, and Kopczynski. Mr. Walentisch was absent.

UNFINISHED BUSINESS

Board of Supervisors and Council Presentation Updates. Mr. Fuller noted that there were more presentations to be approved; Williamsburg – on November 7, 2018, James City County on November 13, 2018 and November 20, 2018 for both York and Gloucester localities.

Founding Documents Updates. Mr. Fuller also noted that the Founding Documents, to be approved by County Administrators, will be routed for approval after the Presentations have been approved.

Fiscal Year 2020 Budget. It was also noted that the Fiscal Year 2020 Budget drafts have been submitted. No changes have been made since the last distribution. The Full Commission will review the Draft and the finalization should take place by January, 2020. Mr. Fuller also noted that the Fiscal Year 2020 Budget does include an Information Technology Fund, a Residential

Operations Supervisor (Crossroads), and a step increase for Counselors from Counselor I positions to Counselor II positions.

He also noted that we are not adding any positions, but rather getting closer to the full-staffing of past years. Mr. Fuller would like to present this to the Regular Commission in their upcoming meeting. Ms. Justiniano reminded the Commission that she will not be at the upcoming Full Commission meeting.

Mr. Carnifax reiterated that there are no new positions and that we have just been understaffed.

NEW BUSINESS

Youth Placement Contingencies. Mr. Fuller noted that the “new norm” for placement into Group Homes will average from 4-6 youth. He asked the Commission to look at strategies that can be started to increase our volumes. He also asked that perhaps, we need to change our model. Mr. Carnifax recommended we meet with Social Services, Probation officers and other Court Service Unit management to discuss future options.

Ms. Tinsley asked how many Group Homes there are in our area. It was noted that there are four (4) in our region; Tidewater, Fredericksburg, Lynchburg and our own facility. She then asked if we send out any letters of introduction of our services (marketing) to surrounding locations. Mr. Fuller noted that this has been done in the past.

Ms. Crotty noted that with the new matrix coming down from the state, all localities are under the same standards from the Department of Juvenile Justice and that many of the Group Homes should mirror our own levels of placements.

Mr. Kopczyński asked if we should consider setting up a “day” program at Crossroads. Mr. Fuller noted that this is the type of considerations we can discuss when we discuss our strategies in the future. Other topics to discuss could be possible Law Related Education classes held at Crossroads. Mr. Fuller noted that we should get our house in order and beef up what we are doing before moving forward.

Ms. Tinsley asked if there were any discussions about closing any of the Group Home facilities. Per Ms. Crotty, she had had a previous meeting with Leslie Hull, Michelle Justiniano and Mr. Joe Jackson of the Department of Juvenile Justice and that Mr. Jackson was a cheerleader for the Group Home cause and had called the Crossroads facility a “gem”.

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In reference to having different programs within Crossroads, we would need to discuss the different sets of rules for different agencies, but it can be done if need be. He recommended that we continue to explore the sales of services.

Ms. Justiniano passed out a spreadsheet examining the average cost per youth – who also reminded us of the per diem cost of \$189 per day at Crossroads.

She noted that we are still below other localities. After brief discussion of this document, Ms. Justiniano will rework the spreadsheet to show actual expenditures and submit the fact sheet at the Regular Meeting on November 17, 2018.

Mr. Kopczynski thanked everyone for their hard work at the Crossroads 10th Anniversary and Rededication service in October.

MATTERS PRESENTED BY THE COMMISSION ADMINISTRATOR.

Mr. Fuller also reminded the Commission that there will be no CGHC Commission Meetings held in December, 2018 but there would be a Regular Commission meeting on November 15, 2018.

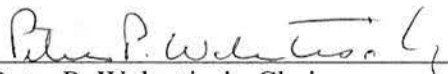
MATTERS PRESENTED BY THE EXECUTIVE COMMITTEE.

There were none.

ADJOURNMENT

The meeting adjourned at 10:05 a.m.

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Peter P. Walentisch, Chairman
Colonial Group Home Commission


Stephanie M. Tinsley, Secretary
Colonial Group Home Commission