

MINUTES

COLONIAL GROUP HOME COMMISSION 9TH JUDICIAL DISTRICT VIRGINIA

REGULAR MEETING
June 20, 2019

MEETING CONVENED

A regular meeting of the Colonial Group Home Commission was called to order at 4:00 pm on Thursday, June 20, 2019, in the Griffin-Yeates Center Room #6, 1490 Government Road, Williamsburg, Virginia, by Acting Chair John Carnifax.

ROLL CALL

The following members of the Colonial Group Home Commission were present at roll call: John Carnifax, Acting Chair; Stephanie Tinsley, Secretary; Darren Post; Thomas Mainor; and Stephen Kopczynski. Christopher McDonald and Kimberly Taylor were absent.

Others attending the meeting were Brian Fuller, Community Services Director/Commission Administrator, Sheri Newcomb, Community Services Deputy Director; Michelle Justiniano, Management Analyst, Joe Jackson, 9th District Court Services Director; Amy Crotty, Juvenile Services Manager, and Stephanie Stoutingberg, Administrative Assistant.

PUBLIC COMMENTS.

No citizens were present.

Mr. Fuller introduced Ms. Wendy M. Evans to the Board. She has now been officially appointed to replace Mr. Peter Walentisch for the Williamsburg locality. She was welcomed by all.

Approval of Minutes. On motion of Ms. Tinsley, which was seconded by Mr. Mainor, and carried 6:0, the minutes of the March 21, 2019 Regular Meeting of the Commission were approved.

On Roll call, the vote was as follows:

YEA	(6):	Mr. Carnifax, Ms. Tinsley, Mr. Post, Mr. Mainor, Mr. Kopczynski, Ms. Evans
NAY	(0):	
ABSTAIN	(0):	
ABSENT	(2):	Mr. McDonald, Ms. Taylor

UNFINISHED BUSINESS.

Agreements and Documents Updates. Mr. Fuller noted that the By-Laws, Management Services Agreement and the Rules of Procedure have all been approved. Mr. Kopczynski thanked Mr. Fuller personally for his diligence in these efforts.

NEW BUSINESS.

Nominating Committee. Mr. Fuller noted that Mr. Carnifax had been appointed to oversee the Nominating Committee for the FY2020 Colonial Group Home Commission officers. The nominees will be presented to the Commission at the July, 2019 meeting. At that time, any/all nominations will be entertained and the vote will take place in this Annual Meeting.

Rules of Procedure. Acting Chairman Carnifax called for consideration of Proposed Resolution R19-2 to approve the Commission Rules of Procedure for FY2020.

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

R19-2

At a regular meeting of the Colonial Group Home Commission held in Room #6, Griffin-Yeates Center, 1490 Government Road, Williamsburg, Virginia, on the 20th day of June, 2019:

<u>Present</u>	<u>Vote</u>
John Carnifax, Acting Chair	YEA
Stephanie Tinsley, Secretary	YEA
Darren Post	NAY
Thomas Mainor	YEA
Stephen Kopczynski	YEA
Wendy Evans	YEA

Absent
Christopher McDonald
Kimberly Taylor

On motion of Mr. Mainor, which carried 6:0 , the following resolution was adopted:

**A RESOLUTION TO APPROVE THE CLIENT USER FEES
SCHEDULE FOR THE SALE OF PROGRAM SERVICES FOR
FISCAL YEAR 2020.**

BE IT RESOLVED by the Colonial Group Home Commission this 20th of June, 2019 that the following Rules of Procedures be, and they are hereby adopted for fiscal year 2020:

**Colonial Group Home Commission
Rules of Procedures
As Amended through June 20, 2019**

The Colonial Group Home Commission (hereinafter Commission) is a public body corporate establishment pursuant to Section 16.1-315, et seq., of the Code of Virginia (1950), as amended, was organized in 1985, and exists pursuant to contractual agreement by and among the County of York, and the County of James City, and the County of Gloucester, and the City of Williamsburg as approved on December 31, 2018.

Meetings

The time and place of regular meetings of the Commission shall be established at each annual meeting which shall be held on the 3rd Thursday of July at the Griffin-Yeates Center in Room #6 at 4:00 p.m. Subsequent regular meetings shall be called to order at 4:00 p.m. in Room #6, Griffin-Yeates Center on the 3rd Thursday of September, November, January, March, May, and June.

The time and place of Executive Committee meetings of the Commission shall be established at each annual meeting which shall be held on the 3rd Thursday of July at the Griffin-Yeates Center in Room 6 at 4:00 p.m. Subsequent Executive Committee meetings shall be called to order at 9:30 a.m. in the Community Services Administrative Conference Room, York County Administrative Building, on the 1st Wednesday of September, November, January (8th because of holiday), March, May, and June.

Should the Commission subsequently prescribe any meeting time or place other than the initially established, it shall comply with Section 15.2-1416 of the Code of Virginia (1950), as amended.

If the Chairman, or Vice-Chairman is unable to act, finds and declares that weather or other conditions are such that is hazardous for commission members to attend a regularly scheduled

meeting, the meeting shall be continued to the following month on the 3rd Thursday in Room #6 of the Griffin-Yeates Center. Such finding shall be communicated to the Commission and the Press as promptly as possible. All hearings and other matters previously scheduled shall be conducted at the continued meetings, and no further advertisement is required.

Election and Term of Chairman, Vice Chairman, and Secretary

At the annual meeting of the Colonial Group Home Commission, the Commission shall elect from its membership a Chairman, Vice Chairman, and Secretary each of whom shall serve for a term of one year expiring on June 30th, or until respective successors shall have been elected. In the case of the absence from any meeting of the Chairman and Vice Chairman, the members present shall choose one of their number as temporary Chairman.

Rules of Order

The proceedings of the Commission, except as otherwise provided in the Rules of Procedure and by applicable State law, shall be governed by Robert's Rules of Order as applied to "small boards and committees."

Open Meetings

The Commission shall sit with open or unlocked doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Commission may hold closed meetings as provided in the Virginia Freedom of Information Act.

Closed Meetings

A closed meeting shall be held when necessary.

Remote Participation in Commission Meetings

A member of the Commission may participate in a meeting of the Commission through electronic communications from a remote location that is not open to the public as provided in the Code of Virginia §2.2-3708.1 subject to the following requirements:

1. On or before the date of a meeting, a member wishing to participate from a remote location in a meeting of the Commission shall notify the Chair that the member is unable to attend the meeting due to an emergency or a personal matter and identify with specificity the nature of the emergency or personal matter, or notify the Chair that the member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

2. The Commission shall record in its minutes the specific nature of the emergency or personal matter or medical condition or disability and the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Commission's minutes.
3. Such participation by the absent member shall be limited in each calendar year to two meetings or 25 percent of the meetings of the Commission, whichever is fewer.
4. A quorum of the Commission must be physically assembled at the primary or Central meeting location.
5. The Commission shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the primary or central meeting location.

Order of Business

At regular meetings of the Executive Committee, the order of business shall be as follows, unless the Commission by unanimous consent or by a resolution adopted at a prior meeting agrees to a modification:

Call to Order

Roll Call of Members

- A. Unfinished Business
- B. New Business
- C. Commission Administrator Reports and Requests
- D. Matters Presented by the Commission
- E. Citizen's Comment Period
- F. Closed Session

Adjournment

At regular meetings of the Full Commission, the order of business shall be as follows, unless the Commission by unanimous consent or by a resolution adopted at a prior meeting agrees to a Modification:

R19-3

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

Resolution

At a regular meeting of the Colonial Group Home Commission held in Room #6, Griffin-Yeates Center, 1490 Government Road, Williamsburg, Virginia, on the 20th day of June, 2019:

Present

John Carnifax, Acting Chair
Stephanie Tinsley, Secretary
Darren Post
Thomas Mainor
Stephen Kopczynski
Wendy Evans

Vote

YEA
YEA
NAY
YEA
YEA
YEA

Absent

Christopher McDonald
Kimberly Taylor

On motion of Ms. Tinsley, which carried 5:1, the following resolution was adopted:

**A RESOLUTION TO APPROVE FEES FOR THE SALE OF
PROGRAM SERVICES TO NON-PARTICIPATING
LOCALITIES FOR FISCAL YEAR 2020.**

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 dated 12/31/18; and

WHEREAS, the Commission has the authority to adopt a schedule of fees for the sale of services to non-participating localities using the programs funded under the auspices of the Commission, and it has reviewed recommended formulas for such fees;

NOW, THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission, this 20th day of June, 2019, that the Colonial Group Home Commission does hereby adopt and establish as its fee schedule for the sale of program services effective July 1, 2019:

Crossroads:	\$189 per diem
Community Supervision:	
Intensive Supervision	\$50 per diem + Voice ID Surveillance costs
Electronic Monitoring	\$50 per diem + monitoring costs
Psychological Services:	
Assessment & Evaluation	\$125 per client
Education	\$180 per group (\$120 - classes; \$60 - 3 drug screens)
Aftercare/Drug Screening	\$35 per drug screen
Project Insight Services:	\$10 per hour

R19-4

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

Resolution

At a regular meeting of the Colonial Group Home Commission held in Room #6, Griffin-Yeates Center, 1490 Government Road, Williamsburg, Virginia, on the 20th day of June, 2019:

<u>Present</u>	<u>Vote</u>
John Carnifax, Acting Chair	YEA
Stephanie Tinsley, Secretary	YEA
Darren Post	NAY
Thomas Mainor	YEA
Stephen Kopczynski	YEA
Wendy Evans	YEA

Absent
Christopher McDonald
Kimberly Taylor

On motion of Mr. Mainor, which carried 5:1, the following resolution was adopted:

A RESOLUTION TO APPROVE THE CLIENT USER FEES
SCHEDULE FOR THE SALE OF PROGRAM SERVICES FOR
FISCAL YEAR 2020

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 dated 12/31/18; and

WHEREAS, the Commission has the authority to adopt a schedule of fees for the sale of services for clients ordered into or otherwise referred to the programs funded under the auspices of the Commission, and it has reviewed the recommended rates for such fees;

NOW, THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission, this 20th day of June, 2019, that the Colonial Group Home Commission does hereby adopt and establish as its client user fee schedule for Fiscal Year 2020 the fees listed below:

Crossroads	\$65 Per month
Intensive Supervision	\$50 Fee
Electronic Monitoring	\$50 Fee
Psychological Services	\$25 Fee (Assessment)
Psychological Services	\$75 Fee (Substance Abuse Education Groups)
Psychological Services	\$20 Fee (Substance Abuse Aftercare/Drug Screening)

Project Insight Fee Schedule

Community Service work only or with LRE I or II

Hours	1-20	\$30.00
	21-40	\$55.00 (includes ADP Program)
	41-60	\$75.00
	60+	\$100.00

LRE I or II only \$25.00

Law Related Education I
(Written assignments and videos)
Law Related Education II
(Fire Safety and Firearms Safety)

LRE I and II
w/out community service work \$35.00

LRE I and II

<u>with</u> community service work	(fee based on hours below)
Hours 1-23	\$50.00
24-49	\$75.00
50+	\$100.00

A Copy Teste:

Stephanie P. Stoutingberg, Deputy Clerk

R19-5

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

Resolution

At a regular meeting of the Colonial Group Home Commission held at the Griffin-Yeates Center, Room #6, 1490 Government Road, Williamsburg, Virginia on the 20th day of June 2019:

<u>Present</u>	<u>Vote</u>
John Carnifax, Acting Chair	YEA
Stephanie Tinsley, Secretary	YEA
Darren Post	YEA
Thomas Mainor	YEA
Stephen Kopczynski	YEA
Wendy Evans	YEA
<u>Absent</u>	
Christopher McDonald	
Kimberly Taylor	

On motion of Mr. Mainor, which carried 6:0, the following resolution was adopted:

A RESOLUTION TO APPROPRIATE FUNDS FOR
FISCAL YEAR 2020

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 dated 12/31/18; and

WHEREAS, the Colonial Group Home Commission approved annual budgets which utilizes the hybrid formula of 25% General Population / 37.5% Juvenile Population / 37.5% Utilization (5 year average) agreed to by the CAOs of each locality for the programs of the Commission for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by adoption of Resolution R19-1 on January 17, 2019; and

WHEREAS, since that time it may become necessary to revise said budgets, and the Commission Administrator has submitted to the Colonial Group Home Commission an annual budget which has been reviewed by the Finance/Executive Committee and by the Commission, and it is necessary to adopt and appropriate said budget;

NOW, THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission this 20th day of June, 2019, that the following budget requests and appropriations for Fiscal Year 2020 be, and they hereby are, made for Fund 94 - Colonial Group Home Commission, Juvenile Services Operations, to 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, 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	\$1,090,339
Community Supervision/Electronic Monitoring/ Project Insight	705,439
Psychological Services	95,362
Commission Administration	<u>7,551</u>
Total	<u>\$1,898,691</u>

A Copy Teste:

Stephanie Stoutingberg, Deputy Clerk

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

Resolution

At a regular meeting of the Colonial Group Home Commission held in the Griffin-Yeates Center, Room #6, 1490 Government Road, Williamsburg, Virginia, on the 20th day of June, 2019:

Present

John Carnifax, Acting Chair
Stephanie Tinsley, Secretary
Darren Post
Thomas Mainor
Stephen Kopczynski
Wendy Evans

Vote

YEA
YEA
YEA
YEA
YEA
YEA

Absent

Christopher McDonald
Kimberly Taylor

On motion of Mr. Post, which carried 6:0, the following resolution was adopted:

A RESOLUTION TO APPROVE A WAIVED PER DIEM RATE FOR CROSSROADS PROGRAM SERVICES TO THE DEPARTMENTS OF SOCIAL SERVICES TO THE FOUR COMMISSION LOCALITIES, THE CITY OF POQUOSON AND MATHEWS COUNTY FOR FISCAL YEAR 2020

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 dated 12/31/18; and

WHEREAS, the Colonial Group Home Commission has the authority to adopt a schedule of fees for the sale of services for those programs funded under the auspices of the Commission; and

WHEREAS, the Commission wishes to waive the per diem rate for the program services at Crossroads Community Youth Home to the four Commission localities, the City of Poquoson, and Mathews County's Departments of Social Services;

NOW, THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission this 20th day of June, 2019, that the Departments of Social Services for the four Commission localities, the City of Poquoson, and Mathews County per diem rate be waived for program services at Crossroads Community Youth Home for Fiscal Year 2020.

A Copy Teste:

Stephanie P. Stoutingberg, Deputy Clerk

R19-11

At a regular meeting of the Colonial Group Home Commission held in Room #6, Griffin-Yeates Center, 1490 Government Road, Williamsburg, Virginia, on the 20th day of June, 2019:

Present

John Carnifax, Acting Chair
Stephanie Tinsley
Thomas Mainor
Stephen Kopczynski
Darren Post
Wendy Evans

Vote

ABSTAIN
YEA
YEA
YEA
YEA
YEA

Absent

Christopher McDonald
Kimberly Taylor

On motion of Mr. Kopczynski, which carried 5:0, the following resolution was adopted:

A RESOLUTION COMMENDING THE SERVICES OF
JOHN H. CARNIFAX AS A MEMBER OF THE
COLONIAL GROUP HOME COMMISSION

WHEREAS, John H. Carnifax served as a member of the Colonial Group Home Commission from February 2014 through June 2019; and;

WHEREAS, during his term of service, Mr. Carnifax unselfishly and generously devoted his time and considerable talents to improving the quality of life and opportunities for the youth and residents of the 9th Judicial District; and

WHEREAS, during his tenure on the Colonial Group Home Commission, he served in the capacity of Vice Chairman; and

WHEREAS, the Colonial Group Home Commission wishes to formally express its appreciation for and publicly commend Mr. Carnifax's years of service and commitment to the Commission and to the youth and families who benefited from the programs of the Commission;

NOW, THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission this 20th day of June, 2019, that John H. Carnifax be, and he is hereby, commended for his services to the Colonial Group Home Commission and to the citizens of the 9th Judicial District.

BE IT FURTHER RESOLVED that the Colonial Group Home Commission will continue to consider Mr. Carnifax as a friend of the Commission and its various programs and services and on behalf of the citizens of the 9th Judicial District does hereby offer Mr. Carnifax its sincere gratitude and heartfelt best wishes for his future endeavors.

John Carnifax, Acting Chair
Stephanie Tinsley, Secretary
Stephen Kopczynski
Christopher McDonald
Darren Post
Kimberly Taylor
Thomas Mainor

James City County
Gloucester County
York County
James City County
Gloucester County
York County
City of Williamsburg

A Copy Teste:

Stephanie P. Stoutingberg, Deputy Clerk

COMMISSION ADMINISTRATOR REPORT AND REQUESTS.

Mr. Fuller noted that the Residential Supervisor for Crossroads will begin working on July 1, 2019. His name is Kevin Bright. This means that Crossroads will have full-time Supervisory coverage. Interviews are continuing to fill the position of Administrative Assistant. He also noted that the year ahead for Juvenile Services should remain busy. The numbers are fairly strong at this time and are even trending upward a bit.

In addition, he reminded the Commission that the Annual meeting will be held on July 18, 2020. Nominations for officers will take place at this meeting. Also, there will not be an Executive Meeting in July.

COURT SERVICES UNIT UPDATES AND REPORTS.

Mr. Joe Jackson, Director- 9th District Court Service Unit reminded us that the Standardized Disposition Matrix is to be rolled out in August, 2019 and will continue through November, 2019. After such time, it will be reviewed.

MATTERS PRESENTED BY THE COMMISSION. There were none.

CLOSED SESSION. There was none.

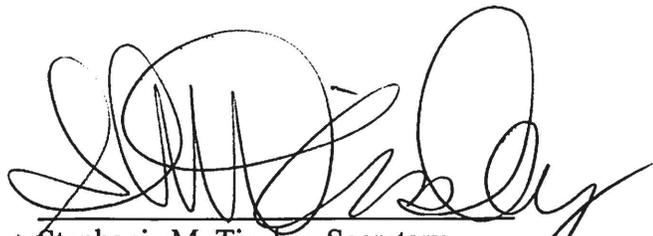
At 4:40 p.m. Acting Chairman John Carnifax motioned to adjourn the meeting. Second – Mr. Stephen Kopczynski. Motion passed.

THE NEXT CGHC REGULAR MEETING: July 18, 2019 at 4:00 p.m.

THE NEXT CGHC EXECUTIVE MEETING: September 04, 2019 at 9:30 a.m.



John Carnifax, Acting Chairman
Colonial Group Home Commission



Stephanie M. Tinsley, Secretary
Colonial Group Home Commission