

MINUTES

COLONIAL GROUP HOME COMMISSION 9TH JUDICIAL DISTRICT VIRGINIA

EXECUTIVE COMMITTEE MEETING May 6, 2020

MEETING CONVENED

A meeting of the Colonial Group Home Commission Executive Committee was called to order at 9:31 a.m. on Wednesday, May 6, 2020, by Vice-Chair Stephen Kopczynski through the use of electronic means without a quorum being physically assembled in one place, pursuant to an emergency ordinance.

This meeting is being held remotely under the emergency “continuity of government” ordinance adopted under Code of Virginia section 15.2-1413, allowing public meetings of this Board, and other county boards, commissions, and authorities, to meet remotely. This action was taken because of the health emergency resulting from the coronavirus pandemic, making the assembly of the board and staff and members of the public in one place unsafe because of the highly contagious nature of the coronavirus pandemic.

ROLL CALL

The following members of the Colonial Group Home Commission Executive Committee were present at roll call: Mr. Stephen Kopczynski, Vice-Chair; Ms. Rebecca Vinroot, Secretary; Ms. Wendy Evans and Ms. Lisa Kersey.

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 Nancy Bennett, Administrative Assistant.

Approval of Minutes. On motion of Ms. Vinroot and seconded by Mr. Kopczynski, the minutes of January 8, 2020, Executive Committee meeting were approved. On roll call, the vote was: Yea (3), Vinroot, Kopczynski, Evans, Nay (0), and Abstain - Ms. Kersey.

On motion of Ms. Vinroot and seconded by Mr. Kopczynski, the minutes of March 4, 2020, Executive Committee meeting were approved. On roll call, the vote was: Yea (4), Vinroot, Kopczynski, Evans, Kersey, and Nay (0).

NEW BUSINESS

Update on the FY2021 Budget Proposal

Due to the current COVID19 situation and the financial situation of all the localities, Mr. Fuller informed the committee that he requested Ms. Justiniano prepare a revised FY21 budget with a 10% reduction based on the current FY20 budget to assist all the localities since everyone’s budget

was being cut. The budget we are going to present to the full commission for approval is slightly different and reduced than initially proposed. Mr. Fuller indicated that no positions would be eliminated, and there haven't been any layoffs with the CGHC, but the County is in a hiring freeze. Ms. Justiniano pointed out where the budget cuts or revisions appear in the revised budget by program and by locality. She also noted that page 12 of the revised budget shows \$23,935.00 in reserve for contingency if needed. Ms. Evans expressed her appreciation for Ms. Justiniano's work in preparing the revised budget.

Personnel Update

Mr. Fuller noted that the full-time Cook II returned to work, and the part-time Cook resigned while the Cook II was out. The Cook II works Monday through Friday and prepares the weekend meals on Friday. Mr. Fuller advised that the Case Manager resigned, and Katie Lofquist was hired to fill this position. Ms. Lofquist was previously a Program Specialist. She is doing a wonderful job organizing the resident's files and assuring that all the proper records are in order in preparation for the audit. The Program Specialist position remains vacant. Mr. Fuller also updated the Executive Committee of some other personnel items.

Ms. Crotty stated that she spoke with Shelia Palmer with the Department of Juvenile Justice last week regarding the upcoming re-audit. Due to the pandemic, the decision was made to hold a first-time virtual audit with the use of FaceTime, because DJJ does not have a camera on their laptop. Ms. Palmer will send a list ahead of time with the critical items that were in the deficit that will need to be verified. The audit is scheduled for June but may occur earlier, if possible. Mr. Fuller commended Ms. Crotty and Ms. Newcomb on their hard work getting the personnel and resident's files in order.

Several Resolutions for FY2021 were previously introduced to the Executive Committee for review. They are as follows:

- R20-5 – Approval of Revised Budget and Appropriate Funds FY2021
- R20-6 – Approval of Sale of Service Fees
- R20-7 – Approval of Client User Fees
- R20-8 – Approval of the Fee Waiver for Department of Social Services Agencies in VJCCCA Plan

On motion of Ms. Vinroot, which was seconded by Ms. Kersey, and carried 4:0, it is recommended that the Resolutions be forwarded to the Full Commission for review.

COMMISSION ADMINISTRATOR REPORT AND REQUESTS

There were none.

MATTERS PRESENTED BY THE EXECUTIVE COMMITTEE

Minutes, Colonial Group Home Commission
Executive Committee Meeting
May 6, 2020
Page 3 of 3

There were none.

CLOSED SESSION

There were no Citizens at this meeting, nor was there a Closed Session.

ADJOURNMENT

On motion of Ms. Evans and seconded by Ms. Vinroot, the meeting adjourned at 10:07 a.m.



Stephen Kopczynski, Vice-Chair
Colonial Group Home Commission



Rebecca Vinroot, Secretary
Colonial Group Home Commission