

## **MINUTES**

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

#### **EXECUTIVE COMMITTEE MEETING March 4, 2020**

#### **MEETING CONVENED**

A meeting of the Colonial Group Home Commission Executive Committee was called to order at 9:47 a.m. on Wednesday March 4, 2020, in the Community Services Administration Conference Room, 224 Ballard Street, Yorktown, Virginia, by Chair Stephanie Tinsley.

#### **ROLL CALL**

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

Others attending the meeting were: Brian Fuller, Community Services Director/Commission Administrator; Sheri Newcomb, Community Services Deputy Director; Amy Crotty, Juvenile Services Manager; Stephanie Stoutingberg, Administrative Assistant; Lisa Kersey, Director of Gloucester Department of Social Services, and Nancy Bennett, Administrative Assistant.

Approval of Minutes. Meeting Minutes of January 8, 2020, Executive Committee Meeting was deferred to the May 6, 2020 meeting.

#### **NEW BUSINESS**

Mr. Brian Fuller presented Ms. Stephanie Tinsley a proclamation for her 5 years of service to the CGCH. Ms. Tinsley will be leaving the Commission as of this meeting. She is moving out of the Gloucester area.

Lisa Kersey was introduced by Chairman Tinsley who will be replacing Ms. Tinsley in her capacity from the Gloucester locality.

#### **Criteria for Future Annual Reports**

Mr. Fuller discussed the need for continued production of the Colonial Group Home Commission Annual Report. He is looking into what processes other agencies use to reporting their numbers. He noted that although the report has been prepared for many years, a more user-friendly and less labor-intensive report with better comparisons would be beneficial.

This along with other things, we are going to take a step back and evaluate what we are doing. Ms. Crotty contacted Shawn Sawyer with the Tidewater Group Home Commission as well as Ms. Veda Frazier, Community Connection inquiring what type of annual report their agencies create. Neither of them creates a separate Annual Report. Mr. Sawyer indicated that he provides the VJCCCA Annual Overall Evaluation Report to anyone who may request it. Ms. Crotty then contacted Mr. Joe Jackson with Court Service Unit about his usage of the Annual Report and he responded that he would contact us if he had any questions.

Ms. Tinsley noted that there were several times that the Gloucester Board of Supervisors had referred back to our Report. She noted that she thought this, in some format, can be helpful to the Gloucester Board of Supervisors as well as Gloucester residents. She would recommend doing a test run.

Mr. Fuller recommended that the Executive Committee review this Report and return to the next meeting for further discussion on this issue. An electronic copy will be emailed to all Commissioners for further evaluation.

#### Crossroad Community Youth Home Food Services

Mr. Fuller began a discussion on the Crossroads Community Youth Home Food Service department. He noted that the full-time Cook has returned to duty and the 30-hour part-time Cook resigned during the period when our full-time Cook was out. The Staff pulled together and did what was needed to serve meals to the Residents.

This situation also gave way for some creative thinking about how to move forward with a better controlled and expanded variety of menus along with finding cost-saving measures.

It was also recommended that we revisit policies that would allow Residents access to the kitchen so they can learn how to cook. This would enable life skill lessons the Resident can use to help out at home and/or with future employment in the foodservice industry.

#### COMMISSION ADMINISTRATOR REPORT AND REQUESTS

Mr. Fuller introduced Resolution R20-4 which commended the services of Chairman Stephanie Tinsley as a member of the Colonial Group Home Commission from April 2015 through March 2020.

Minutes, Colonial Group Home Commission  
Executive Committee Meeting  
March 4, 2020  
Page 3 of 3

On Roll call, the vote was as follows:

Stephanie Tinsley	YEA
Stephen Kopczynski	YEA
Wendy Evans	YEA
Rebecca Vinroot	YEA

Motion carried 4:0

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

Mr. Fuller spoke of meeting with Chief Judge Wade Bowie regarding matters presented by the executive committee and that it would go to the state DJCC and the judge will sign off.

#### **CITIZENS' COMMENTS**

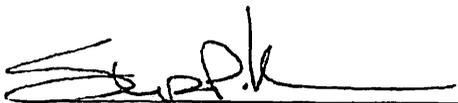
#### **CLOSED SESSION**

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

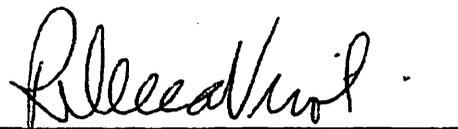
#### **ADJOURNMENT**

The meeting adjourned at 10: 35 a.m.

In accordance with Section 15.2-1241 of the Code of Virginia, the minutes of this meeting were read at the January 21, 2020, Regular Meeting of the Board of Supervisors, and Chairman Green was directed to sign such.



Stephen Kopczynski, Vice-Chair  
Colonial Group Home Commission



Rebecca Vinroot, Secretary  
Colonial Group Home Commission