

## MINUTES

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

#### REGULAR MEETING May 21, 2020

#### **MEETING CONVENED**

A meeting of the Colonial Group Home Commission was called to order at 4:05 p.m. on Thursday, May 21, 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.

On motion made by Ms. Taylor, which was seconded by Mr. Mainor, 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.

On Roll call, the vote was as follows:

YEA: (8) Ms. Evans, Ms. Kiley, Mr. Kopczynski, Mr. Mainor, Mr. McDonald, Ms. Taylor, Ms. Kersey, and Ms. Vinroot

NAY: (0)

ABSTAIN: (0)

#### **ROLL CALL**

The following members of the Colonial Group Home Commission were present at roll call: Stephen Kopczynski, Vice-Chair; Rebecca Vinroot, Secretary; Wendy Evans, Tom Mainor, Kimberly Taylor, Christopher McDonald, Lisa Kersey, and Kris Kiley. 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, Management Analyst; and Nancy Bennett, Juvenile Services Administrative Assistant.

#### **Approval of Minutes**

On motion made by Mr. McDonald, which was seconded by Ms. Kiley, the minutes of January 16, 2020, Regular Meeting of the Commission was approved.

On Roll call, the vote was as follows:

YEA: (7) Ms. Evans, Ms. Kiley, Mr. Kopczynski, Mr. Mainor, Mr. McDonald, Ms. Taylor and, Ms. Vinroot

NAY: (0)  
ABSTAIN: (1) Ms. Kersey

**PUBLIC COMMENTS**

No citizens were present.

**NEW BUSINESS**

Appointment of Nomination Committee to Elect New Officers. Christopher McDonald, James City County Citizen Representative and Wendy Evans, Williamsburg Representative, volunteered to serve on the Nominating Committee. During the June Commission meeting, the Nominating Committee will elect new members to the Officer roles.

Update on the Revised FY2021 budget proposal. Vice-Chair Mr. Kopczynski called for consideration of proposed Resolution R20-5 to approve the Revised Budget and Appropriate Funds for the Fiscal year beginning July 1, 2020, and ending June 30, 2021. On motion made by Ms. Taylor, which was seconded by Mr. Mainor and carried 8:0 the following resolution was adopted:

A RESOLUTION TO APPROVE THE REVISED BUDGET AND APPROPRIATE FUNDS FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021.

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 utilize the hybrid formula of 50% Juvenile Population / 50% Utilization (5-year average) agreed by the CAOs of each locality for the programs of the Commission for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by adoption of Resolution R20-3 on January 16, 2020; 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 is necessary to adopt and appropriate said budget;

NOW, THEREFORE, BE IT RESOLVED by the Colonial Group Home Commission this 21st day of May 2020, that the following revised budget request and appropriation for the Fiscal Year 2021 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.

FUNCTION	AMOUNT
Crossroads Community Youth Home	\$1,063,403
Community Supervision/Electronic Monitoring	472,579
Project Insight	105,261
Psychological Services	105,445
Commission Administration	5,682
Total	\$1,752,370

On Roll call, the vote was as follows:

YEA: (8) Ms. Evans, Ms. Kiley, Mr. Kopczynski, Mr. Mainor, Mr. McDonald, Ms. Taylor, Ms. Kersey, and Ms. Vinroot

NAY: (0)

ABSTAIN: (0)

Approval of Program Service Fees. Vice-Chair Mr. Kopczynski called for consideration of proposed Resolution R20-6 to approve Program Service Fees. Mr. Fuller advised that there were no changes in program service fees. On motion made by Ms. Taylor, which was seconded by Mr. Mainor, which carried 8:0, the following resolution was adopted:

A RESOLUTION TO APPROVE FEES FOR THE SALE OF  
 PROGRAM SERVICES TO NON-PARTICIPATING LOCALITIES  
 FOR THE FISCAL YEAR 2021.

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 21<sup>st</sup> day of May 2020 that the Colonial Group Home Commission does hereby adopt and establish as its fee schedule for the sale of program services effective July 1, 2020:

Crossroads:	\$189 per diem
Community Supervision:	
Intensive Supervision	\$50 per diem + Voice ID Surveillance costs
Electronic Monitoring	\$50 per diem + monitoring costs

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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

On Roll call, the vote was as follows:

YEA: (8) Ms. Evans, Ms. Kiley, Mr. Kopczynski, Mr. Mainor, Mr. McDonald, Ms. Taylor, Ms. Kersey, and Ms. Vinroot

NAY: (0)

ABSTAIN: (0)

Approval of Client User Fees. Vice-Chair Mr. Kopczynski called for consideration of Approval of R20-7- Client User Fees. After a brief discussion on the waiver of fees, a motion was made by Mr. Mainor, and seconded by Mr. McDonald and carried 8:0 the following resolution was adopted with the recommendation that additional language be added to this resolution that provides for a fee waiver policy that will be added to the agenda for the next full commission meeting.

**A RESOLUTION TO APPROVE THE CLIENT USER FEES SCHEDULE FOR THE SALE OF PROGRAM SERVICES FOR THE FISCAL YEAR 2021.**

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 21st day of May 2020, that the Colonial Group Home Commission does hereby adopt and establish as its client user fee schedule for the Fiscal Year 2021 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**  
**with community service work** (fee-based on hours below)

Hours 1-23	\$50.00
24-49	\$75.00
50+	\$100.00

Approval of Fee Waiver for Department of Social Services Agencies in the VJCCCA Plan. Vice-Chair Mr. Kopczynski called for consideration of Approval of R20-8 Fee Waiver for the Department of Social Services Agencies in the VJCCCA Plan. On motion made by Ms. Taylor, which was seconded by Mr. McDonald and carried 8:0 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 THE FISCAL YEAR 2021.

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 21st day of May 2020, 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 the Fiscal Year 2021.

On Roll call, the vote was as follows:

YEA: (8) Ms. Evans, Ms. Kiley, Mr. Kopczynski, Mr. Mainor, Mr. McDonald, Ms. Taylor,  
Ms. Kersey, and Ms. Vinroot

NAY: (0)

ABSTAIN: (0)

#### **Commission Administrator Report and Requests**

Mr. Fuller expressed concern over the number of youth currently at Crossroads. There are currently 4 youth, only 1 is a DJJ referral. Due to the changes within the Department of Juvenile Justice and how they are providing services to youth, we need to re-evaluate the model at Crossroads and find new and innovative ways the facility can best suit the needs of the community.

Mr. Fuller noted that safety precautions were put in place early on to protect the children from the coronavirus by eliminating home visits and not allowing visitors in the building. Counseling sessions and doctor's appointments are being held through electronic means and staff has their temperature taken before being allowed in the building to start their shift in addition to answering questions as to their general wellbeing.

Mr. Fuller indicated that the Cook II is back to work and is adjusting well to her new schedule. She has now started cooking lessons to the residents. On another note, the Resident Operating Supervisor is no longer employed and that position remains vacant.

#### **Matters Presented by the Commission**

There was none.

#### **Closed Session**

There was none.

#### **Adjournment**

The Meeting adjourned at 5:06 pm.



Stephen Kopczynski, Vice-Chair  
Colonial Group Home Commission



Rebecca Vinroot, Secretary  
Colonial Group Home Commission