

**MINUTES**  
**COLONIAL GROUP HOME COMMISSION**  
**9<sup>TH</sup> JUDICIAL DISTRICT**  
**VIRGINIA**  
**EXECUTIVE COMMITTEE MEETING**  
**January 6, 2021**

**MEETING CONVENED**

A meeting of the Colonial Group Home Commission Executive Committee was called to order at 9:32 a.m. on Wednesday, January 6, 2021, by Chair Stephen Kopczynski through the use of electronic means without a quorum being physically assembled in one place, pursuant to an emergency ordinance no. 20-11, adopted by the York County Board of Supervisors April 21, 2020, and readopted on June 16, 2020, pertaining to the continuity of county operations associated with the COVID-9 pandemic disaster.

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.

I am Stephen Kopczynski, Chair, and I am in the Public Safety Building located at 301 Goodwin Neck Road. Other Board members participating are Ms. Rebecca Vinroot, Ms. Lisa Kersey, and Ms. Wendy Evans. Other County staff present or participating are 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.

**ROLL CALL**

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

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

## **OLD BUSINESS**

### **Review of Operation Budget**

Mr. Fuller informed the Commission that the budget request is a 45% reduction from last year's budget due in part to the closing of Crossroads Community Youth Home. No changes were made to the previous proposed budget and the consensus is to forward the Budget to the Full Commission for approval on January 21, 2021. Mr. Kopczynski expressed his appreciation to staff for their work on the budget.

### **Update on the Crossroads Building**

Mr. Fuller advised that on December 15, 2020 the City of Williamsburg approved the 40-year lease to repurpose the building as a fire station. The Commission turned over control of the building to the County on January 1, 2021. Mr. Fuller recognized Ms. Crotty and her staff for their hard work getting the files and other items out of the building.

## **NEW BUSINESS**

### **Discussion of Reserve Funds**

#### **Capital Contributions**

Mr. Fuller presented information on both the Non-Recurring Capital Construction Reserve and the Reserve for Contingency. The Non-Recurring Capital Construction reserve is funds left over after the completion of the Crossroads building. In 2009 the localities were offered their portion of the money returned, all localities decided to keep the money in a capital construction fund. Due to Crossroads' closure, Mr. Fuller suggested returning these funds totaling \$131,415 to each locality or use these funds as a credit towards the FY 2021 4th quarter locality contribution. At the request of Ms. Vinroot, staff will provide the Executive Committee members with a breakdown of their locality's reserve amount to discuss with their County or City financial representative.

#### **Carryover General Funds**

Mr. Fuller stated that the current carryover reserve balance is \$379,943 and proposes the Commission maintain a carryover reserve of \$193,915, which is 20% of the FY 2022 proposed budget request. Mr. Fuller suggests returning excess funds of \$186,028 to the six localities or using these funds as a credit toward the first payment in FY 2022 based on the percentage that each of the localities paid for FY 2021.

#### **Discussion of Commission Name and Amending Agreement**

Mr. Fuller suggested the Commission change its name from Colonial Group Home Commission due to the closure of the Crossroads Community Youth Home. The staff and commission members are encouraged to bring their ideas to the full commission meeting in March.

**COMMISSION ADMINISTRATOR REPORT AND REQUESTS**

Mr. Fuller informed the Commission that Ms. Lofquist had accepted another position, and her last day of employment will be January 8, 2021. The staff is in the process of advertising for her job. Mr. Kopczynski expressed his appreciation for all her work.

**MATTERS PRESENTED BY THE EXECUTIVE COMMITTEE**

There were none.

**CLOSED SESSION**

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

**ADJOURNMENT**

On motion of Mr. Kopczynski, the meeting adjourned at 10:28 a.m.



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Stephen Kopczynski, Chair  
Colonial Group Home Commission



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Wendy Evans, Secretary  
Colonial Group Home Commission