

APPALACHIAN JUVENILE COMMISSION

P. O. BOX 16248
BRISTOL, VIRGINIA 24209

Phone 276-466-7808 • Fax 276-466-7820

WEB - hjdc.org

SOUTHWEST BRANCH
DIANE WRIGHT, DIRECTOR
Phone 276-889-3839 • Fax 276-889-3840
E-Mail: ddwright@hjdc.org

RICHARD D. HAGY, EXECUTIVE DIRECTOR
Phone 276-466-7803 • Fax 276-466-7820
E-Mail: rdhagy@hjdc.org

HIGHLANDS BRANCH
TIM DOTSON, DIRECTOR
Phone 276-466-7819 • Fax 276-466-7820
E-Mail: tdotson@hjdc.org

TO: Commission Members

SUBJECT: Minutes – Regular Meeting – October 21, 2005

The Appalachian Juvenile Commission met on Friday, October 21, 2005, at 12:00 Noon at the Holiday Inn on Linden Drive.

Commission members present included Reverend James Bangle and Michael Roberts – Smyth County; Harold Leonard and Eric Clark – Bristol; Kevin Downs – Washington County; Dawn Gilbert – Wise County; Lanny Large – Dickenson County; Donna Hutchinson – Norton; C. M. Callahan, Jr. – Lee County; Robert Hagy – Buchanan County; and Alice Meade – Russell County.

Staff present were Richard Hagy – Executive Director; Tim Dotson – Director, Highlands Branch; Diane Wright, Director, Southwest Branch; Danny Johnson, Finance Director; John Ross, Faye Johnson, and Trey Murray.

Also in attendance were Randy Blevins – 28th District Court Service Unit; and Doug Blackley – Blackley-Olinger and Associates.

In the absence of the Chairman, the Vice Chairman Reverend Bangle called the meeting to order

Approval of Minutes

The Minutes of the Regular Meeting held on April 22, 2005; and the July 8, 2005, meeting were approved as submitted.

FY2005 Audit

Mr. Doug Blackley of Blackley, Olinger & Associates presented the Auditors Report of the FY2005 Audit which shows a “clean opinion” except for one qualification for non-vested retirement benefits. He explained the financial position as of June 30, 2005, cash available, revenue and expenses, and summary totals and stated that the line items were as expected. All is in order and he will be glad to discuss any items and/or answer any questions Commission members might have. He suggested that approval be given for vendor invoices before payment and that an accounting manual be prepared.

Mr. Johnson stated that he approves all invoices before checks are written. Mr. Hagy and Mr. Dotson then approve and sign the checks.

Financial Report

Mr. Johnson presented copies of the Quarterly Financial Highlights as of September 30, 2005. He explained the Balance Sheet, revenue, expenses, and net income.

“SERVING SOUTHWEST VIRGINIA”

Bristol, Buchanan, Dickenson, Lee, Norton, Russell, Scott, Smyth, Tazewell, Washington, Wise

Executive Session

Mr. Clark moved that the Commission go into Executive Session to discuss personnel matters under Section 2.1-344-A, Code of Virginia. Mrs. Meade seconded the motion. All members voted in favor.

Upon returning from Executive Session, all members verified that the only matters discussed during the Executive Session were matters that were allowed under Section 2.1-344-A, Code of Virginia.

Election of Officers

Reverend Bangle opened the floor for nominations for Chairman. Mr. Clark nominated Mr. Vinyard. Mrs. Meade moved that nominations cease. Mr. Downs seconded the motion. All members voted in favor. Mr. Vinyard was re-elected Chairman by Acclamation.

Reverend Bangle reported that he would be retiring from serving as Vice Chairman but would remain as a Commission member.

The floor was opened for nominations for Vice Chairman. Mr. Clark nominated Mr. McClelland for Vice Chairman. Mrs. Meade moved that nominations cease. Mr. Downs seconded the motion. All members voted in favor. Mr. McClelland was elected Vice Chairman by Acclamation.

By-Laws

Mr. Roberts moved that approval of the By-Laws be tabled until the next meeting. Mr. Downs seconded the motion. All members voted in favor.

Regional Meeting

Discussion was held concerning the regional meeting held on September 30, 2005, at the Oxbow in St. Paul. Juvenile Judges, Court Service Unit Directors, Commonwealth Attorneys, City Managers, and Legislators attended.

It was noted by Commission members attending the meeting that it was an excellent meeting. More local treatment is needed and long range type of planning is needed.

Lanny Large suggested a sub-committee be formed to do some of the things that can be done in a time frame of a year, two years, etc.

Mr. Blevins stated that he appreciated everything the Commission was doing in Secure and Alternatives and that the Alternatives Program is making a difference.

Commission Report – Southwest Branch

Diane Wright reported that things were going well at the girls home and alternatives. Bank accounts have been closed out and the funds given to Mr. Johnson.

Only one deficiency was found during the Certification Audit which had to do with the Fire Marshal's visits.

Commission Report – Highlands Branch

Mr. Dotson stated that seven deficiencies were found at the Center during the Certification Audit which included cleaning and maintenance of the building, paint in Pod B floor not looking good; two standards on the Face Sheet; three job descriptions did not list who the supervisors were; and overcrowding.

The Board will meet on November 10th. The Certification Team did recommend a three-year certification.

Snack Reimbursement

Mr. Lloyd Jackson, Food Service Manager, visited the Center to observe snacks. If an approved enrichment program is presented to the youth during snacks, the Center will be reimbursed sixty cents per youth per snack.


Locality Issues

Mr. Hagy reported that there are some issues with Smyth County concerning the merger with the Girls Home. They questioned how the Detention Center Commission was formed originally and the legality of how the other localities came together in 2003. He gave a summary of the beginnings of the Detention Center, the change from a Board of Directors to a Commission, and the decision to allow the other localities to join.

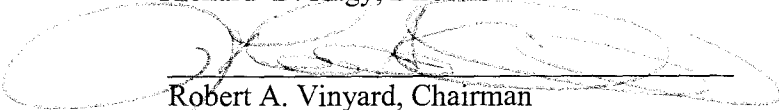
Mr. Roberts presented a letter to Mr. Vinyard from Mr. Tate, County Attorney, and asked that this letter be made a part of the Minutes. He asked that Mr. Hagy meet with the Board of Supervisors and answer questions brought about in the letter.

Mr. Clark asked that information or information on a meeting be sent to the members of the Commission. Another Commission meeting can be held if needed.

Three being no further business, the meeting was adjourned at approximately 2:30 P. M



Richard D. Hagy, Director



Robert A. Vinyard, Chairman