

APPALACHIAN JUVENILE COMMISSION

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October 15, 2010

The Regular Meeting of the Appalachian Juvenile Commission was held on Friday, October 15, 2010 at 12:00 Noon, at the Holiday Inn located on Linden Drive, in Bristol Virginia.

Commission members present included Wayne McClelland, Chairman – Scott County; Alice Meade, Vice-Chairman – Russell County; Dawn Gilbert – Wise County; Patricia Green – Tazewell County ; Doug Meade – Washington County; Kate McClanahan – Buchanan County; Lanny Large – Dickenson County; and C.M. Callahan, Jr. – Lee County.

Commission member absent was Jim Heaney – Bristol; Mike Carter – Smyth County; and Kyle Redman – City of Norton.

Staff present included Tim Dotson – Executive Director and Danny Johnson – Finance Director.

Approval of Minutes

Alice Meade moved to approve the minutes of the Regular Meeting held on July 15, 2010. Kate McClanahan seconded the motion. All members voted in favor.

Audit FY 2010

Judy Olinger of Blackley, Olinger and Associates distributed copies of the Audit Report for FY2010.

Ms. Olinger reported the Audit Report was conducted according to the yellow book audit, and must also be submitted to the State. It was found to be a “clean opinion” and the Internal Control Letter states there is no material weaknesses.

Lanny Large moved the FY2010 Audit be approved as submitted. Patricia Green seconded the motion. All members voted in favor.

Financial Report

Danny Johnson, Finance Director, presented the Quarterly Financial Highlights through September 30, 2010. (Copy attached)

“SERVING SOUTHWEST VIRGINIA”

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

Alice Meade moved to give all full time employees a 3% bonus to be paid on November 24, 2010. Lanny Large seconded the motion. All members voted in favor.

IT issues for Alternatives

Tim Dotson reported all Alternative personnel are now duplicating their files and a copy is kept in the office. Mr. Dotson stated he spoke with Scott Riner with the Department of Juvenile Justice (DJJ) and he was in agreement with this policy.

Personnel Policies

Mr. Dotson reported he had met with our attorney, Ed Stout and reviewed the Commission's grievance policy. In essence, the Commission has the final authority on terminations and if changed, it would have to be appealed to Circuit Court. Wayne McClelland stated he can only remember one appeal to the Personnel Committee since he has been Chairman. Lanny Large recommend a courtesy e-mail be sent to all Commission member on all new positions and new hires. The Commission also requested all positions be advertised internal and externally.

Drug Testing Policy

Mr. Dotson presented all Commission Members with the current employee drug testing policy. (See attached) No additional action was taken.

Opened to Commission Members

Mr. Dotson reported Neil Bramlette wrote a grant for training and he was working on securing a speaker for the training.

Mr. Dotson also reported two employees from the Barter Theatre were coming to the Detention Center twice a week and working with the kids and this was a very successful and motivating program.

Adjourn

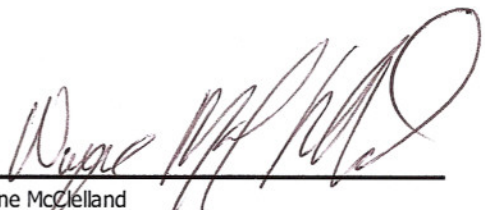
There being no further business to discuss, Alice Meade moved to adjourn the meeting. Patricia Green seconded the motion. All members were in favor

X



Tim Dotson
Executive Director

X



Wayne McClelland
Chairman