

# APPALACHIAN JUVENILE COMMISSION

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October 19, 2007

The Regular Meeting of the Appalachian Juvenile Commission was held on Friday, October 19, 2007, at 12:00 Noon, at The Holiday Inn on Linden Drive, Bristol, Virginia.

Commission members present included Wayne McClelland, Chairman – Scott County; Eric Clark – Bristol; Doug Meade – Washington County; Mike Carter and Michael Roberts – Smyth County; Alice Meade – Russell County; Lanny Large – Dickenson County; C. M. Callahan – Lee County; and Donna Hutchinson – Norton.

Commission members absent were Harold Leonard – Bristol; James Horn – Buchanan County; Earl Griffith – Tazewell County; Dawn Gilbert – Wise County; and Kevin Downs – Washington County.

Staff present included Tim Dotson, Executive Director; John Ross, Director of Highlands Branch; Diane Wright – Director of Southwest Branch; Danny Johnson – Finance Director; Faye Johnson; and Mary Cross.

Also in attendance were Jeff Nash – Grant Administrator, Education Department at Highlands; and Judy Olinger – Blackley, Olinger & Associates.

Mr. McClelland called the meeting to order.

## Approval of Minutes

Eric Clark moved that the Minutes of the Regular Meeting held on July 20, 2007, be approved as submitted. Alice Meade seconded the motion. All members voted in favor.

## Financial Report

Danny Johnson presented a Financial Report as of September 30, 2007. Per diem was discussed, and Tim Dotson stated that this would be looked at during Budget preparations.

Eric Clark moved that the Financial Report be approved as presented. Lanny Large seconded the motion. All members voted in favor.

## General Report – Southwest Branch

Diane Wright reported that there is a full house at the Girls Home which includes two from Russell County, two from Washington County, one from Craig County, four from Tazewell County, and one from Scott County which are all Post-Dispositional. Outreach

*“SERVING SOUTHWEST VIRGINIA”*

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

has six from Tazewell County, two from Buchanan County, two from Russell County, three from Dickenson County, and twenty one on Community Service.

General Report – Highlands Branch

John Ross stated that secure detention population has been staying under capacity. Two full-time staff members have resigned, and two part-timers filled the positions.

Mark Lewis was at the Center in August for monitoring and full Certification will be done in July, 2009.

Two staff members were recognized for outstanding performances during incidents at the Center. Joey Valdez and Patti Mumpower did excellent jobs in breaking up fights and have been commended for their quick and efficient actions.

Education Department

John Ross introduced Jeff Nash, Grant Administrator of the Education Department at the Center, and gave a background of his experience.

Jeff Nash stated that he spent twenty-seven years as a Principal and that if he had known of the structure which is at the Center, he would have used it. He stated that his department intended to give the youth everything they could while the youth is in detention.

Audit – 2006-2007

Judy Olinger of Blackley, Olinger and Associates reported that the Financial Audit shows a “clean opinion” with no objections. Internal controls are good. She then went over the Independent Auditors Report, Financial Statements, Cash Flows, Schedule of Support and Revenues, Expenses, and Compliance.

Eric Clark moved that the Audit be accepted as submitted. Donna Hutchinson seconded the motion. All members voted in favor.

Salary Survey

Lanny Large, Chairman of the Salary Survey Committee made the following recommendations from the Committee:

The Executive Director has the ability to adjust the starting salary of identified positions, based on the experience/ability of the applicant. Adjustments may be made on the following positions, and will not exceed the stated cap.

Youth Specialist - \$1,500	\$25,384 to \$26,884
Cook - \$1,000	\$18,087 to \$19,087
Custodian - \$500	\$18,087 to \$18,587
Secretary - \$1,000	\$18,087 to \$19,087
Outreach Counselor - \$1,200	\$26,884 to \$28,084

The budget will be prepared to accommodate potential starting salary adjustments. The recommendations of the Committee passed by unanimous vote.

State Budget Cuts

Tim Dotson reported that due to State Budget cuts, a current open position will not be filled.

Called Meeting

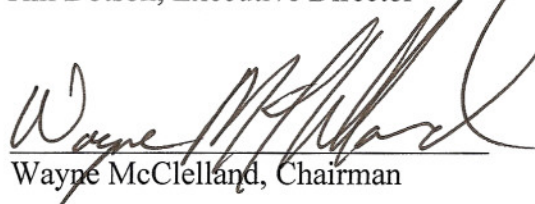
Tim Dotson informed the Commission that a Called Meeting to approve the Budget is needed to be held the first week of December in order to submit the Budget to Washington County before the end of December.

A Budget Committee was appointed and included Eric Clark, Mike Carter, and Donna Hutchinson.

A Called Budget Meeting will be held December 4, 2007, at 12:00 Noon, at the Holiday Inn on Linden Drive.

There being no further business, Donna Hutchinson moved that the meeting be adjourned. Alice Meade seconded the motion. All members voted in favor. The meeting adjourned at approximately 1:50 P. M.

  
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Tim Dotson, Executive Director

  
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Wayne McClelland, Chairman