APPALACHIAN JUVENILE COMMISSION
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August 8, 2025

The regular meeting of the Appalachian Juvenile Commission was held on Friday, August 8th, 2025 at the Washington County Administration Building located at 1 Government Place, Abingdon, Virginia.

Commission members present:
James C. Lane - Chairman, Norton
April Collins – Dickenson County
Rhonda Lester – Russell County
Arlene Matney – Tazewell County
Brad Johnson – Buchanan County
Mark Thompson – Scott County
Shawn Utt – Vice-Chair, Smyth County
Allen Crockett – Lee County
Dawn Gilbert – Wise County
Jason Berry – Washington County

Commission members absent:
Neal Osborne – City of Bristol

Staff and others present included Trey Murray, Executive Director; Danny Johnson, Finance Director; Jeremy Hurley, Chief Deputy Director; Neil Bramlette, Deputy Director of Operations; and Brad Stallard, Attorney

Call to Order
Shawn Utt, Vice-Chair, called the meeting to order at 10:15 A.M.

Approval of Minutes
Mark Thompson moved to approve the minutes of June 20, 2025. Arlene Matney seconded the motion.

After consideration the motion PASSED by the following vote:

AYES: April Collins, Arlene Matney, Mark Thompson, Shawn Utt, Brad Johnson, Rhonda Lester, and Allen Crockett.

Nayes: None
Abstain: Jason Berry due to not being present at the last meeting. James C. Lane and Dawn Gilbert did not vote as they had yet to arrive at the time of the vote.

Financial Statement

Danny Johnson presented information regarding the FY25 twelve-month financial report. April Collins moved to approve the FY25 twelve-month financial report as presented. Arlene Matney seconded the motion.

After consideration, the motion PASSED by the following vote:

AYES: April Collins, Arlene Matney, Mark Thompson, Shawn Utt, Brad Johnson, Rhonda Lester, Jason Berry and Allen Crockett.

Nayes: None

Abstain: James C. Lane and Dawn Gilbert did not vote as they had yet to arrive at the time of the vote.

James C. Lane arrived at 10:25am

Financial Statement

Danny Johnson presented information regarding the monthly financial statement for July 2025. Arlene Matney moved to approve the monthly financial statement for July 2025 as presented. Shawn Utt seconded the motion.

After consideration, the motion PASSED by the following vote:

AYES: James C. Lane, April Collins, Arlene Matney, Mark Thompson, Shawn Utt, Brad Johnson, Rhonda Lester, Jason Berry and Allen Crockett.

Nayes: None

Abstain: Dawn Gilbert did not vote as she had yet to arrive at the time of the vote.

Dawn Gilbert arrived at 10:28am

Updates

Mr. Murray and Mr. Hurley presented updates to the Commission members on the following topics.

- Secure Detention
- Shelter Care
- Accepting juveniles from Tennessee
- Staffing and Utilization

As all topics were solely informational, no action items required voting by the Commission Members.

Open Session

Mark Thompson raised an issue regarding the HJDC's policy on photographing the residents. (i.e., No photography or recording is allowed at the HJDC) He stated that DJJ requires that juveniles on Probation Officers' caseloads have updated photos every six months for identification purposes. He asked if the policy could be modified to allow DJJ employees to be able to take photos of HJDC residents on their caseload at the facility using State-provided equipment in order to help meet this requirement.

Jason Berry made a motion that the HJDC policy on photographing residents be adjusted to meet the State's needs. Shawn Utt seconded the motion.

The motion PASSED by the following vote:

AYES: James C. Lane, April Collins, Arlene Matney, Mark Thompson, Shawn Utt, Brad Johnson, Rhonda Lester, Dawn Gilbert, Jason Berry and Allen Crockett.

NAYES: *None*
ABSTAIN: *None*

Closed Session

Mark Thompson moved to enter into closed session under Code of Virginia Section 2.2-3711(a)(1)(7) Personnel Matters and/or Grievances. Jason Berry seconded the motion.

The motion PASSED by the following vote:

AYES: James C. Lane, April Collins, Arlene Matney, Mark Thompson, Shawn Utt, and Brad Johnson, Rhonda Lester, Dawn Gilbert, Jason Berry and Allen Crockett.

NAYES: *None*
ABSTAIN: *None*

RESOLUTION
CERTIFICATION OF CLOSED SESSION

WHEREAS, the Appalachian Juvenile Commission has convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Appalachian Juvenile Commission that such a meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Appalachian Juvenile Commission hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Appalachian Juvenile Commission.

April Collins made a motion to exit the closed session under Code of Virginia Section 2.2-3711(a)(1)(7) Personnel Matters and/or Grievances. Jason Berry seconded the motion.

The motion PASSED by the following roll-call vote:

AYES: James C. Lane, April Collins, Arlene Matney, Mark Thompson, Shawn Utt, Brad Johnson, Rhonda Lester, Dawn Gilbert, Jason Berry and Allen Crockett.

NAYES: *None*
ABSTAIN: *None*

Nepotism Policy

April Collins made a motion to approve the Nepotism Policy as submitted by Penn Stuart. Rhonda Lester seconded the motion.

The motion PASSED by the following vote:

AYES: James C. Lane, April Collins, Arlene Matney, Mark Thompson, Shawn Utt, Brad Johnson, Rhonda Lester, Dawn Gilbert, Jason Berry and Allen Crockett.

NAYES: *None*
ABSTAIN: *None*

Flexible Spending Account

Jason Berry made a motion to approve the Flexible Spending Account plan through Inspira Financial as presented by Mr. Murray. Mark Thompson seconded the motion.

The motion PASSED by the following roll-call vote:

AYES: James C. Lane, April Collins, Arlene Matney, Mark Thompson, Shawn Utt, Brad Johnson, Rhonda Lester, Dawn Gilbert, Jason Berry and Allen Crockett.

NAYES: *None*
ABSTAIN: *None*

Next Meeting

The next meeting will be October 17, 2025.

Other Items

James C. Lane offered an official apology for being late due to traffic related to an accident on his way to the meeting. Dawn Gilbert was also late for the same reason and offered her apologies as well.

Adjourn

A motion was made by Jason Berry to adjourn the meeting. Shawn Utt seconded the motion. It passed unanimously and the meeting was adjourned.

X James C. Lane 10/17/2025 X Fred R. Murray 10-17-2025

James C. Lane
Chairman

Fred R. Murray
Executive Director