

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

January 19, 2007

The Regular Meeting of the Appalachian Juvenile Commission was held on Friday, January 19, 2007, at 12:00 Noon, at the Southwest Culinary Institute located at 100 Piedmont Avenue, Bristol, Virginia

Commission members present included Wayne McClelland, Chairman – Scott County; Eric Clark – Bristol; Doug Meade and Kevin Downs – Washington County; Mike Roberts and Mike Carter – Smyth County; Robert Hagy – Buchanan County; Donna Hutchinson – Norton; Alice Meade – Russell County; Earl Griffith – Tazewell County; Dawn Gilbert – Wise County; and C. M. Callahan, Jr. – Lee 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; Mary Cross; Trey Murray; Kevin Allison; and Matt McMurray. Also present was Judy Olinger of Blackley, Olinger & Associates.

Commission members absent were Lanny Large – Dickenson County; and Harold Leonard – Bristol.

Mr. McClelland opened the meeting.

Program Services

Copies of a list of program/services provided by the Commission were presented to the members.

Approval of Minutes

Mr. Meade moved that the Minutes of the Regular Meeting held on October 27, 2006, be approved as presented. Ms. Hutchinson seconded the motion. All members voted in favor.

"SERVING SOUTHWEST VIRGINIA"

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

Financial Report

Mr. Johnson presented the Financial Report as of December 31, 2006. He reported that a payment in the amount of \$650,000.00 was made on October 4, 2006 toward the outstanding balance on the Debt Service. The balance of \$240,000.00 will be paid on February 1, 2007.

Audit Report

Ms. Judy Olinger presented the 2005-06 Audit Report to the Commission. She reported on matters for strengthening internal controls and operating efficiency. The Center does not have a written accounting manual documenting the procedures for fiscal operations. A written accounting manual is necessary to ensure that transactions are treated in a standardized manner and that proper internal controls exist in the accounting system. She recommended that operating guidelines for fiscal activities be prepared including a description of each fiscal procedure, such as invoice paying, maintenance of accounts receivable and accounts payable, and payroll procedures. The Audit received a “clean opinion”.

Proposed 2008 Budget

Mr. Johnson reported that a 3% wage increase is included in the 2008 Budget. The difference between last year’s budget and this year’s budget amounts to a total of \$465,840.00. It was also pointed out that the budget allowed for insurance premium increases and other possible increases.

Mr. Carter asked that he be allowed to discuss some line items with staff and that he be provided a list of employees, salaries, and benefits paid.

Mr. Giffith moved that the budget be approved. Mr. Downs seconded the motion. All members voted in favor.

457 Plan

Mr. Johnson reported that the trustees on the 457 Plan need to be changed. Mr. Clark moved that the trustees be changed to Mr. Johnson, Mr. Dotson, and Mr. McClelland. Mr. Griffith seconded the motion. All members voted in favor.

Mr. Meade moved that three additional investment options be added to the Plan. Mr. Griffith seconded the motion. All members voted in favor.

General Report – Southwest Branch

Diane Wright reported that the Girls Home is presently housing eight girls. The southwest branch has six on Outreach, five on Electronic Monitoring, and seven on Community Service.

General Report – Highlands Branch

Mr. Ross stated that the average population at the Center has been twenty-six detainees.

Department of Social Services will make a report on an incident reported by a previous detainee who left the Center and told his Probation Officer he had a bump on his head which happened on November 22nd. The detainee did not report any injury to anyone at the Center while there and had been gone eighteen days before reporting the alleged incident to his Probation Officer.

Staff Manual

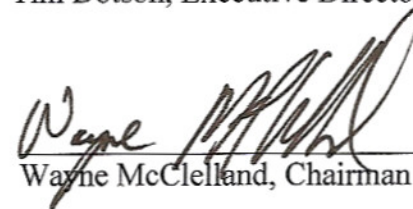
Mr. Dotson stated that a Commission-wide staff manual will be prepared and made available as soon as it is completed.

There being no further business, Mr. Griffith moved that the meeting be adjourned. Mr. Hagy seconded the motion. All members voted in favor. The meeting adjourned at approximately 1:45 P. M.

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Tim Dotson, Executive Director



Wayne McClelland, Chairman

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