

June 18th, 2020 Minutes
Virtual via Microsoft Teams

Welcome and Introductions – Celeste Ordiway, JCPC Chair, Juvenile Crime Prevention Council (JCPC). Celeste opened the meeting with welcome and introductions.

Attendees:

Members: Sylvia Clement, Celeste Ordiway, Tim Henderson, Natasha Adwaters, Diana Sierra, Stoney Blevins, Mikkel Patterson, Cindy Hamilton, Martin Moore, Melisa Enclade

Coordinator and NCDPS Representative and Others: Lorraine Williams (Area Consultant), Melissa Moses (Coordinator)

Agencies: Amy Hobson (Trinity Place), Kim Castano (Kids at Work), Cory Brackett (Area Office)

The minutes from the June 1st 2020 board meeting were distributed via email. Martin motioned to accept the January board minutes, Tim seconded the motion. All were in favor and the motion carried.

Juvenile Court Services Update

Sylvia Clement, Chief Court Counselor

There has not been an increase in the number of complaints or new cases. A new court counselor starts on Monday and is replacing Lyn Peterson. Court Counselors are back in the field conducting visits. Newly funded JCPC programs have come to the juvenile staff meetings to present about their programs and connect with counselors.

Buncombe Alternatives Budget Revision

Presented by Lorraine Williams

Below is a letter from Karen the Executive Director of Buncombe Alternatives.

Buncombe Alternatives is requesting a line item adjustment to several sections to meet the needs of our services in the community. The attached budget for transparency however prices may vary upon need and demand and this does not include shipping and taxes but will be a perfect financial match for our computers. We feel this is the next step in keeping our staff, clients, families and community safe.

1. The 10 k originally matched was requested for the purchase for RTA and to meet the needs of our community in December of 2019 and we did not start receiving these funds until March of 2020 so our agency had to front from our reserves to support the RTA increase in salaries and other budgeted obligations and some unforeseen obligations. That made our Bookkeeper squirm and me a bit concerned.
2. The Foundation was accepting of our, application, but the \$10 k needed to be readily available and matched by them with the purchase already under contract altogether. Our agency was unable to front the JCPC granted 10k and we did not want to get into a “borrowing” contract to get this vehicle not knowing when we would get the RTA funds. (which is something we can look at for the future for Capital Outlay for DPS and JCPC funded programs as our chair, coordinator and consultant and myself had a hard time trying to figure out how to make these needs align.

With this said we were told to resubmit once we could gather the complete \$10 from the "county". (JCPC)

3. Then came Covid – 19. We missed 1 week of services in our programs. We had 1 week to set up virtual training for staff and volunteers and explanations to DJJ staff and families, Thankfully we have proficient staff who knew to jump on a Microsoft Teams service upgrade and many other items to make community service and intakes etc. virtual and this allowed us to immediately continue services. Each staff member has office set times independent of each other as well as home offices. Our programs continue to service families, clients and as we move into the next few months maybe more, we are prepared to service clients and families as they are comfortable.

Thank you for your time and consideration.

Line Item #230-Educational Supplies

1. 1 package of Evidence Based journals for virtual services - \$500

Line Item #230-Medical Supplies

2. 1 pkg stand here signs (20 pack) - \$ 90
3. Latex gloves a few packages -\$80
4. 1 Face shield possibly 2 instead of plex shields - \$25
5. 4 Thermometers – \$160
6. Hand Sanitizer – \$60
7. Gloves – work gloves - \$60
8. 4 pair work gloves - \$40
9. 4 staff Face Masks with inserts - \$145
10. 4 packs of face masks 40 per pack -\$150
11. 2 pair Safety glasses -\$45
12. Air Purifiers - \$500
13. 4 trash "picker uppers" \$100
14. 131 lb Orange Perimeter Post Cones- \$ 130
15. 2 Turbo Fans -\$100

Line Item #260- Office Supplies

16. Ink – 4 x \$70 = \$280
17. 3 reems of paper = \$15 x 4 = \$60
18. 3 packages of manilla envelopes -\$70
19. 3 Power Strips - \$60
20. Chair - \$60
21. 1 portable Folding desk - \$150
22. 4 LaCie External Hard Drives - \$400
23. 1 Partition Wall - \$160
24. 2 i pads at \$400 with cover and case \$80 / \$100

Line Item #320-Other Communication

- 25. Blue Tooth Speakers - \$450
- 26. Boostlingo - \$250
- 27. Wireless Blue tooth head-phones - \$400
- 28. Microsoft and Adobe upgraded systems for confidentiality - \$900
- 29. Computer Lightning HUB chargers - \$ x 2 = \$120
- 30. 3 rolls of stamps - \$360

Line Item #510-Office Supplies & Equipment

- 31. 1 Lap- Top at \$800
- 32. 3 Lap- Top's at \$700

Tim motioned to accept the proposed budget revision from Buncombe Alternatives. Diana seconded the motion, all were in favor and the motion passed.

Budget clarification from Trinity Place

Dr. Amy Hobson

The budget breakdown below shows Trinity Places' overall budget and the 17.28 % that Buncombe County JCPC contributes.

Trinity Places serves 150 children yearly overall, and will serve 26 Buncombe court referred youth for FY 21 (17.28% of overall number of youth).

For FY 20 they served 38 youth.

Regardless of other funding sources (like Henderson JCPC, United Way, etc.) they are committed to serve the 17.28%, based on the funding for FY 21.

		100%	17.28%
120 Salaries & Wages	Wages for Trinity Place Staff	243,225	\$42,029
180 Fringe Benefits	FICA 7.65%	18329	\$3,167
180 Fringe Benefits	Background screening & drug screening	3000	\$518
180 Fringe Benefits	Health Insurance (7.20 FTE * \$1673 year)	69720	\$12,048
180 Fringe Benefits	2.0% Pension Contribution	5271	\$911
180 Fringe Benefits	Unemployment .6%	1438	\$248
180 Fringe Benefits	Workers Compensation 3%	13178	\$2,277
220 Food & Provisions	Meals for Youth	1300	\$225

240 Construction & Repair	Repairs and maintenance for the group home.	3000	\$518
250 Vehicle Supplies & Materials	Gas, oil, tires, & repairs for Trinity Place vans (5,705 miles @ .575 cents per mile.)	21033	\$3,635
260 Office Supplies and Materials	Office supplies for program.	37,790	\$6,530
290 Other Supplies and Materials	Client flex and activities	1800	\$311
310 Travel & Transportation	Mileage 7000 Miles @.44. Lodging & Meals	1850	\$320
320 Communications	Land telephones with internet & fax	4200	\$726
330 Utilities	Electricity Water Gas	6700	\$1,158
390 Other Services	Training & Development	1500	\$259
430 Equipment Rental	Copy Machine Rental	1000	\$173
450 Insurance & Bonding	Professional Liability & Liability Insurance ,Property Insurance	7762	1341
490 Other Fixed Charges	10% Administrative Overhead charges for Clearwater Support Center (CSC).	20,904	\$3,606
TOTALS		463,000	\$80,000
		150 youth overall	26 Buncombe JCPC youth

Updates and Public Comment

Melissa will be leaving the JCPC as coordinator. She is currently training Aisha Shepherd who will work in the newly formed Justice Resource Department that will take on the coordinator duties beginning July 1st.

Meeting adjourned

