**John Tyler ASAP**

**Policy Board Meeting**

**December 5, 2024**

**Present:** P. Eliades J. Honey T. Stark ~~P. Nichols~~

 K. Early B. Anspach T. Rosson S. Hamlin ~~T. Davin~~

 F. Carpenter T. Hawkins M. Grant A. Cole N. Meyer

I. CALL TO ORDER/INTRODUCTIONS

The meeting was called to order by Judge J. Honey, Vice-Chair, at 6:05 p.m. with a quorum present.

II. APPROVAL OF BOARD MINUTES

Minutes from the September 12, 2024 meeting were reviewed by the Board.

* Need to amend date and add closing information.

 Motion to approve made by M. Grant, seconded by K. Early and carried by the Board.

III. FINANCIAL AND PROGRAM UPDATE

* Update on the counterfeit checks discussed at the last meeting – all funds have been returned to the agency by Village Bank. With the return of the funds, Chesterfield County closed their fraud investigation.
* JTASAP continues to lead in the number of clients being monitored for ignition interlock.
* We have successfully completed our financial audit and are pending receipt of the final report. The only areas noted for improvement were writing off old debt, which have already been corrected for the agency, and maintaining a log of the interest that accrues on our Time Deposit, which our bookkeeper will be doing moving forward.
* As of September 13, 2024, Capital Area ASAP was decertified and JTASAP has assumed Richmond, Goochland, and Hanover. Ashley has met with the General District and Circuit Courts for all the new jurisdictions. Thus far trainings for both Richmond General District Courts have been conducted and are the agency is working to schedule more trainings to assist clerks in typing restricted licenses. Clerks have Ashley’s cell phone and have called for clarification while printing the licenses which allowed for more effective customer service.
* Two case managers have been assigned to the new jurisdictions as well as a court liaison who is the primary contact for the three new jurisdictions.
* Full-time staffing is in place at the new office in DMV Headquarters on West Broad Street in Richmond. The DMV is a walk-in location where a client can get any service they need completed on the spot. This office is on the bus line and has been more convenient for clients. The partnership has really benefited clients who needed real-time assistance in getting licensed. DMV Staff have been extremely welcoming and it is anticipated that the relationship between ASAP and DMV to continue to grow stronger.
* To provide insight to how the agency is fairing for this 1st quarter of FY2025, a spreadsheet was shared that shows the number of referrals from July 1, 2023 – December 2, 2023 compared to July 1, 2024 to December 2, 2024. We have received 269 more service referrals this fiscal year, compared to this time last year.
* The spread sheet also shows the actual percentage of referrals received for the FY2025 budgeted amount. We are on track with the projected numbers thus far.
* Per Ashley, JTASAP employees are grateful for the approved wage increases and one person even cried from joy. It’s Ashley’s hope that the increased wages will empower employees to stay with the agency. JTASAP offers healthcare at no cost to employees, which is a huge additional benefit. Because of the significant increases, Ashley would like to review our retirement policy. When the Commission on VASAP took over the agency, 15% of staff salaries were being submitted by the agency to retirement, regardless of employee contribution. The Board agreed to lower the amount to 5%. Ashely would like the Board review this policy again for two reasons:

* + With the new pay rates, if the agency continues to put 5% of employee salaries in retirement the amount per year would be about $75,000. This is without employees contributing any of their wages. Ashley would prefer to halt all non-elective agency contributions and instead, match up to 5% of what an employee contributes if funds allow. She believes doing so would encourage employees to contribute to their own retirement.
	+ This matter was tabled until Ashley can poll other ASAPs.
* Ashley raises the question as to whether the Board would like to move forward with an agency name change. John Tyler Community College changed their name to BrightPoint due to racially charged undertones associated with John Tyler.
	+ To save money, we could change our name to JTASAP with the letters instead of John Tyler or Ashley can provide the Board with suggested names from staff. W
	+ Rebranding will be very expensive and the issue was tabled.
	+ The issue was tabled.

* Community Outreach:
	+ We recently spoke at the Dinwiddie Board of Supervisors Meeting to advise them about what our agency does and provide statistics of Dinwiddie residents and referrals.
	+ We continue to do intervention interviews for the incarcerated population at State Farm Correction Center.
	+ To begin the new year, we are slated to join the Commission on VASAP for Shamrock the Block in March of 2024 and in April we’ve been invited to speak at Chesterfield’s SAFE’s Impaired Driving Workshop. SAFE stands for Substance Abuse Free Environment and their agency works to prevent substance abuse with much of their focus on teen use.
	+ A discussion was held regarding ASAP classes that are held at D-19 in Petersburg, Ashley indicated that JTASAP currently pays $400/quarter for these classes, however, Policy Board members serving that area are not aware that the option to attend classes in Petersburg exist.
		- Ashley will contact D-19 to obtain information on these remote classes and participation.

V. EXECUTIVE SESSION

* There was no need to go into Executive Session.

VI. 2025 MEETING DATES:

* Thursday, March 13, 2025
* Thursday, June 12, 2025
* Thursday, September 11, 2025
* Thursday, December 4, 2025

VII. ADJOURNMENT

* A motion to adjourn was made by T. Rosson, seconded by S. Hamlin and carried by the Board.
* The meeting adjourned at 6:39 p.m.