

**MINUTES OF THE COMMITTEE OF THE GUILFORD COUNTY
BOARD OF COMMISSIONERS
(FAMILY JUSTICE CENTER SUB-COMMITTEE)**

Greensboro, North Carolina
November 9, 2017

The Family Justice Center Sub-Committee appointed by the Board of Commissioners, met in a duly noticed meeting on November 9, 2017 at 9:00AM in the J. Harry Weatherly Conference Room located on the second floor of the Old County Courthouse, 301 West Market Street, Greensboro, NC.

PRESENT: Committee Chair, Commissioner Kay Cashion; Commissioner Alan Perdue; Commissioner J. Carlvena Foster (via simultaneous communication); Commissioner Hank Henning.

ABSENT: None.

ALSO PRESENT: County Manager Marty Lawing; Robin Keller, Clerk to Board; Catherine Johnson, Family Justice Center Director; Robert McNiece, Property Management/Facilities/Parks Director; members of the community and media.

I. WELCOME AND OPENING REMARKS

Commissioner Cashion called the meeting to order at 9:39AM and welcomed those present.

Commissioner Cashion confirmed the committee visited High Point to consider all county-owned spaces, and received updates from Family Justice Center (FJC) Director regarding facility needs. She questioned if the committee was prepared to make a recommendation to the Board to expand the FJC into a location at the High Point Courthouse.

Commissioner Cashion noted the High Point City Council allocated \$500,000 towards the project and recent conversations with the High Point City Police Chief confirm that these funds are still available.

II. CONSTRUCTION COSTS – HIGH POINT FJC

County Manager Marty Lawing discussed the construction costs and stated staff are hopeful they can renovate the space for \$500,000 or less, with exception of the new entrance for the center

and creation of additional parking. He shared the goal was to keep project costs within allocated funding amounts, but noted they cannot move forward with accurate projections until they receive Board approval.

Commissioner Perdue questioned the benefits of creating an entryway in the proposed area.

Lawing stated that the architect did not provide any preliminary objections to the proposed location of the entryway.

Commissioner Cashion noted the additional parking near the front entrance would be designated for FJC clients.

III. STAFFING – TIMELINE COSTS

FJC Director Catherine Johnson reviewed anticipated operating costs for the FJC High Point location and estimated total annual expenses of \$188,000, including the costs of three (3) staff. She stated the Board would need to consider appropriating \$50,000 this fiscal year and immediate approval of a High Point Coordinator position. Johnson noted that three (3) months prior to the opening of the center, the additional positions of Navigator and Administrator could be hired and trained.

Commissioner Cashion reiterated that approximately \$50,000 in funding would need to be appropriated prior to the end of this year.

Commissioner Cashion reviewed the layout of the space and noted Greensboro office operations could be duplicated in High Point. She discussed the decision options for and shared that this committee would recommend approving a budget amendment to allocate funds for the new positions and up to \$30,000 towards a contract for design and engineering services. Cashion noted the High Point City Council allocation of \$500,000, if still available, could be used towards these expenses.

Motion made by Commissioner J. Carlvena Foster, and seconded by Commissioner Alan Perdue, to recommend for Board consideration during their November 14, 2017 work session, the following budget amendments:

- a. \$50,727 towards the creation of the three (3) new positions for the High Point FJC – a Client Services Coordinator (January 2018), Administrative Assistant and Navigator (May 2018).**
- b. Approximately \$30,000 towards a contract for engineering and design work for the High Point FJC.**

VOTE: 4-0

AYES: Kay Cashion, Alan Perdue, J. Carlvena Foster, Hank Henning

NOES: None

IV. EXPANSION TIMELINES

Commissioner Cashion reviewed the proposed expansion project timeline.

Commissioner Perdue questioned the amount and source funding required for upfit outside of construction costs, such as technology expenses.

Johnson stated the FJC partners have existing resources and equipment, and are prepared to offset some of these costs. She noted the majority of the partners already provide services in High Point and would just transition these into the center.

Commissioner Cashion stated the High Point FJC will expand opportunities for community partnerships within the city and spoke to the level of need for these services. She noted the success of the Greensboro office and shared that their model is now recognized nationally as a best practice.

Johnson shared that Guilford County will host the first statewide FJC conference on December 6-7, 2017 and she noted the Governor's Crime Commission has agreed to sponsor the event. She stated she would extend an invitation, along with additional information, as several legislators are expressed interest in attending. Johnson reviewed the proposed conference agenda and noted Guilford County would host the first statewide conference on the east coast. She confirmed Guilford County is considered a model for other communities developing family justice centers.

Commissioner Foster stated High Point City Councilmember Christopher Williams would remain the dedicated council representative for the FJC expansion and expressed their interest in working in partnership with the county.

There being no further business, the committee adjourned the meeting by unanimous consent at 10:01AM.

Commissioner Kay Cashion, Committee Chair

Clerk to Board