

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**February 10, 2017**  
**Held at the New River Valley Regional Jail**

**A. CALL TO ORDER:**

The meeting of the New River Valley Regional Jail Authority was called to order at 10:08 a.m. by Vice Chairman Tim Reeves with fourteen (14) members and five (5) alternates present.

<b>MEMBERS PRESENT:</b>	Bland County:	Mr. Workman; Sheriff Roseberry
	Carroll County:	Ms. Cannon; Sheriff Gardner
	Floyd County:	Mr. Turman; Sheriff Craig
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Mr. Smith; Sheriff Vaughan
	Pulaski County:	Sheriff Davis; Mr. Conner
	Wythe County:	Mr. Reeves; Sheriff Dunagan

<b>ALTERNATES PRESENT:</b>	Giles County:	Mr. Martin
	Pulaski County:	Mr. McCready
	Radford City:	Mr. Young; Major Schumaker
	Wythe County:	Ch. Deputy Foster

**STAFF & GUESTS PRESENT:** Superintendent Gregory P. Winston  
Dep. Superintendent John Bowman  
Steve Durbin-Sands Anderson PC  
Robert Lyons-citizen  
Bob Sumner-NRVRJ Officer

In Chairman Armentrout's absence, Vice Chairman Reeves welcomed everyone and asked the Secretary to call the roll.

**B. ROLL CALL:**

Mrs. Akers called the roll and reported a quorum present.

**C. APPROVAL OF JANUARY MINUTES:**

Copies of the Minutes from the January meeting were mailed to each member. Vice Chairman Reeves asked if there were any additions or corrections to the Minutes.

**Motion:** Mr. Workman moved that the January Minutes be approved as presented. Ms. Cannon seconded the motion.

**Action:** The motion passed unanimously.

**D. OLD BUSINESS:**

None.

**E. COMMITTEE REPORTS:**

**Personnel Committee:**

Major Schumaker gave an update from the Personnel Committee meeting. The academy started February 6<sup>th</sup> and ends on May 3<sup>rd</sup> with twelve officers attending. There will be two additional academies beginning May 22<sup>nd</sup> and September 18<sup>th</sup>. Since the January meeting, there have been three resignations and two terminations as the result of an internal investigation. Two positions were terminated in the kitchen as discussed previously. There were eleven new hires over the last month. Testing was held on January 24<sup>th</sup> for thirteen applicants with only three passing both the written/physical portions of the test. The next round of testing will be held on February 14<sup>th</sup>. We currently have twelve vacancies and will be advertising again.

**Operations Committee:**

The Operations Committee did not meet today.

**Finance Committee:**

Ms. Cannon gave an update on the Finance Committee activity and handed out copies of the monthly financials July-January 2017. She reviewed them in detail giving total income, expenditures and total income to the group.

**Motion:** On behalf of the Finance Committee, Ms. Cannon recommended the Financial Report for approval.

**Action:** Following a roll call vote, the motion passed unanimously

Staff has begun working on the internal portion of the budget planning. Dates for budget planning sessions should be announced in March.

## **Design and Construction Committee:**

The Design and Construction Committee did not meet today.

### **F. SUPERINTENDENT'S REPORT:**

Superintendent Winston thanked everyone for coming today. He recognized our new food service vendor Trinity Services Group for the refreshments that they provided this morning.

He also commended Officer Lakecia Fender for her assistance with a vehicle accident on her way home from work. Officer Fender had to travel down a steep embankment to the accident and stayed on the scene until first responders arrived. Alcohol was a factor in the accident and the driver was airlifted to the hospital. We would like to recognize her for a job well done.

We held a Supervisor's meeting and an EAC meeting this month.

### **Corrections-Basic Academy**

The basic academy began on Monday Feb. 6<sup>th</sup> with 13 employees attending. One employee failed the physical training part of the initial day of the academy. This was her seconded attempt so she was removed from the academy and her position was terminated.

### **Operations:**

- Total days served for January 27,486
- Average daily population for January 886
- Average Daily Population for male prisoners 744
- Average Daily Population for female prisoners 142
- Number of commitments for January 484
- Number of releases for January 470
- The Average Daily Commitments 15.6 per day
- The Average Daily Releases 15.2 per day

### **Prisoner Issues:**

No major prisoner issues this month. As mentioned at an earlier meeting, the Superintendent said that we would begin charging medical co-pays to all state responsible inmates on Dec. 1<sup>st</sup>. He found out last week that due to a clerical error, co-pays weren't being collected. This has since been resolved and effective February 20<sup>th</sup>, we will be charging state responsible inmates a medical co-pay.

Ms. Cannon asked what happens if an inmate doesn't have the money to pay the co-pay. Superintendent Winston said that the jail will pay it. No medical care is ever refused whether the inmate is indigent or otherwise. We pay for the medicine and are charging the inmate a handling fee depending on the cost of the medicine. Policy says that we can charge \$5-\$20 per prescription depending on the cost of the medicine but at no time more than the cost of the medicine. Mr. Young asked how many inmates are we talking about. The Superintendent said that there were approximately 40-70 state responsible inmates that are getting medications and

many of those have multiple medications as well. Mr. Conner asked what would happen if the inmate didn't have any money on their accounts. The Superintendent said that with our new accounting software, if an inmate receives money we will begin taking 60% of the money off the account to go towards any debt that they owe and leave the remaining 40% to use for commissary, calls, etc. That will keep the revenue coming in but allow us to re-coop some of the cost. Also, never before have we charged inmates for indigent hygiene kits. Inmates will now have to pay for indigent supplies whether they have money or not. If they leave out of here with a \$90 negative balance but then come back in with money on them, we will recover 60% of our cost at that time.

It was asked if the Authority members could get a copy of the code of Virginia regarding the co-pays. The Superintendent said that we would send that as well as a copy of our new policy and the model plan for the Board of Corrections.

### **Policy and Procedures:**

We continue to revise a number of policies and procedures. A revised organizational structure was sent out to everyone. With this revision, a little more structure was created in the administration department with all of our accounting folks now reporting to Mrs. Dobbins. The Superintendent also reclassified Sgt. Teresa Underwood from Administrative Sergeant to an Administrative Lieutenant to match more closely with her job responsibilities.

### **HR and Personnel:**

We had a couple of terminations as a result of an internal investigation. The investigation revealed that we had a use of force incident that went unreported. Also, during the investigation there was some deception by staff that led to termination. Under no circumstances, will we have a culture here that tolerates abuse, deception or lies so this investigation resulted in an appropriate termination.

On a positive note, we had two kitchen employees transfer into other positions. One of the former kitchen supervisors has transferred into the corrections librarian position. As part of the new commissary agreement, the corrections librarian will be provided with two mobile carts that have law library access on them. The Supreme Court indicates that inmates should be provided law library once a week. The 2<sup>nd</sup> former kitchen supervisor has moved into a vacant records clerk position. We're glad both of these ladies on board.

The Superintendent also mentioned that Montgomery County Sheriff's Office has announced they are hiring corrections deputies with a starting salary of over \$37,000 a year. That sometimes will trigger an exodus or applications submitted by our staff. He just wanted to let everyone that is a possibility. Sheriff Vaughan asked our current starting salary for a correctional officer and the Superintendent Winston responded with \$32,250.

### **Budget and Jail Cost Report:**

The compensation board budget was submitted on February 1<sup>st</sup> and we asked for additional treatment personnel, equipment, radios, etc. The Superintendent and Mrs. Dobbins have worked diligently on next year's budget. He doesn't have any major concerns but there are a couple of areas that may have a negative impact on the budget. There may be an increase in our employee health insurance. The academy is going to ask for an additional \$13,000 increase to train our staff this upcoming year. Also our overtime and pre-existing medical costs are up. Our budgeted

amount is \$185,000 and we're approaching \$410-\$460,000 in pre-existing medical costs. In addition with that, having 2 officers at the hospital increases the overtime costs. The Superintendent is very appreciative of Mr. Steve Durbin for staying in contact with Carilion and trying to reduce the requirement of have 2 officers stay with each prisoner. We hope to have something finalized next week regarding that.

Superintendent Winston also spoke with the Finance Committee regarding some preventative maintenance that may impact the budget. Obviously our building isn't getting any younger and there are things that just come up. We have a security system that we need to work on. The health department came in to inspect our new kitchen contractor. Back in the summer, we had the kitchen floor repaired due to a health inspection and those repairs have now failed. Our maintenance manger has reached out to the contractor to see if we can get them back to here to correct that. We have to address this matter since it is a critical violation.

The Superintendent was able to negotiate an extension with our network service provider Pro-Nets through the end of the fiscal year. The contract with Siemens for our HVAC system and controls expired in January. There was a prior agreement that we would have a 3% increase this year but the Superintendent was able to negotiate an extension through the end of the fiscal year. The medical department is going to require some improvements in structure, an increase in personnel and an overall remodel. There will some cost associated with this so the Superintendent's plan is to present some detailed proposals of optional ways to deal with the medical situation.

We will be prepared to present a budget at the first budget committee meeting. We will propose a budget showing a detailed outline the specific items with justification so that everyone is aware of what we've been doing for the last couple of years and where we're going. The Superintendent is committed to providing the budget committee and the board with a capital improvement program looking at where we need to be in next year, three years and five years. That will include building infrastructure, personnel and command structure. It will have different components of the capital improvement program with certain timelines benchmarked for that. He wants to have some budget work sessions but we will have something to present at the first one.

**IT:**

Two new servers are being delivered today and configured on Monday which means we can finally get CorEMR in here. The Superintendent has negotiated with the vendor for a reasonable price and they backed down on their usual monthly rate. It should be an 11-12 week implementation cycle. We are also going to implement a new inmate accounting program along with that on those same servers. We were able to negotiate the cost of those servers through our inmate commissary contract so it came in at no cost to us.

**GTL:**

The video visitation project should be completed by March 31<sup>st</sup>. This includes all the internal visitation components that have gone bad since we did the renovation and addition. This will have been replaced at no real cost to us as it was negotiated as part of our telephone revenues. The telephone revenue will offset the cost of replacing the entire video visitation system.

**Food Service and Commissary:**

The new food service and commissary vendors took over operations on February 1<sup>st</sup>. We had a few bumps with commissary and the inmates went one week without commissary service. The jail generally does \$15,000 a week in commissary sales. Once we got everything opened up and going, we did \$30,000 in sales this past week.

**Maintenance Systems:**

We had an insurance audit from our insurer VaCORP and their underwriter AIG. The Superintendent met with them on Thursday where we received a very positive report. We are really proud of John Edmonds and his Maintenance group for staying on top of things and making us look good.

**Vans**

We have a couple of vans with over 400,000 miles on them and one with over 375,000. We just replaced a transmission in on a van with over 250,000 miles on it. We're looking at our overall fleet and will be making some changes there.

**Programs:**

The Superintendent met with Judge Long again on the mental health court docket and it appears that program is going to focus on pre-trial diversion and may not impact us as much as once thought. It will be more of a probation and parole diversionary type program instead.

We are also participating in a program with NRV Agency on Aging for Chronic Disease Self-Management. This self help group will begin in a few months and initially will be for female inmates.

The Superintendent met a couple of times this month with Mr. James Prichett from the New River Valley Community Services Board. The jail is really in a good place with our mental health program and that is all thanks to the attention that NRVCSB has paid to us and their willingness to help at our facility.

He also met with Heidi Sizemore from the Giles Co. Technical Center and the jail will be precepting the LPNs here as part of their program.

**G. NEW BUSINESS:**

**H. CITIZEN'S COMMENTS:**

**I. OTHER BUSINESS OR INFORMATIONAL ITEMS:**

Mr. McCready spoke on stretch of road coming into the jail not being state maintained. He isn't sure how the jail was built without getting that road incorporated into the state system. Superintendent Winston had talked with Mr. McCready and Mr. Anthony Akers regarding our pothole problem and the possibility of having those fixed. Mr. McCready has asked VDOT to

take a second look at incorporating Baker Road into a state road. He isn't sure how long the timeline will be but it will probably take months. Superintendent Winston thanked him for doing so and also thanked both he and Mr. Akers for getting the potholes filled in for the meantime.

Vice Chairman Reeves read a letter from the Wythe County Board of Supervisors re-appointing himself to serve as Authority member and Mr. Stephen Bear as alternate for a one year term.

Mr. Smith said that Grayson General District Court is having trouble faxing paperwork into the jail. Superintendent Winston said that unfortunately it is just Grayson County having this problem and it has gotten worse over the last month. We're working with the technology folks in Grayson as well as our IT person here to have that corrected and find some alternative ways to get that paperwork sent here. Consistent communication between the court and our confinement records is critical. We are working on it diligently to come up with a reasonable solution.

**J. ADJOURNMENT:**

Vice Chairman Reeves asked if there was a motion from the floor to adjourn.

**Motion:** Mr. Workman made the motion to adjourn the meeting.  
Sheriff Millirons seconded the motion.

**Action:** The motion passed unanimously.

There being no further business to come before the Authority, Vice Chairman Reeves adjourned the meeting at 10:44 am.

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Chairman Mark A. Armentrout