

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
June 9, 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 10:01 a.m. by Chairman Armentrout with eleven (11) members and (2) alternates present.

MEMBERS PRESENT:	Bland County:	Sheriff Roseberry; Mr. Workman
	Carroll County:	Sheriff Gardner; Ms. Cannon
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Mr. Smith
	Pulaski County:	Mr. McCready
	Radford City:	Sheriff Armentrout; Ms. Cumberland
	Wythe County:	Mr. Reeves

ALTERNATES PRESENT:	Giles County:	Mr. Martin
	Wythe County:	Ch. Deputy Foster

STAFF & GUESTS PRESENT:	Superintendent Gregory P. Winston
	Dep. Superintendent John Bowman
	Steve Durbin-Sands Anderson PC
	Lisa Ferguson BSN, RN, CCRN Health Services Admin.
	Bob Sumner-NRVRJ officer
	Robert Lyons-citizen

B. ROLL CALL:

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

C. APPROVAL OF MAY MINUTES:

Copies of the Minutes from the May meeting were mailed to each member. Chairman Armentrout asked if there were any additions or corrections to the Minutes as presented. Hearing none, he asked for a motion to approve from the floor.

Motion: Mr. Workman moved that the May Minutes be approved as presented. Mr. Reeves seconded the motion.

Action: The motion passed unanimously.

D. OLD BUSINESS:

None.

E. COMMITTEE REPORTS:

Finance Committee:

Copies of the monthly financials for July 2016-May 2017 were distributed and Ms. Cannon reviewed them with 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

Chairman Armentrout announced Sheriff's Davis' retirement effective June 30, 2017. He asked Mr. McCready to express the Authority's sincere appreciation for his service to the board. Mr. McCready mentioned that there may be a retirement gathering for Sheriff Davis and if so he will let everyone know.

F. SUPERINTENDENT'S REPORT:

On behalf of the NRVJR employees, Superintendent Winston thanked the Authority for the raises and the compression raise provided through the budget. The men and women of the jail appreciate the support of the Authority.

Lisa Ferguson the recently hired Health Services Administrator was introduced. Mrs. Ferguson is the highest ranking medical provider here and will be the contact person for any medical related issues. She brings a great deal of experience as a Corrections Health Services Administrator and a Director of Nursing for a private correctional services provider. Mrs. Ferguson holds a BSN, RN and CCRN for the Commonwealth of Virginia. She has a vast degree of experience and knowledge of processes. We look forward to having her instruction in our medical department. Mrs. Ferguson said she is so glad to be here and is excited about the position. She likes taking on new challenges and hopes to make things better for the jail.

United Way Drive:

This is our 2nd month of the United Way drive. The committee consists of: Kristi Wright, Roy Bowden, Jock Songer and Monica Padgett. They have been working very hard to make this drive successful. For the month of June, non sworn personnel that donate can wear jeans on Fridays. The corrections staff can purchase a ticket to wear a team hat on Fridays during the month of June.

Monthly Meetings:

We held a supervisors meeting and an EAC meeting again this month.

Corrections-Basic Academy:

We have twelve recruits in the academy and we also have four officers in Firearms Instructor School.

Operations:

- Headcount today 917
- Total days served 27,714
- Average daily population 894
- Average Daily Population for male prisoners 730
- Average Daily Population for female prisoners 164
- Number of commitments 563
- Number of releases 527
- The Average Daily Commitments 18.2 per day
- The Average Daily Releases 17.0 per day

Update:

Last month, we had an inmate released on furlough in order to be transferred to a North Carolina hospital. The inmate is ready to be released from the hospital but is still in need of some rehabilitation prior to returning to jail. Thanks to the assistance of Mr. Lilly the Giles County Commonwealth Attorney, we were able to get the inmate's furlough extended for another three months so he can get the treatment he needs outside of a custodial setting.

Policy & Procedures:

We continue to revise policy and procedures on a routine basis. We're also revising the inmate handbook and hope to have it out soon.

HR/Personnel:

We had three separations in the month of May. One officer went to the Radford Arsenal, one went to a local police department shortly after graduating from the academy and another went to a local business to do medical coding. We are currently looking for a maintenance person and a lobby receptionist. We are advertising for the lobby receptionist in a couple of different arenas. We've sent it to the VEC and it is on our website. But we're also working with the Virginia Division of Adult Rehabilitative Services and New River Agency on Aging. In public safety, there aren't many opportunities for folks with disabilities and this is a chance for them to be included in the application process. We have advertised internally for a kitchen officer and we have received four applications for that and are processing them.

Overall, we have eleven openings for corrections officers with testing being done on June 16th.

IT:

The new accounting software has been installed this week. So far it has been a smooth transition to this point and will improve the conditions for our inmate accounting staff. Currently, if an inmate releases with money on their account, they receive a check. With the new accounting system, the released inmate will receive a debit card. There will be no more un-cashed checks which will help the staff at the end of the year by reducing unclaimed funds.

EMR:

We have agreed to a contract with the EMR (Electronic Medical Records) vendor and look forward to getting that installed. Lisa Ferguson has great experience with EMR systems and she will be able to train the staff on the new software.

Maintenance & Security Systems:

The repeaters and antennas have been ordered and should be delivered in the next month or so. We have a number of maintenance projects scheduled to begin after the 1st of the fiscal year.

Programs:

We recently graduated a class of ten inmates from the Chronic Disease Self Management program provided by the NRV Agency on Aging. It was incredibly successful and due to that success, they were approached by Tiffany Stevens of the Roanoke Times. Ms. Stevens is doing a report on Chronic Disease Self Management and the correctional side of it. Her report will focus on an aging correctional population and the costs associated with managing medical services in corrections.

G. NEW BUSINESS:

Superintendent Winston asked that we reconvene the Design & Construction Committee to review the Siemens performance contract proposal for our building systems and capital projects. Chairman Armentrout will reach out via email to those committee members to schedule the meeting.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Sheriff Millirons was approached by the Giles County Community Chorus needing some inmate uniforms for a performance. Sheriff Millirons thanked Dep. Superintendent Bowman for coordinating that and said that the chorus represented the NRVRJ in a happy way.

Mr. McCready said he appreciated the jail and all of the hard work that the trustees have been providing around Pulaski County this month.

J. ADJOURNMENT:

Chairman Armentrout asked for a motion from the floor to adjourn.

Motion: Mr. Workman made the motion to adjourn the meeting.
Mr. McCready seconded the motion.

Action: The motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 10:18 am.

Chairman Mark A. Armentrout