

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY

August 11, 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 10:17 a.m. by Chairman Armentrout with nine (9) members and three (3) alternates present.

MEMBERS PRESENT:

Bland County:	Sheriff Roseberry
Carroll County:	Ms. Cannon
Giles County:	Sheriff Millirons; Mr. Chidester
Grayson County:	Mr. Shepley
Pulaski County:	Sheriff Worrell
Radford City:	Sheriff Armentrout; Ms. Cumberland
Wythe County:	Mr. Reeves

ALTERNATES PRESENT:

Carroll County:	Ch. Dep. Bourne
Grayson County:	Ch. Dep. Ashby
Pulaski County:	Capt. Saunders

STAFF & GUESTS PRESENT:

Superintendent Gregory P. Winston
Dep. Superintendent John Bowman
Steve Durbin-Sands Anderson PC
Anthony Akers-Pulaski Co. Asst. County Administrator
Robert Lyons-citizen
Officer Eric Berg-NRVRJ
Officer William Higgs-NRVRJ
Lt. Teresa Underwood-NRVRJ

Prior to calling the roll, Chairman Armentrout read a letter from Grayson County appointing Mr. William Shepley to serve as Authority member and Mr. Mitch Smith to serve as his alternate. These appointments are effective immediately.

B. ROLL CALL:

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

C. APPROVAL OF JULY MINUTES:

Copies of the Minutes from the July 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: Sheriff Millirons moved that the July Minutes be approved as presented. Ms. Cannon seconded the motion.

Action: The motion carried with a vote of 10 yes and 1 abstention from Mr. Reeves due to his absence from the July meeting.

Superintendent Winston announced the recent passing of former Authority member Mr. Virgil Allen who represented Floyd County. On behalf of the men and women of the NRVJR, we want to recognize his contributions to the board.

We always like to recognize staff for the things they do incredibly well on a day to day basis. We had a prisoner with a serious medical emergency this past weekend. Major Stallard gave a short briefing of the incident and recognized the two officers responsible for preserving this man's life.

Transportation Officer Eric Berg was serving dinner trays in the booking area that evening. As he went to this particular inmate's cell, Officer Berg found the inmate unresponsive. He along with Officer Billy Higgs, performed sternum rubs and had to initiate CPR to bring him back. The inmate was sent out to the hospital and it was determined that he had taken a narcotic overdose. Major Stallard commended them for their actions. Superintendent Winston presented Officer Berg and Officer Higgs with certificates thanking them for their hard work and efforts.

D. OLD BUSINESS:

None.

E. COMMITTEE REPORTS:

Finance Committee:

Copies of the monthly financials for July 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

Design and Construction Committee:

Superintendent Winston gave an update from the Design and Construction Committee which met following the July Authority meeting. They discussed the potential of some performance contracting to improve infrastructure inside the jail for energy savings over the next 10-15 years. The meeting was with Ms. Janet Tribble of Siemens one of the performance contracting agents with the state of Virginia. We spoke with our Financial Advisor Kevin Rotty regarding where we stand with our credit and taking on any additional debt. We have excellent credit with one of the best credit ratings of all the regional jails in the state which gives us capacity to borrow. Depending on what we decide to do, the energy savings plan would offset the debt it would have a minimum impact on our credit rating.

We would borrow money to replace inefficient systems based upon their design/specifications of those systems they would guarantee us certain energy savings. Those energy savings would pay our debt towards what we borrowed for the equipment.

Superintendent Winston has an upcoming conference call scheduled with Ms. Janet Tribble and our next step will be to have a formal energy audit. If we decide to move forward, we should set the timeline somewhere around the middle of this fiscal year. It is a viable option for improving our infrastructure and is potentially a cash-free option in terms of us having money in the bank to cash in. No action is necessary right now.

Chairman Armentrout said that it seems like an interesting way to take care of some things without costing us upfront.

F. SUPERINTENDENT'S REPORT:

Monthly Meetings:

We held a supervisors meeting and EAC meeting again this month. Our EAC Chairman Dave Safewright had resigned his position but has since asked to step back into that roll and we appreciate him doing so.

Corrections-Basic Academy:

We still have eleven recruits in the academy. They were trained in OC spray this week and we had some minor injuries from the effects of the spray.

Operations:

- Headcount today 929
- Total days served 28,461
- Average daily population 918
- Average Daily Population for male prisoners 754
- Average Daily Population for female prisoners 164
- Number of commitments 541
- Number of releases 558
- The Average Daily Commitments 17.5 per day
- The Average Daily Releases 18 per day

Prisoner Issues:

We had two serious medical emergencies. One we heard about earlier in the meeting. We also had a female inmate brought in intoxicated in public. She too suffered from an opiate overdose and ended up being transferred to the hospital where she was admitted to the ICU. The inmate was able to get into the van at the jurisdiction and by the time she arrived at sallyport, she was relatively unresponsive. The inmate never made it into the jail and EMS was called to sallyport.

We also received an inmate lawsuit this week. All of the documentation has been given to our attorneys for review.

Superintendent Winston met with former Floyd Co. Sheriff Shannon Zeman this past week in regards to creating work release opportunities for businesses in our communities. Our work release population has currently been replaced with work force prisoners for the localities. The Superintendent let him know that our priority is to provide workforce for our sheriffs but we will continue to have dialog on the matter.

Policy & Procedures:

We continue to revise policy and procedures. We recently revised our code of conduct policy and the field training policy. We're hoping to be included in the Career Development Program which sheriffs know as the Master Deputy program. We've never been included in the Master Jail Officer Program for regional jails and superintendents. If any Sheriff's speak with the comp board, please mention that we have put in for that program. It would really help us put a field training program into place and would also help with retention, on-boarding/training so we are desperate to get involved. We try every year and always budget for it.

HR and Personnel:

We had one separation July of an employee that couldn't continue working nightshift. We hired a lobby receptionist and a maintenance person. We've advertised for correctional officers with fairly limited success and we're still going to job fairs. The economy is picking up a bit in manufacturing. Many of those jobs offer a very reasonable hourly rate without benefits that we have to compete with. One officer was transferred into a full-time kitchen position this month. The Superintendent also reassigned a couple of supervisory positions with a new sergeant being brought into the records department. He is a hard worker and has already improved some efficiency there but if you have any issues please contact us. Superintendent Winston also thanked Dep. Superintendent Bowman for his role in records. He has great experience working in inmate records and he has taken a real leadership position in getting the department tuned up.

Jail-Issued Work Boots:

In the next few weeks inmates will be issued their own work boots. This is being done for security reasons as we've been having some issues with trafficking and contraband. This is just one step in trying to improve on our security. Superintendent Winston wanted to make the Authority aware in case they receive any complaints from family members.

Mental Health:

Superintendent Winston met with James Pritchett and Melanie Adkins from the New River Valley Community Services Board regarding our provision of mental health services. Legislature recently passed a law that we have to start incorporating a mental health screening effective July 1st. We were already doing that mental health screening but what we had to look at was our

ability to deal with the answers to those questions. The practice is in place and their provision of services has been incredible. We can't say enough about the cooperation of James and his team at the NRVCS board. We're just formalizing the referral process at this time.

We're looking at putting a Narcan program into our booking department as well as with our transportation officers to deal with any of those emergencies that may occur. At times, we're driving back and forth with prisoners for 20-30 minutes. Like we saw this week, they can get sick very quickly if they have overdosed. The Superintendent will be traveling in September to Colorado for the semi-annual Large Jail Network Meeting with the National Institute of Corrections. He plans to bring back information of how the larger jails around the country handle this opioid epidemic with respect to Narcan programs as well.

IT:

We are finishing the installation and integration of the Electronic Medical Records software. Lisa Ferguson is busy creating some forms in it and that should be finished very soon.

We're also implementing new imaging software which will help the jurisdictions getting line-up and inmate pictures.

Our inmate kiosks are still coming. Our commissary vendor brought in another group to give a quote for the wiring. The Superintendent was able to negotiate them to include a legal reference library on the kiosk so that improves our compliance with federal law. It also cuts down on inmate movement which is good for the staff.

Once the kiosks are in place we will be able to provide remote video visitation and messaging to the prisoners at no cost to the jail. There will be a cost to the family and to the inmate to utilize those services. However, it will allow family members from outlying jurisdictions to visit inmates from their homes. We will also be able to provide remote video visitation to professional visitors. There won't be any cost to the attorneys and they will be able to visit from their offices.

PolyCom Court System:

The Superintendent spoke with the state's Supreme Court system and has the specifications needed to get the PolyCom court system up and running. We need to purchase a couple of pieces and then the state will come in to configure it. If we can't use the Magistrate's high speed internet connection we may have to integrate one of our own. That may be a small cost to us to do so but it will be a great value to all of the courts/jurisdictions to minimize transportation. It should be up and going within the next couple of months.

Maintenance:

Our most important maintenance project right now is replacing all of the lightning destroyed controllers on our roof top units. We're just about finished with the exception of some configuration that needs to be done. The claim has been filed with VaCorp. We will have to pay a deductible for the property damage but everything else should be covered according to our claims adjuster.

Upcoming Meeting:

The Superintendent will be meeting with Judge Harrell and some Giles County attorneys on Monday, August 14th. He appreciates Mr. Chidester for facilitating the meeting and looks

forward to hearing any input that they may have for us to make improvements in our level of service.

Question:

Mr. Shepley asked if there was a national shortage of Narcan. Superintendent Winston said not that he's aware of. There are several different formulations of it and he's looking forward to talking with some colleagues at the upcoming NIC meeting to see how their handling this.

G. NEW BUSINESS:

Chairman Armentrout mentioned possibly moving the September meeting to a later date due to Superintendent Winston being out of town. There was some schedule conflicts with having it on Sept. 15th so it was decided to leave the meeting **on Friday, Sept. 8th** and Deputy Superintendent Bowman will handle the Superintendent's report.

Chairman Armentrout said that he has spoke with the Superintendent, other regional jails and our attorneys about possibly moving our monthly meetings to quarterly meetings instead. Most regional jails in the surrounding areas are already meeting quarterly. If we move to a quarterly meeting we would have to be addressed in the by-laws. If something does arise we could call a special monthly meeting if needed. No action is required today. He just wanted to put the idea out to the Authority and we'll discuss it again at a later date.

Sheriff Worrell introduced Mr. Anthony Akers. Mr. Akers is the Assistant County Administrator of Pulaski County and attended in the absence of both Mr. McCready and Mr. Sweet.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Chairman Armentrout said there was need to go into executive session for discussion of legal and personnel matters. He asked if there was a motion from the floor.

Motion: Sheriff Millirons made a motion to go into executive session and Ms. Cannon seconded the motion adding that it was pursuant to **§2.2-3711.A.1** and **§2.2-3711.A.7** of the Code of Virginia to discuss both legal and personnel matters.

Action: The motion passed unanimously.

The purpose of the executive closed session is:

Personnel Matters, §2.2-3711.A.1 of the Code of Virginia, (candidates for employment OR the assignment, appointment, promotion, performance, demotion, discipline, salaries, compensation, resignation of employees)

AND

Consultation with legal counsel, §2.2-3711.A.7 of the Code of Virginia, (consultation with legal counsel and briefings by staff members and consultants about actual or probable and public discussion would adversely affect the negotiating or litigating posture of the County or Town – OR- consultation with legal counsel regarding specific legal matters that require legal advice).

After a lengthy discussion, the motion was made that the Authority Board come out of closed session.

Motion: Mr. Reeves moved that the board come out of closed session.
Mrs. Cumberland seconded the motion.

Action: Following roll call, the motion passed unanimously.

Chairman Armentrout asked for a motion to certify that only matters permitted under §2.2-3711.A.1 and §2.2-3711.A.7 of the Code of Virginia were discussed.

Motion: Sheriff Millirons moved to certify the closed session discussion.
Mr. Reeves seconded the motion.

Action: Following roll call, the motion passed unanimously.

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 11:43 a.m.

Chairman Mark A. Armentrout