

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
October 13, 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 10:10 a.m. by Chairman Armentrout with twelve (12) members and one (1) alternate present.

MEMBERS PRESENT:	Bland County:	Sheriff Roseberry; Mr. Workman
	Carroll County:	Ms. Cannon; Sheriff Gardner
	Floyd County:	Mr. Turman
	Giles County:	Sheriff Millirons
	Grayson County:	Sheriff Vaughan; Mr. Shepley
	Pulaski County:	Mr. McCready; Sheriff Worrell
	Radford City:	Sheriff Armentrout
	Wythe County:	Mr. Reeves

ALTERNATES PRESENT:	Radford City:	Mr. Young
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STAFF & GUESTS PRESENT:	Superintendent Gregory Winston
	Dep. Superintendent John Bowman
	Steve Durbin-Sands Anderson PC
	Lt. Shannon Payne-NRVRJ
	Officer Brenda Lamb-NRVRJ
	Officer Ernie Alley-NRVRJ
	Robert Lyons-citizen

Sheriff Armentrout welcomed everyone to the Authority meeting and asked the secretary to call the roll.

B. ROLL CALL:

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

C. APPROVAL OF SEPTEMBER MINUTES:

Copies of the Minutes from the September 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 September Minutes be approved as presented. Sheriff Gardner seconded the motion.

Action: The motion passed with a vote of 12 yes and 1 abstention. Mr. Turman abstained from voting due to his absence from the September meeting.

D. OLD BUSINESS:

None.

E. COMMITTEE REPORTS:

Finance Committee:

Copies of the monthly financials for September 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:

Design & Construction did not meet.

F. SUPERINTENDENT'S REPORT:

Employee Recognition:

Superintendent Winston recognized Officer Brenda Lamb and Officer Ernie Alley. Both of the officers were nominated by Capt. Keith Fleeman for an award given by the Virginia Association of Regional Jails. They were not selected for the award however Supt. Winston along with

Lt. Shannon Payne presented each of them with a certificate of recognition for their many years of service, hard work and dedication to the New River Valley Regional Jail.

United Way:

We will participate this year in No-Shave November. Officers that contribute \$20 won't have to shave November 1-30th. Superintendent Winston has asked everyone to keep their beards neatly trimmed and all proceeds will benefit the Pulaski County United Way.

Operations:

- Headcount today 886
- Total days served 27,236
- Average daily population 908
- Average Daily Population for male prisoners 740
- Average Daily Population for female prisoners 168
- Number of commitments 519
- Number of releases 518
- The Average Daily Commitments 17.3 per day
- The Average Daily Releases 17.2 per day

Prisoner Issues:

We have had two prisoners in the hospital for some lengthy stays. Superintendent Winston wanted to make the Authority aware of these costly prisoners.

Master Jail Officer Program:

We received compensation board funding for the Master Jail Officer Program. We had prepared ourselves for having policies and procedures in place so we could certify that we were in compliance with the requirements of the comp board for the Master Jail Officer Program. We rolled out a new Field Training/Master Jail Officer policy about 3 months ago in preparation in hopes that we would receive the compensation board funding.

There are some specific requirements in the comp board rules about certifying our compliance with the program. It's going to required adjusting a few other policies and procedures to put that in place. We're going to have 41 positions for Master Jail Officers and we're going to roll that out in a graduated way since it does require extra training. So we want to give those officers an opportunity to ready themselves for application and become eligible for the program. We're going to roll out about half of those positions towards the end of this year. We have the application process and career development board in place. We still need to have their performance evaluations completed as well as a confidential evaluation from their supervisors. It's a big morale booster for our staff. It will be an additional pay increase from the compensation board of approximately 9.31% for those officers that complete the program.

Narcan Program:

We received all of our Narcan and masks but are waiting for the bags to arrive. Some of these bags will be deployed in the facility but each transportation officer will have one in their van. Education will be provided and we hope to have that rolled out in the next 30 days.

Personnel:

We had four separations this month. Three corrections officers: one officer left for another position and two officers decided this career wasn't for them. We also had one nurse leave to go back to a previous job for more money.

CorEMR

We go live with CorEMR on Monday, Oct. 16th. It's an incredible accomplishment for us and we're excited to begin.

LaserFiche

Document management software has been installed. We're working with GTL to get the interface done.

Law Library

A prisoner tore the disc drive out of our law library computer so we replaced it this month.

Inmate kiosks

These will be installed at the end of October.

Video Magistrate System

Mr. Chidester has been staying on top of the progress of our video magistrate system. There has been an issue with the Supreme Court getting a DSL cable line installed here but has nothing to do with us. All of the video magistrate system equipment is in our IT shop just waiting to be done. Once the cable line is installed, we're going to try to run a line from our video magistrate to that modem. Hopefully we'll be able to piggyback off that so it should be no cost to us except for the equipment that we purchased.

Pharmacy Contract:

We approved the pharmacy contract to get us through Dec. 31st. We're also finalizing the RFP for the pharmacy contract to go out for bid for another pharmacy contract at the beginning of the calendar year. Our plan is to be onboard for about three years but we needed to get that secured for our audit purposes. We continue to evaluate our options regarding pharmacy services. There haven't been any dramatic complications however we continue to look at those options.

Maintenance:

The jail is working to finalize the rooftop repairs through our insurance group. We had someone come in and performed a proper evaluation of our kitchen equipment. Quite a bit of money had been spent having a repairman from Tech24 come to make minor repairs. The group is giving us a quote to completely repair all of our kitchen equipment once and for all.

Programs:

We had two additional Substance Abuse graduations-1 male and 1 female. Radford University has approached us to participate in a type of Re-Entry Program and we will meet with them in the coming weeks to discuss it. We've also met with Virginia Cares who will be coming to perform a job readiness program for folks getting ready to reenter the community.

G. NEW BUSINESS:

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Due to the observance of Veteran's Day on Nov. 10th, the November Authority Meeting has been rescheduled until **Friday, November 17th**.

J. ADJOURNMENT:

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

Motion: Sheriff Millirons made the motion to adjourn the meeting.
Sheriff Vaughan seconded the motion.

Action: The motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 10:32 a.m.

Chairman Mark A. Armentrout

*****Please see the agenda for the November meeting:**

A possible amendment to the By-Laws will be discussed and a vote to change the frequency of meeting dates from every month to every other month. Please try to attend if possible.