

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**October 14, 2016**  
**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 10:00 a.m. by Chairman Mark Armentrout with nine (9) members and eight (8) alternates present.

<b>MEMBERS PRESENT:</b>	Bland County:	Mr. Workman
	Carroll County:	Sheriff Gardner; Ms. Cannon
	Floyd County:	Mr. Turman
	Grayson County:	Sheriff Vaughan
	Pulaski County:	Mr. Conner
	Radford City:	Sheriff Armentrout; Ms. Cumberland
	Wythe County:	Mr. Reeves

<b>ALTERNATES PRESENT:</b>	Floyd County:	Ch. Deputy Harris
	Giles County:	Lt. Gautier; Mr. Martin
	Grayson County:	Mr. Smith
	Pulaski County:	Major Alderman
	Radford City:	Mr. Young; Major Schumaker
	Wythe County:	Ch. Deputy Foster

<b>STAFF &amp; GUESTS PRESENT:</b>	Superintendent Gregory P. Winston
	Jim Cornwell-Sands Anderson Marks and Miller
	NRVRJ officer-Bob Sumner
	NRVRJ officer- Sgt. Diana St. Clair
	Citizen- Robert Lyons

Chairman Armentrout welcomed the group and asked the Secretary to call the roll.

**B. ROLL CALL:**

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

Chairman Armentrout introduced Superintendent Greg Winston to the members that were present. He added that the Authority is very pleased to have found someone with Superintendent Winston's qualifications and they would like to officially welcome him.

Chairman Armentrout read a letter from Interim Superintendent Charlie Poff thanking them for the opportunity to serve the Authority during the transition.

Chairman Armentrout also introduced Mrs. Nikki Cumberland as Radford City's new Authority member and welcomed her to the board.

**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.

**Motion:** Mr. Workman moved that the September Minutes be approved as presented. Mr. Conner seconded the motion.

**Action:** The motion passed with a vote of 14 yes and 1 abstention. Mr. Reeves abstained from the vote due to his absence from the September meeting.

**D. OLD BUSINESS:**

None.

**E. COMMITTEE REPORTS:**

**Personnel Committee:**

Mr. Reeves gave a brief update from the Personnel Committee meeting held earlier this morning. We have five new hires: the Superintendent, two officers and two nurses. We currently have eight vacancies some of which were held open for vacancy savings. We have ten officers in school and graduation will be held around the 1<sup>st</sup> of December. We had two officers resign yesterday. One male officer hadn't been here long and decided this job wasn't for him. The second officer was a female officer that had some medical issues and was unable to return.

**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 for September 2016. She reviewed them in detail giving total income, expenditures and total profit 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

### **Design and Construction Committee:**

The Design and Construction Committee did not meet today.

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

Superintendent Winston said that it has been an exciting 3-1/2 weeks. We have a great staff here and he wanted to recognize a couple of people. An email was received commending Sgt. Wells and Officer Dwight Patterson for their patience and supportive behavior on the gun range.

We had a team compete in the Marine Mud Run last month. The officers that participated were Officer Gentry, Officer Wright, Officer Nester, Officer Montgomery and Sgt. Wells. The NRVRJ team did a great job and placed 1<sup>st</sup> in the Men's Division and 7<sup>th</sup> overall.

He met with the Employee Advisory Committee and also with all of the Supervisors. He asked what their concerns were and what they expected from him. They also discussed where they as a group wanted to be and what he could do to help empower them. The Supervisors' meeting will be held on a monthly basis alternating mornings and evenings to accommodate the different shifts. Over a period of time, some new administrative roles will be established so that he can transition out of the meetings. The Superintendent wants the employees to feel that they can speak freely. However to begin with, he thinks it is important for him to hear what they have to say so that some adjustments can be made.

Since our last meeting, we have hired three officers and two nurses. We have also had one nurse and five officers to resign. One officer was out on medical leave and was unable to return. Another officer returned to work for his previous employer. We had one records clerk to retire and plan to advertise for that position internally. Superintendent Winston feels that we have enough qualified employees here to fill that position but we will go outside if need be. He wants employees to know that when we have opportunities here at the jail that they have the option to put in for those jobs. We still have one food service supervisor opening but are going to maintain it vacant until the RFP process is finished next week.

We currently have eight vacancies. He received a new written test two days ago which he reviewed, made a few changes to and approved the updated version. Mrs. Gentry has several applicants in the pool which she will be bringing in for testing so that we can start interviews.

We sent two representatives to a job fair this past week in Abingdon.

Last week, we sent ten officers to the 2-day Western Regional Jail Association Conference in Roanoke. It was a great opportunity for these officers to network with their peers and to receive some good training.

We had one officer that received some disciplinary action for sleeping at the hospital. The matter was handled and the officer will serve his term of suspension shortly.

### **Operations:**

- Today's headcount 927
- Total days served for September 28,156 (28,946 for August)
- Average daily population for September 943 (933 for August)
- Average Daily Population for male prisoners 783
- Average Daily Population for female prisoners 156
- Number of commitments for September 525
- Number of releases for September 479
- The Average Daily Commitments 16.9 per day
- The Average Daily Releases 16 per day

### **Policy and Procedures:**

We continue to revise medical treatment protocols with the assistance of our Physician. We are also revising personnel and operational policies. We're bringing those into line with the Department of Correction's policies and assuring that we're complying with those procedures as well. Also, it is a priority for us to get into compliance with PREA. In terms of auditing, Superintendent Winston feels that we could be prepared in approximately 6 months to conduct a PREA audit here. He is a Department of Justice Certified PREA Auditor so he feels that we're qualified in-house for us to get up to speed for the PREA Audit. He has initiated PREA training for all of the new staff that has been hired since he came on board. We'll then work on training all of the inmates and the remaining staff but the bottom line is that we will be in compliance with PREA in short order.

Effective July 1, 2016, all municipal bodies were required to have a FOIA Officer/Designee. Sgt. Jolene Mabrey has been appointed to serve as our FOIA Officer for the NRVRJ. In order to be in compliance with that law, we in the process of updating our website with Sgt. Mabrey's contact information and also some additional FOIA information.

### **HR and Personnel:**

During his short time here, Superintendent Winston has recognized that we need to reorganize our personnel policies, job descriptions, our compliance with FLSA and staff's work cycles. We need to create a classification pay plan for our staff in order to address consistency in terms of where they are in a pay grade and in respect to promotions and transfers. He plans to commit a great deal of time to this in the next month or so. We really want to make sure that staff feels and are treated fairly. Also, that we are open, honest and transparent with respect to our personnel policies and procedures. The jail has a Human Resources Committee which made up of staff. They occasionally meet to look at any issues with respect to Human Resources. One thing that

needs to be addressed is our Disciplinary Policy. A meeting for that group will be scheduled in the near future.

**Pharmaceutical Contract:**

We have found the need to bid out our Pharmaceutical contract and will be putting out an RFP very shortly.

**IT Dept:**

He met with our IT Manager and IT vendor to review our infrastructure and network security. It appears that we are in good shape at this time. We are going to extend our contract with them for a short period of time to get a baseline. They have asked us for a very small increase which seems very reasonable. This group has been doing a good job for us but we may put that service out for bid in the future just to make sure we're getting the most bang for our buck.

**Plumbing Repairs:**

The plumbing repairs in E-Block have all been completed. We've had some inmate complaints of hot water having a green tinge. We suspect that it is due to all of the new copper lines that were put in. However, are having the water tested so that we can say that the water is ok. We have no reason to believe that it is a health concern as new copper goes into buildings every single day. But we are addressing the matter.

**GTL Contract:**

Our telephone service provider was here for a meeting yesterday. The updating of the current inmate visitation has started but it will be several weeks before the new video visitation is up and running. There will be a few operational changes with respect to visitation. There won't be any dramatic changes but the frequency of visits for the inmates will increase. We will let everyone know about the changes ahead of time and literature will be sent out.

**Medical:**

We continue to evaluate and increase the structure of the medical program. We're looking at the entire program including their protocol and ensuring that there is some certainty in how we are treating inmates. We're going to have to take a look to see our true capacity for providing medical services.

**CorEMR:**

In regards to CorEMR, without question we need this product. It will provide us some structure and put some safeguards in place so that inmates don't fall through the cracks. It will also open up some operational capacity and free up some resources that may be being wasted right now. He feels it will be best to make a decision next month. We have food service and commissary RFP's out and will be meeting with those vendors next week. The selection of those vendors could possibly impact how we acquire CorEMR so he respectfully requests that we table this until next month.

**Mental Health:**

Superintendent Winston met with New River Valley Community Services on September 28, 2016. Prior to the meeting, we had a mental health provider coming twice a week and providing about 8 hours of services. We also had a psychiatrist providing services on a weekly basis as well. At the meeting, the need for 24 hours coverage for some psychiatric doctors was discussed

and also more coverage from the mental health provider during the week. In response to our last request, NRVCS had increased their mental health provider to now working two full days a week on both Tuesday and Thursday. They will check their resources and see how they may be able to provide the extra services.

Superintendent Winston also met with Access. Traditionally, Access doesn't come into the jails to see inmates that require in-patient hospitalization for psychiatric stabilization. They came in a total of 9 times last year and in September alone they were here 32 times. Access has been very receptive and thankful to come in to provide their services for us.

**Programs:**

We did approve the Angel Tree Program sponsored by the Prison Outreach Ministry. Our programs director polled the inmates to find out if they have children on the outside and forms are distributed to those inmates. The forms were collected this week. The Prison Outreach Ministry group will be providing Christmas gifts and a party for the children.

**The Life Choices Initiative:**

Three tours will be held over the next two weeks. These classes will be made up of 7<sup>th</sup> graders that will be coming in to take a look around, to hear a little bit about what it's like to be an inmate and also an officer here at the jail.

**G. NEW BUSINESS:**

**H. CITIZEN'S COMMENTS:**

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

**J. ADJOURNMENT:**

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

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

**Action:** The motion passed unanimously.

There being no further business to come before the Board, Chairman Armentrout adjourned the meeting at 10:26 am.

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Chairman Mark A. Armentrout

