

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**November 17, 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 10:05 a.m. by Chairman Armentrout with eleven (11) members and two (2) alternate present.

<b>MEMBERS PRESENT:</b>	Bland County:	Sheriff Roseberry; Mr. Workman
	Carroll County:	Sheriff Gardner
	Floyd County:	Mr. Turman; Sheriff Craig
	Giles County:	Mr. Chidester
	Grayson County:	Mr. Shepley
	Pulaski County:	Mr. McCready; Sheriff Worrell
	Radford City:	Sheriff Armentrout; Ms. Cumberland

<b>ALTERNATES PRESENT:</b>	Radford City:	Mr. Young
	Wythe County:	Ch. Dep. Foster

<b>STAFF &amp; GUESTS PRESENT:</b>	Dep. Superintendent John Bowman
	Bob Sumner-NRVRJ
	Robert Lyons-citizen

Chairman Armentrout welcomed everyone to the Authority meeting. He recognized Sheriff Worrell since he was officially elected into the position of Pulaski County Sheriff. The Chairman asked the Secretary to call the roll.

**B.    ROLL CALL:**

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

**C.    APPROVAL OF OCTOBER MINUTES:**

Copies of the Minutes from the October meeting were mailed to each member. Chairman Armentrout asked if there were any additions or corrections to the Minutes as presented. There

was one small item to correct in regards to the Master Jail Program. The additional pay increase should have read approximately 9.31% instead of 9.1% and the Minutes have been corrected.

**Motion:** Mr. Workman moved that the September Minutes be approved with that correction made. Mr. McCready seconded the motion.

**Action:** The motion passed unanimously.

**D. OLD BUSINESS:**

None.

**E. COMMITTEE REPORTS:**

**Finance Committee:**

Copies of the monthly financials for October 2017 were distributed and in Ms. Cannon's absence, Chairman Armentrout reviewed them with the group.

**Motion:** On behalf of the Finance Committee, Chairman Armentrout 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:**

Dep. Superintendent Bowman presented the jail report in Superintendent Winston's absence. He began by saying he hoped everyone had a good Veteran's Day weekend. He also thanked all of the men and women currently serving in our armed services and those who have served in the past.

**Personnel:**

We had four separations and eight new hires. Currently we have twelve vacant positions.

## **Operations:**

- Headcount today 878
- Total days served 27,215
- Average daily population 871
- Average Daily Population for male prisoners 721
- Average Daily Population for female prisoners 157
- Number of commitments 514
- Number of releases 525
- The Average Daily Commitments 16.6 per day
- The Average Daily Releases 16.9 per day

## **Testing:**

We had officer testing yesterday and have another one scheduled for December 1<sup>st</sup>. We will continue that process every other week. In 2018, we will have three academy sessions: Feb. 12-May 2, May 21-Aug 9 and Sept. 10-Dec 6 are the proposed dates.

## **Policy and Procedures:**

We have finalized the inmate handbook effective yesterday. It will now be sent to our printer. Old handbooks will be collected as the new ones are distributed.

## **Prisoner Issues:**

Last month we mentioned two inmates with lengthy hospital stays. Since then, both have been released from the hospital. One returned here and the other was released to Marion on a TDO.

## **Master Jail Officer Program:**

This program has been approved but we're still working with the compensation board on the amounts to be paid out.

## **Narcan Program:**

We received the Narcan but the bags are still on backorder. Once received, the Narcan bags will be placed in all of the transportation vehicles, booking and medical area. Those individuals that work in those specific areas will be trained first and then everyone else.

## **CorEMR**

Our medical staff is now utilizing the CorEMR system. From everything we've heard, the staff seems to like the system and it makes their jobs a little bit easier. They are now able scan medical forms, files and records into the system. The doctors are also able to prescribe and order medications through the system immediately.

## **Oasis:**

The wiring is complete and the kiosk has been installed in the old side of the jail. We're still waiting for the kiosk to be put into the new side. Once that's complete and has been tested by Oasis, we'll put those in production.

### **LaserFiche**

This is the data system in which we will be scanning in all of our records and files to get away from hardcopies. The software has been installed and interfaced with GTL. We've had several meetings on the subject with Sgt. Faulkner heading them up. We're hoping to go live by Dec. 1<sup>st</sup>. Mr. McCready asked about a back-up for our information. Deputy Superintendent said that our files would be backed up on the server itself. We have a back-up system so that if it goes down we will be able to implement that back-up system in its place. It is designed so that we won't lose any information. Mr. McCready asked if both of the servers were in the same area. Dep. Superintendent said yes but ProNets (our system provider) is also involved in it but we were reassured that none of our data would be lost. Mr. McCready said we may consider once a week or periodically we shouldn't copy everything and take it to the bank to be stored in a safe deposit box. He added that they did that on the county level because we couldn't afford to lose those records.

### **Maintenance:**

We met with Esitech last week to discuss the assessment from their first preventative maintenance visit. We are looking at approximately \$50,000 worth of mandatory updates to our security equipment. A lot of our equipment is analog and many things are going to digital. Nothing has been replaced since it was originally installed.

### **Kitchen Equipment:**

A technician came in to look at our dishwasher. He is very familiar with our equipment and is coming back to fix it for us so we don't have to band-aid it any longer. We're looking at about \$10,000 to completely fix it.

### **Siemens:**

We're moving forward with our Siemens contract. We had an evaluation of the electrical/plumbing and once the mechanical equipment is completed the week of November 20<sup>th</sup>, we will get an overall evaluation of our energy performance of our current system. We hope to bring that to the board at the next meeting.

### **Programs:**

Superintendent Winston has a meeting with the NRV Re-entry counsel on November 18<sup>th</sup>. He also will meet with representatives from Radford University on an Inside/Outside Prisoner Exchange Program. We have had seven local schools participate in Life Choices Classes and also approximately forty Radford University Criminal Justice students toured the jail. We encouraged them all to apply here when they turn 21.

### **Grant Application:**

The grant proposal application from New River Health District and George Washington University has been submitted but hasn't been approved yet. We're looking at approximately \$200,000 to go towards the prevention of unintended pregnancies.

### **Pulaski United Way:**

We are participating in the No-Shave November and our staff raised over \$1,700 to benefit the Pulaski County United Way. The Superintendent has decided to extend the No-Shave November into December as well. Officer Kristi Wright heads up our United Way Drive and she is busy working on some additional fundraisers for the coming months.

**Video Magistrate:**

We are waiting for the cable to be installed. Once that's finished, hopefully we can run that cable over to our modem to be up and running.

**Meetings:**

The Supervisors meeting was held on Nov. 1<sup>st</sup> and the EAC meeting will be on Nov. 29<sup>th</sup>.

**VARJ:**

We will be hosting the next VARJ Training Committee meeting on December 8<sup>th</sup>. Our facility hasn't really been involved in VARJ much until recently. Beginning next year, we'll begin having the VARJ Superintendent's meetings here onsite.

**HEM:**

We haven't had any HEM (Home Electronic Monitoring) inmates recently. We're notifying the Authority that we will be contacting each jurisdiction/courts to let them know that our HEM program hasn't been very active. In the last 6-7 months, we have only had one participant and the costs associated with maintaining the HEM equipment is high. We're basically paying for the HEM equipment out of our budget and are considering discontinuing this program but not until after we notify the courts of our intentions.

**G. NEW BUSINESS:**

Chairman Armentrout read an email from Attorney Steve Durbin regarding the necessary steps of amending the by-laws to change the frequency of the Authority meetings. Chairman Armentrout said if something comes up and we need to have a meeting on a regular basis, we can call a meeting and have it. He asked if there was a motion from the floor.

**Motion:** Mr. Workman made the motion to amend the By-laws to hold Authority meetings every other month. Mr. Chidester seconded the motion.

**Action:** The motion passed unanimously.

There was discussion that the 2<sup>nd</sup> Friday in January would be January 12, 2018 which is the Lee-Jackson holiday for state employees. The decision was made to move the meeting to the following Friday.

**Motion:** Mr. McCready made the motion that the New River Valley Regional Jail Board begins meeting every other month beginning on **Friday, January 19, 2018**. There will be no December 2017 meeting. Mr. Workman seconded the motion.

**Action:** The motion passed unanimously.

**H. CITIZEN'S COMMENTS:**

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

Mr. McCready mentioned that Pulaski County PSA needs three trustees.

**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 10:28 a.m.

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Chairman Mark A. Armentrout