

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
December 9, 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 10:04 a.m. by Chairman Mark Armentrout with twelve (12) members and five (5) alternates present.

MEMBERS PRESENT:	Bland County:	Mr. Workman; Sheriff Roseberry
	Carroll County:	Ms. Cannon; Sheriff Gardner
	Floyd County:	Mr. Turman
	Giles County:	Mr. Chidester
	Grayson County:	Mr. Sweet
	Pulaski County:	Mr. Conner; Sheriff Davis
	Radford City:	Sheriff Armentrout; Ms. Cumberland
	Wythe County:	Mr. Reeves

ALTERNATES PRESENT:	Carroll County:	Ch. Dep. Bourne
	Giles County:	Mr. Martin
	Grayson County:	Ch. Dep. Ashby
	Radford City:	Mr. Young
	Wythe County:	Mr. Bear

STAFF & GUESTS PRESENT:	Superintendent Gregory P. Winston
	Dep. Superintendent John Bowman
	Jim Cornwell-Sands Anderson PC
	Robert Lyons-citizen
	Bob Sumner-NRVRJ Officer

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.

C. APPROVAL OF NOVEMBER MINUTES:

Copies of the Minutes from the November 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 November Minutes be approved as presented. Mr. Reeves seconded the motion.

Action: The motion passed unanimously.

Chairman Armentrout read letters he received regarding the following Authority appointments:

- Grayson County: Mr. Mitch Smith will be completing Mr. Jonathan Sweet's term as an Authority member
- Grayson County: Mr. Michael Hash has been appointed to serve as an alternate for Mr. Mitch Smith
- Wythe County: Stephen Bear has been appointed to serve as an alternate for Mr. Tim Reeves
- Carroll County: Ms. Michelle Dalton has been appointed to serve as an alternate for Ms. Nikki Cannon

The January Authority Meeting falls on a holiday so it has been rescheduled to **Thursday, January 12, 2017**. Please mark your calendars of the change and it will be noted in your board packet.

D. OLD BUSINESS:

None.

E. COMMITTEE REPORTS:

Personnel Committee:

Mr. Reeves gave a report from the meeting held this morning with Major Stallard and Superintendent Winston. We have two new hires: one nurse and the Deputy Superintendent. There were seven resignations: six officers and one nurse. We also had one records clerk retire. The Academy graduation will be held on December 13th, with ten officers graduating. The next Academy class will begin on February 27th and a second class begins in August.

Operations Committee:

The Operations Committee did not meet today.

Finance Committee:

Ms. Cannon introduced Mr. Gordon Jones from Robinson, Farmer, Cox Associates to review the Audit presentation and Financial Report. Mr. Jones presented copies of each to each member and reviewed them in detail. He pointed out that the jail received a clean, unmodified audit with nothing negative to report. He touched on several different sections throughout the two reports. Copies of the two reports are available for any member that was unable to attend the meeting. Mr. Jones instructed the members to contact him with any questions regarding the audit or Financial Report.

Ms. Cannon gave an update on the Finance Committee activity and handed out copies of the monthly financials for November 2016. She reviewed them in detail giving total income, expenditures and total profit to the group. Ms. Cannon said that the Finance Committee had discussed making a budget adjustment due to some expenditures exceeding budget. She said that a budget amendment should be presented at next month's meeting.

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 was contacted by Trooper Micha Martin (a former NRVJR employee). Trooper Martin commended Captain Theresa Brown and Sgt. Christopher Faulkner for their assistance in helping VSP and Wythe County deputies locate a convenience store robbery suspect. On November 15th, Trooper Martin called into Cpt. Brown for some information on our released inmates for that day. He was working a robbery case in Wythe County and the only information available was that the suspect was a white male in his 20's, recently released from jail and possibly from North Carolina. Capt. Brown searched our releases for that day and only found one person that fit that description. When she searched the inmate's social screen, he was also from North Carolina. She quickly faxed Trooper Martin a copy of the mug shot. In the meantime, Sgt. Faulkner was on the other line with Wythe County deputies and emailed them a

copy of the same mug shot. With their assistance, the authorities were able to locate the suspect hiding in a nearby hotel.

Also, our mental health professional, Mrs. Nancy Stevens shared with the Superintendent how helpful all of the staff has been in identifying inmates that would be suited for the mental health docket project.

We continue to conduct Supervisors meetings and also EAC meetings each month.

As a reminder, effective December 1st, all state responsible inmates began paying inmate co-payments in accordance with the law. Also, we will limiting the times that inmates may have items released and picked up in the jail lobby. The new hours for property releases are M-F from 8:00-3:00.

We are very appreciative of the bonus that the Authority put in place for staff. Both the Superintendent and Lt. Col. Bowman donated their bonuses for an employee raffle. We are conducting a food drive to benefit the New River Valley Community Action program. If an employee donates five cans of food they get their name in the hat. If they donate ten items, their name is entered twice. The food drive ends next Friday and the food will be delivered to NRVCA. The raffle will also be held next Friday and two winners will each receive \$100.

Personnel:

We will be presenting staff with job descriptions and employee appraisals within the next two weeks.

Written and Physical testing for officers will now be conducted every other Tuesday. We have adjusted our physical agility testing to come in line with what Montgomery County, Southwest Regional Jail and Western Regional Jail are doing. We felt that we were missing out on some qualified applicants due to that. This past Tuesday, 11 out of 15 passed the testing and it seems at they are highly qualified applicants. Our HR Director is also going to reach out to some of our past qualified applicants that passed the written test but failed the former agility testing to see if they would like to test again.

We interviewed for a vacant records position. We have two transportation positions that have been advertised and we will fill those two positions as staffing allows. There is an opening for a LPN if anyone knows of someone in search of an LPN position.

Operations:

- Today's headcount 903
- Total days served for November 27,329 (28,996 for October)
- Average daily population for November 911 (933 for October)
- Average Daily Population for male prisoners 759
- Average Daily Population for female prisoners 152
- Number of commitments for November 417
- Number of releases for November 434
- The Average Daily Commitments 13.9 per day
- The Average Daily Releases 14.5 per day

Prisoner Issues:

We had a prisoner death occur on 12/6/16. The prisoner was discovered in his cell by security staff at approximately 5:38 am. He was unresponsive so staff called for medical assistance, EMS and administered first aid. When EMS arrived, they transported the prisoner to Pulaski Community Hospital where he was pronounced dead. The investigation is ongoing. The Virginia State Police is conducting a full death investigation and our investigator is conducting a parallel investigation. The preliminary results are that the prisoner died of suicide and there is no indication that the staff was aware or should have known that this prisoner intended to hurt himself. Our staff acted in full accordance with our policies.

Policy and Procedures

Thank you to everyone that submitted inmate telephone access forms.

We continue to revise a number of policies and procedures. Currently we have two separate manuals that we are consolidating into one. Lt. Col. Bowman has been a big help to him on this since he has come on board. We have revised the disciplinary policy, transfer policy and are working on the organizational policies and will put that in accordance with our classification pay plan by the end of the year. We also will be presenting our performance evaluations to staff as well.

Carilion

The Superintendent was on a conference call with our attorney and Carilion to address the number of officers we are required to send to the hospital with a prisoner. He thinks we are moving in the right direction to have some flexibility on that.

FLSA

The proposed FLSA changes were enjoined on November 22, 2016, so we will use the current applicable salary and job basis tests to assign exempt and non-exempt status.

IT

Our website was redesigned by our IT provider Pro-Nets. Three of our staff members will receive training on 12/13/16 for updating and maintaining the site.

Telephone Contract

We have a couple of more conference calls planned. Superintendent Winston is frustrated with GTL due to their lack of urgency for getting their video visitation equipment in here. This is holding up our food service and commissary contracts. It is moving forward but is extremely slow.

Food services

Negotiations are complete. The contract has been written and the attorneys for the food service provider are reviewing it. We are awaiting a contract draft from them. The Superintendent is enthusiastic that this new food service contract will benefit our staff and he looks forward to being able to tell everyone about it.

Commissary Contract

Negotiations are complete with our commissary selection and our attorney is currently reviewing the contract. He hopes this is finalized next week. Once the commissary contract is in place we will be able to move forward with our CorEMR system. He has also spoke with the director of the meals on wheels to let her know what is going on with the contract.

Preventative Maintenance Radios/Security Systems

On December 2nd, he met with ProCom the group that supports our radio system. We have been hearing complaints about the level of degradation of our radio systems. We currently have a van out of service due to a broken mobile radio that isn't repairable and is now obsolete. He asked ProCom for an analysis of our radio system and they weren't able to provide one. Esitech has not been here at all since the 2010 addition and renovation. There has been no preventative maintenance done at all and it certainly hasn't been upgraded. We pay them on a monthly basis to maintain our antennas and repeaters but those are the original ones there were put installed in 1999. The Superintendent has asked the president of the company to provide him with a price to conduct an assessment of our two way radio systems, both internal and external. He has also asked for an immediate/short term recommendation for critical needs. They will also provide him with a price for the necessary periodic preventative maintenance so we can better establish a five year plan.

Superintendent Winston also spoke with Esitech, the group that installed the integrated jail security system during the renovation and addition in 2010. Since the system was installed, no one has ever come in to provide any preventative maintenance or any upgrades. It has been brought to his attention that when something breaks with the system, we have been cannibalizing from all of the unoccupied areas of the jail to replace it. One of our employees was assigned to work with Esitech to learn the skills of troubleshooting the system so that we would call on him to correct issues. Even though he trusts this employee completely, he isn't formally trained and the liability associated with our security system falls on us. He is going to have a vendor come in and perform an assessment of our current security system and will report back with his findings.

Mental Health

He had a meeting with Judge Long and the New River Valley Community Services Board regarding the mental health docket. They have selected several inmates that could be participants and another meeting is scheduled for Dec. 13th.

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. Reeves made the motion to adjourn the meeting.
Ms. Cannon seconded the motion.

Action: The motion passed unanimously.

There being no further business to come before the Board, Chairman Armentrout adjourned the meeting at 10:46 am.

Chairman Mark A. Armentrout