

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**May 8, 2015**  
**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 Shannon Zeman with twelve (12) members and four (4) alternates present.

<b>MEMBERS PRESENT:</b>	Bland County:	Sheriff Thompson; Mr. Workman
	Carroll County:	Sheriff Gardner; Mr. Jackson
	Giles County:	Sheriff Millirons; Mr. Chidester
	Radford City:	Mr. Young; Sheriff Armentrout
	Grayson County:	Sheriff Vaughan; Mr. Sweet
	Floyd County:	Sheriff Zeman
	Pulaski County:	Mr. Conner

<b>ALTERNATES PRESENT:</b>	Carroll County:	Ms. Cannon
	Floyd County:	Mr. Allen
	Giles County:	Mr. Martin
	Pulaski County:	Mr. McCready

<b>STAFF &amp; GUESTS PRESENT:</b>	Superintendent Gerald McPeak
	Lt. Col. Tom Lawson
	Major Mary Stallard
	Jim Cornwell—Sands, Anderson, Marks & Miller
	Lt. Andy Wilburn—Radford Police Dept.

**B. ROLL CALL:**

Sheriff Gardner called the roll and reported a quorum present.

Chairman Zeman asked Sheriff Armentrout to acknowledge his guest. He introduced Lt. Andy Wilburn of the Radford Police Department to the group.

**C. APPROVAL OF APRIL 2015 MINUTES:**

The Minutes from the April 2015 meeting were distributed to the Board. Chairman Zeman asked if there were any additions or corrections to the Minutes.

**Motion:** Mr. Conner moved that the April 2015 Minutes be approved as presented. Mr. Workman seconded the motion.

**Action:** The motion passed unanimously.

**D. OLD BUSINESS:**

None.

**E. COMMITTEE REPORTS:**

**Personnel Committee:**

Mr. McCready said that the Personnel Committee did meet this morning. He stated that the social media policy is just about wrapped up. It may be coming out soon for the members to give it an initial review.

**Operations Committee:**

The Operations Committee did meet today to discuss some transportation issues. When someone is absent from inside the jail they pull from transportation to cover some of those spots. To date, they have spent over \$10,000 in overtime to call in off-duty people in to cover those positions. The Operations Committee recommended that we appropriate money in next year's budget to cover the overtime. It puts the jurisdictions in a bad position when they have to wait for a transportation officer because courts and hospital transports take priority.

**Motion:** On behalf of the Operations Committee, Sheriff Vaughan recommended appropriating \$15,000 in next year's budget cover overtime for next fiscal year.

Chairman Zeman asked if there was currently a line item for overtime costs. Ms. Cannon said that we already had one listed (Line item 501) and had appropriated \$12,000 into the budget for overtime next fiscal year.

**Action:** Sheriff Vaughan said that the Operations Committee wasn't aware of that and he would like to withdraw the motion.

Mr. Conner asked if we needed to add another transportation officer position. The Superintendent said that we have sufficient transportation staff but at this time we have 16 people in school. Once we get them back we won't have to pull from transportation any longer and should be fine.

**Finance Committee:**

The Finance Committee did meet today. Ms. Cannon reviewed copies of the Financial Report for July 2014-April 2015 with the Authority members.

**Motion:** On behalf of the Finance Committee, Ms. Cannon recommended the Financial Report for approval.

**Action:** Following roll call, the motion passed unanimously.

Copies of the proposed budget for FY 2015-2016 in the amount of \$20,693,468 were handed out to the members. Ms. Cannon reviewed it with the group and pointed out several highlights: no increase in per diem, a 2% cost of living increase to begin in September and \$234,000 list of capital expenditures broken out separately. There is also a payment to the reserve account in the amount of \$407,055. When Gordon presented the audit last year, he mentioned that we needed to replenish some of that reserve where we reverted the state responsible inmates back to the localities. We tried to incorporate that in the budget process this year.

**Motion:** On behalf of the Budget Committee, Ms. Cannon recommended the proposed budget for the FY 2015-2016 for approval in the amount of \$20,693,468.

**Action:** Following roll call, the motion passed unanimously.

Ms. Cannon said that we have a resolution that was mentioned at a previous meeting. It is in regards to whether or not we are going to continue participating in VA Risk with the state. Basically VA Risk is the insurance provided to the jail by the state. When there is a lawsuit filed by an inmate they are not covering the attorney fees but VaCorp does. We have resolution today to remove us from VA Risk program so that we can go on with VaCorp for that coverage. Mr. Cornwell said that he thought the premiums were compatible. Ms. Cannon read the resolution in its entirety to the Authority members and if approved a signed copy will be placed with the Minutes.

**Motion:** On behalf of the Finance Committee, Ms. Cannon recommended that the Authority sign the resolution to remove us from the VA Risk program and move forward with VaCorp for that coverage.

**Action:** Following roll call, the motion passed unanimously.

### **Nominating Committee:**

Sheriff Vaughan said that he had a slate of officers to nominate. He added that since Sheriff Zeman was retiring this year, he and the committee felt it was best to nominate a new chairman. The officer nominees are as follows:

Mr. Andy McCready—Chairman  
Mr. Tim Reeves—Vice-Chairman  
Ms. Nikki Cannon—Treasurer  
Sheriff Gardner—Secretary

Chairman Zeman thanked Sheriff Vaughan and the Nominating Committee. He said that we would table this and voting will take place at the June Authority Meeting. He asked if there were any additional issues regarding any committee report. Hearing none, he proceeded to the Superintendent's Report.

**F. SUPERINTENDENT'S REPORT:**

The Superintendent reviewed his report in detail. In employee activity, we had 1 new hire nurse which is a returning employee. She was a pharmacy technician that left here to pursue a nursing career. She liked working here so well that once she received her degree she came back to us as a nurse. We had one officer to resign that was accepted to the State Police Academy. We have 16 officers that will graduate on May 14<sup>th</sup> at 11:00 am and he invited all Authority members to attend. He also reviewed and gave updates on all inmate programs that are currently taking place.

At the last meeting, Sheriff Armentrout made mention of Mr. Simmons from the Attorney General's office requesting a meeting with jail staff. The Superintendent had hoped to have that meeting prior to the Authority meeting but they couldn't get their schedules together. However, he will be here on Monday, May 11<sup>th</sup>. The Superintendent said that he has already updated Mr. Simmons on the inmate programs that we currently provide and he seemed very impressed. He added that if nothing else he would like to come and look at our operations so he could recommend our programs to other facilities.

In regards to policy changes, we hope to take care of the Social Media policy next month.

Our DOC audit was completed last month. Although we didn't achieve a 100% score we did receive a 99% score. There are one hundred twenty-three standards that the jail is audited on by DOC. Of those one hundred twenty-three standards, we were considered to be non-compliant on two of them. The two standards have to do with annual reviews of our mission statement/goals and our policy/procedures here at the facility. The bad part about that is that the work was actually completed and we have documented proof that the work was completed. The standard requires that a statement be signed by the Superintendent that the work was done. We failed to have that statement signed. We have actually amended thirty-nine of our standards between the years of 2012-2015 and those were shown to the auditors. But since we didn't have the signed statement they found us non-compliant but we did prove to them that the work was done. The auditors were very impressed with our facility. They were two new auditors this year. One of them was actually an auditor for DOC facilities (prisons) as there is only one jail inspector in the state at this time. Superintendent McPeak said that he had been here for every audit since the facility opened in 1999 and this year we had the most thorough audit that we've ever had. These two gentlemen when through the jail with a fine tooth comb. They visited practically every housing unit in the facility, every department from the kitchen, laundry, warehouse and the maintenance department. We had a very thorough audit so for us to receive a 99% score on our operations was something to be extremely proud of for our staff. The only thing left to do is a plan of action. That has already been drawn up and submitted to the DOC. We should hear from them within the next sixty days or so. They will come back and do a re-inspection to see that we have done what we need to do. We will then have another random inspection later on in the year. He added that we have a room about half as big as this conference room that is full of documentation that we are required to keep for three years. We have boxes and boxes of documentation (meal and laundry logs, key logs, round logs, training, certifications, etc) that the auditors go through. All in all, he's very proud of the audit and our staff.

We have started on our garden for this year. Our potatoes have been planted but we will be getting our plants after the 10<sup>th</sup> of May. Another thing that we did this year was plow some land at Fairview Homes for their community garden. The Fairview Homes has residents from four of our jurisdictions. The garden helps the residents get out of the facility, gives them some exercise and let's them grow a little bit of food. Mr. McCready added that it also allows people in the community to socialize with the residents. Some of the folks there don't have any family or at least any active family that comes to see them so the garden is a big social club for them.

Today's headcount was 884 and in the last week we've seen an increase in the commitments to the jail. This past Wednesday, we had so many people coming in that we had to call in extra help to get them booked and moved out of our booking department. We had a couple of officers that come in on nightshift. They helped get booking cleaned out and make it a little bit more efficient for us as far as getting the new arrests processed. He said he expects to see the numbers continue to pick up over the next little bit.

Chairman Zeman thanked the Superintendent and the staff. He commented that the grounds and facility looked very nice. Everything was clean and the grass was nicely mowed. The Superintendent said that we were going to be getting some mulch from a local company here and he also has a friend that is going to donate some mulch for us to use around our trees and gardens.

**G. NEW BUSINESS:**

Mr. Sweet asked if he could share a story. Grayson County had a trusty that spent a large amount of time with them and did a phenomenal job. He helped with the installation of an elevator in the courthouse which was a big undertaking. The trusty did such a good job for them that the contractor hired him when he got out of jail and Grayson County is actually using him in their maintenance department as well. Mr. Sweet said that it was so nice to see him come back outside of the orange uniform and actually pick up a paycheck from the office. Mr. McCready added that some of the Grayson County trustees had also helped with painting of the Pulaski County schools. He said that those folks did a fantastic job painting and cleaning floors after the painting was done. One trusty in particular, was just a super individual that had used poor judgment a time or two. But he said that it's good to see that Grayson has had some success and Pulaski is seeing success as well. He said that he would like to see these people learn a trade and use better judgment. But if they are going to be inside, maybe we can get some good work out of them. It is disappointing for him to hear that some jurisdictions are just using the trustees to only pick up litter along the road. He said that they are wasting such talent. He added that everyone knows how underfunded various operations are and we should take advantage of the help. The Superintendent said that trustees are like children. If you raise them right, teach them discipline and supervise them properly...they will do a good job for you.

**H. CITIZEN'S COMMENTS:**

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

**J. ADJOURNMENT:**

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

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

**Action:** The motion passed unanimously.

There being no further business to come before the Board, Chairman Zeman adjourned the meeting at 10:36 am.

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Secretary, Sheriff Gardner

