

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
October 9, 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 10:05 a.m. by Chairman Mark Armentrout with ten (10) members and seven (7) alternates present.

MEMBERS PRESENT:	Bland County:	Mr. Workman
	Carroll County:	Sheriff Gardner
	Grayson County:	Mr. Sweet; Sheriff Vaughan
	Radford City:	Mr. Young; Sheriff Armentrout
	Floyd County:	Sheriff Zeman; Mr. Turman
	Pulaski County:	Mr. Conner
	Wythe County:	Mr. Reeves

ALTERNATES PRESENT:	Carroll County:	Ms. Cannon
	Floyd County:	Mr. Allen; Deputy Turner
	Giles County:	Mr. Martin; Lt. Gautier
	Pulaski County:	Mr. McCready
	Radford City:	Major Schumaker

STAFF & GUESTS PRESENT:	Superintendent Gerald McPeak
	Lt. Col. Tom Lawson
	Jim Cornwell—Sands, Anderson, Marks & Miller
	Robert Lyons- citizen

B. ROLL CALL:

Sheriff Gardner called the roll and reported a quorum present.

C. APPROVAL OF SEPTEMBER 2015 MINUTES:

The Minutes from the September 2015 meeting were mailed to each of the board members. Chairman Armentrout asked if there were any additions or corrections to the Minutes. There was a question regarding who had made the motions of coming out of closed session and certifying what was discussed during that session. It was recorded as Sheriff Millirons made both motions and Mr. Workman seconded them each time. Sheriff Millirons was not present today but Mr. Workman said that was correct.

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

Action: The motion passed unanimously.

D. OLD BUSINESS:

Chairman Armentrout said that last month the Authority voted to hire a consulting firm to conduct an employee satisfaction survey. The RFP was prepared and a copy was previously emailed to all members. It was advertised on the jail's website and the link was sent to various vendors that had expressed an interest. All groups that had been suggested to the board were contacted and the submittal date for the RFP is October 23, 2015. He said that he has received some feedback and will know more after that date.

E. COMMITTEE REPORTS:

Personnel Committee:

Mr. Reeves said the group met this morning. The jail continues to test, interview and do background checks for vacant officer positions. There are only five officer vacancies as of right now. We have had a total of seven employees leave this month. Three officers went to the Montgomery Co Sheriff's office, one to Western Regional and one to Salem. One officer left for health reasons. Another officer left after using up all of their FMLA leave and then resigned. We had two kitchen officers resign but those positions have been filled. We currently have one officer out on administrative leave. We currently need two LPN's in our medical department.

We have two new officers that have completed orientation and have been assigned to teams. We currently have officers in Basic Jail School. The class began with nine officers and we have seven still enrolled. One officer left that couldn't pass the PT training. The second officer failed to pass a test after three retest attempts. All inmates have new handbooks. We have had two tours from Radford University Criminal Justice classes and two buses of students from Giles County for our Life Choices program. There will be two more classes from Giles County later this month. There is also a class here today from Pulaski County School.

Mr. Reeves said that copies of the Social Media policy were sent out to all members and there have been no additional suggestions or corrections made to it. He said that the Personnel Committee made the motion to approve the policy.

Motion: Chairman Armentrout said that there was a motion to amend PMS19 General Code of Conduct to include restrictions on the use of social media and social networking by the employees of the NRVJR as proposed by the Personnel Committee. Hearing no discussion, he asked that the roll be called.

Action: Following roll call, the motion passed unanimously.

Operations Committee:

The Operations Committee did not meet today.

Finance Committee:

The Finance Committee did meet and copies of the Revenue & Expenditures from July through September for this fiscal year.

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:

The Superintendent reviewed his report in detail. Our headcount today is 904. That has been creeping up lately due to a couple of jurisdiction's drug indictments that have increased our numbers. We have had no escapes, assaults, disturbances or fires and have conducted 2,360 searches of the facility. He discussed what types of contraband that had been seized and a new drug Suboxone that has been confiscated coming in thru the mail. In one instance, someone mailed in two pictures that were glued together. When the officer searched that mail a Suboxone strip fell out from between the pictures and we were able to intercept that coming into the facility. We have done an investigation, served a search warrant and found the person that mailed it in. That person has confessed to mailing that in and we will be proceeding with that through the court. There was another letter that came in with Suboxone on it. It had been dissolved in water and actually painted onto the paper. That letter was also intercepted and we have a confession on it as well. He congratulated staff on helping to keep drugs out of the facility and their attentiveness to their jobs in doing that.

He made one correction to the employees that are in training. One of the officers received an injury prior to attending the academy. On his first day, he wasn't able to participate in the physical activity so he was pulled out. He has now recovered from his injury but once you miss 10% of the school you have to go back to the next one. He has been here working at the jail and will be sent to the next academy.

He reviewed all of the inmate programs and the amount of inmates that participated in each one. Under general comments, he said that he was given direction at the September meeting to write a letter to Baker Renewable Energy regarding our solar energy system. That letter went out this week and he is waiting to hear back from them. Once he does, he will be meeting with Mr. Cornwell and hopes to have more to report next month.

We have a group of junior and senior Criminal Justice students from Pulaski County High School here today. It's going to be a dual purpose class for them. We're going to be doing a Life Choices program with them but also using it as a recruitment tool. They will be graduating soon and either attending college or joining the workforce. So we're going to talk with them about choosing corrections as a career. He will be meeting with the group after the Authority Meeting.

Our garden was fairly productive this year and we have harvested over 4,000 lbs of produce. Yesterday alone over 2,000 lbs of potatoes were dug in only 5 rows and we have 10-12 more rows to go. The garden always helps to save us a little bit of money each year.

Mr. Allen asked if inmates have access to computers. The Superintendent said that if they are in the Workforce Readiness program they are taught some computer skills. Mr. Allen asked about one particular inmate that had been seen talking online with a lady. The Superintendent said that the inmates don't have access to the internet, Facebook or the ability to send an email from a computer inside the facility. He said that in the past we had issues with some trustees being allowed to get onto the computer where they were working. Mr. Allen said that he didn't think this inmate would be a trusty. The Superintendent said that it could also be someone else that has access to the inmate's email account. He said we have had citizens to call in to say that they have received an email from an inmate. When we look into it, the inmate's girlfriend, child or parent has had access to their account and sent the email out. That could be the case of what's going on here.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Chairman Armentrout asked if there was motion to go into executive closed session to discuss personnel matters and legal issues. Mr. Cornwell read the definitions for each and gave the respective codes as listed under the Code of Virginia.

Motion: Mr. Workman made the motion for the board to go into executive closed session to discuss Personnel matters and also for consultation with legal counsel. Mr. Sweet seconded the motion.

Action: Following roll call, the motion passed unanimously.

The purpose of the closed session is:

Personnel Matters, §2.2-3711.A.1 of the Code of Virginia, (candidates for employment OR the assignment, appointment, promotion, performance, demotion, discipline, salaries, compensation, resignation of employees)

-and-

Consultation with legal counsel, §2.2-3711.A.7 of the Code of Virginia, (consultation with legal counsel and briefings by staff members and consultants about actual or probable and public discussion would adversely affect the negotiating or litigating posture of the County or Town – OR- consultation with legal counsel regarding specific legal matters that require legal advice).

After a lengthy discussion, the motion was made that the Authority Board come out of closed session.

Motion: Mr. Reeves moved that the board come out of closed session.
Mr. Workman seconded the motion.

Action: Following roll call, the motion passed unanimously.

Motion: Mr. McCready made the motion to certify that only matters permitted under §2.2-3711.A.1 and §2.2-3711.A.7 of the Code of Virginia were discussed.
Ms. Cannon seconded the motion.

Action: Following roll call, the motion passed unanimously.

Motion: Mr. McCready made the motion to (1) fix the 2012-2014 FICA difficulty that we have on paychecks. (2) That we take immediate action to fix the FICA problem in 2015 and we have staff to perform that function. (3) That we have staff plan in order to fix the FICA problems and also how to pay for that situation. (4) Plan to inform all staff.
Sheriff Vaughan seconded the motion.

Action: Following roll call, the motion passed unanimously.

Chairman Armentrout asked if there was any other business. Mr. Sweet said he wanted to share a bit of “feel good” news. In past months he has mentioned the former trusty that that released and Grayson had hired as a part time employee. They have now hired him on as fulltime. Mr. Sweet encouraged all jurisdictions that have trustees to spend time with them and help them find their niche. He added that some of these guys and gals do really decent work.

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. McCready seconded the motion.

Action: The motion passed unanimously.

There being no further business to come before the Board, Chairman Armentrout adjourned the meeting at 11:33 am.

Secretary, Sheriff Gardner

