

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
December 11, 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 Mark Armentrout with thirteen (13) members and five (5) alternates present.

MEMBERS PRESENT:	Bland County:	Mr. Workman
	Floyd County:	Sheriff Zeman; Mr. Turman
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Mr. Sweet; Sheriff Vaughan
	Pulaski County:	Mr. Conner; Sheriff Davis
	Radford City:	Mr. Young; Sheriff Armentrout
	Wythe County:	Mr. Reeves; Sheriff Dunagan

ALTERNATES PRESENT:	Carroll County:	Ms. Cannon; Ch. Deputy Bourne
	Giles County:	Mr. Martin
	Pulaski County:	Mr. McCready
	Radford City:	Major Schumaker

STAFF & GUESTS PRESENT:	Superintendent Gerald McPeak
	Lt. Col. Tom Lawson
	Major Marty Stallard
	Jim Cornwell-Sands, Anderson, Marks & Miller
	Robert Lyons-citizen
	Deputy Brian Craig-Floyd County Sheriff-elect
	Tom Roseberry-Bland County Sheriff-elect
	Deputy Charles Foster-Wythe County

B. ROLL CALL:

In Sheriff Gardner's absence, Superintendent McPeak called the roll and reported a quorum present.

C. APPROVAL OF NOVEMBER 2015 MINUTES:

The Minutes from the November 2015 meeting were mailed to each of the board members. Chairman Armentrout asked if there were any additions or corrections to the Minutes.

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

Action: The motion passed unanimously.

D. OLD BUSINESS:

Chairman Armentrout said that we have a few sheriffs retiring that he would like to recognize. Sheriff Shannon Zeman will be retiring as Floyd County Sheriff effective December 31, 2015. Chairman Armentrout presented him with a plaque on behalf of the Authority and thanked him for his service as Chairman. He also wished Sheriff Jerry Thompson well in his upcoming retirement. Sheriff Thompson was not present today but will also be retiring on December 31, 2015.

Mr. Workman introduced Sheriff Elect Tom Roseberry for Bland County and Sheriff Zeman introduced Sheriff Elect Brian Craig for Floyd County. Also, Deputy Charles Foster the new Chief Deputy for Wythe County was present. Their new positions will be effective January 1st. Sheriff Zeman said today would have been Mr. Virgil Allen's last meeting but he was unable to attend. Ms. Cannon also said that Mr. Jackson was also unable to attend today but it would have been his last meeting. Due to health reasons, they have both asked their jurisdictions not to reappoint them to the Authority.

The Superintendent stated at last month's meeting we had discussed inmates coming back to the jail in restraints after being released at court. He was asked to come up with an idea of how to deal with that. He passed out copies of our current Personal Property receipt that every inmate must sign when they are booked into the jail and also upon their release from the jail. He added a release/disclaimer stating "I may be restrained in a manner deemed appropriate by the person transporting me."

E. COMMITTEE REPORTS:

Personnel Committee:

Mr. Reeves gave a quick overview of employee activity. We continue to conduct interviews, testing and background checks. We still have two kitchen workers out on leave without pay due to non-work related injuries. We have three officer vacancies and 1 nurse vacancy. We had three new hired officers and 1 new nurse. The nurse had worked here before, left to go to a nursing home but has now returned. We had one resignation of an employee for another job and she is also going back to school. We had one officer to resign to accept a position with VT Police Department. There were no disciplinary actions, suspensions-none, terminations-none. There were two officers involved in a vehicle accident in Roanoke but there were no injuries and unknown injuries to the other driver. At the last meeting it was asked how many officers had resigned in 2015. He asked Major Stallard to give a breakdown of that amount.

Major Stallard said there were 45 total employees that have left in 2015. Eleven of those officers that left did so prior to attending the New River Valley Criminal Justice Academy. Eight of those

positions were support staff (nursing, maintenance or kitchen), one retired, two terminations for cause, ten left for other law enforcement jobs/correctional facilities and thirteen for other various personal reasons.

Finance Committee:

The Finance Committee did meet and copies of the Revenue & Expenditures from July through November for this fiscal year were handed out to all members present.

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.

Chairman Armentrout asked that we return to old business to discuss an outstanding issue of the contract to conduct an employee satisfaction survey by InsightLink Communications. Based on advice from legal counsel, the motion was carried over from last month until today's meeting. Chairman Armentrout asked if there was a motion from the floor.

Motion: Mr. Reeves made the motion to enter into a contract with InsightLink Communications to conduct an employee satisfaction survey and exit interviews. Mr. Turman seconded the motion. Chairman Armentrout asked if there was any discussion.

Mr. Workman said that he understood the motion to be that we would come back with a solution on how to fund the survey. Ms. Cannon said that she hadn't quite finished with her Finance report and that she had an update on the VRS issue. Chairman Armentrout said that he thought she was and that's why he had opened it up to discussion. He asked that she go forward with her report.

Ms Cannon passed out copies of the letter that staff prepared and that had gone out to all employees notifying them of the VRS issue and how it was being addressed. At the last meeting, staff was tasked with coming up with funding for the shortfall on the VRS. They identified in the Finance Meeting that \$78,000 was taken from the compensation board in July for the VA Risk and we had opt-ed out of this program to go with VaCorp. So the \$78,000 should be reimbursed to us from the state. Staff is working diligently here at the facility to recover that. Also, there is an additional \$50,000 in vacancy savings above and beyond what was budgeted for. There were some additional savings located in the budget already that were already mentioned at the last meeting. The cost of FICA itself is \$192,795 and that is without any penalties or interest that may be accessed and may be added. Also, the draft audit has been sent to staff. Staff sent it to Ms. Cannon for her review as well. It was asked what our net fund balance was. Ms. Cannon stated that it is a -\$238,000.

Mr. McCready said that based on the 2 savings brought before the board and the FICA quote that to correct this error we're still \$65,000 in the hole. Ms. Cannon said no, that staff had previously identified saving in the budget in the amount of \$168,714.

The question was made if we would get notice back from the IRS within this fiscal year. Mr. Chidester said who knows. He has been told when dealing with the IRS with other issues that they don't even read correspondence for six months. Now that doesn't mean that will happen this time. Ms. Cannon said that the amended returns will be reviewed by Robinson, Farmer and Cox within the next month.

The identified savings thus far are \$128,000 at today's meeting and approximately \$168,000 at the prior meeting for a total of \$296,000. The total approximate cost of the VRS issue is \$280,000 leaving about \$16,000.

Sheriff Zeman asked if these identified savings were things that we had planned on doing such as capital improvements. The Superintendent said yes the \$168,000 previously identified were new vehicles, computers, HVAC, etc. Sheriff Zeman said that they were still things that will have to be addressed at some time.

Mr. McCready asked about the shortfall in the audit from last year of -\$238,000. He asked if that was related to the VRS issue or losses in operations. Ms. Cannon said that was related to the overall financial position of the jail. Mr. McCready said so for last year, not counting the VRS problem, we went in the hole \$238,000. Ms. Cannon said that's correct.

Chairman Armentrout asked if there was any more discussion. It was asked again how much the survey would cost the Authority. The contracted price will be \$10,345.

Action: Following roll call, the motion passed unanimously.

Mr. Young asked when the letter was sent out to employees notifying them of the VRS issue. It was delivered with their November 30, 2015 paychecks.

Mr. Cornwell discussed the contract for inmate telephones with GTL (Global Tel-Link). In 2011, we entered into a contract with GTL for 3 years with the option of an automatic 1 year extension without written notification otherwise. Our original contract ended in 2014 and the extension will carry us over until July 2016. GTL has requested a new 3 year contract from us which legal counsel did not recommend. New FCC laws will go into effect in February 2016 that will significantly reduce our revenue. Therefore, the recommendation is that we draft a letter to GTL terminating our contract and then put out a RFP (Requests for Proposal) for service to begin in July 2016. The question was brought up of where this money was used. The revenue generated from inmate telephone goes into our Commissary Fund to purchase items for inmate needs.

Design and Construction Committee:

The Design and Construction Committee did not meet today.

F. SUPERINTENDENT'S REPORT:

The Superintendent reviewed his report in detail. He gave the inmate totals for each jurisdiction.

Our state responsible inmates increased from 288 to 311 in November. Under employee activity, we had 3 new hire officers, 1 new hire nurse and 2 resignations. The next academy class will begin in February 2016. He also reviewed all of the current inmate programs and gave total participants in each one. There have been no new policy changes.

We are awaiting the submittal from Baker Renewable on the new pumps for our solar hot water system. Moore Mechanical is working with Baker to decide which pump is best for our needs. Once that is complete, they will send their recommendation to Thompson & Litton who will review and approve the same. Purchase and installation will follow.

In regards to the vehicle accident, we had a couple of officers down in Roanoke on security duty at the hospital. They were returning home in some heavy traffic. They missed their intersection and were going up one more block to go and turn around. They were hit by a female driver while merging into traffic. There were no injuries and we thought the jail vehicle would be a total loss due to some frame damage. However, our insurance group has elected to repair it. Sadly it was our Chevy Impala which is one of the newest cars in our fleet. No one was charged in the accident.

The Superintendent invited everyone to stick around after the meeting to enjoy some cake and ice tea in honor of the retirements of Sheriff Zeman, Sheriff Thompson and also our two other outgoing members Mr. Allen and Mr. Jackson. He added that he also would like to personally thank Sheriff Zeman for everything that he has done for both him and this facility as Chairman. Sheriff Zeman thanked him for his kind words and said that the pleasure had been all his. He added that he had made a lot of friends here and done a lot of networking.

Chairman Armentrout wished everyone a Merry Christmas and said that he would see everyone next year.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

The Superintendent asked everyone to please forward a copy of their Financial Disclosure Statements to Tonya. We are now required to have one for each member of the Authority. That is something that we were cited on with our audit this past year, so please send those in.

Sheriff Davis asked if an inmate is released and doesn't have a ride are they taken back to the arresting jurisdiction. The Superintendent said yes. Unless they have a bus ticket and we will then drop them off at exit 80 in Wythe County at the Greyhound bus station.

Sheriff Millirons said that the Giles County School System really appreciated the class and tour that the jail had for them. The Superintendent said that our staff really enjoys providing that service. He said that he hopes to get more folks involved in it. We all know that these kids are our future. He has been told that Giles County is doing a mapping project to find ways to reduce

crimes. He knows it will be a few years before we see results from that but hopefully we will deter some of those folks.

J. ADJOURNMENT:

Chairman Armentrout 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 Armentrout adjourned the meeting at 10:34 am.

Secretary, Sheriff Gardner

