

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
June 10, 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 10:00 a.m. by Chairman Mark Armentrout with nine (9) members and three (3) alternates present.

MEMBERS PRESENT:	Carroll County:	Ms. Cannon
	Floyd County:	Sheriff Craig; Mr. Turman
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Mr. Sweet
	Radford City:	Sheriff Armentrout; Mr. Young
	Wythe County:	Sheriff Dunagan

ALTERNATES PRESENT:	Giles County:	Mr. Martin
	Pulaski County:	Mr. McCready
	Wythe County:	Ch. Deputy Foster

STAFF & GUESTS PRESENT: Interim Superintendent Charles Poff, Jr.
Jim Cornwell, Anderson, Marks and Miller
Bob Sumner-NRVRJ officer

B. ROLL CALL:

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

C. APPROVAL OF MAY MINUTES:

The Minutes from the May Authority Meeting were mailed to each board member for review. Chairman Armentrout asked if there were any additions or corrections to the Minutes. Hearing none, he asked for a motion to approve.

Motion: Sheriff Millirons moved to approve the May Minutes as presented. Ms. Cannon seconded the motion.

Action: The motion passed unanimously.

D. OLD BUSINESS:

Chairman Armentrout said the only new business to discuss is the search for a new Superintendent. He asked Mr. McCready to give an update from the Search Committee and also the Personnel Committee in Mr. Reeves' absence.

Mr. McCready said the Search Committee has met a couple of times. Last Friday, they met and reviewed all of the packages that been received and they are still accepting applications for Superintendent. They have pared down the list of applicants based on some lacking the necessary qualifications. The group has set up a date to begin the first interviews and they are now preparing a list of questions.

E. COMMITTEE REPORTS:

Personnel Committee:

Mr. McCready also gave a report from the Personnel Committee meeting. There have been three officers to resign. One officer resigned stating that this job was not for him. A female officer resigned after being accepted to the University of Maryland and she had just graduated from the academy. The third officer resigned to accept a position with Montgomery County Sheriff's Office. The Virginia State Police and Radford University are currently doing background checks on two of our existing officers.

Since the last meeting, we have had 270 hits on the job search site Indeed. We have hired seven officers and currently have two openings. One applicant is scheduled for an interview and we are processing sixteen applications. We hired a food service supervisor and she called a couple of days later to turn it down. We're working again for fill this. There is one opening for a nurse and we are processing two applications for that position. There is one opening for a Maintenance position and there are two interviews scheduled for next week.

Operations Committee:

The Operations Committee did not meet today.

Finance Committee:

Ms. Cannon gave an update on the Finance Committee activity and handed out copies of the monthly financials for July 2015-May 2016. Our total gross revenue was \$18,045,536.25 with total expenditures of \$18,603,285.45 for a net ordinary loss of \$557,749.24. When you factor in accounts payable and per diems that are due to the facility, it brings the other income to \$142,708.15. When you factor in the debt service payment it brings the total net income to \$2,005,454.74.

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

Ms. Cannon reviewed copies of the proposed FY 2016-2017 budget with the group. The proposed budget is based on a per diem of \$24.95 and an average daily population of 873. There have been a couple of changes. The compression salaries were added to the state comp board reimbursement. It sounds like revenue projections aren't meeting what the state is projecting on the salary increase so there may be some modifications moving forward. The inmate telephone income was increased by roughly \$150,000. On the expenditure side we have budgeted for some capital expenditures. We budgeted \$50,000 for a water filtration system, \$45,000 for plumbing repairs to E-Block and \$5,500 for HVAC replacement of filters. The employee health insurance was a big topic of discussion during budget meetings. That increase was \$3.40 a month. The budget totals \$20,468,017 and we will need a motion to approve. Ms. Cannon also discussed the operating reserve. We have budgeted for a \$321,611 payment to the operating reserve. According to the consultant's report, the requirement is much less than that. The Consultant has projected that the required amount would be \$18,153 so we do have a little room moving forward in our budget if we have any unanticipated expenditures. Mr. McCready added that the Consultant's report pointed out a couple of things that needed improvement but he also was very complimentary in that we had been pretty good stewards of our cash reserves. He added that it was a good thing that we were able to put aside a little more than we have to because we don't know what might break and may need to be repaired.

Motion: On behalf of the Finance Committee, Ms. Cannon made the motion to adopt the FY June 2017 budget in the amount of \$20,468,017. Mr. Chidester seconded the motion.

Action: Following a roll call vote, the motion passed unanimously

Ms. Cannon tasked the staff with preparing a budget amendment for the FY 2016 budget. We have been running over pretty significantly on medical costs and are currently at 110% at the end of May. A copy of the budget amendments were handed out and Ms. Cannon reviewed it in detail.

Motion: On behalf of the Finance Committee, Ms. Cannon made the motion to approve the FY 2016 budget amendment in the amount of \$376,642. Sheriff Dunagan seconded the motion.

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:

Mr. Poff gave a detailed report to the group. Some of the stats he provided were:

- Headcount today 911
- April total use of beds was 1,303 and May was 1,304

- April average daily population 897 and May was 913
- Male inmate average 755
- Female inmate average 157
- Number of inmate commitments 543
- Number of inmate released 508
- Number state responsible inmates 304

Mr. Poff also reviewed the inmate program totals and mentioned that we are trying to enhance our jail programs. We are looking into some substance abuse programs through outside agencies and grants in order to provide that.

Employee Activity/Personnel:

Six new officers started on May 16th and one new officer on June 1st. They are currently involved in field training and orientation. There are four additional officers scheduled to start on June 16th. At our request, the academy added another basic training session which will begin on Monday, June 13th and run through August 29th. A second session will be held September 12th through December 7th. The academy will then schedule another session to begin in January or February. We hope to send 12-13 officers to each of these academies. We have over 37 officers that need training and we're trying to get it done as quickly as we can. Our Training officers have put together a program to work with recruits on driving and firearms prior to going to the academy. Those are the two hardest subjects that they have and generally are the ones that they fail. This will give the recruits an introduction and sort out any problems so we can work with them.

Video Arraignment Officer:

Our current Video Arraignment Officer Stanley Burnett put in for a transfer to the sanitation department. Eleven people applied for the vacant video arraignment position. A panel was put together to interview for a replacement and the applicant selected was Officer Josh Arnold. Officer Barnett will be left in that position until he has Officer Arnold fully trained.

Operations:

Mr. Poff has completed all of the supervisor meetings and those meetings will continue on a regular basis. In regards to operations, we will continue to evaluate and tweak things as needed. An example of this is moving the headcount forward two hours. With the original count times, these officers have worked twelve hours and if the count doesn't clear they are held over until it does. So we've backed it up two hours to give them enough time to make it right and find any discrepancies in the count. Prior to the change in a four day cycle, the average officer earned an hour of comp time due to headcount. This change will help save on that and we can also use the earlier headcount to verify our food count. We're going to test it for a while and if it works then we'll implement it fully.

PREA Coordinator:

Last month it was asked if we needed a fulltime PREA Coordinator once we hit 1,000 inmates and the answer is yes. However, Mr. Poff thinks that we can satisfy that requirement by using existing staff in a shared responsibility for PREA Coordinator.

Policy and Procedures:

Some of polices are outdated and we need to update them to our current operations. We will continue to work on that as well as updating our employee performance evaluations.

Jail Physician:

Dr. Moses is having surgery and will be out for several months. We will have Ethan Miller, FNP filling in while Dr. Moses is on leave.

Dentist:

Dr. Tatro is doing a great job for us. Since he started last month, the number of inmates waiting to see the dentist has dropped from 100 down to 14.

Billing issues:

The per diem billing is generated by an automated (JMS) Jail Management System. When an inmate's status information such as court, sentences or charges are updated on the status side it isn't automatically updated on the billing side. That requires the person that is generating the billing to enter that information. It won't cause problems in your bill unless they enter the wrong code or the wrong court information. Mr. Poff has asked our IT person to work with our JMS vendor to resolve and automate that function. He has also asked for an additional check to be done prior to bringing it to Mrs. Akers to send out. Mr. Chidester said that Giles County had problems in the past with their billing but over the last 3-4 months he didn't think there had been any issues.

Newsletter:

We emailed our first newsletter out to our staff and to the Authority members. Mr. Poff said the staff was really proud of the newsletter and he complimented Mrs. Akers' work on compiling it. Several Authority members commented that they enjoyed reading it.

Lids Audit:

It's time for us to have a Lids audit and that should happen shortly. We have yet to hear anything regarding a DOC surprise audit but are expecting it any day.

Solar Hot Water System:

The purchase order has been issued and the pumps/materials are on hand. The contractor should be here next week to install it. Moore's came in last week to repair some water leaks and work on the boilers.

Simplex-Grinnell:

They will be here next week to do a five year inspection of all the jail's fire and emergency equipment.

Inmate Telephone Contract:

Mr. Poff has been negotiating with GTL as directed by the Authority last month. The contract will now pay \$360,000 a year instead of \$350,000. We have asked GTL to guarantee that to us during FY 2016-17. If the FCC does make changes in the rates, we will have time to deal with it during our next budget year. Mr. Poff forwarded the contract to Mr. Durbin for review and his comments. He will meet with GTL again this afternoon and hopes to have the contract next week.

Trusties:

Mr. McCready made a comment regarding jail trustees. Pulaski County has many summer projects planned such as the painting of several schools. The county appreciates all of the help from the jail and the work that the inmates do. He stated that if any jurisdiction doesn't need all of their trustees on a certain day that Pulaski could definitely use them. They have a lot of work for them to do. Sheriff Millirons said that Giles County runs an inmate work crew about seven days a week which has saved the county thousands of dollars. The trustees do all of the mowing and it really works out well. Jerel Dobbins' work crew was also mentioned for the great job that they do for the jurisdictions. The trustees are also busy working on the jail's garden again this year.

Aramark:

Mr. Poff has been reviewing our food service contract. He thinks there a lot of room in there to reduce some costs. That may be something we want to explore in the future and possibly send it out again for bid.

Chairman Armentrout asked if there were any questions or comments. Mr. Turman said he also wanted to compliment the newsletter. He enjoyed it and said it was a good morale builder.

G. NEW BUSINESS:

Chairman Armentrout said that we need to elect officers for next year and that Mr. Chidester had agreed to collect nominations over the last month.

Mr. Chidester said that Sheriff Armentrout-Chairman, Tim Reeves-Vice Chairman and Nikki Cannon-Treasurer have all agreed to continue on in their respective offices. However, Sheriff Gardner did not want to continue as Secretary.

Mr. Chidester opened the floor to additional nominations for any of those positions and Chairman Armentrout asked if anyone would like to serve as Secretary.

Mr. McCready said that we could have an acting Secretary. Mr. Cornwell said that the Chairman and Vice-Chair had to be members of the Authority but the other positions did not. He added that a staff person could be appointed. Mr. Chidester said that would make sense because a staff person will always be here. Mr. McCready asked if any legal signatures would need to be signed by the Secretary. Mr. Cornwell said you could move the duties around so that any legal documents would be signed by the Chairman and Vice-Chair.

Motion: Mr. McCready made the motion to make Tonya Akers our acting Secretary and that any legal signatures required be executed by the Chairman or the Vice Chairman.

Mr. Chidester asked if there were any other nominations for any of the offices. Hearing none, Mr. McCready said that he would just modify his motion.

Motion: Mr. McCready moved that his original motion also encompass the closing of all nominations and the election of all officers by acclamation. Mr. Turman seconded the motion.

Action: Following a roll call vote, the motion passed with a vote of 9 yes and 1 abstention.

Ms. Cannon-abst.	Sheriff Craig-yes	Mr. Turman-yes
Sh. Millirons-yes	Mr. Chidester-yes	Mr. Sweet—yes
Mr. McCready-yes	Mr. Young-yes	Sh. Armentrout—yes
Sh. Dunagan-yes		

H. CITIZEN’S COMMENTS:

None.

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Mr. Poff updated the group on Authority Member Frank Conner. Mr. Conner suffered a heart attack last week and is scheduled for surgery this morning. We will update the group as we know more.

Mr. Sweet said that Sheriff Vaughan couldn’t be here today but had asked that he address something in his absence. In the April 15, 2016 Authority Minutes, Sheriff Vaughan felt that something he said may have been misinterpreted. Even though these Minutes have already been approved, Sheriff Vaughan asked that his portion on page four of the April 15, 2016 Minutes be struck from the Minutes. Mr. McCready asked if Sheriff Vaughan could send in writing what he wants changed. Mr. Sweet said that Sheriff Vaughan would like to just strike that paragraph entirely.

Motion: Mr. Sweet made the motion to amend the April 15th, 2016 Minutes to strike the fourth paragraph on page four which include Sheriff Vaughan’s comments. Sheriff Dunagan seconded the motion.

Action: Following a roll call vote, the motion passed unanimously

J. ADJOURNMENT:

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

Motion: Ms. Cannon 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 10:50 am.

Chairman Mark. R. Armentrout