

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
September 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 10:00 a.m. by Chairman Mark Armentrout with nine (9) members and seven (7) alternates present.

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

ALTERNATES PRESENT:	Carroll County:	Ch. Deputy Bourne
	Giles County:	Mr. Martin
	Grayson County:	Ch. Deputy Ashby
	Pulaski County:	Mr. McCready
	Radford City:	Mr. Young
	Wythe County:	Ch. Deputy Foster; Mr. Dalton

STAFF & GUESTS PRESENT:	Interim Superintendent Charles I. Poff, Jr.
	Jim Cornwell-Sands Anderson Marks and Miller
	NRVRJ officer-Bob Sumner
	NRVRJ officer- Sgt. Diana St. Clair
	Citizen- Robert Lyons

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 AUGUST MINUTES:

Copies of the Minutes from the August meeting were mailed to each member. Chairman Armentrout asked if there were any additions or corrections to the Minutes.

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

Action: The motion passed unanimously.

D. OLD BUSINESS:

Chairman Armentrout said the only old business on the agenda is approval of the new superintendent's contract. He turned the meeting over to Mr. Cornwell to bring the group up to date.

Mr. Cornwell prepared a draft and sent that to Mr. Winston for his review. Mr. Winston had three comments regarding the contract and neither Mr. Cornwell nor the Chairman saw an issue with any of them. One comment was regarding FMLA leave. The remaining two comments were in regards to the sick and annual leave that Mr. Winston would be bringing with him from his previous employer. Chairman Armentrout said the background check by Pulaski County Sheriff's Office was now complete and Mr. Winston received an exemplary report with no issues. He then turned the meeting over to Mr. McCready to give the Personnel Committee report.

E. COMMITTEE REPORTS:

Personnel Committee:

Mr. McCready said the group had met this morning and reviewed the minor legal changes to the superintendent's contract. They discussed the background check as well. It is the recommendation of the Personnel Committee that we approve this contract. At last month's meeting, we offered a conditional employment subject to negotiating terms and conditions. We have done so and now we need to take the next and final step.

Motion: Mr. McCready made the motion to approve the contract as revised, subject to the Mr. Winston passing the physical and drug screening. The motion also authorized the Chairman to execute the document. Mr. Chidester seconded the motion.

Action: The motion carried unanimously.

Chairman Armentrout said that we would get the physical and drug screening scheduled for next week. Once we receive the results, Mr. Winston's first day will be September 19th. Chairman Armentrout will draft up a press release to send out to all members and then we will release it to

the media. He added that he was glad this process was over and he looked forward to Mr. Winston coming on board.

Mr. McCready said that the Personnel Committee met with Mr. Poff this morning to discuss employee levels and a disciplinary action. He asked Mr. Poff to provide the details to the Authority members.

Mr. Poff said that since our August meeting, four officers and two nurses had been hired. We have also had four officers and one nurse to resign. The nurse that resigned had only been here for one week and said that she couldn't adjust to working back in the jail. One of the officers that resigned was unable to complete the firearm academy segment of the training on her second attempt. We worked with her but finally she had to resign. One officer went to work security at a hospital closer to home, one went to work with his father and one went back to school. We have one current opening for a kitchen supervisor however we are keeping that vacant until we renegotiate the food service contract. We have assigned someone already on staff to that position until we decide what to do with the contract.

We have two officer vacancies and are conducting investigations on two applicants from our pool of applications. Mr. Poff has an interview this afternoon and one scheduled for next week.

Three officers were suspended for sleeping while on hospital duty. Our contract requires us to assign two officers to any inmate that is committed to the hospital. We had three inmates there so there were six officers assigned to guard them. We were notified by the hospital that comments about getting blankets, pillows, etc had been made to the nurses and officers were said to be sleeping while on duty. We conducted an investigation into this matter and interviewed the nurses. The officers' supervisors recommended a four day suspension. Each of the three officers received a disciplinary hearing. They were given an opportunity to say why they should not be suspended and also to present any evidence. After the hearings, the disciplinary panel upheld the four day suspensions and Mr. Poff met with each of the three officers to issue the suspensions.

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 August 2016. She reviewed them in detail giving total income, expenditures and total profit to the group. Ms. Cannon pointed out that there was a little concern with the overtime budget. We are looking at rectifying that with some budget savings moving forward.

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:

Copies of the Superintendent's Report were handed out and reviewed with the group. Mr. Poff gave today's headcount as 919. The total days served for August was 28,946 which was an increase over July's total of 28,517. The average daily population was 933 for August and 934 for July. There were 543 commitments in August with a total of 511 releases.

Policies and procedures:

We have revised a total of four medical policies and have also revised many of the medical forms. Mr. Poff has assigned someone to the medical department to do nothing but to review and write policies.

Audit:

We had our financial audit by Robinson, Farmer and Cox on August 24-26, 2016. Mr. Poff had a brief review afterwards with the auditor and they indicated that we did a great job on our audit. The auditors will meet with the Finance Committee in the future to give a full review.

Water and plumbing:

The water filtration system has been installed. The plumbing repairs have been completed in E-block in six of our housing units. Mr. Poff presented a jail layout highlighting the plumbing repairs and explained the plumbing issues that we have been experiencing. He pointed out the repairs that have been made so far and the areas that may need to be repaired in the future. He has asked our Maintenance supervisor for an estimate on future repair costs to be shared at next month's meeting.

GTL:

GTL has installed all of our new inmate telephone systems. We are now waiting for them to install the video visitation units.

Kitchen Floor:

The kitchen floor was repaired over the last two nights. Our maintenance staff will inspect it and then we will notify the health inspector. This will resolve the deficiency that we had a few months ago.

Academy:

Twelve recruits graduated on August 30th. The next basic school begins on September 12th and there will be twelve more officers attending. That will leave us with approximately twenty-one officers left to train.

Medical:

Originally, there were two rooms being used for our pharmacy. We have combined those into one and by doing so freed up the extra room to be used for treatment. Mr. Poff has assigned one intake LPN to the booking department. Her job is to address any mental health or medical issues that are identified by the booking officer's screening process. She is now doing health physicals on everyone that comes in and a secondary mental health screening. In her free time, she will do sick calls and follow-up on inmates' health/mental health issues.

Mental Health:

Mr. Poff has been working with New River Valley Community Services to expand our mental health program. As a result, they proposed increasing the psychiatrist's hours from two visits a month to working an 8:30-4:30 day once a week. They also proposed increasing their mid-level provider by adding one more day per month.

We are working to add a Mental Health First Aid training session for all of our officers. This training would help the officers to recognize the signs and symptoms of mental illness and how to deal with these individuals.

In addition, they also proposed establishing individual group mental health counseling sessions. New River Valley Community Services are more than willing to work with us to expand their services as long as we provide support, supervision and space. We can certainly do that and all of these services are provided at no cost to us.

We have submitted our intention to apply to the Department of Criminal Justice for a mental health grant. DCJS will notify us this month if we are selected to apply for the mental health grant.

Substance Abuse Program:

We began a Substance Abuse program this past week at the jail. This initial class has 32 total inmates (17 men and 15 women) in the program.

EMR-Electronic Medical Records:

We have outgrown our manual filing system in Medical. When you have 950 inmates it's hard to hand chart everything to keep up with blood pressure checks, blood sugar checks, etc. There is currently a lot of waste and cost due to the large volume of paperwork that we have.

Last week, Mr. Poff had a demonstration by a medical software provider that he is familiar with. Through this EMR system, our medical staff would be able to schedule all of our events such as treatments, daily schedules, appointments so nothing is forgotten. The inmate's wrist band could be scanned and everything is then tied to their medical record. If an inmate goes out for x-rays, the system can email them directly into the inmate's record. If the doctor prescribes a medication it automatically places the order. This system will be able to provide any reporting that is needed by our staff. We are going to propose this program to the Authority at the next meeting. Our contact at GTL has agreed to fund this system if we buy it through them by adjusting our commission rate. Generally, there is an upfront cost anywhere from \$3,000 up to \$40,000 and then you have to pay a per inmate fee. The usually equals about \$1,000 per month as a yearly maintenance to keep the system going. At next month's meeting we will bring you with two

options. One will tell you what we can do if we go through GTL and the second option will show the straight up cost. This system is highly needed and will help to free up staff. Chairman Armentrout added that he had gone through the Medical department earlier this week. He said that it was eye opening to see all of the stacks of files and paperwork in that department. He invited board members to go back to Medical after the meeting and see for themselves the need for this system.

Pre-Release Program:

Mr. Sam Arnold from Probation and Parole is scheduled to begin the Pre-Release program on September 30th.

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. Workman made the motion to adjourn the meeting.
Sheriff Millirons seconded the motion.

Action: The motion passed unanimously.

There being no further business to come before the Board, Chairman Armentrout adjourned the meeting at 10:32 am.

Chairman Mark A. Armentrout