

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**January 12, 2017**  
**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 10:25 a.m. by Chairman Mark Armentrout with nine (9) members and three (3) alternates present.

<b>MEMBERS PRESENT:</b>	Bland County:	Mr. Workman
	Carroll County:	Ms. Cannon
	Floyd County:	Mr. Turman
	Grayson County:	Mr. Smith; Sheriff Vaughan
	Pulaski County:	Sheriff Davis
	Radford City:	Sheriff Armentrout; Ms. Cumberland
	Wythe County:	Mr. Reeves

<b>ALTERNATES PRESENT:</b>	Pulaski County:	Mr. McCready
	Radford City:	Mr. Young; Major Schumaker

<b>STAFF &amp; GUESTS PRESENT:</b>	Superintendent Gregory P. Winston
	Dep. Superintendent John Bowman
	Steve Durbin-Sands Anderson PC
	Robert Lyons-citizen

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 DECEMBER MINUTES:**

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

**Motion:** Mr. Workman moved that the December Minutes be approved as presented. Mr. McCready seconded the motion.

**Action:** The motion passed unanimously.

**D. OLD BUSINESS:**

None.

**E. COMMITTEE REPORTS:**

**Finance Committee:**

Ms. Cannon gave an update on the Finance Committee activity and handed out copies of the monthly financials July-December 2016. She reviewed them in detail giving total income, expenditures and total income to the group.

**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 also passed out copies of a proposed budget adjustment in the amount of \$449,896. This would be a significant adjustment to the overtime portion of the budget as we are running over due to officers working a large amount of hospital duty. The only two per diems that are being adjusted at this time are Carroll County and Grayson County. There is also a reduction to the state comp board reimbursement.

**Motion:** On behalf of the Finance Committee, Ms. Cannon recommended the budget adjustment in the amount of \$449,896.

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

**Personnel Committee:**

Mr. McCready gave an update from the Personnel Committee meeting this morning. The next academy starts on February 6<sup>th</sup>. We will have a total of 3 academies this year with the 2<sup>nd</sup> session beginning on May 22nd and the 3<sup>rd</sup> session beginning on September 18<sup>th</sup>.

We had three officer resignations and we have had six new hires. Currently, we have one vacant position in medical and we're running the background check at this time. We continue to advertise on Indeed.com and we're receiving 530-550 hits for it. We held testing this past Tuesday with 15 applicants. Thirteen of those passed both the written and physical portions of the test. Background checks are underway. We have 12 vacancies at this time and we will continue testing every two weeks.

We had four employees assigned to Food Services. Out of those four, two positions were eliminated and the remaining two employees were able to go to vacant positions within the jail.

Mr. Reeves added that the other two employees are interviewing with the new food service provider.

**Operations Committee:**

The Operations Committee did not meet today.

**Design and Construction Committee:**

The Design and Construction Committee did not meet today.

**F. SUPERINTENDENT'S REPORT:**

Superintendent Winston thanked everyone for coming today.

The jail staff held a food drive in December to benefit New River Community Action in Pulaski County. We're happy to say that we donated approximately 750 food/ hygiene items on behalf of the men and women of the NRVRJ. Both Superintendent Winston and Lt. Col. Bowman raffled off their Christmas bonuses and also picked up a couple of extra \$20 gift cards since so many employees participated. He thanked all of the staff that donated and the folks at New River Community Action were so appreciative.

Superintendent Winston wanted to recognize a milestone for a few of employees. The date of January 4<sup>th</sup>, 2017 was a 19 year anniversary for Jolene Mabrey, Lori Mabry, Angie Gautier, Pam Olverson, Melissa Edwards and Tommy Bobbitt. Congratulations to those employees and we appreciate their many years of service.

We conducted a Supervisors meeting and also an Employee Advisory Committee meeting during the month of December.

**Operations:**

- Today's headcount 934
- Total days served for December 27,357 (November 27,329)
- Average daily population for December 882 (November 911)
- Average Daily Population for male prisoners 741
- Average Daily Population for female prisoners 141
- Number of commitments for December 462
- Number of releases for December 454
- The Average Daily Commitments 14.9 per day
- The Average Daily Releases 14.6 per day

**Policy and Procedures:**

We rolled out a number of revisions on policies and procedures both on the personnel and operations side on January 1<sup>st</sup>. These included: prisoner grievance procedure, inmate rules and regulations and how we deal with prisoner discipline. We also revised some policies with respect to personnel discipline, personnel appeal/grievance process, payroll, FLSA with exempt and non

exempt status. We're getting ready to send out everyone's new performance appraisals, job descriptions and classification pay plans.

**HR and Personnel:**

Out of our four food service employees, two were given more than a month's notice that they would be laid off effective Feb. 1<sup>st</sup>. One of the remaining employees is being transferred to our records department and the final employee will move into a new position here as a correctional librarian. This new position will be funded by the compensation board. The two employees that were laid off were both put in touch with the new food service vendor so that they can compete for a position with them.

**Budget and Jail Cost Report:**

The Superintendent and Ms. Dobbins have been working on the compensation board budget which is due Feb. 1<sup>st</sup>. They also sent in the jail cost report a couple of weeks ago.

**IT:**

Our website has been redesigned and we will continue to enhance the content on the site. As things come up such as the food drive we'll put those events on the website. We'll also look at some opportunities for social media in the future.

We've been looking at our internal network and infrastructure. We're working with our new commissary vendor to get some servers put in to improve our network infrastructure at no cash cost to us. In addition to that, we're working to improve our storage capacity by installing scanners to begin digitizing some of our information. We're requesting reimbursement from the compensation board to pay for the scanners.

Based on the commissary contract, we have a couple of virtual servers coming online in the network which will increase the capacity of our main network switch from 1 gig to 10 gigs. This will allow us to incorporate a couple of more programs.

**GTL:**

We are on schedule for the upgrading of video visitation. We had a conference call with the vendor two days ago finalizing some of the specific configuration details which should be completed by March 1<sup>st</sup>. There will be a period of time that video visitation will be down. We will make sure that the localities are aware in case you hear any concerns. Plenty of notice will be given to the prisoners and their families. The Superintendent expects it to be totally down for about two weeks. It will be a requirement that visitors register with the new system because we will be using scheduling software. We're working with the vendor on a couple of options to help visitors get registered here onsite. As part of the contract that Mr. Poff negotiated with GTL, we will be receiving some software/hardware to produce new id badges for staff, doing away with inmate wristbands and moving to identification cards for prisoners. Hopefully, it will be complete within a month or so.

**Food Service and Commissary RFP's:**

The food service and commissary RFP contracts were finalized and signed. The Superintendent feels that we were able to negotiate a great deal of positive things for the staff. The Food Service contract with Trinity Services will begin on Feb. 1<sup>st</sup>. Trinity Services has been onsite doing

interviews for kitchen employees and transition planning is now underway. We expect them to take over fully on Feb. 1<sup>st</sup>.

We entered into a contract with Oasis Systems Incorporated out of Georgia for our commissary services. That commissary will no longer be onsite but will be shipped up from Roanoke. They also service several other regional jails in the area. We have negotiated a reasonable commission with them and they will be providing us with in-dorm kiosks. Currently the prisoners fill in bubble sheets for their commissary and turn those into the jail staff. Jail staff then submits those into the commissary group. Effective Feb. 1<sup>st</sup>, the prisoners will be able to order over the telephone or on the kiosks. The prisoners will also be able to access their account balances, see handbook updates and we're also looking at the possibility of offering video visits through this system in the future. The Oasis group offers software with face recognition capability and safeguards in place to prevent any foolishness during these video visits.

In regards to the food service contract, we were able to negotiate that there will be no increase in inmate meal cost, the renovation of the staff dining area and staff meals will be provided at no cost. Trinity has asked for input from the staff on the ODR theme. The ODR will also be open until 2:00 am to accommodate the night shift employees. Superintendent Winston said that Trinity Services really provided us with a package that is very focused on the staff. That is something that he requested from each of the food service vendors that submitted proposals.

### **Preventative Maintenance:**

Superintendent Winston passed out a report from Pro-Com showing an estimate for the preventative maintenance of our radio system. The most severe concerns that we have are the antennas and repeaters that we have in Grayson and Giles County. What we need to do in the immediate future is replace those antennas, repeaters and cabling both in Grayson and Giles County. We also need to replace our base station here at the jail. Over the next couple of years as we work on the capital improvements portion of the budget, we'll put some mobile radios and handheld radios in there. By doing so, it will improve our ability to connect with the local sheriffs' offices and give us more streamlined communication. But replacing the antennas, repeaters, cabling and base station here will really help us in the short term. He asked the members to please take time to review the handouts.

The Superintendent has also requested a review of our security system from Esitech. They have performed the inspection but have not provided the report to us at this time.

### **Programs:**

The New River Valley Agency on Aging has invited us to participate in a steering committee for a chronic disease self-management program. We would like to bring that program inside to the prisoners. We're spending a lot on prisoners with chronic diseases and then turning them back into your communities where they then use community resources. We're hoping to improve their health while they are here, reduce our cost and then transition them back into the community. This program is currently in use at other jail/prisons including Bland and Lee County as well.

Superintendent Winston has a meeting scheduled with Heidi Sizemore from the Giles County Technical Center to discuss their LPN program. They are excited about making the jail part of their training. Their nurses will come in to work under supervision and it should be a nice recruiting ground for us. This will create a place for us to recruit qualified nurses that are trained

to understand what we do and how this facility works. It will benefit us if they come on staff here or any other correctional facility that they may go to work for.

**G. NEW BUSINESS:**

**H. CITIZEN'S COMMENTS:**

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

Mr. McCready gave an update on Mr. Frank Conner's wife. She had been admitted into the hospital earlier in the week for back surgery and is currently in serious condition. Please keep them in your thoughts and prayers.

Mr. Turman asked if the jail was still doing a newsletter. Superintendent Winston said that yes that we would in the future but this month he had just sent his Superintendent's portion out in the form of an email.

**J. ADJOURNMENT:**

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

**Motion:** Mr. McCready made the motion to adjourn the meeting.  
Mr. Reeves seconded the motion.

**Action:** The motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 10:52 am.

---

Chairman Mark A. Armentrout