

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
March 10, 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 10:08 a.m. by Chairman Armentrout with eleven (11) members and three (3) alternates present.

MEMBERS PRESENT:	Bland County:	Mr. Workman; Sheriff Roseberry
	Carroll County:	Ms. Cannon
	Floyd County:	Mr. Turman
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Mr. Smith; Sheriff Vaughan
	Radford City:	Sheriff Armentrout; Ms. Cumberland
	Wythe County:	Mr. Reeves

ALTERNATES PRESENT:	Giles County:	Mr. Martin
	Pulaski County:	Mr. McCready
	Radford City:	Mr. Young

STAFF & GUESTS PRESENT:	Superintendent Gregory P. Winston
	Dep. Superintendent John Bowman
	Jim Cornwell-Sands Anderson PC

Chairman Armentrout welcomed the group and asked that everyone please remember the family of Carroll County Deputy Curtis Allen Bartlett that was killed in a car crash last night during pursuit of a suspect. Ms. Cannon thanked all of the jurisdictions that had rallied around Carroll County during this tragedy. She added that Deputy Bartlett was a great guy, a beloved member of the community and will be greatly missed.

Chairman Armentrout also announced the Mr. Frank Conner, an original member of the Authority, will be stepping down effective immediately. We have ordered a plaque to honor his years of service and will have that delivered to him.

B. ROLL CALL:

Mrs. Akers called the roll and reported a quorum present.

C. APPROVAL OF FEBRUARY MINUTES:

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

Motion: Mr. Reeves moved that the February Minutes be approved as presented. Mr. Workman seconded the motion.

Action: The motion passed unanimously.

D. OLD BUSINESS:

None.

E. COMMITTEE REPORTS:

Personnel Committee:

The Personnel Committee did not meet today.

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 July-February 2017. 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

Staff has begun working on the internal portion of the budget planning. We will have a budget planning session on Thursday, March 23rd at 9:00 am.

Design and Construction Committee:

The Design and Construction Committee did not meet today.

F. SUPERINTENDENT'S REPORT:

Superintendent Winston said that on behalf of the men and women of the NRVRJ he extends our condolences to the family of Deputy Curtis Allen Bartlett, the Carroll County Sheriff's Office and the citizens to Carroll County. We definitely lost another hero today with the loss of Deputy Bartlett.

We are partnering with the Pulaski County United Way Drive. We hope to promote awareness and create some volunteer opportunities for the staff. Officer Kristi Wright has volunteered to lead the group. Her committee consists of Monica Padgett, Ryan Stamper, Jock Songer, Roy Bowden and Bobbi Webb. The United Way drive will begin on May 1st.

Superintendent Winston thanked Mr. Turman for reaching out to the Montgomery-Floyd Regional Library for a book donation to our jail library. As stated at last month's meeting, we have created a corrections librarian position with a civilian staff member we brought over from our kitchen.

Both a Supervisors' meeting and EAC meeting were held this month.

Corrections-Basic Academy

The academy continues with no issues.

Operations:

- Headcount today 853
- Total days served for February 24,154
- Average daily population for February 863
- Average Daily Population for male prisoners 727
- Average Daily Population for female prisoners 136
- Number of commitments for February 493
- Number of releases for February 511
- The Average Daily Commitments 17.6 per day
- The Average Daily Releases 18.3 per day

Prisoner Issues:

We had an HEM (Home Electronic Monitoring) inmate here for non support that walked away from the program on Feb. 28th. He was recovered in Carroll County after a week. Thank you to Sheriff Garner and the Carroll County Sheriff's Office for their assistance.

Policy and Procedures:

We continue to revise a number of policies and procedures. Our most recent focus is inmate records, intake and release policies. We're working to clean that up, create some structure and streamline those operations. As of next Saturday, we will no longer distribute mail on weekends, state or Federal holidays for staffing and safety reasons. It isn't required to do so and all of the inmates have been notified of the change.

HR and Personnel:

We had four new hires this month with three officers and one nurse. Officer Clifford Myers has announced his retirement on June 1st and we currently have nine vacancies. The next round of officer testing will be held on March 21st.

We're participating with the Giles County Technical School's LPN program. Superintendent Winston will be speaking with that group on March 20th and our first group of nurses will be precepting here in the jail very soon.

Budget and Jail Cost Report:

Staff has been working on the budget. There is a preliminary budget meeting scheduled with Ms. Cannon for next Tuesday.

IT:

We had a server installed by our commissary vendor for the new inmate accounting software. We have contractors coming today for the purpose of looking at cable for the inmate commissary kiosks. The contract for CorEMR has been presented to our attorney for review. We hope to have that in process and going live in May.

We have a video visitation project going on now. All of our video visitation needs have now been replaced and we expect to be live with that on March 31st so family members will be able to schedule their visits online.

Last month we purchased document scanners for the staff which the comp board reimbursed us for. We are now looking at some software to catalog and archive our documents. Pricing and demos has been received from a couple of groups and are being reviewed.

GTL:

We finalized the hardware and software needs for the PictureLink system which will upgrade our ability to give inmates and staff ids. We found out that our current inmate software wasn't up to the current version. That will be completed over the next month along with testing and scripting. We hope to have the implementation of the inmate ids and new software patch online in June.

Food Service and Commissary:

Our food service and commissary contracts are now a month old and we are just getting our first invoices from them. We have been having record commissary sales. Since we will be moving to new accounting software, we have been working with our auditors to clean up some very old cost recovery debt. By doing so, it will make our transition into the new software much easier to manage. Indigent inmates currently receive free supplies at the time of admission. Once the new software is installed, they will still receive the supplies but they will be billed for admission kits, writing kits, etc. The jail will also be changing our cost recovery procedures once the new

software is in. Indigent inmates will be allowed to retain 40% of any money deposited on their account to spend and the jail would receive the remaining 60% for cost recovery.

Preventative Maintenance Radios/Security Systems:

We currently have some DVD's down in our security systems and we are waiting on some pricing for repairs. We have had reviews of our systems conducted by both ProComm and Esitech and we have asked them for a cost of annual service contract. Esitech put in the original security system but we also had a 2nd group also perform a review in an effort to get some competitive pricing.

Superintendent Winston will be sending a letter to each Sheriff requesting their permission for ProComm to program their jurisdiction's radio frequency into our system. He will take care of all of the paperwork and forward it to ProComm. We have a new radio for the van that has been out of service and in order for us to install the new radio we need that permission from each Sheriff.

Programs:

Under code, we are currently allowed to collect fees for weekenders/non-consecutive days of service with a fee of \$4 per day. The current code says that the Superintendent can collect that money and it can go to the jail authority to be used to offset the cost of confining them during non-consecutive days. If prisoners violate the rules on the weekends, the code also gives authority to the Superintendent/jail to revoke their weekend sentences without court order. The Superintendent's suggestion is that we send an agreement to each of the localities clerks or sheriffs that could be easily made a part of the court order for their weekends. The inmate would sign that they agree to the rules and regulations. As part of the judge's order, if the inmate doesn't follow the rules with includes paying the \$4 fee per day, then they will stay in jail. This will alleviate the requirement for us to have a hearing to give them due process in order to revoke that time. Several Authority members said that their court clerks would be the ones to speak with. The decision was made that the Superintendent would reach out to the clerks of each jurisdiction regarding this matter.

Marshal Contract:

Superintendent Winston is getting ready to sign a limited use agreement with the U.S. Marshal Service. Deputies are taking in federal prisoners and have to wait with them for several hours for the Marshals to pick them up because we don't have a contract to hold them. This limited use agreement allows us to hold federal prisoners on a short term basis and also to collect revenues of \$60 per prisoner per night. It's limited because we're not compliant with PREA right now but we are working on that. This will help our partners on the federal side and to get those deputies back on the road instead of waiting on the Marshals. There's no real obligation on our part other than posting some PREA information out in the jail.

Carilion Contract:

We had a brief meeting with Chief Mickey Reed at the New River Valley Medical Center and spoke with him regarding our contract. Essentially the contract will say that we can send one or two officers as long as we consult with the hospital on the security needs. This gives us a little bit more flexibility and hopefully we'll be able to reduce the number of officers that we have at the hospital.

Library:

The Superintendent said that he had heard something about the Grayson Library being renovated. The jail is in need of some library shelves and we were wondering if they had any extra available. The suggestion was made that we check surplus for them. Also, we are still accepting donations of soft back books and any bible donations that the jurisdictions may have.

Inmate Work Crews:

Superintendent Winston asked each of the localities if they will be need additional summer inmate work crews in the coming months. Currently we have 48 outside workers with 48 beds available in that particular housing unit. So if there is interest for additional workers, we will have to make one large housing adjustment to get to more capacity into that program. Many of the sheriffs/members said to please go ahead and make those adjustments because they would need additional inmate workers. Superintendent Winston said that he would make those necessary changes and asked that the jurisdictions give him some notice and the numbers that they need so he can plan.

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.
Mr. McCready seconded the motion.

Action: The motion passed unanimously.

There being no further business to come before the Authority, Vice Chairman Reeves adjourned the meeting at 10:36 am.

Chairman Mark A. Armentrout