

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
April 21, 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 10:02 a.m. by Chairman Armentrout with ten (10) members and four (4) alternates present.

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

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

STAFF & GUESTS PRESENT:	Superintendent Gregory P. Winston
	Dep. Superintendent John Bowman
	Steve Durbin-Sands Anderson PC
	Tammy Dobbins-Director of Finance
	Bob Sumner-NRVRJ officer
	Robert Lyons-citizen

B. ROLL CALL:

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

C. APPROVAL OF MARCH MINUTES:

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

Motion: Sheriff Millirons moved that the March minutes be approved as presented. Mr. McCready 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:

In Ms. Cannon's absence, Chairman Armentrout passed out copies of the monthly financials for July 2016-March 2017 and reviewed them with the group.

Motion: On behalf of the Finance Committee, Chairman Armentrout recommended the Financial Report for approval.

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

Chairman Armentrout presented the plaque recognizing Mr. Frank Conner's many years of service to the NRVJR Authority Board. Mr. Andy McCready will be delivering the plaque to Mr. Conner.

Design and Construction Committee:

The Design and Construction Committee did not meet today.

F. SUPERINTENDENT'S REPORT:

Superintendent Winston passed out copies of the proposed budget for members to review while he presented his Superintendent's report.

National Corrections Officers Week:

The first full week in May is designated as National Corrections Officers Week. We plan on doing some things to celebrate our staff. Our vendors in the officers' dining room will also be recognizing our men and women. He also requested that Authority members mention that week in their board meeting to recognize our staff for their hard work.

We will begin the United Way Drive on May 1st.

This month we conducted both an EAC meeting and supervisors meeting.

Superintendent Winston recently attended a meeting of the large jail network at the FBI Academy in Quantico, VA. In order to attend the meeting, you must have a facility with more than 1,000 inmates. This was the first time that our jail had been represented and we'll continue to attend twice per year.

Corrections-Basic Academy:

We had an employee removed from the academy for failure to meet standards. He's a great employee for us so we will be retaining him with plans to send him back to the next academy.

Operations:

- Headcount today 876
- Total days served for March 25,971
- Average daily population for March 838
- Average Daily Population for male prisoners 707
- Average Daily Population for female prisoners 130
- Number of commitments for March 543
- Number of releases for March 490
- The Average Daily Commitments 17.5 per day
- The Average Daily Releases 16.8 per day

Prisoner Issues:

We have had a couple of attempted suicides but thankfully our staff was able to intervene and prevent that. We currently have one inmate that is giving staff problems. He was recently released from the state hospital and is no longer a candidate for treatment. We have him on the highest level of restrictions and suicide precautions. Our psychiatrist says that he needs more treatment but the state hospital says that he does not. The inmate has now been to the hospital twice in three days and has been a handful for our staff. We will continue to monitor him on the highest level of supervision.

Policy and Procedures:

We continue to revise a number of policies and procedures as we do every month. Our jail librarian is really getting up to speed. She has visited several correctional libraries around the region to see how they operate and get some experience. Now that our library is fully stocked, we will be stopping books from coming in from the publisher in the coming weeks.

HR and Personnel:

The jail had two terminations for cause in the month of March. One was a disciplinary action and one was a probationary employee that just didn't work out. We tried to hire a nurse to fill an intake position. We need intake coverage 24 hours a day so that everyone that comes in is immediately screened. The day that she was scheduled to start she called to say she wouldn't be coming. Apparently her current employer had offered her more money to stay. But with medical being such a critical point we really need to pay close attention to it. Superintendent Winston has advertised for a Health Services Administrator starting on Monday. It will be an executive level position and that person will be responsible for providing the overall administration for the medical department. We are looking for someone to come in that has the experience, knowledge, skills and abilities to professionally operate the medical section in order to minimize our liabilities.

Programs:

Our 2nd substance abuse program will be graduating in the coming weeks. We tend to make that a big deal for the inmates with a nice certificate and some pictures of their graduation.

Inmate Work Crews:

Superintendent Winston was able to move some housing around and he has approximately 10 more available beds for inmate work force. He asked the jurisdictions to let us know how many of those additional workers they will need so he can do some planning.

Question regarding gangs:

Mr. McCready referenced the recent crimes committed by MS13 gang members in Bedford County. He asked if we had any of those members in here now and if we had any concerns about the jail being able to handle those inmates.

Superintendent Winston said that we have a team of individuals that are trained in recognizing gangs and have been to multiple trainings throughout the state. We track all gang members that come in admitting that they are members of a gang or if they have signs that they are in a particular gang. If so, then we flag them in the system. At this time, we mainly have Cripts and Bloods here which are traditional type street gangs. He added that we combat gangs here on here on a daily basis through frequent searches and by cataloging the information that we have. When the Superintendent was at the FBI academy, he spoke with their correctional task force. Working with that group, we can now enter as well as collect data/information with the federal government and get information back from them. It is mostly focused on prisons and prison gangs. We will participate and share data with the FBI so that when folks come into our facility with those gang affiliations we will be able to access the FBI task force information. We look at this on a daily basis. We have people in place that have the proper training and we're also taking steps to work with our partners in the federal government to correctly analyze information regarding gangs.

G. NEW BUSINESS:

Chairman Armentrout said that we will be electing officers at the May Authority meeting. He has talked with each of the current officers and they have all expressed interest in serving again next year. Mr. Turman has agreed to take any additional nominations between now and the next

meeting; so please contact him directly. Nominations will also be taken from the floor at the May meeting prior to the election of officers.

Superintendent Winston presented the proposed budget highlighting such areas as ADP calculations, changes in staff salaries/benefits, building maintenance-HVAC, security systems, plumbing, the bond payment and reserve funding for repairs/replacements. Some of the capital improvements for the next fiscal year were deferred in part just because of limitations in funding. Our regular construction is in critical need of improvement. We've made some adjustments to it this year and we've included some things in the next fiscal year's budget to address a few of those critical concerns.

Radios:

In regards to replacing mobile and portable radios, we didn't include total replacement of them in this year's incoming budget. However over the next 3 years, we'll need to phase in replacement of those mobile radios and look at adding some portable radios to the transportation officers.

HVAC Systems:

Siemens did a review of some energy savings and performance contracting. This is an option for us to do those things and allows us to improve performance in some of our systems without adding any additional money to our operating budget. We're going to have our building committee to look at participating in that once the budget process is complete. Many regional jails and schools across the state are doing this and it will be at no cost to us.

Replacement/reserve account:

Essentially we have money in this account but we can't access it because we are at the minimum of what's required to be kept. Without funding it, we can't use it.

ADP:

The Superintendent reviewed each jurisdiction's per diem over short, medium and lengthy periods of time. An 18 month calculation is the most appropriate way to present the per diem without getting uncomfortably high. The ADP that was decided on is 890 for this coming year.

Staff Salaries:

The Governor will be signing the budget soon and we don't expect there will be any changes with respect to public safety funding. So we do expect a 2% across the board salary increase for all staff that will go into effect on August 1st. In addition, we expect to receive compression relief that the state will be providing to all of our staff.

Maintenance Contract:

Because we lacked funding in the repair and replacement fund we've been making these repairs out of our operating budget. We will have to continue doing that for awhile until we build up our reserve for replacement and repair. We're having some systems in the old part of the jail to fail and sometimes it's very costly.

Security System:

We need to secure a contract for the maintenance of our jail security system. It's going to have to come out of operations this year. After that, an annual maintenance contract will help us maintain those systems.

Bond payment and the reserve funding for repairs and replacement:

Currently the bond covenant requires that we maintain \$100,000 cash in that account at minimum. So if we ever take any money out of that account, you might as well take it out of operating because we have to replace it by the end of the fiscal year. It's really an interest bearing savings account for us that serves no purpose. We're recommending putting some funds into repair and replacement so if we have to do some serious repairs then we have the money available without having to fund it by adjusting the budget. This year our bond payment on April 1st has increased and will increase again on October 1st. The annual cost this year of just the bond payment increase is \$440,000 and next year it will go up another \$256,000. The consultant auditor told us to expect that increase for the first couple of years.

Superintendent Winston asked if there were any questions regarding the budget highlights. Hearing none, he reviewed the copies of the proposed budget documents with the present members. The projected ADP is 890 and the projected per diem for next year is \$27.50. Once we do the final budget adjustment for this fiscal year the proposed budget is \$20.4 million. The final budget once the budget adjustment is done will be about \$21.1 million. So what it represents is currently the difference of the adopted budget of last year and this year's proposed budget for this year is about 5.71%. The actual difference between the final budget of this fiscal year and the proposed budget will actually be about 3% which is in line with the growth expected/suggested by the consultant auditor.

Mr. Smith asked the current per diem. Superintendent Winston said \$24.95 and the proposed amount of increase is \$2.55 for a per diem of \$27.50.

Superintendent Winston pointed out that when we adopted last year's budget we had twenty-nine vacancies. Currently we are working on filling six vacancies. The increase in personnel costs had to do with the fact that we had more positions filled this year. This increased staff is great for us and great for our staffs' morale but it has increased our personnel costs.

Mr. Smith asked if the main reason for the per diem increase was due to the \$440,000 bond payment and the increase in personnel costs. Superintendent Winston said yes those as well as funding the \$100,000 to the reserve repair and replacement fund.

Chairman Armentrout asked if there were any questions. The question was asked of how many local funded positions we had. Superintendent Winston said 14 total positions.

Mr. McCready said that the Finance Committee and the members that worked on the budget had tossed around every alternative that they could look at. But we have a commitment to pay the bond/mortgage and we knew it was coming. The state funded pay raises are a help but as we all deal with in our counties we have neglected some of our infrastructure too long. We need to set money aside to address some of these critical things like radios, security systems, etc.

Chairman Armentrout commended Superintendent Winston for all of his work on this budget. He has had several good ideas and it has been a very informative budget process from the get go. Having new eyes look at it from the outside has been positive.

Superintendent Winston said in terms of moving forward we're preparing to be a bit more efficient in our budgeting. He is not being critical of anything that occurred prior to his hiring.

He feels there is some efficiency lost but there has to be some preplanning in order to get that back and we are in the preplanning stage for that. This budget represents getting our foot in the door and preparing us for the next 3-5 years where we can be more efficient in operations. That is his vision for the budget.

Superintendent Winston said that we have to start somewhere and he doesn't see this tracking in a way like a snowball. He sees it preparing us to doing a better job managing the operations as we move forward so things aren't catastrophic and we're sort of at the point that we have to do that right now.

Mr. McCready asked if this was meant to be informative or did they need to take action on the budget today. Chairman Armentrout said that we would add the budget to the agenda for the May 12, 2017 meeting for a vote.

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: Sheriff Millirons made the motion to adjourn the meeting.
Mr. Smith seconded the motion.

Action: The motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 10:50 am.

Chairman Mark A. Armentrout