

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
July 13, 2018
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 10:13 a.m. by Vice-Chairman Tim Reeves with eleven (11) members and four (4) alternates present.

MEMBERS PRESENT:	Carroll County:	Sheriff Gardner; Ms. Cannon
	Floyd County:	Mr. Turman
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Sheriff Vaughan; Mr. Shepley
	Pulaski County:	Mr. McCready; Sheriff Worrell
	Radford City:	Ms. Cumberland
	Wythe County:	Mr. Reeves

ALTERNATES PRESENT:	Bland County:	Ch. Dep Turpin
	Carroll County:	Ch. Dep Bourne
	Floyd County:	Ch. Dep Harris
	Giles County:	Mr. Martin

STAFF & GUESTS PRESENT:	Superintendent Gregory Winston
	Dep. Superintendent John Bowman
	Steve Durbin - Sands Anderson PC
	Officer Bob Sumner-NRVRJ
	Nancy Hawley and family—NRVRJ retiree
	Pearl McNeely and family—NRVRJ retiree

B. ROLL CALL:

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

Superintendent Winston presented plaques to NRVRJ retirees for their dedicated service and recent retirements: Nancy Hawley-16 years and Pearl McNeely-11 years.

Joseph Ainsworth, the son of Investigator Sheldon Ainsworth, was also recognized for receiving the Western Regional Jail Association Scholarship. He was unable to attend today but will begin Virginia Tech Corp of Cadets in the fall. This is the 2nd time that children of NRVRJ employees have received this scholarship. Cayla Trueheart, the daughter of Officer Toni Trueheart was awarded the scholarship last year.

C. APPROVAL OF MAY 2018 MINUTES:

Copies of the Minutes from the May meeting were mailed to each member. Vice-Chairman Reeves asked if there were any additions or corrections to the Minutes as presented.

Motion: Mr. McCready moved that the May Minutes be approved as presented. Ms. Cannon seconded the motion.

Action: The motion passed unanimously.

D. OLD BUSINESS:

None.

E. COMMITTEE REPORTS:

Finance Committee:

Copies of the monthly financials through June 2018 were distributed and Ms. Cannon reviewed them with 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.

Design and Construction Committee:

Design & Construction did not meet today.

F. SUPERINTENDENT'S REPORT:

EAC & Supervisors Meeting:

Both meetings were held each month.

Academy:

There is no basic academy this summer. Our next academy begins on August 20th.

Operations:

- Headcount today 860
- Total days served 25,149
- Average daily population 838

- Average Daily Population for male prisoners 705
- Average Daily Population for female prisoners 133
- Number of commitments 525
- Number of releases 453
- The Average Daily Commitments 17.5 per day
- The Average Daily Releases 15.1 per day

Policy & Procedures:

We continue to make changes to our policies and procedures in order to come in line with accreditation standards. In the coming months, we need to get together to discuss and possibly create a document of consistent billing practices for reference. This would help everyone to better understand exactly how we get our information and bill the jurisdictions.

HR/Personnel:

Currently we have a Lieutenant vacancy and will be accepting applications through next week. There is a vacancy for a shift Sergeant that will be announced on Monday. Also there is a vacancy in an accreditation position. Previously it was a position for just doing accreditation and compliance. That role will now serve in the Professional Standards Unit they we are working to create to address accreditation. Officer Ernie Simons was selected as the Safety Compliance Officer and will begin in that position on July 23rd.

We received a resignation from our jail physician Dr. Moses effective the end of July. We have hired Dr. Erin Caldwell as our new physician and she is currently seeing patients here 4 hours each week. Nurse Practitioner Mary Cox also sees patients 8 hours at a time two days each week.

Our dentist and hygienist have resigned. They both live in deep Southwest Virginia and the drive is just too much for them. We're working with a local retired dentist that actually worked here once before. His application is in the background stage at this point and we hope to bring him back on board.

We have thirty-one vacancies at this time for a variety of different reasons. Thirty percent of these folks have been lost to local law enforcement agencies, there were three retirements, one person went part-time, there were a couple of non-voluntary terminations and some folks went to other employment opportunities making more money. We've been looking at national employment rates and Virginia has the lowest unemployment rate since 2007. We're advertising in every local newspaper and we have linked to each jurisdiction's websites in an effort to recruit. One thing that we're working on is an employment contract in an effort to keep officers once they're hired. Superintendent Winston asked the sheriffs when they're fully staffed and receive qualified applicants to please point them in our direction. Sheriff Vaughan said that when he hires a deputy he always calls the other applicants and encourages them to come apply at the jail. We continue to test applicants and currently have five in the background investigation process.

IT:

We completed the conference room update and Supt. Winston had hoped to showcase it today. However, the network wasn't cooperating for him log on. He hopes to present it at the next meeting.

Kitchen:

We still have a dishwasher at Western State Hospital that has to be refurbished. We've been waiting for the price of a belt from Hobart for over a month.

Roofing:

In the coming weeks we will have part of the roof replaced on the old side of the jail.

DMME:

We have an appointment scheduled with DMME (Dept. of Mines, Minerals & Energy) regarding performance contracting. We will have to do an RFP which is a complicated process and DMME will be helping us with that. Attorney Durbin added that DMME would be providing their technical expertise and evaluation.

Programs:

The Empowered Options program focuses on preventing unintended pregnancies to opioid addicted mothers. One of the things that put into that program was the screening of Hepatitis C. We've discussed it with the Health Dept and we're going to stop that random screening since we aren't providing it across the board to all prisoners. It isn't a standard of care in the community and in terms of correctional healthcare it isn't a good idea to create a standard of care in the facility. We haven't stopped Hepatitis C testing for anyone that is symptomatic or required as a previous positive testing. We are providing everything that is medically necessary.

We had two cases this month of prisoners from outlying jurisdictions that arrived here with chest pains and were hospitalized. Neither of the two jurisdictions were willing to help or work with us regarding their bills.

Payroll Changes:

We currently pay employees on a semi-monthly basis which isn't consistent with our pay sheets and how overtime is paid out. In an effort to realign our payroll, we will be changing to a bi-weekly payroll. Superintendent Winston passed out copies of the new payroll plan and reviewed it in detail with the members present. Employees will go from being paid 24 times each year to 26 times each year—every other Friday which will slightly reduce the amount they are taking home. However, two months out of the year, employees will receive three paychecks with the third check not having benefits deducted from it. The Superintendent will be conducting roll call and group meetings with each team to review/explain this change. After that, he will be meeting with each employee to make sure they understand how this change will affect their individual paychecks. The last regular semi-monthly check will be received September 28th and the bi-weekly begins on October 12th. To true up everyone's salary through the end of the year, a separate check will be cut on September 28th for the net difference for the remaining six pay periods created by switching from semi-monthly to bi-weekly.

Mr. McCready stressed the importance of educating all of the employees of the change. He agreed that this was the direction that we needed to go but he wanted to make sure that we reviewed it thoroughly with everyone. Superintendent Winston said that was his plan. He will be attending multiple roll calls and also meet with each person to discuss how this will impact them personally. He said in a year it will be like we've always done it. But this change needs to happen and based on how the payroll dates fall this year, now it the ideal time to implement it.

G. NEW BUSINESS:

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Vice Chairman Reeves said there was need for an executive session and asked for a motion from the floor.

Motion: Ms. Cannon made the motion to go into executive session for consultation with legal counsel pursuant to §2.2-3711.A.7 and §2.2-3711.A.8 of the Code of Virginia. Mr. McCready seconded the motion.

Action: Following roll call, the motion passed unanimously.

The purpose of the executive closed session is:

Consultation with legal counsel, §2.2-3711.A.7 and, §2.2-3711.A.8 of the Code of Virginia, (consultation with legal counsel and briefings by staff members and consultants about actual or probable and public discussion would adversely affect the negotiating or litigating posture of the County or Town – OR- consultation with legal counsel regarding specific legal matters that require legal advice).

After a lengthy discussion, the motion was made that the Authority Board come out of closed session.

Motion: Mr. McCready made the motion that the board come out of closed session. Ms. Cannon seconded the motion.

Action: Following roll call, the motion passed unanimously.

Chairman Armentrout asked for a motion to certify that only matters permitted under §2.2-3711.A.7 and §2.2-3711.A.8 of the Code of Virginia were discussed.

Motion: Mr. McCready moved to certify the closed session discussion. Ms. Cannon seconded the motion.

Action: Following roll call, the motion passed unanimously.

J. ADJOURNMENT:

There being no further business to come before the Authority, Vice Chairman Reeves adjourned the meeting at 11:25 a.m.

Chairman Mark A. Armentrout