

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
January 19, 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 10:02 a.m. by Chairman Armentrout with eleven (11) members and two (2) alternate present.

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

ALTERNATES PRESENT:	Carroll County:	Ch. Dep. Bourne
	Wythe County:	Ch. Dep. Foster

STAFF & GUESTS PRESENT:	Superintendent Gregory Winston
	Dep. Superintendent John Bowman
	Tammy Dobbins – NRVJR Director of Finance
	Steve Durbin - Sands Anderson PC
	Gordon Jones, CPA - Robinson, Farmer & Cox
	Bob Sumner-NRVJR officer
	Robert Lyons-citizen

B. ROLL CALL:

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

C. APPROVAL OF NOVEMBER MINUTES:

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

Motion: Sheriff Roseberry moved that the November Minutes be approved as presented. Mr. Chidester seconded the motion.

Action: The motion passed unanimously.

Chairman Armentrout read a letter from Floyd County reappointing Joe Turman to serve as an Authority member and appointing Justin Coleman as the new alternate replacing Lauren Yoder.

D. OLD BUSINESS:

None.

E. COMMITTEE REPORTS:

Finance Committee:

Copies of the monthly financials through December 2017 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.

F. SUPERINTENDENT'S REPORT:

Superintendent Winston informed the Authority of our transportation officer Chris Lineberry being seriously injured last week in a tragic accident at his home. He was working alone sawing a tree down when it collapsed on top of him. He was flown to Wake Forest for treatment and suffered multiple orthopedic injuries, a fractured pelvis, arm and a spinal cord injury. Chris is expected to be at Wake Forest for at least 6 weeks. Many of our employees are rallying around him, providing resources and building wheelchair ramps at his home. We do have his mailing address if anyone would like to have it and we ask that you keep him in your prayers.

Personnel:

We have 16 vacancies at this time and will have officer testing today. In November, we hired two officers and had three resign. In December, we hired five officers, a nurse and had one resignation.

Operations:

- Headcount today 893
- Total days served 25,534
- Average daily population 824
- Average Daily Population for male prisoners 687
- Average Daily Population for female prisoners 136
- Number of commitments 471
- Number of releases 438
- The Average Daily Commitments 15.2 per day
- The Average Daily Releases 14.1 per day

Training for Workforce Supervision:

Superintendent Winston has reached out to several sheriffs and board members regarding challenges in respect to contraband coming into the facility from community workforce programs. We are more than happy to provide training to the jurisdictions for supervising prisoners and some ideas about liabilities and enhancing supervision. If anyone is interested in training for civilians or even sworn officers that are supervising workforce prisoners, please let Supt. Winston know. He feels that some PREA training would be important as well for liability purposes to protect staff from any allegations that the prisoners might make. It would be 2-4 hours at most depending on how much training you would want.

Kiosks:

All of the new kiosks have been installed in the pods and we finally have the revised inmate handbook installed on each of them. In a few months, we'll be able to provide at-home video visitation for the prisoners. Family members will soon be able to visit from their home which will cut down on traffic on the way up here and also in the jail lobby. There will be a cost to the family members to take advantage of that. Eventually they will be able to send messages through the kiosks which will help to reduce mail and contraband coming into the jail. We're looking forward to utilizing these kiosks to better enhance our security. Sheriff Vaughan asked if we knew how much the cost for at-home video visitation would be. Superintendent Winston said that he doesn't know what the exact cost would be however it would be cheaper than driving up here from the outer lying jurisdictions. We're not here to take advantage of anyone and we will keep the cost to a minimum. We'll get that information to everyone as soon as we negotiate those rates.

Narcan Bags & Training:

The Narcan bags have finally arrived and training will be provided to staff in the coming weeks. Each of the transportation vans will have a bag onboard in case we ever need it and there will also be some stored in the jail.

Master Jail Officer:

We accepted the Master Jail Officer program from the Compensation Board for 41 positions back in August. We had some things to do logistically to make sure that the budget is in line to handle this. We will be opening 20 initial vacancies and the application period will close on Jan. 31st. There were two information sessions held for staff to ask questions and talk about the state

requirements/criteria to be a Master Jail Officer. The remaining 21 positions will be opened in July for those officers that didn't meet the minimum firearms requirement or training. This will allow them to become qualified and compete for these positions. We're very excited that staff will be able to have this promotional opportunity.

Maintenance:

We had to purchase a new pump for our solar water system that hadn't been working for several months. The cost of the pump was approximately \$13,000 and it should be up and running a few weeks.

Kitchen Equipment:

We've had some real challenges in terms of getting the kitchen equipment up to speed and our contractors couldn't seem to get these items fixed. At the referral of some colleagues, we brought a consultant in to inspect it. We were able to get some of the items fixed once and for all for around \$3,500. Our dishwasher has been having issues for quite some time and the consultant is very familiar with this type. The cost of a new dishwasher is approximately \$110,000 and the consultant can tune it up for around \$20,000. The money to fix the dishwasher will be coming out of inmate commissary as it directly benefits the prisoners and will give us many more years of use. Mr. McCready asked if we will get another 4-5 years of use out of it. Superintendent Winston said it should give us another five years which will give us a little breathing room to save up and replace it.

Siemens:

Siemens is now performing what they refer to as a "back of the envelope" audit. They will be here in February to tell us what they think that we can save. The Superintendent would like to get the Finance and the Building Committees together once the Siemens group has finished their report to come to give us a presentation.

Programs:

Supt. Winston met with the Re-entry Counsel here the 1st week in January. He spoke on what he wanted to do to make re-entry better in the New River Valley. We've taken a very active role in re-entry specifically for local responsible sentenced inmates which will impact us the most.

We have a class coming in from Radford University called the Inside-Out Program. It's a class for Radford students and ten female inmates will also be participating. It is currently being taught in 34 states and is a cooperative learning program for the students and the prisoners.

The NRV Agency on Aging will be providing another Chronic Disease Self Management Course. We're getting a lot of positive community support for that program as well.

We're partnering with the NRV Health Department for a grant that they received dealing with prisoners, family planning and diseases associated with chronic Opioid abuse in pregnancies. We have a meeting next week to finalize our approach for this program for our female prisoners.

Pulaski County United Way:

We have been working with PCUW on a No Shave November and December raising \$3,460. We will be continuing No Shave Program through the winter months with all of the resources being given to Officer Chris Lineberry's family.

Video Magistrate:

The State Supreme Court still hasn't installed the lines into our Magistrate's office. The equipment was purchased in July and will be put in as soon as the high speed lines are installed.

VARJ Training Committee Meeting:

We hosted the Virginia Association of Regional Jails Training Committee meeting on December 8th. It was the first time that the group has been here. We will be sending a few officers to the VARJ's Leadership Initiative Training to prepare younger jail officers to take over leadership roles in larger jails.

Reorganizational Changes:

At the last supervisors meeting, Supt. Winston announced some reorganization in order to expand middle management here at the jail. The Superintendent created another division in the department called the Support Services Division which will handle building maintenance, inmate commissary, inmate laundry, inmate warehouse services, sanitation, kitchen, inmate workforces and classification. We're working on creating a position of Division Commander which will have the rank of Major and they will also have an Assistant Commander with the rank of Captain. We don't have the resources for it at this time but hope to very soon. For the time being, Captain Tommy Bobbitt is serving as the Administrative Captain for Services until we can finalize and create those positions.

Superintendent Winston also made some changes with the two dayshift captains. One captain has been assigned to be the Administrative Captain on nightshift. He will be the mid-level administrator that will supervise the Lieutenants who are running the nightshift teams. The remaining captain has been assigned as the Administrative Captain on dayshift. The Lieutenants along with their Sergeants will be running the shifts and these changes go into effect on Feb. 4th. No one lost their positions and no one was demoted. We just moved some people around to try to reorganize our organizational chart and enhance our efficiency.

HEM:

Ms. Cumberland asked the status of our Home Electronic Monitoring. Superintendent Winston said it hasn't been utilized since September. We had two officers assigned to this group and they have now been reassigned to other departments. We haven't sent anything out to the courts regarding it and we haven't received any feedback from the jurisdictions since it was mentioned at the last Authority meeting. We will discuss whether to notify the courts and possibly shut the program down all together at the March Authority meeting.

Trusty program:

Superintendent Winston reviewed the year end trusty report with the group. In total, the trusty workforce saved the jurisdictions approximately one million dollars in total labor saved. Several members asked to have the report emailed to them.

G. NEW BUSINESS:

Mr. Gordon Jones from Robinson, Farmer, Cox presented copies of the Audit presentation and Financial Report to each member and reviewed them in detail. He pointed out that the jail received an unmodified audit adding that was the best you could do. He touched on several different sections throughout the two reports. The only negative thing to report from the Audit Report was the lack of a managerial discussion and analysis.

In the Financial Report, the only finding is one compliance issue regarding Financial Disclosure Forms from members/alternates. All of the Financial Disclosure Forms had not been received as required by the January 15, 2017 deadline.

Copies of the two reports are available for any member that was unable to attend the January meeting. Mr. Jones also instructed the members to contact him with any questions regarding the audit or Financial Report.

Superintendent Winston recognized Director of Finance Tammy Dobbins for all of her hard work and the jail receiving such a good audit report.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

We will have some budget work sessions beginning soon. Dates will be sent out.

J. ADJOURNMENT:

Chairman Armentrout asked for a motion from the floor to adjourn.

Motion: Mr. McCready 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 10:47 a.m.

Chairman Mark A. Armentrout