

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**July 12, 2019**  
**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 10:05 a.m. by Chairman Mark Armentrout with ten (10) members and two (2) alternates present.

<b>MEMBERS PRESENT:</b>	Bland County:	Sheriff Ramsey; Mr. Workman
	Carroll County:	Sheriff Gardner; Mr. Lyons
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Sheriff Vaughan
	Pulaski County:	Sheriff Worrell
	Radford City:	Sheriff Armentrout; Ms Cumberland

<b>ALTERNATES PRESENT:</b>	Giles County:	Mr. Martin
	Wythe County:	Mr. Bear

<b>STAFF &amp; GUESTS PRESENT:</b>	Superintendent Gregory Winston
	Mr. Steve Durbin - Sands Anderson PC
	Mr. Robert Lyons-Citizen
	Mr. Bob Sumner-NRVRJ Officer
	Ms. Nikki Cannon-Former Carroll County member

Prior to roll call, Chairman Armentrout read notices of appointments to the Authority board. Sheriff Jason Ramsey was appointed as Bland County's representative upon Sheriff Tom Roseberry's retirement. Chief Deputy John Mustard was selected to serve as his alternate upon Chief Deputy Jerry Turpin's retirement.

Mr. Nathan Lyons has been selected as Carroll County's representative and Ms. Nikki Cannon's replacement.

Mr. Richard Chidester has been reappointed to serve as Giles County's representative and Mr. Todd Martin has been reappointed to serve as his alternate.

Ms. Nikki Cannon was presented with a plaque for her ten years of dedicated service representing Carroll County on the Authority Board and serving as treasurer.

**B. ROLL CALL:**

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

**C. APPROVAL OF MAY 2019 MINUTES:**

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

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

**Action:** The motion passed unanimously.

**D. OLD BUSINESS:**

None

**E. COMMITTEE REPORTS:**

**Finance Committee:**

Copies of the monthly financials July 2018 through June 2019 were distributed. Mr. Workman reviewed them with the group and reported that FY 2018-19 was overall a positive year.

**Motion:** On behalf of the Finance Committee, Mr. Workman 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:**

Superintendent Winston thanked everyone for coming today. He acknowledged Mr. Bob Sumner, a current officer at the jail and announced that at the September meeting that Bob will officially be retired. Superintendent Winston invited Bob to come back in September to be recognized on his retirement.

### **Employee Activity:**

Superintendent Winston has done some realigning as part of our three year plan to improve infrastructure and decentralize some of the Authority within our organization. The Professional Standards Unit has been created with Sgt. Daniel O'Dell being promoted to Lieutenant to lead that group. Under the PSU umbrella will be Sgt. Mollie Richardson as Community Relations Specialist and Sgt. Ernie Simons as Accreditation Sergeant. Other members of the group will include Training Officer Cpl. Candice Johnson, Investigator Sheldon Ainsworth and MJO Aimee Wild as Background Investigator.

We've also appointed some additional Classification officers and reclassified MJO Travis Hamilton who has been working as a Classification officer. We will be creating a separate section of the jail of Community Corrections and he will be the Sergeant of that group. We hope to divide our Community Corrections role from our general population prisoner role to provide additional safety.

Once the new classification officers are trained there will be some additional moves. It will be approximately 4-5 months before this is finalized.

### **Operations:**

- Headcount today: 972
- Total days served 27,895
- Average Daily Population: 930
- Average Daily Population for male prisoners: 751
- Average Daily Population for females prisoners: 179
- Number of commitments: 530
- Avg Daily commitments: 18
- Number of releases: 499
- Avg Daily releases: 17

### **Inmates outside of our jurisdictions:**

We've had approximately 20 contract inmates from Henry County and thanks to Sheriff Vaughn's help we will be contracting some prisoners for Bristol, VA as well.

### **X-ray Body Scanner:**

As discussed at our May meeting, the x-ray body scanner has been ordered and will be delivered in the coming months. We had originally planned to lease the equipment but instead we made an initial \$60,000 payment from the commissary fund and will make another \$60,000 payment next year. By doing so, we avoided any finance charges. It will be a vital tool for us to combat contraband from coming into the jail.

### **Requests for Proposals:**

We've released RFP's for Pharmacy Services with bids being due back today. We will also be sending out an RFP for Psychiatric Services very soon.

**IT:**

The new payroll software has been installed and we are busy keying our information into the system. We hope to go live very soon.

**GPS:**

All of the new GPS automated vehicle locators are installed for our transport vehicles. The ones that we had are currently obsolete. They are pretty low cost pieces of equipment but they have very robust software which provides a lot of information.

**Maintenance:**

We had the initial RFP meeting for our performance contracting. DMME sent out a solicitation to 15 preselected/prequalified vendors. In order for them to participate in the RFP process they had to appear at a mandatory pre-bid meeting. We had four vendors to attend so at that point it went out for RFP. One vendor dropped out so three are still in the running. We expect to have those bids back by the end of the month. We will then have presentations and select a vendor who will provide us with an investment grade audit. That's our first commitment money wise so we'll negotiate a price for the investment grade audit. Even at that point, once we select a vendor, have the IAG performed we would then enter into a Memo of Understanding. If we choose to not do the performance contracting we would only be responsible for the IGA fee. The IGA has to come within 10% of their proposal in order to qualify. If we like what we see, there will be a cost for the project and we will have to borrow that money. That money will be paid back with the money saved from our performance contracting. The vendor will guarantee us a cost savings and if they fall short of doing so then they make up the difference. He will update the group more at the next meeting.

Our large freezer system is having flooring issues and is heaved up in one area. We had a vendor from Troutville come by last week and quoted \$89,000 to repair it. Our insurance adjuster will be here next week to see if that damage would be covered.

**G. NEW BUSINESS:**

Due to Nikki Cannon no longer serving on the Authority board, it was necessary to elect a new Treasurer. Chairman Armentrout spoke with Mr. Eric Workman prior to the meeting and he has agreed to serve as Treasurer if elected. Chairman Armentrout requested motion from the floor.

**Motion:** Sheriff Millirons made the motion to elect Mr. Eric Workman to serve as Treasurer. Mr. Chidester seconded the motion.

**Action:** Following roll call, the motion passed with a vote of 10 yes and 1 abstention. (Mr. Workman abstained from the vote)

**H. CITIZEN'S COMMENTS:**

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

**J. ADJOURNMENT:**

**Motion:** Mr. Workman made the motion to adjourn the meeting.  
Sheriff Millirons seconded the motion.

**Action:** Following roll call, the motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 10:35 a.m.

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Chairman Mark A. Armentrout