

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
March 13, 2020
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 nine (9) members and two (2) alternates present.

MEMBERS PRESENT:	Bland County:	Sheriff Ramsey; Mr. Workman
	Carroll County:	Sheriff Kemp
	Floyd County:	Sheriff Craig; Mr. Turman
	Giles County:	Sheriff Millirons
	Grayson County:	Mr. Shepley
	Radford City:	Sheriff Armentrout
	Wythe County:	Mr. Vaught

ALTERNATES PRESENT:	Giles County:	Mr. Martin
	Wythe County:	Ch. Dep. Foster

STAFF & GUESTS PRESENT:	Superintendent Gregory Winston
	Dep. Superintendent John Bowman
	Mr. Steve Dublin-Sands Anderson PC
	Ms. Ashley Spinks-Floyd Press
	Mr. Bob Sumner-Citizen

B. ROLL CALL:

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

Chairman Armentrout said that we do have a quorum present but not the 75% majority needed to make a clarification/amendment to the By-Laws. That matter will be tabled until the next meeting.

He also read a notice from Pulaski County. It was originally thought that Mr. Andy McCready's term ended in December 2019 however today would be his last meeting a member of the Authority. Mr. McCready was unable to attend but will be back at a future meeting to be recognized for his service to the board. A new Pulaski County member will be appointed later in the month and be announced at the May Authority meeting.

C. APPROVAL OF FEBRUARY 2020 MINUTES:

Copies of the Minutes from the February 2020 meeting were mailed to each Chairman Armentrout asked if there were any additions or additional corrections to the Minutes as presented.

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

Action: The motion passed unanimously.

D. OLD BUSINESS:

We have a policy change regarding small purchase agreement procedures. Attorney Durbin read the proposed change which would add “non-transportation related construction” to the items which we can use a Small Purchase Procedure rather than formal RFP or invitation to bid. The purpose is to bring us into conformity with what the Virginia Public Procurement Act already provides authority for governing bodies to do. This came up a few months ago while reviewing our current small purchase agreement and it was realized that this wording had been omitted. Mr. Durbin recommends that the Authority adopts this change and brings the jail into conformity with the Virginia Public Procurement Act.

Chairman Armentrout asked if there was a motion from the floor.

Motion: Sheriff Craig made the motion to adopt the addition of the words “non-transportation related construction to the current Small Purchase Procedures. Mr. Workman seconded the motion.

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

E. COMMITTEE REPORTS:

Finance Committee:

Copies of the monthly financials were distributed. Mr. Workman reviewed the report in detail with the group and added that the budget is trending very well at this time.

Motion: On behalf of the Finance Committee, Mr. Workman made the motion to approve the Finance Report as presented.

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

Design and Construction Committee:

Design & Construction did not meet today.

F. SUPERINTENDENT'S REPORT:

Academy:

We have 8 correctional officers in the academy at this time. The Superintendent met with the academy staff last week to discuss adding a great number of classes more geared towards our correctional officers.

Operations:

- Headcount today: 916
- Total days served 26,648
- Average Daily Population: 919
- Average Daily Population for male prisoners: 719
- Average Daily Population for females prisoners: 200
- Number of commitments: 492
- Avg Daily commitments: 17
- Number of releases: 485
- Avg Daily releases: 17

In an effort to enhance our revenues, we have been contracting with other jurisdictions to hold some of their prisoners. This has mainly been done with Bristol City Sheriff's Office, Henry County Sheriff's Office and most recently Martinsville City Sheriff's Office. In light of the current situation with the Coronavirus we don't anticipate taking prisoners from any other geographic locations other than those locations mentioned. Also, if we begin seeing confirmed cases in those areas we will stop bringing those transfers in as well.

Staffing:

We lost two employees this month to Patrick County and two employees to Bland Correctional Center. We were told by the employees that left for DOC that they would get a \$1,000 raise to go to Bland. Our HR department is checking to see if that is in fact true. We are working diligently to recruit officers and try to retain them. Our starting salary is an issue and we're working on a salary survey for both officers and LPN's and looking for options to enhance that. We hope to have results to report at the next Authority meeting. Superintendent discussed some possible increases that have been approved in state legislature dependent upon revenues meeting their

projections. He isn't certain how the Coronavirus situation may affect that and we hope to have more information soon.

Maintenance:

The building committee (Sheriff Armentrout, Sheriff Worrell, Sheriff Vaughan, and Sheriff Kemp) will be meeting with Amerisco on April 1st to hear the audit results. The group will discuss to all of the energy conservation methods that were identified, select those that will be presented to the board along with cost/cost savings.

Coronavirus:

Superintendent Winston updated the group on all of the steps being taken to respond to the virus. He detailed all of the additional cleaning measures being taken around the jail. We've boosted our supplies of soap, masks, gloves, sanitizer, etc. We stay in close contact with the local epidemiologist and ask an additional set of questions regarding travel/exposure to all inmates as they're being booked in. Supt. Winston will participate on Monday 3/16 in a 10:00 am conference call with all of the area jail superintendents and a 2:00 pm meeting in Giles County with various judges regarding court procedures/video equipment.

The general rule is that staff issues cleaning supplies to prisoners. The prisoners are then responsible for cleaning their own personal areas and common areas. We have begun having staff personally spray down all of the common areas (dayrooms, tables and telephones) just to assure that it's being done properly. Superintendent Winston asked the sheriffs to closely monitor unnecessary transportation orders and encouraged the use of video court system whenever possible. He also asked the sheriffs to be mindful of the movement among other jails and extraditions from areas that may be affected by the virus. He offered to get copies of our intake screening to ask any prisoners that may have been in contact. This only protects the deputies and our staff once those folks are brought in here. He encouraged frequent sanitation of the court holding facility and general hand cleanliness. As inmates are brought in have them wash their hands and/or use hand sanitizer as quickly as soon as possible.

We do have the ability to isolate prisoners should someone become ill. Superintendent Winston asked that the sheriffs talk with their judges and commonwealth attorneys to see if they would keep an open mind in regards to bonds and conditional early releases for inmates possibly at high risk or from a high risk area.

Sheriff Millirons asked if the jail had considered doing the staffs' uniforms here and having them ready for their shifts during this time. Both Giles County and Grayson County have installed washers & dryers for their staff to do their laundry and not having to take them into their homes. Supt. Winston said he would talk with the epidemiologist to get their thoughts on the matter.

It was asked if the trustees would continue as usual. Superintendent Winston said that he had no intention of stopping that at this time. He added however if we were to have a confirmed case then he would stop sending them out.

G. NEW BUSINESS:

As discussed at the last meeting, we need to elect a Vice Chairman to serve out the remainder of this year. Chairman Armentrout has spoke with Mr. Richard Chidester and he is willing to serve if nominated and elected.

Motion: Mr. Workman made the motion to elect Richard Chidester to serve as Vice Chairman for the remainder of this fiscal year. Ch. Dep. Foster seconded the motion.

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

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Sheriff Craig thanked Jerel Dobbins and his work crew for the trash pick-up service they provided to Floyd County this past week. As always their hard work was very much appreciated.

J. ADJOURNMENT:

Motion: Sheriff Millirons made the motion to adjourn the meeting. Mr. Workman 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 10:42 a.m.

Chairman Mark A. Armentrout