

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**January 14, 2022**  
**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 10:12 a.m. by Chairman Mark Armentrout.

Prior to roll call, he read two notices in regards to the Authority Board. The first from Carroll County appointing Mr. Ronnie Collins to serve as alternate in place of Ms. Dalton and the second from Wythe County appointing Mr. Matt Hankins to serve as alternate in place of Mr. Bear.

<b>MEMBERS PRESENT:</b>	Bland County:	Sheriff Ramsey; Mr. Workman
	Carroll County:	Sheriff Kemp
	Floyd County:	Sheriff Craig
	Giles County:	Sheriff Millirons; Mr. Chidester
	Radford City:	Sheriff Armentrout; Mr. Fleisher

<b>ALTERNATES PRESENT:</b>	Carroll County:	Mr. Collins
	Giles County:	Mr. Martin
	Grayson County:	Mr. Smith; Ch. Deputy Hash
	Pulaski County:	Major Johnson
	Wythe County:	Mr. Hankins

<b>STAFF &amp; GUESTS PRESENT:</b>	Superintendent Gregory Winston
	Mrs. Tonya Akers-NRVRJ
	Mrs. Tammy Dobbins-NRVRJ
	Mr. Steve Durbin-Sands, Anderson, Marks & Miller
	Mr. Gordon Jones-Farmer, Cox & Associates
	Robert Lyons-Citizen
	Bob Sumner-Citizen

**B. ROLL CALL:**

Mrs. Akers called roll and reported a quorum with eight (8) members and six (6) alternates present.

**C. APPROVAL OF NOVEMBER 2021 MINUTES:**

Copies of the Minutes from the November 12, 2021 meeting were mailed to each member. Chairman Armentrout asked if there were any additions or additional corrections to the Minutes as presented.

**Motion:** Sheriff Millirons moved that the November 12, 2021 Minutes be approved as presented. Mr. Workman seconded the motion.

**Action:** The motion passed unanimously.

**D. OLD BUSINESS:**

**E. COMMITTEE REPORTS:**

**Finance Committee:**

Copies of the monthly financials were distributed and Mr. Workman reviewed them with the group.

**Motion:** Mr. Workman made a motion from the Finance Committee to approve the Financial Reports as presented.

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

**F. SUPERINTENDENT'S REPORT:**

Superintendent Winston began the meeting by announcing that he had informed the Chairman of his intent to retire effective May 1<sup>st</sup>. He added that he had received a letter from Deputy Superintendent John Bowman announcing that he too plans to retire effective May 1<sup>st</sup>.

The basic corrections academy is scheduled to begin on Feb. 8<sup>th</sup> and we have limited number of staff to send. He's approached the academy about potentially having a class of only four officers and was told that DCJS wouldn't allow that. Our PSU Lieutenant is checking into the idea of possibly sending four officers down to Cardinal for training. He's also looking into another option of delaying this first class until the summer so we can still get two classes in this year. Sheriff Millirons asked what the cost would be to send our officers to Cardinal. Superintendent Winston said that he hoped to know that cost next week. Sheriff Craig asked if the trouble was sending the officers or not having enough trainers there? Superintendent said it was both. We send about 450 hours' worth of trainers to the academy plus eight students. So, taking them off of the shifts and then sending more staff up to the academy to train would be very difficult on us. Sheriff Craig said he has some instructors on his staff that may possibly be able to come to the academy to help out. Superintendent Winston said he appreciated it; that would be helpful and they would talk about that.

Today's headcount was 787. We're still bringing in some prisoners from Henry County and Martinsville. For budgeting purposes, our prisoner forecast is 884 and we're operating in the 762 range. Our overall days served increased a bit to 23,601 and we're seeing a slight bump in commitments over releases.

We have a couple of RFP's coming out soon. The commissary contract is due to be renewed and we expect to release that RFP for bid on Tuesday for approximately 10 days. This RFP should be a simple process as we're not asking for anything different only commissary items for the inmates.

The Superintendent has met with our Food Service Vendor over the last month to discuss options of renewing for one year or going back out to the marketplace. We're happy with our current vendor and they are also contracted with the NRV Agency on Aging to provide Meals on Wheels. We hate to force the NRV Agency on Aging to go back to the marketplace if we don't have to do so. We have the ability to absorb some of that cost with vacancy savings but for them it's a hit to their wallet. We have received the proposed renewal from the vendor and there will be a cost increase. Superintendent Winston made the recommendation to the board that we renew for one year and revisit the RFP in 2023. No one on the Authority had issue with that.

Staff has been working to complete all of the policy and procedure revisions and should be finished by his retirement in May. The Chairman wants the jail to be accredited by the ACA. Our policies have to be consistent under the ACA Standards so some formalities and technical changes have to be made. Once these are wrapped up, it should just be a process of getting staff trained and accreditation accomplished.

Superintendent Winston gave updates on the recent new hires and resignations detailing where each of them had gone. Our current Nurse Practitioner Mary Cox will be leaving us at the end of January and moving. The Superintendent has located a replacement and is currently working on her contract. We also need to hire a Director of Nursing as Ms. Cox served in both positions. Fortunately, we've located an applicant that is both a Registered Nurse and used to work for us as a certified correctional officer. He is currently going through the background process.

The Superintendent updated the Authority on information that we're hearing out of the compensation board in regards to increasing the starting salaries and compression. We hope to have more information in coming weeks.

#### **IT:**

DataIQ should be kicked off very soon by GTL. This service will be available to all of the law enforcement will have access to which will enable them to scan across the telephone and tablets.

#### **Off-site mail scanning:**

We currently have mailroom employees that open mail, make copies for the inmates and place the originals into their property. When we contracted with GTL we were told that off-site mail scanning was a part of our contract. We would be given a PO Box that all mail will be sent to. They will open it up, scan and it will be sent through the tablets for the inmates to view their letters and pictures. We hope to get moving in that direction soon.

#### **Energy Savings:**

The energy savings performance contract work is just about finished. A cooling tower froze up and burst. Thankfully that was under warranty and they're working on it. All of the HVAC work is completed and commissioned it.

**Security System Upgrade:**

We signed the contract for the security system upgrade. They are scheduled to be here for the final site survey on Tuesday, 1/18. *\*\*This was postponed until Wednesday, 1/26 due to inclement weather.*

**G. NEW BUSINESS:**

Mr. Gordon Jones our auditor from Robinson, Farmer and Cox presented copies of the independent auditor's report and Financial Report to everyone in attendance. The jail received a clean, unmodified report which is the highest level anyone can receive. In the past, there was a finding related to adjustments but this year the adjustments were minimal so there were no findings listed this year.

He reviewed the audit presentation highlighting various portions of the reports such as the Statement of Net Position, Statement of Revenues, Expenditures and our Fund balance. Mr. Jones noted there were a couple management comments which are deficiencies that they don't feel rise to a level that would need to be reported as a finding. These are relatively minor and are in regards to the bank reconciliation on the inmate commissary account #2. The second comment was in regards to credit cards. There were a couple charges that included sales tax when the jail is tax exempt and also one charge didn't agree with the documentation provided. Mr. Jones added these were minor in his opinion and probably could have been handled through a verbal comment instead of being in writing.

Copies of both reports are available for any members/alternates that were unable to attend the January meeting. Mr. Jones said overall it was a good audit and the numbers seem to be positive. He instructed the members to contact him with any questions.

Superintendent Winston thanked Mr. Jones for always making sure we follow the guidelines/rules to protect the public's financial interests. We appreciate Mr. Jones giving so much attention to our facility. He also recognized both Tammy Dobbins our Director of Finance and Tim Clark who both do an outstanding job assuring that we're prudent with our resources, are financially stable and in accordance with the APA and Public Government.

Attorney Steve Durbin presented copies of a proposed resolution titled "Resolution of the Board of Directors of the New River Valley Regional Jail Authority Confirming the Designation of and Affiliation with the New River Criminal Justice Training Academy and approving the Academy's Amended Charter". As it has been discussed at prior meetings, this resolution is to ratify that we have been a member and confirm its designation of and affiliation with NRCTJA as the entity from which the Authority shall obtain training of its jail/corrections officers, consistent with the provisions of Virginia Code §15.2-1747.

Chairman Armentrout submitted the Resolution for the record and asked if there was any discussion or a motion to approve. Mr. Chidester asked how this would affect us and the possibility of the jail sending officers to Cardinal? Superintendent Winston said it wouldn't have any impact on that. It would be an ancillary training. We would pay Cardinal directly and they would report that training on our employees' records at our home academy.

**Motion:** Mr. Chidester made the motion to adopt the Resolution of the Board of Directors of the New River Valley Regional Jail Authority Confirming the Designation of and Affiliation with the New River Criminal Justice Training Academy and approving the Academy's Amended Charter. Mr. Workman seconded the motion.

**Action:** The motion passed unanimously.

**H. CITIZEN'S COMMENTS:**

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

Chairman Armentrout said that the Personnel Committee needs to meet for a couple of reasons. Over the last few months, there have been several emails and letters of complaints sent to various members of board or sheriffs. He feels like the Personnel Committee needs to talk about, vet for basis and then report back to the entire board as to what was found and what we need to do next. They will also have to act on the retirement announcement of both the Superintendent and Deputy Superintendent to discuss the posting of those positions. The Personnel Committee hasn't met for a while and the only remaining member is Sheriff Millirons.

He has a list of names of members he would like to submit for the Personnel Committee:

- Eric Workman
- Sheriff Kevin Kemp
- Richard Chidester
- Sheriff Brian Craig

Attorney Steve Durbin stated that it may be appropriate to approve those members by a motion.

**Motion:** Chairman Armentrout submitted Eric Workman, Sheriff Kevin Kemp, Richard Chidester and Sheriff Brian Craig to serve as members of the Personnel Committee. Sheriff Millirons seconded the motion.

**Action:** The motion passed unanimously.

Chairman Armentrout asked the Personnel Committee if they would be able to meet on Friday, January 28, 2022 at 10:00 am. All four members were present and said that date/time would be fine.

**Statement of Economic Interest Forms:**

If you haven't completed your Statement of Economic Interest Form please do so and sent that to Tonya Akers prior to January 31, 2022.

**I. ADJOURNMENT:**

With no further business to discuss, Chairman Armentrout asked for motion to adjourn.

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

**Action:** The motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 11:08 a.m.

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Chairman Mark A. Armentrout