

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**September 8, 2017**  
**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 Treasurer Nikki Cannon with eight (8) members and four (4) alternates present. Ms. Cannon presided over the meeting in the absence of both Chairman Armentrout and Vice-Chairman Reeves.

<b>MEMBERS PRESENT:</b>	Bland County:	Sheriff Roseberry
	Carroll County:	Ms. Cannon; Sheriff Gardner
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Sheriff Vaughan
	Pulaski County:	Mr. McCready
	Radford City:	Ms. Cumberland

<b>ALTERNATES PRESENT:</b>	Pulaski County:	Capt. Saunders
	Radford City:	Mr. Young
	Wythe County:	Ch. Dep. Foster; Mr. Bear

<b>STAFF &amp; GUESTS PRESENT:</b>	Dep. Superintendent John Bowman
	Steve Durbin-Sands Anderson PC
	Bob Sumner-NRVRJ officer

Ms. Cannon welcomed everyone to the Authority meeting. She asked the secretary to call the roll.

**B. ROLL CALL:**

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

**C. APPROVAL OF AUGUST MINUTES:**

Copies of the Minutes from the August meeting were mailed to each member. Ms. Cannon asked if there were any additions or corrections to the Minutes as presented. Hearing none, she asked for a motion to approve from the floor.

**Motion:** Sheriff Roseberry moved that the August 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 for August 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:**

With Superintendent Winston attending the NIC Large Jail meeting, Dep. Superintendent John Bowman gave the Superintendent's report.

**Employee Recognition:**

Thanks to Lt. Underwood, Sgt. Jones, Sgt. Golden and Officer Hamilton for working to remove and replace trusty footwear which he'll review later in the meeting.

Special thanks to Monica Padgett for collecting flood relief supplies to be sent to Texas.

**HR & Personnel:**

We had four separations during the month of August. Three of those resigned because they were unable to work nightshift. The fourth person was our front desk receptionist. We had three new

hires this month with 16 vacant officer positions and one vacant receptionist position. Our next officer testing will be held on Sept. 22<sup>nd</sup> and the next academy runs Sept. 18<sup>th</sup>–Dec. 14<sup>th</sup>.

### **Policy & Procedures:**

We're still revising a number of policies. We've implemented a staff training development policy as well as a field training policy. As mentioned at the August meeting, we hope to get into the Career Development program that sheriffs may know as the Master Deputy program.

### **Seg Forms:**

We've revised a number of seg forms. It will make it easier for officers to document information. Currently they are very limited on what they can log but this change will give them more options. The forms will be sent out to staff so they can become familiar with the codes prior to implementation.

### **Inmate Footwear:**

We have finally gotten rid of all the personal property footwear from the facility. This will cut out inmates stealing and wearing each other's shoes. We have issued shoes to all trustees based upon their jobs. If they work outside, they were issued boots and croc shoes were issued to inside workers. Thanks again to Lt. Underwood, Sgt. Jones, Sgt. Golden and Officer Hamilton for handling this. The next project will be undergarments.

### **Mental Health:**

We are still negotiating with medical providers about the inmate medical care as well as mental health.

### **Westwood Pharmacy:**

We are finalizing our pharmaceutical contract with Westwood Pharmacy. It has been signed and has been sent in. This contract will finish us up for the rest of the year.

### **CorEMR:**

We have it on-board and have had a two-day training session for our medical staff. Lisa Ferguson is heading that program. Everything seems to be working great and everyone seems to really like the system. This will enable us to get away from hard copies and scanning the information into the system. It will give us easy access to anybody that CorEMR on their systems.

### **Oasis:**

Oasis received our last quote on running conduit to set up our kiosks in the pods. It will run approximately \$41,000 but won't cost us since it will come through the messaging systems. This will benefit the inmates through video visitation, messaging and free video visitation for professionals such as attorneys. It will also allow us to post notices to inmates for policy changes and we can incorporate the inmate handbook on there as well.

### **Esitech:**

We've signed a contract with Esitech who will oversee the preventive maintenance of our security system.

### **Library Software:**

Software has been purchased and the librarian will now have a mobile laptop unit. As she is issuing books to inmates, she can scan both the inmate's id barcode and the barcode on the book. By doing so, she'll be able to track what's check in and out. Our library has moved to the former records room which gave us much more room. Once the kiosks are installed, the inmates will have more access to the law library.

### **Maintenance:**

No major issues this month.

### **Records Department:**

Dep. Superintendent Bowman has been working closely with our records staff. He along with Superintendent Winston and Sgt. Faulkner would like to get together with all of the court clerks from each jurisdiction. They want to meet face-to-face to discuss some court documents and implementing a new form into the weekender program. As weekenders come in now they don't pay until the end of their sentence. Many times we bill them but don't actually see that money. We would like to change it so that they pay on the day that they report for their weekend. We would also like to have the weekenders working while they are here and they will earn credit for that as well.

### **Monthly Meetings:**

We held a supervisors meeting and we changed our EAC meetings to once a quarter. The next EAC meeting will be held on Aug. 27<sup>th</sup>.

### **Operations:**

- Headcount today 916
- Total days served 28,927
- Average daily population 933
- Average Daily Population for male prisoners 759.7
- Average Daily Population for female prisoners 173.4
- Number of commitments 549
- Number of releases 545
- The Average Daily Commitments 17 per day
- The Average Daily Releases 17.6 per day

We've become over populated with female inmates. Dep. Superintendent Bowman has reached out our DOC representative and she is trying to help us with that. We've already sent four inmates out and they have told us that we will be called first with vacant beds are available.

DOC sent us a list of 20 inmates that they are going to be calling to the system for the Nottaway Work Center. Many of them are our trustees. They have already taken five inmates and five more will be sent each week. He let the sheriffs know that they may be seeing changes in their inmate workforce but Officer Hamilton is working to get them replaced quickly.

**Questions:**

Sheriff Millirons asked if we had an officer resign the day after graduation from the academy. Dep. Superintendent Bowman said yes we did. That officer resigned because he was going to college and he couldn't work nightshift. In the future, when we hire new officers we're going to tell them up front that they probably will be assigned to nightshift. They may go to dayshift but the majority of the time it will be nightshift. We don't want to pay to send them through the academy for them to just turn around and resign over their shift assignment.

Sheriff Vaughan asked if the jail had considered having them sign an employment contract. If Grayson County hires someone that goes through academy they have them sign a three year contract. If they leave after one year, it's prorated based on the three years service. Dep. Superintendent Bowman said that has been discussed but it hasn't been implemented. If we decide to do a contract Superintendent would bring that before the Authority.

Ms. Cannon asked if the jail needed any additional books. Dep. Superintendent said we are still accepting any soft cover books that the jurisdictions have available. He added that the inmates enjoy westerns if anyone has those for donation.

**G. NEW BUSINESS:**

Mr. Chidester said there was discussion at the last meeting about having Authority meetings quarterly instead of monthly. He asked if the members would like to consider having the meetings every other month to see how that works. Attorney Durbin said other regional jails had them as rarely as quarterly but he didn't know anyone less than quarterly. We would have to amend the By-Laws to what is decided. Ms. Cannon said she thinks bi-monthly would be a better start than quarterly and during budget session we would probably need to have additional called meeting. Attorney Durbin suggested putting it on the agenda for discussion at next month's meeting.

**H. CITIZEN'S COMMENTS:**

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

**J. ADJOURNMENT:**

Ms. Cannon asked for a motion from the floor to adjourn.

**Motion:** Mr. McCready made the motion to adjourn the meeting.  
Sheriff Vaughan seconded the motion.

**Action:** The motion passed unanimously.

There being no further business to come before the Authority, Ms. Cannon adjourned the meeting at 10:25 a.m.

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Chairman Mark A. Armentrout