

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**July 10, 2015**  
**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 10:10 a.m. by Chairman Mark Armentrout with ten (10) members and seven (7) alternates present.

<b>MEMBERS PRESENT:</b>	Bland County:	Sheriff Thompson; Mr. Workman
	Carroll County:	Mr. Jackson
	Giles County:	Sheriff Millirons
	Radford City:	Mr. Young; Sheriff Armentrout
	Floyd County:	Sheriff Zeman; Mr. Turman
	Pulaski County:	Mr. Conner
	Wythe County:	Mr. Reeves

<b>ALTERNATES PRESENT:</b>	Carroll County:	Ms. Cannon; Ch. Deputy Borne
	Floyd County:	Mr. Allen
	Giles County:	Mr. Martin
	Grayson County:	Mr. Smith; Ch. Deputy Ashby
	Pulaski County:	Mr. McCready

<b>STAFF &amp; GUESTS PRESENT:</b>	Superintendent Gerald McPeak
	Lt. Col. Tom Lawson
	Major Marty Stallard
	Jim Cornwell—Sands, Anderson, Marks & Miller
	Deputy Brian Craig-Floyd Co.
	Robert Lyons- citizen

**B. ROLL CALL:**

In Sheriff Gardner's absence, Superintendent McPeak called the roll and reported a quorum present. He also verified that we have 75% (12) of the members or their alternates present since there is a motion to amend the By-laws at this meeting. We have a total of 14 present so we could move forward.

**C. APPROVAL OF JUNE 2015 MINUTES:**

The Minutes from the June 2015 meeting were mailed to the Board. Chairman Armentrout asked if there were any additions or corrections to the Minutes.

**Motion:** Mr. Conner moved that the June 2015 Minutes be approved as presented. Mr. Reeves seconded the motion.

**Action:** The motion passed unanimously.

**D. OLD BUSINESS:**

Chairman Armentrout said that during the June meeting the motion was made to amend the By-Laws to permit the offices of Secretary and Treasurer to be filled by regular or alternate members. Written notice was also sent out with the board packets. Chairman Armentrout asked if there was a motion from the floor.

**Motion:** Sheriff Millirons made the motion to amend the By-Laws for the offices of Secretary or Treasurer to be filled by a regular or alternate member.  
Mr. Jackson seconded the motion.

For discussion, Chairman Armentrout said that he wanted to talk about a couple of things that were brought up before the meeting. If the By-Laws are amended as the motion states then his concern that he had last month will be alleviated by stating that Secretary or Treasurer can be an alternate. However it does not state that an alternate can be a Vice-Chair or Chair. Along with that, it doesn't specifically say it. He asked if we they want to address that issue about the Chair and Vice-Chair or do we want to proceed with the motion as it is on the table? Chairman Armentrout said that since Mr. Chidester isn't here...that he thought we had to. Mr. Cornwell said yes we do...that it couldn't be withdrawn. Chairman Armentrout asked if there was any discussion. Hearing none, he asked the Superintendent to call the roll.

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

Chairman Armentrout said along those same lines, since his concerns at last meeting are met. If we run into that problem in the future he said we could address it then. But he would like to move to withdraw his motion for the Attorney General's opinion on the Chair and Vice-Chair at this point. He asked if there was a 2<sup>nd</sup> to that. Mr. McCready asked if he made the motion originally. He said that yes, he did. Mr. McCready said that he could withdraw the motion with no second.

**Motion:** Chairman Armentrout said that he would withdraw his motion.

Chairman Armentrout asked that a copy of the amended By-Laws be drafted for his signature.

**E. COMMITTEE REPORTS:**

**Personnel Committee:**

Mr. McCready said that the Personnel Committee did meet this morning concerning staffing. Just as a note, we do not have a pool of ready applicants. He said that we really need to reach out to people that would like to work here as a Correctional Officer. He added that if any of the jurisdictions having job fairs to please let the Superintendent know. We need more folks that are qualified and could pass the drug screening. We have had employees that have left the jail and

found that the grass wasn't green on the other side and had a lot of rocks on it... so they've come back to us. That says a lot about how good of a facility that we have here. He said also if anyone had a career day at their schools that a representative could speak at...maybe we could start reaching these folks a little earlier.

The question was asked if the jail was active with the VEC. The Superintendent said yes that we keep that posting and the LPN posting active at all times. He added the most recent job fair that we attended was at WCC and before that NRCC. Unfortunately, we don't garner a lot of interest. At WCC we only received 1 application and less than 4 at New River. Out of those, we hired 2.

Sheriff Millirons asked what the starting salary of a Correctional Officer was. Superintendent said that it will be \$32,400 when the 2% pay raise kicks in September 2015.

Mr. McCready said that the Personnel Committee also discussed the Social Media Policy. The group has worked on that for some time and has made a number of revisions to it. Mr. McCready asked that a copy of the proposed policy be sent out to all members with next month's board packets. This will give everyone a chance to read and review it. At next month's meeting, the Committee would like to discuss it. If no one has any problems, they may consider voting on it. If there are any suggestions at all, they will carry that forward. Mr. McCready asked for everyone to please take a look at that when you receive your packet. If you have any problems, please let the Personnel Committee know so they can discuss it before next month's meeting. The Superintendent said that when this policy comes out it will not read Social Media Policy. The Social Media portion will actually be the last few paragraphs in the current General Standards of Conduct Policy.

Ms. Cannon asked if Phyllis Kaatz had looked over the policy. The Superintendent said that Steve Durbin had helped him with it. Mr. McCready said that we got the initial policy, made some changes and sent that back for legal review. Then legal counsel made a few more changes and we are on our fourth or fifth review.

#### **Operations Committee:**

The Operations Committee did not meet today.

#### **Finance Committee:**

The Finance Committee met today. Ms. Cannon reviewed copies of the final Revenues and Expenditures Report for Fiscal Year 2015 with the Authority members. Basically the facility ended the year with a negative net to ordinary income of \$184,304.71. When looking over the final snapshot of where we ended up, some of the revenue projections for the jurisdictions themselves could go either way. In some instances, some jurisdictions ended up paying a lot more than we budgeted at the beginning of the year and some paid a lot less. Based on the activity in the court system and in the separate jurisdictions those things are going to happen. Overall, she thinks we are in a better position now than we were in a year ago. With this upcoming budget we will see some changes as well and she looks forward to that.

**Motion:** The Finance Committee recommends the Financial Report for approval.

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

**Design and Construction Committee:**

Sheriff Zeman said that the group met this morning to discuss 2 issues. The first being the hot water return pipes in E-Block. He passed pictures of the damaged pipes around for members to review. Moore Electrical is actually doing our heating and air now as they have taken Trane's place. He said that they need to look at the contract to make sure there are no procurement issues. Moore has made a proposal of about \$45,000 to address the water leaks in E-Block. That's about 40% of the problem. E-Block is in the old part of the jail and he said that it was his understanding that we don't have this issue in the new section. The Superintendent is going to take a look at the contract and Sheriff Zeman said they hope to have a recommendation at next month's meeting.

The second topic is the solar energy system. There are a number of issues with it. They are waiting for some more detailed reports and will be meeting Thompson & Litton to discuss this. They will report back at a later date.

**F. SUPERINTENDENT'S REPORT:**

The Superintendent reviewed his report in detail. Our state responsible inmates rose from 267 up to 279. This should change after next week as we plan to send several inmates to Bland.

In employee activity, we have had 1 new hire officer. We also had 4 resignations: 4 officers and 1 nurse. There is no one currently in training but we will have 12 officers at the academy beginning on August 24<sup>th</sup>.

He reviewed all of the inmate programs and gave updates on each one. Several of our programs are on summer hiatus and will begin again in September. Under general comments, he reported that we have received the 1<sup>st</sup> of our 2 vans. Our maintenance staff is currently removing the cage from the old van and installing it in the new one. That should go into service next week. The 2<sup>nd</sup> van is in transit to the dealership. It is fortunate that we got the new van when we did. The day that it arrived on the lot, one of our vans that had about 500,000 miles on it the cam-shaft went out of it and couldn't pull this hill out here at the cemetery with a load of inmates. We won't be able to surplus that van to anyone but will be able to use it for parts and probably sell it for salvage in a couple of months. He said that he will go ahead and order the 2 other vans that we have asked for in this budget year. It takes around 8-12 weeks for those vans to get here so he will do that in the near future.

For the last several months we have seen a need for increased mental health care for our inmates. That problem seems to be growing, not just here locally, but across the state and nation. We have determined that we need to add additional time with our mental health treatment for our inmates. He has been working with Ms. Rosemary Sullivan the Director of the New River Valley Community Services. Currently, we have a clinician that comes in once a week to pre-screen inmates. We also have a Nurse Practitioner that comes in once a month to visit with inmates. She takes care of their medications and handles referrals to psychiatrists as needed. The numbers are

just so much that we're just not keeping up. To address that, we're going to add a psychologist that will be coming in for up to 24 hours a week. We're going to off-set a bit of that cost by paying for some her hours out of inmate commissary so there won't be any cost to the Authority for that. We're also going to add a psychiatrist that we don't currently have. She will be conducting her visits by video through Tele-Health. Community Services received a grant for the equipment. They will be coming in the next two weeks to install the video equipment in our Medical Department. We will continue with the Nurse Practitioner that we currently have but now twice a month we will be getting Psychiatrist time through the Tele-Health Program. The inmates will have a representative here but will be able to sit down and talk with the Psychiatrist by video. That will more than double the hours that we have here with our mental health treatment. We have been getting a lot of grievances from inmates that they have to wait too long for service so we're trying to get ahead of that.

Our inmate headcount for today is 894.

**G. NEW BUSINESS:**

Sheriff Zeman introduced his guest as Deputy Brian Craig. He has worked for 18 years at the Floyd County Sheriff's Office and also as a school resource officer. Deputy Craig is the Republican candidate for Sheriff this year and will be probably be attending upcoming Authority Meetings.

Sheriff Millirons asked if the jail had a spokesperson to talk with the media. The Superintendent said that we don't have anyone that specifically handles that. Those calls generally come to him. At that time, he will do a press release if need be and on occasion he refers them to legal counsel.

**H. CITIZEN'S COMMENTS:**

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

Mr. Smith read an email that he had received regarding the trustees that worked during the Town of Independence's Fourth of July Celebration. The email said that the 2 trustees on duty that day went above and beyond with the removal of trash. They came to the facility and offered to take the trash to the dumpsters. The inmates then came back to the site afterwards and picked up all of the small pieces of trash off of the lawn. They wanted to let the jail know what a good job that these men had done and that their efforts were appreciated.

The Superintendent said that there were several projects going on now. Pulaski is getting ready to paint a school and our work force crew is over in Bland doing some sprucing up. He said that we've been getting out in the community here lately and doing some good work. We've been getting better cooperation from the folks that are supervising these inmates so they've been working longer and better. We've not had to replace them as often and it helps us out to keep contraband from coming into the jail.

Mr. Smith commented on a trusty that used to work for Grayson County. They were so impressed with how good of a worker he was when he was a trusty that when he released from

jail, they hired him. He was first hired by Social Service for a month and has now worked for the Grayson County Maintenance department for two month. He added that this gentleman is paying all of his bills, actually managing his money, going to work every day and is doing well.

Chairman Armentrout thanked Sheriff Zeman for meeting with him this morning and getting him headed in the right direction as the newly elected Chairman. He said that he appreciated the help.

**J. ADJOURNMENT:**

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

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

**Action:** The motion passed unanimously.

There being no further business to come before the Board, Chairman Zeman adjourned the meeting at 10:38 am.

---

Secretary, Sheriff Gardner

