

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
July 8, 2016
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 10:00 a.m. by Chairman Mark Armentrout with eight (8) members and three (3) alternates present.

MEMBERS PRESENT:	Bland County:	Sheriff Roseberry
	Carroll County:	Ms. Cannon; Sheriff Gardner
	Floyd County:	Mr. Turman
	Giles County:	Sheriff Millirons
	Grayson County:	Sheriff Vaughan
	Radford City:	Sheriff Armentrout
	Wythe County:	Mr. Reeves

ALTERNATES PRESENT:	Giles County:	Mr. Martin
	Pulaski County:	Mr. McCready
	Wythe County:	Ch. Deputy Foster

STAFF & GUESTS PRESENT: Steve Durbin, Anderson, Marks and Miller
Bob Sumner-NRVRJ officer
Robert Lyons-citizen

Chairman Armentrout welcomed the group and asked that everyone keep Dallas in their prayers due to the police shooting there the night before.

B. ROLL CALL:

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

C. APPROVAL OF JUNE MINUTES:

The Minutes from the June Authority Meeting were mailed to each board member for review. Chairman Armentrout asked if there were any additions or corrections to the Minutes. Hearing none, he asked for a motion to approve.

Motion: Sheriff Millirons moved to approve the June Minutes as presented. Sheriff Gardner seconded the motion.

Action: The motion passed with a vote of 10 yes and 1 abstention. Mr. Reeves abstained from the vote due to not being present for the June meeting.

D. OLD BUSINESS:

Chairman Armentrout said the only new business to discuss is the search for a new Superintendent. He asked Mr. Reeves to give a report on both the Search Committee and the Personnel Committee as well.

E. COMMITTEE REPORTS:

Personnel Committee:

Mr. Reeves was the only Personnel Committee member that was present this morning and he met with Major Stallard for an update. Since June 10th, we have hired 9 officers, 1 nurse and 1 maintenance officer. We had 4 officers to resign. One officer resigned to take an insurance job closer to his home, one joined the Radford University Police and one joined the Virginia State Police. Another officer resigned when he could not complete the physical part of the Academy.

We currently have 5 vacancies that were frozen last year to offset medical and food cost. We still have 5 more positions frozen to offset operational costs. We are processing 12 applications for Correctional Officers. As of 7/5/2016, we have received 331 applications from the Indeed website, the community and other sites. The applications are continuing to come in. They have reassigned some positions and have put Captains back on each shift. Major Stallard said that they needed the leadership in those positions on every shift.

In regards to the Search Committee, that group has met and there are 5 interviews scheduled on July 20th in Wythe County. Mr. Reeves asked the Search Committee members to stay after today's meeting to discuss three applications that he received last week. He will update the Authority again next month.

Operations Committee:

The Operations Committee did not meet today.

Finance Committee:

Ms. Cannon gave an update on the Finance Committee activity and handed out copies of the monthly financials for July 2015-June 2016. Our total gross income was \$20,371,024.25 with total expenditures of \$20,309,110.73 for a net ordinary loss of \$61,913.52. We do have minor accounts payable out and per diems from Bland and Carroll still out. When you include those in, that brings that total up to 221,065.15. Also, with money due from other funds and the debt

refinancing that leaves us with a grand total of 2,083,811.74. Ms. Cannon said that she was pleased with how we ended the FY 2015-16.

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:

The Design and Construction Committee did not meet today.

F. SUPERINTENDENT'S REPORT:

The headcount today was 927 and copies of the June Superintendent's report were handed out for members to review.

Due to Interim Superintendent Poff and Col. McPeak's absence, Chairman Armentrout read a summary of jail operations on the following topics.

DOC Audit:

An auditor from the Department of Corrections conducted a surprise audit of our Life, Health and Safety Standards. The audit lasted 2 days and the jail passed the standards review with 100% compliance. At the briefing following the audit, the auditor praised staff and jail operations. She made a few recommendations that has or will be incorporated into our operations. This rating was made possible by the dedication of all staff here at the facility.

LIDS Audit:

The LIDS on-site audit is scheduled for July 18-22, 2016 and is related to the auditing period of June 1, 2010 through April 30, 2016. The objective of this audit is to determine compliance with the internal control measures of financial reporting requirements outline in the Virginia Compensation Board Local Inmate Data System Procedures Manual dated May 1, 2006.

Health Inspection:

On June 30, 2016, the Pulaski County Health Department conducted a health inspection of our facility. They also measured our compliance with several DOC health standards. The following deficiencies were noted and are being corrected.

- **Dishwasher**

The dishwasher temperature during the rinse cycle was not being maintained at 160F. We have been having numerous issues with the dishwasher and the contractor explained that it may last 6 months to 1 year. On the day of the inspection, the dishwasher worked great earlier in the day and the proper temperature was maintained during the lunch meal. An outside repair company determined that the water temperature boosters were not working. The dishwasher was fixed prior to the inspector leaving. As of July 6, 2016, the dishwasher

stopped working again and the contractor was called in again to work on it. The contractor advised us that the dishwasher was on its last leg and should be replaced. Mr. Poff has asked Aramark to obtain a couple of quotes for a new dishwasher. He will seek approval from the Board to start the procurement process in replacing the dishwasher. As soon as all the quotes are in, he will bring our recommendation back to the Board for approval prior to purchasing a new unit. What we know at this time, the cost should run between \$35,000 and \$50,000 depending on the brand and features. Mr. Poff recommends that the Board purchase this equipment from funds held in the Local Government Investment Pool-Repair & Replacement Account.

- **Kitchen Floor**

The inspector cited us for the flooring in the kitchen. There are several areas in the kitchen where the drains are loose and the flooring is not sealed around the drains. There are several areas where the floor is coming up. The flooring is an engineered, poured and sealed type that very limited contractors work on. We have sixty days to repair the flooring and we have contacted two contractors to examine the scope/costs of the repairs needed. We intend to treat this as a normal budgetary expenditure.

Other than the above issues, the inspector provided numerous suggestions for improvement and we have implemented most.

Academy:

The Corrections Academy began on June 13, 2016 with 13 recruits. One recruit resigned because he could not complete the physical part. This was his second attempt in completing the Academy. The rest of the recruits are doing good.

Jail's Food Service and Canteen Contract:

Aramark has served as the jail's food and canteen service provider since the facility opened. The jail Authority provides 5 full-time and 2 part-time kitchen supervisors to support the food service program. The last food service contract was entered into on May 1, 2011 which provided that the contract may be renewed for two additional one year periods. Thereafter, the Agreement could be extended for an additional period of 12 months. This contract appears to be on-going without having to rebid services. In addition, a mistake was made on April 9, 2015 when the contract was extended two years from May 1, 2015 up to April 30, 2017. This contract should have been for only one year.

Our attorney has reviewed the food services and canteen contract. Based on his recommendation, Interim Superintendent Poff would like to recommend to the Authority that we re-bid the contract and certainly invite Aramark to bid. He thinks that the current contract is overpriced and at the very least the food vendor should assume some responsibility for the cost of staffing. If the Authority agrees, he will develop an RFP and bid both the food service program and the canteen program separately. In addition, he will ask for a quote with and without staffing.

Chairman Armentrout asked if there was a recommendation from the floor regarding the food services and canteen contracts.

Motion: Mr. Reeves made the motion to accept Interim Superintendent Poff's recommendation to develop RFPs and bid out contracts for both the food service and canteen program separately. Mr. McCready seconded the motion.

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

Solar System:

The pumps were installed in the hot water solar system and it is up and running.

Policy and procedures:

The following procedures were reviewed and revised:

- SOP 809.1 Lids
- SOP 710.1 Citizen Immigration
- SOP 910 Searches

Job Descriptions:

We are continuing to revise and write job descriptions.

Ms. Cannon brought up the topic of the dishwasher mentioned in the Health Inspection portion of the minutes. She added that the dishwasher sounded pretty critical and maybe we should give Interim Superintendent Poff the authority to proceed up to a certain amount. Chairman Armentrout asked if there was a motion from the floor.

Motion: Ms. Cannon made the motion to give Interim Superintendent Poff the authority to proceed with the purchase of a dishwasher up to \$50,000. If he finds that the dishwasher is going to be more than \$50,000, he will need to consult with Chairman Armentrout and Ms. Cannon (Treasurer) prior to the purchase. Sheriff Vaughan seconded the motion.

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

G. NEW BUSINESS:

H. CITIZEN'S COMMENTS:

None.

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Mr. McCready gave an update on Authority member Mr. Frank Conner. He said that Mr. Conner seemed to be feeling good. He looked great and his spirits were great too. He's been up walking around the facility and hopes to get to come home for a day visit this weekend but will be in the Radford Rehabilitation facility for a few more weeks.

J. ADJOURNMENT:

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

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

Action: The motion passed unanimously.

There being no further business to come before the Board, Chairman Armentrout adjourned the meeting at 10:21 am.

Chairman Mark. R. Armentrout