

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
May 10, 2019
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 10:09 a.m. by Chairman Mark Armentrout with ten (10) members and two (2) alternate present.

MEMBERS PRESENT:	Bland County:	Sheriff Roseberry, Mr. Workman
	Floyd County:	Mr. Turman
	Giles County:	Mr. Chidester
	Grayson County:	Mr. Shepley
	Pulaski County:	Sheriff Worrell; Mr. McCready
	Radford City:	Sheriff Armentrout; Ms Cumberland
	Wythe County:	Mr. Reeves

ALTERNATES PRESENT:	Carroll County:	Ms. Dalton
	Wythe County:	Ch. Deputy Foster

STAFF & GUESTS PRESENT:	Superintendent Gregory Winston
	Steve Durbin - Sands Anderson PC
	LTC Jason Ramsey, Undersheriff- Bland Co. Sheriff's Office
	Robert Lyons-Citizen
	Bob Sumner-NRVRJ Officer

B. ROLL CALL:

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

Superintendent Winston thanked Bland County and Radford City for recognizing the NRVRJ staff with a proclamation during National Correctional Officers Week.

Today will be Sheriff Tom Roseberry's last Authority meeting due to his retirement effective June 30, 2019. Chairman Armentrout presented Sheriff Roseberry with a plaque recognizing his years of dedicated service to the New River Valley Regional Jail Authority.

Sheriff Roseberry introduced LTC Jason Ramsey, Undersheriff as his replacement. LTC Ramsey has 25+ years of experience with the Bland Sheriff's Office having served as a dispatcher and

jailor prior to his years as a deputy. LTC Ramsey has also served on the Bland County Board of Supervisors.

C. APPROVAL OF MARCH 2019 MINUTES:

Copies of the Minutes from the March 8th and March 29th meetings were mailed to each member. Chairman Armentrout asked if there were any additions or corrections to the Minutes as presented.

Motion: Mr. Workman moved that both sets of the March 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 July 2018 through April 2019 were distributed. In Ms. Cannon's absence, Mr. Workman reviewed them with the group.

Motion: On behalf of the Finance Committee, Mr. Workman recommended the Financial Report for approval.

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

Proposed Budget:

The next order of business is approval of the budget for FY 2019-20. Superintendent Winston had two versions with two different per diem increases to present to the board. Mr. McCready asked if he could give a quick summary of each of them and give points driving the need for a per diem rate increase.

Our current per diem is \$27.50 and the first budget we've proposed has a per diem of \$28.65. Of the per diem increase, \$0.65 is directly related to the decline in prisoner population. The second impact is due to a 15% increase in our domestic cold water and sewer services from the Town of Dublin. This is the second year in a row that we've received a 15% increase from them. One of the larger drivers in the per diem increase is the loss of mental health services from the Community Services Board. The CSB had been providing approximately 48 hours in psychiatric services through psychiatrists and mid-level providers. They had been cutting us back for several

months and we were internally making up those hours with our NP and Physician. Last month the CSB informed us that moving forward they would only be providing 16 hours of mental health services. Due to some new state laws effective July 1, we will be required to provide mandatory mental health standards. We're expecting to have to spend approximately \$120,000 a year for a psychiatrist. We will also need to contract two additional licensed personnel through CSP at \$126,000 for both positions.

Those are the driving factors on the budget and are specific to operations. They do not include any capital improvement that we currently need. We are funding capital projects out of operating. We're taking the steps and meeting with various vendors to get some performance contracting. That will enable us to get some of these necessary repairs done and give us 10 years to save to invest in our capital improvements. If we increase the per diem to \$29.00 it would give us some additional revenue to begin to repair and replace those immediate needs and save for upcoming replacement and repairs.

Mr. McCready asked how much the additional \$0.35 would generate. Supt. Winston said approximately \$110,000. Mr. McCready said that an increase to \$29.00 wouldn't isn't going to meet all of our needs. Basically increasing to \$28.65 is merely trading water with nothing for maintenance. We do have money in the maintenance reserves that we're spending it each year on items that have to be fixed immediately. The suggestion was made to consider \$29.00 to give us some money on hand to address serious building concerns.

Mr. Reeves asked what we currently had in reserve. Supt. Winston said we have \$900,000 total which includes operating reserves, the bond covenant, repair and replacement at \$187,000.

Mr. Workman asked how we were tracking to finish out FY 2018-19. Supt. Winston said currently should finish at approximately \$400,000-\$420,000 in the black. We operate about a month behind. Mr. Workman asked if that money rolls back into the reserve to which Supt. Winston responded yes. Mr. Workman if we could vote to roll that money into repair and replacement fund instead. Our fund balance is already strong so this money could be used to refurbish the jail. He would rather see us used the money that we have instead of sitting on it.

Mr. McCready said one thing discussed in Finance was restocking the maintenance reserve for this year. We have carry over funds but some of that will be used to restock that account so we may only have \$250,000-\$300,000 to possibly roll over to repair and replacement. Mr. Workman said just to roll whatever excess funds are available and continuing to do that each year. Mr. McCready said whatever amount we end up transferring over won't address all of our capital needs. We have several hundred thousand dollars worth of emergency short term repairs that need to be done. Another variation discussed in Finance was adopting \$28.65 and look at doing a mid-year adjustment. The only concern is the possibility of having to notify the jurisdictions mid-year with an increase. Ms. Cumberland suggested adopting \$28.65 with a letter to the jurisdictions letting them know ahead of time that we will re-evaluate mid-year and an increase is possible. Mr. McCready said the letter should also tell them now that next year's per diem will probably go up and may help soften the blow.

Motion: Mr. Workman made the motion to adopt the FY 2019-20 Budget at the per diem rate of \$28.65 with a conveyance letter going out to all jurisdictions stating that an analysis would be done mid-year for a possible increase.

Also, any excess revenue over expenditures at the end of FY 2018-19 would be rolled over into FY 20 repair and replacement fund balance for repairs to the facility. Mr. McCready seconded the motion.

There was discussion to clarify the motion prior to the vote. Some members were under the impression that there wouldn't be a per diem increase if the excess revenue rollover occurred.

Action: Following roll call, the motion passed with a vote of 10 yes and 2 no votes

Design and Construction Committee:

Design & Construction did not meet today.

F. SUPERINTENDENT'S REPORT:

Superintendent Winston thanked the jurisdictions that took the time to send in Proclamations recognizing our staff during National Correctional Officers week. It's also Nurses Week and we thank all of our nurses for their service. Our food service vendor Trinity also provided cakes in recognition of our staff.

Employee Activity:

Superintendent Winston recognized Lt. Melissa Edwards, Sgt. Ernie Alley and Sgt. Christopher Faulkner who recently graduated from the Virginia Association of Regional Jail Leadership Initiative. We're one of three states in the entire country to put on a leadership initiative in association with the American Jail Association. These employees traveled to three different regional jails attending classes from experts on leadership. One of the Superintendent's main goals is to get people qualified, competent and confident in their roles so we could decentralize some of the authority. Congratulations to those folks!

20th Anniversary:

On April 27, 2019 the jail celebrated its 20th Anniversary. The jail was opened on April 27, 1999 and shirts were provided for the staff to commemorate the occasion.

The back of the shirt reads:

No Guns, Just Guts
New River Valley Regional Jail
20 years behind the wall
1999-2019

The Superintendent said it was a big landmark for us and he appreciates the board's support for all of these years.

Upcoming Events:

We're planning to host a bloodmobile this summer and also a Shred-A-thon in the fall.

Board of Corrections:

Superintendent Winston will be attending the Board of Corrections meeting next week and will be meeting with the JLARC to talk about mental health reform. We'll be discussing what our role will be, what the Board of Corrections' role is going to be and what position the regional jail board of directors takes. We'll keep you posted on how that is going to go.

Medication Assisted Therapy:

Superintendent Winston received a telephone call yesterday from the Roanoke Times. They would like to interview him in regards to medication assisted therapy. It involves having opioid addicted people receiving medication as part of their confinement and treatment while they're in custody. We currently do it for pregnant offenders because it's a standard of care.

First Net:

We've been receiving a lot of information about First Net. Virginia is the first state in the union to begin negotiations in creation of the First Responder Network and utilizing that broadband. He asked that the jurisdictions remember us when they're setting up their networks in terms of compatibility and radio access. If you get funds or grants and want us to participate since we'll need some of that infrastructure as we'll be communicating with you back and forth. If you have committees or need participation from us please let him know.

Academy:

The academy graduation will be on June 3 and we have 11 officers scheduled to graduate.

Operations:

- Headcount today: 906
- Total days served 26,149
- Average Daily Population: 872
- Average Daily Population for male prisoners: 702
- Average Daily Population for females prisoners: 170
- Number of commitments: 626
- Avg Daily commitments: 20.9
- Number of releases: 558
- Avg Daily releases: 18.6

Prisoner Issues:

Superintendent Winston reminded the jurisdictions to contact him if they need trusty training for new employees or refresher training. We recently had a citizen call one of the jurisdictions about a trusty wandering off looking for mushrooms this week. He was located and brought back to the jail.

We had an inmate smuggle in two heroin loaded syringes. She was able to use one prior to them being located. Supt. Winston will be discussing some ways we're trying to improve our search process

Thank you:

Superintendent Winston thanked Sheriff Vaughan for his support and help getting Mt Rogers CSB involved in some of our mental health issues.

HR/Personnel:

We've had five terminations in the last two months but we're about to bring in fourteen new hires.

The most important benchmark that we've reached this year is rolling out our new health insurance carrier Aetna. Our goal was to provide equitable, valuable health insurance for our staff. We will be receiving a 3% raise July 1 and we wanted staff to be able to see that raise without it being totally consumed by higher health insurance costs. We were able to mitigate apples for apples insurance-wise with only about a 5.7% increase to the authority and a little to some staff depending on which plan they choose. Superintendent Winston thanked our Human Resource Manager, Valerie Mills for getting all of that accomplished. Valerie was able to set up mandatory open enrollment meetings for all of the staff and it was very successful. She did an excellent job and Superintendent Winston is really proud of her performance during this process.

IT:

We've installed our new payroll/accounting system with Southern Software. We expect to have the switch completed in the coming months.

Maintenance:

We have a sink hole out back and have been working on it with Jonathan Sweet and Josh Tolbert from Pulaski County. We had a camera put down into it to see exactly what was going on and had some contractors give us an estimate. At a minimum it's going to be about a \$25,000 repair plus materials. Our insurer VACorp will be here on Monday to see if this can be filed under our insurance. We're hoping to get by with our \$1,000 deductible and we can get that fixed quickly.

Solar System:

The system is currently not working. We recently spent \$20,000 this year on the system to replace burst pipes, replace the insulation and recharge the entire system because the glycol had all washed out. The system is now leaking again through 100's of feet of pipes. After peeling back the insulation we realized it wasn't piped in copper but in steel. The insulation wasn't sealed so it was full of water and all of the pipes were rotten through. At this point we don't want to spend anything more on the system. DMME will be here next month to discuss some performance contracting so we're going to get their advice on the project and hopefully roll it into that.

Publicity Campaign:

We were contacted by Roanoke Rescue Mission regarding a publicity campaign. This group serves a lot of residents of the New River Valley. They're doing a campaign featuring a recovering addict from Radford that was once an inmate in our jail. Representatives from the rescue mission will be here Thursday to do some filming of classrooms and programs that he was involved in during his incarceration here at the jail.

Luncheon:

We have been invited to the Bland County Business Appreciation luncheon on May 30th. We hope to be able to attend.

Reorganization:

We've been working to make some appropriate reorganization of authority and infrastructure. This week we've announced two new divisions with re-classifications of positions and additional responsibilities. This will create some vacancies for corrections staff to be able to apply.

We will have a Professional Standards Unit that will be responsible for internal investigations, accreditations, community support/outreach and training. This will be led by a Lieutenant and be supported by several Sergeants, Corporals, Master Jail Officers and support officers in terms of compliance.

We will also create a Community Corrections Division. That will be report to the Services Captain. This division's role is to provide support and provide community correctional inmates for the jurisdictions. We also want to provide a safe barrier between the greater population and community corrections inmates in an effort to prevent contraband. We want them doing their own laundry, preparing their own food, coming and going through specific doors and keep them from crossing paths with general population inmates.

Healthcare related costs:

We've done a much better job with our inmate medical accounts. This time last year we had recovered \$167,000 for inmate healthcare costs and so far this year we've recovered \$196,000. We're also doing good job at better identifying inmates with pre-existing conditions. We pay less for pre-existing healthcare costs than we do for conditions that occur during confinement. We're also working with our attorney on the negotiations of our HSA Carilion contract regarding inmates with pre-existing conditions being responsible for their bills.

G. NEW BUSINESS:

Superintendent Winston spoke earlier in the meeting of the five serious overdoses that we've had at the jail over the last four months. These have all been methamphetamine and opioid related and required hospitalization. We have compiled a mountain of documentation describing the unsafe conditions that this renders in the jail for staff and prisoners. We have been setting money aside in the inmate commissary fund to address some of these issues and increase safety. Supt. Winston has identified an X-ray body scanner. The vendor provided a demo for staff and it is the most reliable body scanner on the market at this time. Superintendent is asking the Authority for permission to procure the body scanner at no cost to the Authority, nothing from the operating account or reserve. The money would come out of the inmate commissary fund and would reduce the risk to prisoners of injury due to smuggled contraband. The vendor offers a lease option for a couple of years. Half way through the lease, we will have the option to purchase it out right. Superintendent gave a quick description of just how the machine would work and items that it could detect.

Motion: Mr. Reeves made the motion give Superintendent Winston permission to enter into a lease for the X-Ray Body Scanner. Mr. McCready seconded the motion.

Action: Following roll call, the motion passed unanimously.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Election of Officers-FY 2019-20

The election was mentioned at the March 2019 meeting and any nominations were to be emailed to Mrs. Akers. To date, no nominations were received.

The current officers are listed below and have all agreed to serve if re-elected:

- Chairman: Sheriff Armentrout
- Vice Chairman: Tim Reeves
- Treasurer: Nikki Cannon
- Tonya Akers (NRVRJ) would continue to serve as Secretary

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

Motion: Mr. Workman made the motion for the Authority to keep the same slate of Officers for FY 2019-20. Mr. McCready seconded the motion.

Action: Following roll call, the motion passed unanimously.

Chairman Armentrout said there was a need for an executive session and asked for a motion from the floor.

Motion: Mr. McCready made the motion to go into executive session to discuss personnel matters pursuant to §2.23711.A.1 of the Code of Virginia. Mr. Reeves seconded the motion.

Action: Following roll call, the motion passed unanimously.

The purpose of the executive closed session is:

Personnel Matters, §2.23711.A.1 of the Code of Virginia, (candidates for employment OR the assignment, appointment, promotion, performance, demotion, discipline, salaries, compensation, resignation of employees)

After a lengthy discussion, the motion was made that the Authority Board come out of closed session.

Motion: Mr. Workman made the motion that the board come out of closed session. Mr. Reeves seconded the motion.

Action: Following roll call, the motion passed unanimously.

Chairman Armentrout asked for a motion to certify that only matters permitted under §2.23711.A.1 of the Code of Virginia was discussed.

Motion: Mr. Workman moved to certify the closed session discussion. Mr. McCready seconded the motion.

Action: Following roll call, the motion passed unanimously.

As a result of the executive session, the following motion was made.

Motion: Mr. McCready moved that in keeping with the general terms of the contract with the Superintendent and after a successful annual employee review of the Superintendent that the New River Valley Regional Jail Authority continues the support of Superintendent Winston and recommends that his salary effective July 1, 2019 be raised to the level of \$120,000. Mr. Workman seconded the motion.

Action: Following roll call, the motion passed with a vote of 11 yes and 1 no vote.

J. ADJOURNMENT:

Motion: Mr. Workman made the motion to adjourn the meeting. Mr. Reeves 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 11:51 a.m.

Chairman Mark A. Armentrout