

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**February 14, 2020**  
**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 Chairman Mark Armentrout with eleven (11) members and (3) alternates present.

<b>MEMBERS PRESENT:</b>	Carroll County:	Sheriff Kemp; Mr. Lyons
	Floyd County:	Mr. Turman
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Sheriff Vaughan
	Pulaski County:	Sheriff Worrell; Mr. McCready
	Radford City:	Sh. Armentrout
	Wythe County:	Sheriff Dunagan; Mr. Vaught

<b>ALTERNATES PRESENT:</b>	Giles County:	Mr. Martin
	Grayson County:	Mr. Smith
	Wythe County:	Ch. Dep. Foster

<b>STAFF &amp; GUESTS PRESENT:</b>	Superintendent Gregory Winston
	Dep. Superintendent John Bowman
	Mr. Michael Bedsaul-Sands Anderson PC
	Ms. Ashley Spinks-Floyd Press
	Mr. Gordon Jones-Robinson, Farmer & Cox
	Mr. Dirk Compton- Citizen
	Ms. Laura Walters-Citizen
	Officer Steven Wade-NRVRJ
	Lt. Christopher Conner-NRVRJ
	Officer Evan Williams—NRVRJ
	Officer Derek Hinkley-NRVRJ
	Mr. Robert Lyons- Citizen
	Mr. Bob Sumner-Citizen

Chairman Armentrout welcomed everyone and read notices from three jurisdictions. Floyd County has reappointed Mr. Joe Turman to serve as member and Mr. Justin Coleman to serve as alternate through December 31, 2021. Sheriff Kevin Kemp has been appointed as Carroll County's new member and Ch. Deputy Donald Spangler as his alternate. Wythe County has appointed Mr. Brian Vaught as their new member and Mr. Stephen Bear as alternate with their terms expiring on December 31, 2020.

**B. ROLL CALL:**

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

**C. APPROVAL OF NOVEMBER 2019 MINUTES:**

Copies of the Minutes from the November meeting were mailed to each member. Chairman Armentrout mentioned one correction has been made the minutes. The alternates present at the November 8, 2019 meeting have been corrected to read Ch. Deputy Harris, Ch. Deputy Foster and Mr. Bear. Chairman Armentrout asked if there were any additions or additional corrections to the Minutes as presented.

**Motion:** Sheriff Vaughan moved that the November Minutes be approved as corrected. Sheriff Millirons seconded the motion.

**Action:** The motion passed unanimously.

Superintendent Winston recognized NRVJR Officer Steven Wade with a plaque for his retirement which became effective December 31, 2019. Lt. Christopher Connor also spoke of Officer Wade being one of the most trustworthy and loyal employees that he's ever worked with. He along with Officers Hinkley and Williams presented Officer Wade with a UVA jersey displaying his badge number on behalf of their team.

**D. OLD BUSINESS:**

At the suggestion of our attorney, we will need a motion to amend the language in our By-laws in regards to the frequency of Authority Meetings. However we will need to get proper written notice/documentation out to everyone so it can be discussed and voted on at the March meeting.

Chairman Armentrout asked for a motion to ratify and approve the postponement of the January 10, 2020 meeting until today, February 14, 2020.

**Motion:** Mr. McCready made the motion to ratify and approve the postponement of the January 10, 2020 Authority Meeting until today, February, 14, 2020. Sheriff Vaughan seconded the motion.

**Action:** The motion passed unanimously.

## **COMMITTEE REPORTS:**

### **Finance Committee:**

Copies of the monthly financials were distributed. In Mr. Workman's absence, Superintendent Winston reviewed them in detail with the group.

**Motion:** Mr. McCready made the motion to approve the Finance Report as presented. Sheriff Dunagan seconded the motion.

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

Mr. Gordon Jones from Robinson, Farmer & Cox presented copies of the audit report and Financial Report to each member present. The jail received a clean unmodified report and stated that you couldn't improve on that. He pointed out several different sections and thoroughly reviewed them with the group.

In the Financial Report, Mr. Smith reviewed the portion on compliance and internal controls of the jail's financial reporting. He added that they did not identify any deficiencies in internal controls that could be considered material weaknesses.

In regards to the audit report, the management comments dealt with commissary account bank reconciliation needing to be cleaned up and we had four members that didn't completely fill out their Financial Disclosure Forms.

Copies of these reports are available for any members/alternates that were unable to attend the February meeting. Mr. Jones added that overall the audit went well and he instructed the members to contact him with any questions regarding either report.

**Motion:** Mr. McCready made the motion to accept/receive the audit report as presented by Mr. Gordon Jones. Sheriff Vaughan seconded the motion.

Superintendent Winston took a minute to acknowledge Tammy Dobbins and Tim Clark for their hard work and diligence on a daily basis to maintain the jail's finances/budget throughout the year.

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

### **Design and Construction Committee:**

Design & Construction did not meet today.

## **E. SUPERINTENDENT'S REPORT:**

### **Employee Activity:**

We made some significant promotions over the past month.

- Keith Fleeman- Captain to Major
- Shannon Payne- LT to Captain
- Terry Hale-Sergeant to LT
- John McNeely-Sergeant to LT
- Seth O'Dell-Transportation to Workforce upon David Edward's retirement
- Marty Stallard-Major of Security to Major of Services

Superintendent will have more information of reorganizational changes to discuss at the next meeting.

### **Academy:**

We will have 8 officers beginning the academy in March.

### **Operations:**

- Headcount today: 916
- Total days served 28,255
- Average Daily Population: 912
- Average Daily Population for male prisoners: 721
- Average Daily Population for females prisoners: 191
- Number of commitments: 590
- Avg Daily commitments: 16
- Number of releases: 445
- Avg Daily releases: 14

### **Prisoner Issues:**

We've begun using the body scanner and have recovered quite a bit of contraband especially from female inmates.

### **HR:**

Since our last meeting in November, we have hired 16 people and 1 part time control room operator. There have been 15 terminations with three of those being retirements. We have lost a few officers to local sheriff's offices and Montgomery County.

We began a program in January offering a bounty to staff in an effort to recruit and retain new employees. If a current staff member helps recruit a new employee they will receive a bonus once that person completes the academy and stays for a year. It will be a year or so before we know how effective this program is but we're always looking for ways to recruit.

**IT:**

We have upgraded to our new financial management system and all of the Windows 7 PCs as discussed at the last meeting. We recently found out that the computers we use for GED testing will need to be updated and that will be paid for out of inmate commissary funds.

**Maintenance:**

Two new floor drains were installed in the kitchen as a requirement of the health department. The \$64,000 plumbing repair was done to the hot water distribution on the new side of the jail. This had to be completed as a result of faulty installation. The replacement of the freezer floor has been completed at a charge of \$89,000. None of those repairs were covered by our insurance and were paid for out of our capital outlay from this past year's budget. We also initiated the replacement of the Airteq air system. Ours is 20 years old and we're having trouble keeping the pneumatic doors operating efficiently. That repair will run approximately \$15,000 and come out of our repair and replacement funds.

**Performance Contracting:**

We have been meeting with Amerisco representatives and they are currently performing an (IGA) Investment Grade Audit at this time. They have completed the plumbing/cold water distribution portion, the lighting study and are doing the mechanical study now. They should be finished up in two weeks. Amerisco plans to come back to us in late March to present us with what they think would be the most appropriate energy conservation measures available for cost savings. Superintendent Winston suggests we put together a building committee to hear their findings, to select which projects we will want to do and decide how much money we will need to invest over time to pay for those projects to offset the energy savings to pay for the project. Two meetings will be needed. The first will be in early April to hear their findings. The second meeting will be later will occur when Amerisco brings back their final project results. The building committee will then may the recommendation at the May Authority meeting on whether or not to move forward with the performance contract. Superintendent explained in detail how the performance contracting process would work, the benefits of it and the steps that would be necessary to move forward.

Chairman Armentrout will be reaching out to members in the coming weeks about participating on the building committee.

**F. NEW BUSINESS:**

**By-Laws Modification:**

Superintendent Winston said we also need to modify the language in the purchasing portion of our By-Laws in regards to small purchases less than \$100,000. The information regarding the modification will be included in your March board packet.

**Proposed Budget:**

The Superintendent presented each member/alternate with a copy of the proposed budget for FY 2020-2021 and reviewed it in detail. The following are some of the highlights from this upcoming year's budget. There is no increase in per diem and it will remain at \$28.65 per day. According to the projected prisoner forecast, our proposed ADP is up from 876 to 884. For

budgeting purposes, we've increased each locality one additional prisoner in their projected populations.

There is the possibility of increased funding for entry level jail officers from the compensation board. This is would be a result of legislation that is currently moving through state government to be decided soon. If it passes, the Superintendent plans to put that towards the general fund and use it to fund a 2.7% across the board raise for staff. This will only be done if the Governor's proposed budget is approved.

Over the last few years the board has done an excellent job of preparing ourselves for repair and replacement. We've been paying for capital outlay repairs and replacement using general operating funds. By doing so, we've been able to save \$1,000,900 in our replacement & repair reserve account so moving forward we'll take money from R&R reserves to pay for the capital outlay program. This year you'll see us offsetting revenue instead of offsetting expenditures so it will not contribute to the per diem. By doing so to fund capital outlay repairs it will not impact our operational costs and will make us more self sufficient in that area.

There is an increase in compensatory overtime in the proposed budget. We have already hit the projected amount that was allotted for this year. We have roughly 30 vacancies so obviously we have to pay overtime to operate properly. If for any reason we don't use that additional projected money we will use it to offset another line item.

LODA-We received a letter from our insurance carrier indicating that Commonwealth is trying to pass a law to increase our LODA obligation a little bit as well as Worker's Compensation. We don't know if that will pass but we included the increase at the recommendation of our insurance carrier.

Employee Health Insurance-We're working with Aetna and our independent broker on insurance rates for this year. We've already had two conference calls with them on the matter. Their suggestion is that we plan for a 15% increase for budgeting purposes but they expect to have more information for us next month. We currently offer several different plans to employees and incentivize the higher deductible plan for those employees that select that option.

The proposed budget shows a 10% increase for domestic cold water. We've experienced a 15% increase from the Town of Dublin for the last several years so we've included it in the proposed budget.

Emergency Repair & Replacement-We have never had a fund like this but it would be used to fund daily emergency repairs such as the freezer floor, the sinkhole, the roof repair and kitchen floor.

Vehicles-We're not budgeting for vehicle purchases this year but we have increased our vehicle repair fund by \$5,000. With Officer Dave Edwards retiring earlier this year, we've allowed for repairs that he would have been able to complete in-house.

Food Service-We are anticipating a 3% increase in inmate meals from our food service vendor this year.

Superintendent ended the budget summary by saying this all results in a balanced FY 2020-2021 budget of \$22,793,777.

Mr. McCready said one other thing that was discussed in the budget meetings that he thought was important for other members to understand. The jail has problems with other jurisdictions poaching our employees. One of the things discussed was the younger employees some time only see the check and not how good everything else was. The finance group has toyed around with moving the salaries up a bit and they are still considering a contract for if we put an officer through the academy that they must work for the jail for a certain period of time. The Finance Group has challenged the Superintendent to look into this in an effort to retain these new hires and get our money's worth.

There was a lengthy discussion on whether officers leaving due to salary or the ability to go out on the road. Various members gave their input and personal experiences over their years of service. Mr. McCready said we need be more involved in helping staff understand that they have a good place here. We need to create an environment that is both professional and caring. He added that if we lose employees to another jurisdiction than he didn't have as much problem with that. But when we lose them to places like Volvo they're leaving the business entirely.

**Motion:** Mr. McCready made the motion to go to approve the FY 2020-2021 budget as presented noting that there is no increase in per diem. Sheriff Dunagan seconded the motion.

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

#### **H. CITIZEN'S COMMENTS:**

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

Chairman Armentrout said that we currently do not have a Vice Chair at this time. He will be reaching out to members regarding the building committee and also someone to serve as Vice Chair for the remainder of the term.

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

**Motion:** Mr. McCready made the motion to go into executive session for Consultation with Legal Counsel pursuant to §2.2-3711.A.7 and to discuss Personnel Matters §2.2-3711.A.1 of the Code of Virginia. Mr. Smith seconded the motion.

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

**The purpose of the executive closed session is:**

**Consultation with legal counsel, §2.2-3711.A.7 of the Code of Virginia,** (consultation with legal counsel and briefings by staff members and consultants about actual or probable and public discussion would adversely affect the negotiating or litigating posture of the County or Town – OR- consultation with legal counsel regarding specific legal matters that require legal advice).

**Personnel Matters, §2.2-3711.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. McCready made the motion that the board come out of closed session. Sheriff Vaughan seconded the motion.

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

Chairman Armentrout asked for a motion to certify that only matters permitted under §2.2-3711.A.7 and §2.2-3711.A.1 of the Code of Virginia were discussed.

**Motion:** Mr. McCready moved to certify the closed session. He moved to certify that the only items discussed in closed session were those items that they went in for (Consultation with Legal Counsel) pursuant to §2.2-3711.A.7 and (Personnel Matters) §2.2-3711.A.1 of the Code of Virginia. While in closed session, it became unnecessary to discuss any items under §2.2-3711.A.1 therefore no business was conducted under this section. This certification covers all business that was conducted in closed session.

Attorney Michael Bedsaul made the clarification that no business is ever conducted in closed and recommends that the motion be amended to reflect this.

Mr. McCready asked that his motion be amended to strike the word “business” and insert the word “discussion” to his motion.

**Motion:** Mr. McCready moved to certify the closed session. He moved to certify that the only items discussed in closed session were those items that they went in for (Consultation with Legal Counsel) pursuant to §2.2-3711.A.7 and (Personnel Matters) §2.2-3711.A.1 of the Code of Virginia. While in closed session, it became unnecessary to discuss any items under §2.2-3711.A.1 therefore no discussion was conducted under this section. This certification covers all discussion that was conducted in closed session. Sheriff Vaughan seconded the amended motion.

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



**J. ADJOURNMENT:**

**Motion:** Sheriff Millirons made the motion to adjourn the meeting.  
Sheriff Vaughan 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 11:55 a.m.

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Chairman Mark A. Armentrout