

# MEMORANDUM

**DATE:** April 28, 2020  
**TO:** AUTHORITY MEMBERS & GENERAL PUBLIC  
**FROM:** SUPERINTENDENT GREGORY P. WINSTON  
**RE:** AUTHORITY MEETING—CHANGE OF VENUE

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Please be advised that the regularly scheduled meeting of the New River Valley Regional Jail Authority will be held on Friday, May 8, 2020.

Due to COVID-19 guidelines and the need for proper social distancing, the meeting will be held in the gymnasium of the New River Valley Criminal Justice Training Academy at 10:00 am.

Please enter from the rear of the building directly into the gym. Chairs will be separated and we ask that you please maintain a safe social distance from one another.

The following committee meeting will be held:

**Finance Committee:** 9:30 a.m. Academy classroom

Anyone desiring to speak before the Authority or present any subject matter for consideration should contact the Superintendent prior to the commencement of the meeting. Any person desiring special accommodations in order to attend or participate in this meeting should notify the Superintendent in advance of the meeting so that conditions can be met.