

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
May 14, 2021
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 10:03 a.m. by Chairman Mark Armentrout with six (6) members and four (4) alternates present.

MEMBERS PRESENT:

Giles County:	Mr. Chidester
Grayson County:	Sh. Vaughan
Pulaski County:	Mr. Travis; Sh. Worrell (came in later)
Radford City:	Sheriff Armentrout; Mr. Fleisher

ALTERNATES PRESENT:

Floyd County:	Ch. Deputy Harris
Giles County:	Mr. Martin
Grayson County:	Mr. Smith
Wythe County:	Mr. Bear

STAFF & GUESTS PRESENT:

Superintendent Gregory Winston
Mr. Steve Durbin-Sands Anderson
Mr. Bob Sumner-Citizen
Mr. Robert Lyons-Citizen
Capt. Eric Thwaites (attended in Sh. Millirons' absence)
Mrs. Tonya Akers-NRVRJ
Mrs. Tammy Dobbins-NRVRJ

B. ROLL CALL:

Mrs. Tonya Akers called roll and reported 9 members/alternates present for a quorum.

Chairman Armentrout welcomed Mr. Bill Fleisher as the new Radford City member and Capt. Thwaites that attended as Sheriff Millirons representative.

C. APPROVAL OF MARCH 2021 MINUTES:

Copies of the Minutes from the March 12, 2021 meeting were mailed to each member. Chairman Armentrout asked if there were any additions or additional corrections to the Minutes as presented.

Motion: Sheriff Vaughan moved that the March 12, 2021 Minutes be approved as presented. Mr. Chidester seconded the motion.

Action: The motion passed unanimously.

D. OLD BUSINESS:

E. COMMITTEE REPORTS:

Finance Committee:

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

Motion: On behalf of the Finance Committee, Superintendent Winston made the motion to approve the Finance Report as presented.

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

After this vote, it was discovered that while we did have 9 members/alternates present only 8 of the members were eligible to vote. Attorney Durbin recommended recessing the meeting briefly until one other member could join the meeting in person or via Zoom. At 10:12 Chairman Armentrout called a ten-minute recess until Sheriff Worrell could come for the meeting. Sheriff Worrell arrived at 10:28 am making the full quorum and the meeting resumed.

Chairman Armentrout repeated both items that were previously voted on so Sheriff Worrell could participate. Both approval of the March 2021 minutes and the Financial Reports passed unanimously.

F. SUPERINTENDENT'S REPORT:

Superintendent Winston thanked the members that recognized our staff during National Correctional Officers week the 1st week of May. He also thanked Sheriff Armentrout for bringing biscuits up for our employees last week.

He also recognized the newly selected Civilian Employee of the Quarter Deb Quesenberry and Officer of the Quarter Josh Arnold. Both of them are great employees and we can't say enough good things about them.

Academy:

We have 8 officers beginning the academy on May 17th.

Operations:

- Headcount today: 910
- Total days served 26,001
- Average Daily Population: 929
- Average Daily Population for male prisoners: 749
- Average Daily Population for female prisoners: 180
- Number of commitments: 332
- Avg Daily commitments: 12
- Number of releases: 341
- Avg Daily releases: 11

LIDS Audit:

Congratulations to David Safewright for receiving a 100% on our recent LIDS Audit. It definitely isn't an easy job so special thanks to him for doing such a good job keeping track of everything.

HR:

We have 5 people starting work on Monday. We have three applicants to interview so hopefully we can get them brought on board soon.

IT:

At the last meeting, Superintendent Winston discussed the possibility of a possible reduction of commissions on inmate telephone calls. The FCC has a rule making meeting on May 20th and we will know more after that. Superintendent doesn't know that is going to affect us too dramatically due to the number of inmates that we have but he is watching this very carefully.

We hired Willo-a security door fabricator to come in and evaluate our doors some of which are 20 years old and have in been vandalized to the point of not latching properly. We've asked them for pricing to retro-fit the doors on the older side of the jail to make sure they lock and are secure.

We have also been working on our security system. It was upgraded in 2010 when the expansion took place. We had a quote from a vendor pre-COVID which we weren't completely satisfied with. We recently had another vendor come in to do a walk through and give a scope of work for replacing our touch screen security systems, a couple of servers and upgrade our touch screen to be compliant with a new piece of software called Avigilon. We expect to put out an RFP (Request for Proposals) next week so we can get those folks to come it. Our current servers are obsolete and while we have the money to pay for these projects, we need to get them done without delay.

Performance Contracting:

The project is about 60% complete. Most all of the water is finished and we're seeing some nice savings on the domestic cold water especially utilization and almost all of the lighting has been completed as well. The big-ticket items are coming online shortly such as the chiller plant in the back and a new cooling tower. The boilers on the older side of the jail have been replaced as well as two domestic hot water storage tanks were brought this week. Those items were not part of the

original Ameresco project because we didn't know how damaged they were until they started working. They were paid for out of Repair and Replacement. The project should be completed in August at which point we owe the bank a \$144,000 interest payment. We will settle up with Ameresco and begin paying Bank of America in October.

G. NEW BUSINESS:

Proposed Budget:

Superintendent Winston thanked all of the board members that participated in the budget process. He also thanked Tammy Dobbins and Tim Clark for their hard work and dedication in getting everything sorted out.

First and foremost, we're not requesting or predicting an increase in per diems so they will remain at \$28.65 per inmate per day.

The state provided the same prisoner forecast increase of 0.4% this year as they did last year. Based on that, we left our forecast level at 884. If jurisdictions see a change in their respective allocations, it's because your utilization may have changed. We went back to last year's utilization numbers and there may be a slight increase or slight decrease based on the jurisdiction's utilization last year. The overall budget in terms of revenues is level from the localities.

Highlights for the revenue side are impacted by state comp board reimbursement because of positions that were allocated and cost of salaries. The legislature passed a 5% pay increase across the board for all employees of sheriff's and regional jail superintendents. In addition to that, there was a 2.7% increase for all sworn staff through the rank of Lieutenant that was unallotted last spring and re-allotted in this year's special session. We also increased the repair and replacement reserve for capital projects.

He also mentioned that interest wasn't paid well this year so we adjusted our interest revenue in accordance to what we've seen from our investment returns.

Increases in expenditures will be mostly passed through the comp board. There is a little increase that we took on for approximately 14 purely locally funded positions in order to pay VRS, group life insurance etc. as a result of the pay increases. Also, there is an increase in health insurance. It was initially reported that we would have a 25% increase but were able to reduce that down to 14.6% through negotiations. It is still a very competitive health plan and we were able to not pass that increase down to the employee level this year. That may not be the case next year but Superintendent Winston explained how employees will have the opportunity to participate in a new Aetna program with their personal physicians that could potentially offset some of their individual insurance costs.

Medical costs went up a bit: By law, our nurses have to be compensated overtime for every hour over 40 hours per week. Our nurses work 4 days on, 4 days off like our shift officers so they accrue some OT each week. Hospital nurses can work an 80-hour schedule by the FLSA but they can't do that in corrections even though it's an institution.

Building Costs:

We had to review the proposal that was made to us from our performance contracting plan to determine a reasonable amount of energy to cut our energy cost. We used the model in their proposal, took an average of what we thought we'd save in cold water, natural gas as well as energy and reduced those line items to offset the cost of the performance contracting work itself. We didn't reduce it too low and will have a better idea next year of what our energy costs will be with our savings in place.

Increase in revenue for inmate telephone commissions-We're finalizing the terms and conditions of the contract for our inmate telephone service and received an offer sheet from this week that meets our committee's expectation in terms of revenues. With them we will be receiving some upfront commissions were negotiated to offset the costs of telephones if something happens in Congress or the FCC. This helps reduce our risk should those commissions go away. Superintendent Winston will continue to finalize the contract terms then present it at the next Authority meeting for review and possible approval.

Chairman Armentrout said if there were no further questions that he would entertain a motion to approve the budget as presented.

Motion: Sheriff Vaughan made the motion to go to approve the FY 2021-2022 budget as presented. Mr. Chidester 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 2021-2022

The election was mentioned at the March meeting and any nominations were to be sent to Chairman Armentrout. To date, no nominations were received. He asked if there were any additional nominations today. Hearing none, the current officers are listed below and have all agreed to serve if re-elected:

- Chairman: Sheriff Armentrout
- Vice Chairman: Richard Chidester
- Treasurer: Eric Workman

Motion: Sheriff Vaughan made the motion to keep the same slate of officers. Sheriff Worrell seconded the nomination.

Action: Following roll call, the motion passed unanimously.

Mr. Bear thanked the jail for sending the trusties out to do trash pickup in his county. He asked if there was a update on COVID shots and it leading to additional trusties. Superintendent said about 30% of our inmates want to receive the vaccine and we hope to begin giving those next week. He is working with Sgt. Hamilton to come up with a succession plan of increasing in-house inmate positions and then getting them to outside positions. We're waiting to hear more of the Governor's emergency order expiring and how that will impact corrections. He hopes to have more information to report next month.

Chairman Armentrout said we may be having a meeting in June related to the inmate telephone contract. It is due to the timing with regulations and to see that is finalized by the due date.

ADJOURNMENT:

With no further business to discuss, Chairman Armentrout asked for motion to adjourn.

Motion: Mr. Bear made the motion to adjourn the meeting. Sheriff Vaughan seconded the motion.

Action: The motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 10:55 a.m.

Chairman Mark A. Armentrout