

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
July 8, 2022
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 Richard Chidester.

MEMBERS PRESENT:	Bland County:	Sheriff Ramsey
	Carroll County:	Sheriff Kemp
	Floyd County:	Sheriff Craig
	Giles County:	Sheriff Millirons; Mr. Chidester
	Grayson County:	Sheriff Vaughan; Mr. Shepley
	Pulaski County:	Sheriff Worrell; Mr. Sweet
	Radford City:	Sheriff Armentrout; Mr. Fleisher
	Wythe County:	Sheriff Foster; Mr. Vaught

ALTERNATES PRESENT: Wythe County: Mr. Hankins

STAFF & GUESTS PRESENT: Superintendent Kimberly D. Haug
Mr. Steve Durbin-Sands, Anderson, Marks & Miller
Bob Sumner-Citizen
NRVRJ Staff: Tonya Akers, Tammy Dobbins; Tim Clark; Maj. Daniel O'Dell; Major Keith Fleeman; Amanda Lester

Prior to roll call, Chairman Chidester read a memo from Pulaski County appointing Mr. Jonathan Sweet to fill the unexpired term of Mr. John Travis who resigned as Board of Supervisor member. Mr. Dirk Compton was appointed to fill Mr. Sweet's unexpired term as alternate.

B. ROLL CALL:

Mrs. Akers called roll and reported a quorum with thirteen (13) members and one (1) alternate present.

C. APPROVAL OF MAY 2022 MINUTES:

Copies of the Minutes from the recessed May 13, 2022 meeting and the continuation of that meeting on May 26, 2022 were mailed to each member. Chairman Armentrout asked if there were any additions or corrections to the Minutes as presented.

Motion: Sheriff Ramsey moved that the May 13, 2022 Minutes be approved as presented. Sheriff Millirons seconded the motion.

Action: The motion passed unanimously.

Motion: Sheriff Ramsey moved that the May 26, 2022 Minutes be approved as presented. Mr. Vaught seconded the motion.

Action: The motion passed unanimously

D. OLD BUSINESS:

E. COMMITTEE REPORTS:

Finance Committee:

Copies of the monthly financials were distributed. Tammy Dobbins the Director of Finance reviewed them with the group. Mrs. Dobbins added that we had transferred the \$450,000 excess of last year's budget into our local government investment pool. Mr. Chidester asked the current balance in that fund. Superintendent Haug gave those totals as \$3 million in the general reserve and \$1.7 million in the repair and replacement fund. Chairman Chidester said that Superintendent Haug would be discussing a significant cell door project that needs to be addressed. We have had prior estimates but will be going out to bid fairly quickly to get that resolved. Mr. Sweet added that Finance Committee discussed the matter this morning and didn't feel that it required action or a motion from the floor today to go out for bid. When the bids come back, the Finance Committee will review then present them to the Authority to possibly engage that contract based on quality and price. He didn't have anything requiring action other than accepting the financial report. There was conversation with respect to adjustments in wages/compression associated with the state's budget but that has already been incorporated into the approved budget so it requires no action at this time.

Chairman Chidester asked if there was a motion to approve the monthly financials.

Motion: Sheriff Millirons made a motion to approve the Financial Reports as presented. Sheriff Worrell seconded the motion.

Mr. Vaught asked historically what has the general fund money been used for. Mr. Sweet said it can be used as a working capital reserve, to offset a loss in revenue based upon population and could also be transferred to an emergency capital expenditure. But generally, it's used for cash flow issues and we need to keep a certain level of working capital reserve on hand. Mr. Vaught asked if there was a certain level at which we would return that back to the localities. Mr. Sweet said we have a working capital reserve policy. Mrs. Dobbins also added that we have a 10% debt service that we're required to have on hand which equates to about \$4.1 million. Mr. Sweet said our working capital reserve policy has us at 25% of our overall operating budget.

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

Mr. Chidester announced the following committees so everyone knew which committee they were currently serving on.

Building Committee:

Sheriff Armentrout	Sheriff Kemp
Sheriff Worrell	Sheriff Vaughan

Finance:

Mr. Workman Mr. Sweet
Mr. Fleisher

Personnel:

Sheriff Craig Sheriff Armentrout
Sheriff Kemp Mr. Chidester

F. SUPERINTENDENT'S REPORT:

Superintendent Haug welcomed the group. Today's headcount was 724 and she gave a brief overview of her first four days on the job. The majority of her time has been spent meeting the staff, listening to their concerns and familiarizing herself with the jail itself.

Our Facebook page has been updated to announce the new starting pay of \$42,000 for new hire correctional officers. Superintendent Haug believes this salary is much more competitive and will help with recruitment.

We also made adjustments to our pay band. The Finance Committee and former Superintendent Winston began the process but Superintendent Haug was able to sit in on some of the planning meetings. The new pay band basically addresses compression and was in the budget which was approved at the May meeting. This adjustment will also help when hiring officers that are already certified and give us the ability to bring them in at a comparable rate for their experience.

Superintendent Haug addressed an issue that arose this past weekend due to not having enough staff available to do transports. Administration is looking at several ways to alleviate this problem such as having an on-call sign-up sheet. We're still tweaking the details and hope to have that finalized soon. In the meantime, if our supervisors come in and don't feel they have enough staff to do transports, then they are to notify the jurisdictions of the situation upfront. Until we get our staff built up a little more, its just going to be a reality for a bit that this issue may come up. We are looking at some options so hopefully that will help.

Mr. Vaught asked if it would be an option to let some of the on-call officers take a car home in case they are called in. Superintendent Haug said thought that would be a great idea and would definitely look into it.

Superintendent Haug updated the group on some cell door issues. She added that this is a main concern for her and has had been brought up to her repeatedly this week as she has met with staff. Mr. Vaught asked if the board needed to take action today to authorize an emergency procurement to speed up the process of correcting this.

Attorney Durbin said since we currently don't have any live quotes that we will need to get an RFP out as soon as possible. He said that the Superintendent has the authority to issue an RFP but the vote to approve it will need to come before the board at the next meeting or at a special called meeting if necessary.

There was a lengthy discussion on past quotes that we've received to repair/or replace the doors and the logistics that would need to be in place during the replacement process. Superintendent Haug said it may be necessary for us to ask the jurisdictions for some deputies to work overtime to assist with housing and the moving of inmates. Details are still being discussed but we will start the RFP process today to receive some updated quotes.

Sheriff Craig said that under the Code of Virginia, one of the sheriff's duties is to operate a jail. Since the sheriffs on our board don't have their own individual jails, it's their responsibility to help keep this jail up and running. Sheriff Craig asked if some of his officers could possibly work shifts here on their days off. There was a lengthy discussion on the specifics such as would they need to be considered part time employees, be paid overtime and who would be responsible for workers compensation in case of an accident. Attorney Durbin said he would look into specifics on the matter and report back.

Sheriff Millirons said if we need something, for her to call. Sheriff Craig added that if we can figure out a way for his off-duty officers to come here as needed, that he would definitely send them. Superintendent Haug said if we open that up as part time then they can just set their hours. For our retirees that want to come work part time, she suggests bringing them back as part time correctional officers. Even if their assignment is housing control, if they're certified then they can assist if needed. Plus, they can work part time without effecting their LEO's.

As of today, she has received one application for Deputy Superintendent.

Chairman Chidester had supplied the board members with some information regarding Meherrin River Regional Jail that he'd seen online. They are currently 55% short on correctional officers so everyone seems to be in the same boat in regards to staffing. It is an issue we're all experiencing and not an easy one to fix.

G. NEW BUSINESS:

Mr. Chidester said if we receive an RFP that requires action prior to the September meeting, he will call a special meeting and notify the group.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Sheriff Vaughan announced that today would be Mr. Shepley's last Authority meeting as he is retiring from Grayson County as their County Administrator. Mr. Shepley said that he has enjoyed serving with everyone on the board and that Mr. Mitch Smith will be filling in as Interim County Administrator until someone is selected for the position. We wish Mr. Shepley the very best on his retirement.

J. ADJOURNMENT:

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

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

Action: The motion passed unanimously.

The meeting was adjourned at 10:49 a.m.

Chairman Richard Chidester

