

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**  
**January 13, 2023**  
**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 Richard Chidester.

<b>MEMBERS PRESENT:</b>	Bland County:	Sheriff Ramsey
	Carroll County:	Sheriff Kemp
	Giles County:	Mr. Chidester; Sheriff Millirons
	Pulaski County:	Sheriff Worrell; Mr. Sweet
	Radford City:	Mr. Fleisher

<b>ALTERNATES PRESENT:</b>	Carroll County:	Ch. Dep. Edwards
	Floyd County:	Ch. Dep. Harris
	Giles County:	Mr. Martin
	Grayson County:	Ch. Dep. Hash
	Wythe County:	Mr. Hankins

**STAFF & GUESTS PRESENT:** Superintendent Kimberly D. Haug  
Deputy Superintendent Chris Loan  
Major Daniel O'Dell  
Mr. Steve Durbin-Sands, Anderson, Marks & Miller  
Tonya Akers, Tim Clark & Amanda Lester-NRVRJ  
Robert Lyons & Bob Sumner-Citizens  
Gordon Jones-Robinson, Farmer & Cox Assoc.

Prior to roll call, Chairman Chidester read a notice from Sheriff Kevin Kemp announcing Ch. Deputy Spangler's official retirement from Carroll County and the Authority board. Newly appointed Ch. Deputy Charles Edwards will assume his duties and serve as Sheriff Kemp's alternate on the Authority board.

**B.     ROLL CALL:**

Mrs. Akers called roll and reported a quorum with seven (7) members and five (5) alternates present.

**C.     APPROVAL OF NOVEMBER 2022 MINUTES:**

Copies of the Minutes from November 10, 2022 meeting were mailed to each member. Chairman Chidester asked if there were any additions or corrections to the Minutes as presented.

**Motion:** Mr. Hankins moved that the November 10, 2022 Minutes be approved as presented. Sheriff Millirons seconded the motion.

**Action:** The motion passed unanimously.

Chairman Chidester reminded the group to submit their Financial Disclosure forms to Mrs. Akers by February 1<sup>st</sup>. Members and alternates are required to submit a new form each year.

**D. OLD BUSINESS:**

**CML Update:**

Superintendent Haug updated the group on the door repair project. CML will be meeting with the camera vendor next week to make sure that they are on the same page. They will be working together on the project to assure that the software control panels used to operate the doors some things need to line up to work properly. CML has ordered all of the new lock panels and may have even been received already.

**E. FINANCIAL REPORTS:**

**Finance Committee:**

Mr. Gordon Jones from Robinson, Farmer and Cox presented copies of the independent auditor's report and Financial Report to everyone in attendance. He began by reviewing the Financial Report. The jail received a clean, unmodified report which is the highest-level of assurance that you can receive. There was mention of a new standard GASB 87-Leases which thankfully didn't affect the jail very much this year. He reviewed one finding which related to internal controls regarding adjustments that had to be made to financial statements.

He began the audit presentation with a summary of the audit process. The only negative aspect reported pertained to adjustments the auditors made as part of the audit process and copies of those adjustments were attached. A few years ago, a standard came along stating that the auditors couldn't be part of the internal controls. If they have to make any adjustments to the financial statement then they have to report that as a finding. Financial statements have become very difficult to prepare and due to that they recommend that the jail brings in a consultant to help prior to the next audit. Mr. Sweet said the jail staff intends to secure pre-audit services and additional audit support for at least this upcoming year. He commented that it isn't not much money to do so and worth every penny. Mr. Jones agreed and said there are new GASB standards coming this year. One in particular deals with subscription-based information technology arrangements which won't make the process any easier. He also reviewed the management comments which are items that don't rise to the level of a finding. One was an issue with reconciliation of the commissary account. The reconciliation was prepared as of July 11<sup>th</sup> instead of the June 30<sup>th</sup> date of the bank statement. Future reconciliations should be reconciled as of the date of the bank statement. The 2<sup>nd</sup> second management comment resulted from a VRS overpayment due to an issue with the VRS system. Staff has been in contact with VRS and have been assured that the jail will receive it back in the form of a credit.

Mr. Jones then detailed the Statement of Net Position, Statement of Revenues, Expenditures and our fund balance. He reviewed the upcoming GASB standards that may impact the jail in the future which furthers the case of hiring a consultant to assist with these statements. Mr. Jones said overall it was a good audit and the numbers seem positive. He added that on a good note, this past year the jail didn't have any outstanding financial disclosure forms. Copies of both reports are available for any members/alternates that were unable to attend the January meeting.

Chairman Chidester asked if there were any questions regarding the audit.

**Motion:** Mr. Sweet made the motion on behalf of the Finance Committee to accept the audit report as presented by Robinson, Farmer and Cox. Mr. Chidester added that since the nomination comes from the committee it does not require a second.

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

Chairman Chidester thanked Mr. Jones for his thorough and excellent audit presentation. Mr. Jones instructed the members to please contact him with any questions.

Mr. Sweet reviewed the December 2022 monthly financials. The majority of our jurisdictions are down year over year with the exception of Pulaski County. As promised, we will be revisiting the per diem at the end of the 1<sup>st</sup> quarter to see where we are tracking or if we need to make any further adjustments as promised.

Chairman Chidester asked if there were any questions in regards to the financials. Hearing none, he asked if there was a motion to approve.

**Motion:** On behalf of the Finance Committee, Mr. Sweet made a motion to approve the Financial Report as presented.

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

**F. SUPERINTENDENT'S REPORT:**

Our headcount today is 668. We had been averaging around 640 but Pulaski had a significant indictment round up yesterday so that is factored in today's total.

**Hiring:**

From July 1<sup>st</sup> until today, we have hired 43 people. We have had 18 leave during that time and that number also includes retirements. Of the ones that left, some went back to school and a couple have gone to work at the jurisdictions. They have used corrections to gain experience which we do fully support. This month alone we have hired sixteen people, seven are currently in background and there are six on deck for officer testing. We're excited about it and feel that our recruitment is going really well. We've attended several community events, have walked in two holiday parades and several of the applicants have said they have seen our recruitment signs in the jurisdictions.

**Senate Bill re: Inmate telephone commissions:**

Superintendent Haug said there was no new update on the bill but she would continue to keep the Authority updated.

**G. NEW BUSINESS:**

**H. CITIZEN'S COMMENTS:**

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

Sheriff Millirons brought up the issue that he's been having with transportation. He asked that when a jurisdiction calls for a pickup for sallyport to please tell them if we're shorthanded and unable to do the transport. He said if they would come right out and tell them, then their deputies can bring them to the jail.

Superintendent Haug said she understands the frustration. The jail has been full service for many years and we're working to get back to that. It will happen and as we continue to hire new officers, transportation will be a major focus to fill the open positions.

Mr. Sweet asked if staff may look at policy or procedure to address that concern in the future. Superintendent Haug said she's been given a copy of an MOU of how we may be able to reimburse them if the jurisdictions have to transport inmates. We hope to put that agreement in place in the future and once more of the new hires are trained then some of our more seasoned officers could move to the transportation department.

In the meantime, sallyport is supposed to be calling the dispatchers whenever transports are not possible. Sheriff Millirons said that isn't happening. Superintendent Haug listed all of the tasks that sallyport performs. She if that's not working, we will move that responsibility from them to possibly the Transportation Sergeant.

Sheriff Kemp asked when they may get trusties back in the jurisdictions. Superintendent Haug said DOC is currently taking them just as soon as we make them trusties. We're struggling to keep the kitchen help and inmates to preform the cleaning of the facility. For the time being, if the jurisdictions have an upcoming event and need trash picked up, she asked that they call to give us some notice. We can see about having an officer work overtime and bring a couple of cleaning trusties to help out.

We still a few "Now Hiring" signs remaining. Superintendent Haug asked the board members if would mind us placing a few in their jurisdictions. No one opposed as long as we replaced or removed them once they looked weathered.

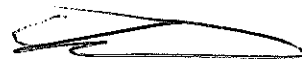
**J. ADJOURNMENT:**

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

**Motion:** Mr. Hankins made the motion to adjourn the meeting.  
Sheriff Kemp seconded the motion.

**Action:** The motion passed unanimously

The meeting was adjourned at 10:45 a.m.



---

Chairman Richard Chidester