

**NEW RIVER VALLEY REGIONAL JAIL AUTHORITY**

**May 12, 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
	Grayson County:	Sheriff Vaughan; Mr. Smith
	Pulaski County:	Sheriff Worrell; Mr. Sweet
	Radford City:	Sheriff Armentrout; Mr. Fleisher
	Wythe County:	Mr. Vaught

<b>ALTERNATES PRESENT:</b>	Giles County:	Mr. Martin
	Radford City:	Major Burton
	Wythe County:	Mr. Hankins; Major Cline

**STAFF & GUESTS PRESENT:** Superintendent Kimberly D. Haug  
Dep. Superintendent Chris Loan  
Mr. Steve Durbin-Sands, Anderson, Marks & Miller  
Tonya Akers, Tim Clark-NRVRJ  
Citizens: Bonnie Nunley, Ed Harless

Prior to roll call, Chairman Chidester read a notice from Grayson County Board of Supervisors appointing Mr. Stephen Boyer as the alternate representative. His term begins immediately.

**B. ROLL CALL:**

Mrs. Akers called roll and reported a quorum with ten (10) members and four (4) alternates present.

Following roll call, Chairman Chidester read a notice from Carroll County appointing Mr. Justin Martin to serve as member replacing Mr. Nathan Lyons whose term ends on June 1, 2023.

**C. APPROVAL OF MARCH 2023 MINUTES:**

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

**Motion:** Mr. Vaught moved that the March 10, 2023 Minutes be approved as presented.  
Mr. Fleisher seconded the motion.

**Action:** The motion passed unanimously.

**D. OLD BUSINESS:**

Superintendent Haug updated the group on the progress of the door project while pictures played on the video screen. It seems to be moving right along with two pods being finished at this time with a projected completion date of October.

After the last Authority meeting, the only feedback we received regarding the transportation reimbursement policy was about the mileage rate. We've changed it to the current IRS rate but everything else has remained the same. Mr. Sweet added that it was the most equitable approach and it will be at the full IRS rate. Mr. Sweet said that adopting this policy was a fallback/Plan B from an auditing stand point in the event that a jurisdiction has to transport inmates to the jail. The auditor just needs to know the method we're using for that reimbursement.

Sheriff Vaughan said that transportation situation has improved because they haven't run into that in some time. Superintendent Haug said we continue to make changes and plans to add additional transport officers after this academy.

**Motion:** On behalf of the Finance Committee, Mr. Sweet made the motion to adopt the transportation reimbursement policy of \$22 per hour and the current IRS milage rate.

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

**E. FINANCIAL REPORTS:**

Mr. Sweet reviewed the financial reports with the group. We're tracking positively at 64% but once you take accruals into consideration, we're at 89% revenues vs 74% expenditures. There are no recommendations from the committee at this juncture to adjust the per diem.

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

Mr. Vaught asked how we were tracking with the inmate ADP. Mr. Sweet said the ADP should be at 793 and we're at 641. Today's headcount was 608 and for the past four weeks we have been running in the low 600's. Superintendent Haug said the state continues to take DOC inmates pretty quickly.

**Action:** The motion passed unanimously

**FY 2023-2024 Budget Discussion/Approval:**

Copies of the proposed budget was mailed out with the board packets and copies were given out to those members present. Staff and the Finance Committee are requesting a balanced budget for the Authority's consideration of \$24,785,735. Some highlights are no change to per diem, 5% COLA increases will be given and no increase to employees on the health insurance.

Mr. Smith made mention of the ADP going down, revenues being up versus our expenditures being down. Mr. Sweet said those were collections of revenues we will be collecting with accruals. When you factor in raises and inflation to next year's budget, he thinks staff has done well keeping the overall budget increase to only 3%. Mr. Smith asked if things adjust out and our ADP goes up, will the per diem come back down. Mr. Sweet said we will continue to monitor that but our jurisdictions' contributions are going to be on that variable ADP which is very unstable right now. The overall ADP of the jail is unstable with DOC pulling all of our state responsible inmates out at a clip we've never seen before.

Mr. Vaught asked if we had any idea how much bedspace DOC actually has. Superintendent Haug said she knows there were 1000's of releases this past year when the time sentence went from 80% to 65% for certain felony charges. A lot of people were released early due to this from both prisons and local jails. Mr. Vaught said historically for years regional and county jails have asked the state to come get their inmates. Superintendent Haug said she thinks that has a lot to do with it as well. The state continues to do one run a week but it is generally a van full each time.

Mr. Vaught said there are several different scenarios coming out of Richmond of a possible 7% increase instead of 5% once the budget passes. He asked if where we were financially ready if that should happen. Mr. Sweet said we would revisit that if it does happen and make adjustments if need be. He added that jail staff has been creative in getting grant funds and targeting every available resource to help offset some capital costs associated with the improvements we're making for safety. We think safety is an investment not just in lowering our liability but building a work environment that helps attract and retain employees.

Chairman Chidester said this is totally driven by the state responsible inmates. He reminded the group for state responsible inmates the localities were paying their per diem plus the state was paying \$15 a day so losing those inmates costs more than losing others. If the ADP numbers stay where they are or we have a significant reduction in expenses, then we could very well be looking at a per diem increase later this year. We hope that isn't the case, no one wants that. But for instance, we're hearing that WVRJ has already had to increase their per diem up to \$53 a day.

After discussion on the matter, Mr. Sweet said that Finance would continue to monitor to look for that sweet spot which keeps the jail operating at the highest level at the lowest cost possible.

**Motion:** Chairman Chidester said if there was no further questions or recommendations about the budget there is a recommendation from the Finance Committee to approve the FY 2023-2024 budget as presented.

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

F. **SUPERINTENDENT'S REPORT:**

**ADP:**

Our headcount this morning was 608. We've been running in the lower 600's for the last several weeks.

**Projects:**

The door project is going very well and we have the camera project going on simultaneously. It has been challenging for our maintenance department but they're getting it done. The crews must have security staff with them when they're in the jail working but that has been going well too.

**Transportation:**

We're still on track to increase transportation by two more officers after this academy. We are also implementing a program where each transportation office is assigned a cell phone. Each jurisdiction will have a list of transportation officers and their respective cell phone numbers. They will be told by sallyport which officer is assigned for their jurisdiction and all communication will be directly with the transportation officer. We hope this will be a positive change and cut down on any miscommunication.

**Programs:**

We're adding programs slowly back into the jail. We currently have the Gideons coming in once a week for the males and hope to have them come in to see the females shortly. We have 11 females in a domestic violence class, a parenting class and also offer a substance abuse class for males. The GED program is scheduled to begin in the fall.

**Academy:**

There are eight officers currently in the academy and we have eight more scheduled for the next academy beginning in July. Lt. Mulgrew has resigned from the academy and they are considering replacing him with a part time person or possibly not at all. We're against not replacing him at all and may have to go with a part time person for now.

**Food Service RFP:**

We're in the beginning stages of a new food RFP and will be meeting with a few companies next week. We don't see any issues but are expecting some increases due to the cost of living and increases pricing of food supplies.

**Corrections Week:**

One thing Superintendent Haug had mentioned in her interview process was her desire to start a support group for staff. We have been working with the women's leadership group of the Methodist churches and they have been doing something monthly for our staff such as goodie bags, brownies and cookies. Pastor Richie Johnson has been working with them during Corrections Week helping to coordinate dinners, gift bags, boxes of Krispy Kreme donuts and banners for roll call. It has been fantastic for our staff and has been so well received. The group is already working on ideas for the holidays.

**G. NEW BUSINESS:**

**H. CITIZEN'S COMMENTS:**

Two citizens spoke before the board Ms. Bonnie Nunley and Mr. Ed Harless. Ms. Nunley spoke of some issues that her son had experienced while an inmate here for over a year. Some topics mentioned were food, commissary prices and delivery delays, medical issues/charges and mold in the showers. She did say that many things have gotten better since Superintendent Haug took over. Superintendent Haug answered as many of her questions as possible and discussed improvements that have been made. In reference to the food, we are working closely with the food vendor and are currently beginning the RFP for food services.

As for commissary, we have addressed some issues just this week because we knew some housing units weren't getting theirs in a timely manner. We have been in touch with our commissary company to get that corrected. In regards to medical, we have medical staff here 24/7. We're staffed every day, all day so they should receive the care they need. Ms. Nunley also addressed inmates not being allowed outside for rec. Superintendent Haug said we do not have a secure rec area to take them so no they don't go outside unless they go out for court or something of that nature. Ms. Nunley thanked the group for their time. Superintendent Haug told Ms. Nunley that she had an open-door policy to call if she has any further concerns or needs to schedule a time to meet.

Mr. Harless thanked the group for all that they do and said he'd heard a lot of good things about Superintendent Haug in her time here. He briefed the group on some issues with prior staff and past management.

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

Chairman Chidester said the last item on the agenda is the election of officers. He has emailed the group and no one expressed any interest in the positions. He opened the floor to any nominations.

**Motion:** Mr. Sweet moved that the nominations cease and made the motion to re-elect Mr. Chidester as Chairman. Sheriff Kemp seconded the motion.

**Action:** The motion passed unanimously

**Motion:** Sheriff Ramsey made the motion to re-elect Sheriff Michael Worrell as Vice Chairman. Sheriff Vaughan seconded the motion.

**Action:** The motion passed unanimously

**Motion:** Mr. Vaught made the motion to re-elect Mr. Jonathan Sweet as Treasurer. Mr. Smith seconded the motion.

**Action:** The motion passed unanimously

**J. ADJOURNMENT:**

With no further business to discuss, Chairman Chidester adjourned the meeting at 11:16 am.

 Michael Worrell For Richard Chidester

Chairman Richard Chidester

