

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
January 12, 2024
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 10:04 a.m. by Chairman Richard Chidester.

MEMBERS PRESENT:	Bland County:	Sheriff Ramsey
	Carroll County:	Sheriff Kemp; Mr. Martin
	Giles County:	Mr. Chidester
	Grayson County:	Sheriff Vaughan
	Pulaski County:	Mr. Sweet
	Radford City:	Sheriff Armentrout
	Wythe County:	Sheriff Foster; Mr. Vaught

ALTERNATES PRESENT:	Bland County:	Ch. Dep. Mustard
	Giles County:	Mr. Martin
	Wythe County:	Mr. Hankins

STAFF & GUESTS PRESENT: Superintendent Kimberly D. Haug
Major Daniel O'Dell
Mr. Gordon Jones-Robinson, Farmer and Cox
Mr. Steve Durbin-Sands, Anderson, Marks & Miller
Tonya Akers, Tim Clark—NRVRJ

Chairman Chidester welcomed the group and prior to roll, Chairman Chidester read a notice from Carroll County reappointing Mr. Ronnie Collins as the alternate member for a 4-year term.

B. ROLL CALL:

Mrs. Akers called roll and reported a quorum with nine (9) members and two (2) alternates present. *Mr. Hankins came in soon after roll call increasing the total alternates to three (3).*

C. APPROVAL OF NOVEMBER 2023 MINUTES:

Copies of the November minutes were mailed to each member. Chairman Chidester asked if there were any additions or corrections to the minutes as presented.

Motion: Sheriff Vaughan made the motion to approve the November minutes as presented. Sheriff Foster seconded the motion.

Action: The motion passed unanimously.

D. FINANCIAL REPORTS:

Mr. Gordon Jones from Robinson, Farmer and Cox presented copies of the independent auditors and financial report to everyone in attendance. His review began with the financial report and said the jail received a clean, unmodified report which is the highest level of assurance you could receive with no way to improve on that report. He has discussed preparing a MDA (management discussion analysis) which Tim Clark, the Director of Finance will begin handling within the next year or so.

There were no internal control findings, no significant deficiencies to report and no compliance issues noted. Last year there was a finding regarding adjustments made to financial statements. This year there were some adjustments that were minor in nature and did not need to be reported.

Mr. Jones highlighted:

- The Fund Balance increased by approximately \$54,000. For the past few years there has been some large increases but this year it remained pretty level.
- The Debt Service Fund increased by \$155,000 due to a better return on the money being held in the banks.
- The General Fund decreased by \$101,000. The General Fund balance was 42% of operating expenditures. The auditors recommend around 25% so the jail is currently well above that.

There were a couple of management comments. GASB84 required the auditors to do a few more steps related to the commissary bank account. There were some reconciliation issues but it has since been cleared up and there has been improvement over the last 2-3 years.

The second comment was regarding VRS. The current payroll system doesn't calculate the employer contributions and staff is instructed by VRS of what to log into the system. Tim Clark is currently working with the software group to improve that. Mr. Jones said additional testing relating to VRS is due to GASB68.

New pronouncements coming up are GASB99 Omnibus which will basically clean up some old pronouncements. GASB101 will be coming out in 2025 and will deal with the reporting of compensated absences.

He said overall the audit went very well and the pre-audit firm that came in to help with trial balances was a positive thing.

Mr. Sweet said that the Finance committee had reviewed the audit and recommend accepting it as presented. Chairman Chidester asked if there were any questions for Mr. Jones or was there any other discussion about the audit.

Mr. Vaught asked that with an unrestricted balance of \$4.5m and now that we've covered pay increases, capital improvement projects and approved all of the projects so far that at what point can we have a discussion about the per diem.

Mr. Sweet said we're running at approximately 44% fund balance but he thinks we need to look at it as a larger plan of capital needs. We're going to be looking at that as we start preparing the budget and what portion of this can be diverted to buying down debt, avoiding additional debt and taking care of capital needs.

Mr. Vaught said if we're going to sit on that amount of money and not use it, he'd rather see that back in his county. Mr. Sweet understands and said the market right now is yielding a better return and some of our growth is associated with earned interest. We will be looking at what our capital needs are going forward and added that it's easier to have it and keep it for when we need it versus having to come back and ask for it later.

Mr. Martin added that the recommended 25% in fund balance is a minimum not a maximum. He said the key number in the audit report is the change in fund balance being almost none. He commended the group for having the increased per diem and being able to keep the fund balance so close. Mr. Sweet said when we do have a surprise expense or capital need, that we can rely on that. If we were at a 44% fund balance and growing it at an impressive clip, then we would really look at our per diem. We will probably need some of that fund balance to mitigate cash flow with respect to a lower ADP of 606. It's good that we have healthy unrestricted fund right now so we're not having to make adjustments to the per diem. We will look at all of that during budget prep.

Mr. Jones also reminded everyone to complete and send in your Conflict-of-Interest forms to the jail by February 1st.

Chairman Chidester asked if there were any additional questions regarding the audit report. Hearing none, he reminded the group there was a motion from the Finance Committee to approve.

Motion: The Finance Committee recommends approval of the audit report as presented

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

Copies of the monthly financials were passed out and reviewed in detail by Mr. Sweet. Mr. Chidester asked if there were any questions or comments regarding the report. Hearing none, he entertained a motion to approve.

Motion: On behalf of the Finance Committee, Mr. Sweet recommends approval of the financial reports.

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

E. OLD BUSINESS:

Updates:

Superintendent Haug said we're on the last leg of our door project. We've been in contact with Mr. Olsen that handles the DOC grants and from what we understand it has been approved. They will just need do a site visit, take pictures and we hope to receive around 30% of that project cost back.

Our roof contract was signed and partial payment has been made. The materials should be arriving and we have tentative start date scheduled for next week weather permitting.

F. SUPERINTENDENT'S REPORT:

Academy:

We had a academy begin this past week with 9 officers enrolled.

The Red Cross was here this week and we had a great turnout. We generally average 12-13 donors and this month we had 22 donors.

Guard1 Demo:

Major O'Dell gave a demonstration of the Guard1 round tracking system that we have recently implemented. We are required by the Board of Local and Regional to conduct rounds twice per hour. This system allows us an opportunity to digitally and electronically store our rounds log documents in a much more legible manner. We utilized \$70,000 of the ARPA grant that we received last year to cover the cost of the project. This will help correct any officer error in recording, will provide accurate time in record keeping and provide complete rounds.

Transportation:

Sheriff Vaughan said he continues to have complaints about transportation from Hillsville PD, Galax PD and his officers. He asked if we had a plan in place and when we hoped to be back at full staff. Major O'Dell said we just added 2 daylight transportation officers which puts us up to 3 (12 hour) officers and 2 (8) hour officers during the week. Some of the issues we've ran into is we've had a lot of sick inmates, several ECO/TDO's going out and dealing with those. There has also been a lot of sick staff members lately. Right now, night shift is running two per shift M-F. He believes that if we could add one more to each night shift, that may alleviate a lot of the issues.

Sheriff Vaughan said it seems like transportation is the group that has to fill in the gaps when we're short inside the pods. He asked if there was possibility of paying some OT for staff to come in work in transportation because it does cause a hardship to the jurisdictions. Superintendent Haug said we are currently doing that and we usually utilize those folks for the DOC runs, doctor's appointments and inmates in the hospital.

Mr. Vaught said that Mt. Rogers used to have a pool of money that could be used to bring people in and pay them to sit with TDO's. He thought it was possibly some grant money from the state that could be used to alleviate the manpower shortage.

Superintendent Haug and Major O'Dell are going to sit down and talk with Lt. Wells to discuss the issues and try to find some additional ways to make it better.

Sheriff Armentrout said that NRVCS currently funds eight deputies for him to do ECO/TDO's. He's heard of some possible expansion for their CIT program and he suggested that the jail reach out to NRVCS to see if we could be included in that.

Sheriff Ramsey commended Transportation Officer Spence. He said that Spence is so willing to help out and has always done a super job for his jurisdiction.

Personnel:

Since our last meeting we have had 8 new hires and 4 terminations. We continue to have applicants testing and have several in background at this time.

G. NEW BUSINESS:

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS

Sheriff Vaughan said the governor's budget just came out showing a 1% salary increase in 2025 and two bonuses one in Dec 2024 & Dec 2025. He asked the Superintendent if there was anything in the budget that concerns her. She said no not really and from everything she's seen that we should be ok.

Mr. Vaught asked if the DOC locations closing would slow them down on taking state inmates from the jail. Superintendent Haug said it has seemed to slow a little now but it should even out soon because DOC won't have the space for them.

Sheriff Vaughan asked the status of the training academy. He's heard conflicting stories that they may be selling the building and moving to another location. Superintendent Haug said the building is still on the market. One of the positive things to come out of all of this is they are now a 501C3. So, with the academy being a non-profit we can start looking for donors to possibly supplement training. They did eliminate one position which allowed them to give some raises to the remaining staff members. It has been a struggle but there are some positive things moving forward with the academy.

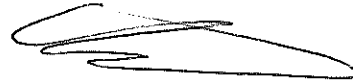
J. ADJOURNMENT:

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

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

Action: The motion passed unanimously

The meeting was adjourned at 10:57 a.m.



Chairman Richard Chidester

