

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
May 10, 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 10:03 a.m. by Chairman Richard Chidester.

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

ALTERNATES PRESENT:	Giles County:	Mr. Martin
	Wythe County:	Mr. Hankins; Ch. Deputy Cline

STAFF & GUESTS PRESENT:	Superintendent Kimberly D. Haug
	Dep. Superintendent Chris Loan
	Major Daniel O'Dell
	Mr. Steve Durbin-Sands, Anderson, Marks & Miller
	Tonya Akers, Tim Clark—NRVRJ

B. ROLL CALL:

Mrs. Akers called roll and reported a quorum with eleven (11) members and three (3) alternates present.

C. APPROVAL OF MARCH 2024 MINUTES:

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

Motion: Mr. Vaught made the motion to approve the March minutes as presented. Sheriff Kemp seconded the motion.

Action: The motion passed unanimously.

D. OLD BUSINESS:

Superintendent Haug updated the group on projects. Phase two of the roof project is scheduled to begin on June 1st and is estimated to be complete by July 1st. Where the old roof is finished, we've began repairing any pipe leaks now that it's easier to differentiate between a roof leak and a pipe leak. Also, the additional housing unit cameras which were purchased through grant money are to be installed in August.

E. FINANCIAL REPORTS:

Copies of the monthly financials were passed out and reviewed by Mr. Sweet. We're tracking well at 98% accruals over 81% expenditures and are in a good financial position at this time. We've begun to slow the spending in an effort to clean up for end of FY 2023-24.

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

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

Budget for FY 2024-2025

Copies of the proposed budget for FY 2024-2025 were distributed and reviewed by Mr. Sweet. The ADP is one main drivers of our budget and the per diem is the levy that can be adjusted based on our ADP. This upcoming year's budget was produced by a zero-based budget approach vs an incremental budget approach. We looked at FY 2025 expenditures and what they came out to and that's what we are proposing for consideration. It is now based on a 630 ADP down from 700 last year. Staff produced a budget memo taking into consideration how each member jurisdiction is tracking. Mr. Sweet reviewed each of the jurisdictions' savings based on the current \$36.65 with the ADP drop. The Finance Committee believes we could downshift our current per diem down to \$36.55 and yield a modest \$25,000 savings in the budget. It's inconsequential to each member jurisdiction but in keeping with the promise of evaluating and affecting the per diem by 10¢. However, the Finance Committee presents and proposes keeping the per diem at \$36.65 but is leaving that decision up to the Authority. Mr. Sweet pointed out that at the current \$36.65 no member jurisdiction's annualized cost has increased and, in some cases, it's decreased by a substantial amount.

Mr. Martin asked about the state reimbursement of the door project. Superintendent Haug said somehow it was left out of the state budget for approval. Several members reached out to delegates to help push that through. The Superintendent reached out to the Governor's office yesterday and was assured that it was up for consideration to be put back into the budget. We did everything that we were supposed to do and the architect we work with on the Board of Local and Regional Jail said he's never seen one not go through. We along with Chesterfield's project, are the two that for whatever reason, didn't make it though to the budget the first time. She added that if we receive that funding back, we'll roll it into our Repair and Replacement fund.

Mr. Martin asked that if the per diem rate is adjusted down, which expenses would be hit. Tim Clark, Director of Finance, said that would most likely be taken out of the Overtime fund. Sheriff Vaughan asked if we should wait until the state budget was approved before voting on this one. Mr. Sweet said he doesn't expect any substantial changes and changes could be made if need be. We have included the proposed 3% COLA increase and if it's a 4% increase, that would be absorbed by the state.

There was a lengthy discussion on the current fund balance policy and if the jail had a 5-year project plan. Mr. Sweet added that since Superintendent Haug has been here she's been putting out fires with some necessary projects like roofing and doors. Now that we have a handle on those safety projects, we can look at doing a CIP. Whenever we have carryover, we can deposit it into the LGIP and an interest earning account for capital projects.

Motion: On behalf of the Finance Committee, Mr. Sweet said the committee recommends as the FY 2024-25 budget with an ADP, a per diem of \$36.65 and a balanced budget of \$24,993,587.50 on revenues and expenditures.

Mr. Chidester repeated the motion and asked if anyone had a contrary motion.

Motion: Mr. Vaught made the motion that we adopt the per diem of \$36.55.

Mr. Sweet recommended that we look towards a compromise and make the per diem \$36.60.

Motion: Mr. Vaught amended his motion to adopt the budget as presented with a reduced per diem of \$36.60. Sheriff Vaughan seconded the motion.

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

There was a discussion on why we have such a reduced ADP. Mr. Sweet said various reasons such as state responsible being relocated, reduced time served, different politics in different jurisdictions with commonwealth attorneys and prosecutions, post pandemic and many other variables.

Mr. Vaught thanked the Superintendent for emailing him a breakdown of a particular date showing how many inmates are state responsible, how many are releasing and how many are not suitable for trusty status. He added it made it much easier to understand

F. SUPERINTENDENT'S REPORT:

Audit:

We had our three-year audit in April and had zero deficiencies. A special thanks to Lt. Akers our Compliance/Accreditation Officer for staying on top of all of our DOC required paperwork and to our teams. This audit lasts for three days and covers all of our standards. They do a tour of the building, view the housing units and all of the paperwork. For a facility of this size to not have any deficiencies is impressive.

Personnel:

Hiring is staying steady however retention is still a struggle. We've been conducting exit interviews, collecting that information and think we've pinpointed some of our issues. The majority of the people that have left have been newer employees so we feel like our onboarding process needs adjusting. We've extended the field training process, added some people to the training/accreditation department and hope to see good results from that.

Western Va Reg. Jail had recently raised their per diem by 99¢ putting them at \$54.00 per day. All of that increase is being put towards employees' pay by raising their base pay and also providing compression for their existing employees. Due to the longer drive, we hope that won't be appealing to employees but it's always a concern. There is also the possibility that Montgomery County may follow suit with the pay increase.

Pending Lawsuit:

There is a lawsuit coming up that has the possibility to bring some media attention. The lawsuit came from an excessive force case which took place in 2022. The officer is no longer here but the Superintendent wanted to make the Authority aware in case it did make the news.

Blood Drive:

We will host a blood drive here on Friday, May 17 from 12-4:00 pm if anyone would like to participate.

Transportation:

Sheriff Vaughan said Grayson is still having issues with transportation. He said that it seems to happen around 3:30-4:00 in the afternoon and when they call, they're told that it will have to be covered by nightshift making it 7:30-8:00 before the van gets there. He said in past years, the jail had a 2pm-2am person to cover that. Superintendent Haug said when we add to transportation, we should have a power shift to cover that. We currently have one transport officer that has been out for quite a while on medical leave and also a female transport officer on maternity leave that helped cover that timeframe.

Sheriff Millirons asked how many transportation officers the jail has. Major O'Dell said for each dayshift we have three that work 12 hour shifts and two that work 8-hour shifts. Once we have the female officer back from maternity leave, she will be working M-F 8-hour shifts. Nightshifts are down to one supervisor that begins at 5:00 pm working 8 hours along with two transportation officers. Superintendent Haug said according to the Transportation Lt, we need approximately five more positions making it three transportation officers per shift plus a power shift for each night shift.

Mr. Vaught asked if we had ever tried to hire some retirees for some part time transportation positions. Superintendent Haug said we're open to that and have offered it to people who have corrections/transportation experience from the jurisdictions and did not have much interest. Major O'Dell had some road officers approach him about working transportation on their days off. When he spoke with DCJS, he was told that they had be corrections certified in addition to their road certification.

G. NEW BUSINESS:

Nominations/Election of Officers FY 2024-25

Nominations were accepted for **Vice Chairman:**

Motion: Mr. Vaught nominated Sheriff Kemp for Vice Chairman. Mr. Smith seconded the nomination. Mr. Sweet moved that the nominations close and we vote by acclamation.

Action: The motion carried unanimously.

Nominations were accepted for **Chairman:**

Motion: Sheriff Foster nominated Mr. Richard Chidester to continue serving as Chairman. Sheriff Kemp seconded the nomination. Mr. Sweet moved that the nominations close and we reappoint Mr. Chidester by acclamation.

Action: The motion carried unanimously

Nominations were accepted for Treasurer/Finance Chair:

Motion: Sheriff Vaughan nominated Mr. Jonanathan Sweet to continue serving as Treasurer/Finance Chair. Sheriff Foster seconded the nomination. Mr. Smith moved that the nominations close and we reappoint Mr. Sweet by acclamation.

Action: The motion carried unanimously

Committee Appointments:

Mr. Sweet asked how committee appointments are selected. Attorney Durbin said the Authority had nothing set forth in our Bylaws or the service agreement regarding the matter so we default to Robert's Rules primary method meaning the Chairman appoints them.

As Finance Chair, Mr. Sweet recommended that Chairman Chidester consider appointing Mr. Justin Martin of Carroll County to the Finance Committee. Mr. Chidester said he had no problem with doing so and Mr. Martin acknowledged that he is willing to serve on the Finance Committee.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS

J. ADJOURNMENT:

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

Motion: Mr. Smith 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