



WESTERN VIRGINIA REGIONAL JAIL AUTHORITY

Serving the City of Salem and Counties of Franklin, Montgomery, and Roanoke

ACTION AGENDA MARCH 3, 2011, 9:00 A.M.

Western Virginia Regional Jail
5885 West River Road
Salem, VA 24153

A. CALL TO ORDER

1. Introduction and roll call—Mike Altizer, Chairman

Chairman Altizer called the meeting to order at 9:07 a.m., and the clerk called the roll.

Members present: Jay Taliaferro, Bill Jones, Ric Atkins, Keith Mucha, Chris Whitlow, Ewell Hunt, Vicki Meadors, Craig Meadows, Tommy Whitt, Robbie Hall, Diane Hyatt, Mike Altizer, Mike Winston, Charlie Poff

Members absent: Frank Turk, Randy Foley, Charles Wagner, Rick Huff, Wayne Angell, Carol Edmonds, Doug Marrs, Gary Creed, Clay Goodman, Butch Church

Others present: Jim Guynn, Bobby Russell, Cheri Lankford, Mary Brandt

B. REQUESTS TO POSTPONE, ADD TO, OR CHANGE THE ORDER OF AGENDA ITEMS

There were none.

C. APPROVAL OF MINUTES

1. February 3, 2011

Ms. Hyatt moved approval of the minutes. Mr. Taliaferro seconded the motion which was approved by unanimous roll call vote.

D. REPORTS & BRIEFINGS

1. Financial reports for January 2011—Cheri Lankford, Business Manager

Ms. Lankford reviewed the financial reports which were received and filed. She advised that there will be a 4.8 percent increase in health insurance rates next year and that the Jail plans to absorb

the cost of the increase rather than pass the cost along to employees which is how Roanoke County and the Roanoke County School System are handling this increase.

2. Superintendent's report—Bobby Russell, Superintendent

Mr. Russell advised that the video visitation system is working well now and that Verizon will issue a credit of approximately \$1,000 per jurisdiction for the problem with the T1 lines. He praised IT Manager Jill Brooks for bringing the matter to a successful conclusion.

Mr. Russell briefed the Board on the status of the Jail's two grant projects. The first project involves the Jail acting as alpha and beta testers for a new passive ID tracking system TimeKeeping Systems is developing. He reported that the firm has begun bringing equipment on site in preparation for the testing. He advised that the grant application for the second project, a re-entry training program with VA Cares, was submitted yesterday. The grant is worth \$795,000 and will cover equipment, instructors, and expenses if the Jail is awarded the grant.

Mr. Russell reported that the tuberculosis (TB) testing of the staff and inmates is complete. The male officer whose test was positive has tested positive for years, and his chest X-ray came back clean. Follow-up testing will be conducted in 60 days.

Mr. Russell advised that staff is making the final preparations for the American Correctional Association audit scheduled for the beginning of April 2011. He added that the Jail has not yet been informed who will conduct the audit.

Mr. Russell reported that the bottom seal failed on one of the Jail's two force main pumps allowing waste fluid to enter the pump's mechanical chamber. This caused overheating which damaged the unit. Parts have been ordered, and the unit should be repaired and returned to service by the end of the week. The total cost of the repair including parts is \$12,000. The vendor has been asked to assist with the repairs since this seems to be a case of premature equipment failure. Mr. Russell advised that the Western Virginia Water Authority (WVWA) has been requested to inspect the new pump after it is installed to prevent a reoccurrence. He added that he plans to enter into an agreement with the WVWA to assist with these types of repairs in the future since the WVWA has all the necessary equipment.

Mr. Russell reported that after the recent rebanding, the Jail's radio system began receiving interference from the nearby cell tower. The equipment's vendor, Mann Wireless, was consulted; and after it was pointed out that the cell tower was there when Mann Wireless designed the system, the vendor admitted that it was at fault. Because of this, Mann Wireless has agreed to install a new BDA able to handle the interference coming from the cell tower at its own expense resulting in a savings to the Jail of approximately \$16,000 to \$18,000.

Mr. Russell advised that two of the rainwater management system's four pumps have failed, so the system is not able to pump water for the Jail's laundry operation. (The two cooling pumps for the vacuum system remain operational.) This is the second time one of these pumps has failed, and

the two pumps are now no longer under warranty. Staff has consulted Hayes Seay Mattern and Mattern (HSMM) and Rainwater Management to determine the cause of the failures. It has been determined that the original Rainwater Management design was changed by HSMM, and this may have created flaws in the system's design. In addition, since only one of the two manways in the cisterns included in the original design was installed; there is no way to isolate the tank where the pumps are located to affect a repair. All four cisterns will have to be emptied to provide the necessary access.

Since the Jail now has to purchase public water for its laundry operation which is doubling the Jail's water bill, Mr. Russell advised having the pumps repaired as soon as possible while doing everything possible to determine the cause of the pump failures and correcting it. He also recommended that the second manway should be opened and a valve or shut off installed to make future repairs easier. He also noted that the original design called for a filter system to be installed. This was not done and sediment is collecting in the tanks, so the tanks will have to be cleaned out periodically.

There was a general discussion on how this situation occurred, who is at fault; the best way to determine the cause of the problem and correct it; and what legal action, if any, should be taken. It was the consensus of the Board that Mr. Russell should review the Jail's procurement policy and proceed with the repairs. He was also directed to seek the opinion of an expert during the repair process rather than relying entirely on HSMM and Rainwater Management in case litigation becomes necessary in the future. Mr. Russell agreed to send the pump specifications to Mr. Taliaferro to review.

Mr. Russell reviewed the monthly statistics. He reported that there are now seven recruits in the current academy since one recruit dropped out due to a back injury. He added that there are two female positions open, but one may be filled shortly by a certified corrections officer new to this area. He also advised that the US Marshalls Service plans to donate a transportation van to the Jail. This van does not meet the Service's needs because it is not suitable for long transports due to its closed panels; however, the Jail will be able to use it for short transports.

E. NEW BUSINESS

1. Adoption of the fiscal year (FY) 2011-2012 budget—Diane Hyatt, Treasurer; Cheri Lankford, Business Manager; and Bobby Russell, Superintendent

Mr. Russell distributed copies of the budget and advised that the per diems will be \$32.19. He added that the budget included the debt fund and the debt service. There was no discussion on this item.

Ms. Hyatt moved adoption of the budget including the debt fund/debt service. Mr. Meadows seconded the motion which was approved by unanimous roll call vote.

2. Approval of a staff incentive plan and appropriation of the necessary funds from year-end carry over—Bobby Russell, Superintendent

Mr. Russell advised that to reward employees of the Jail for their continued hard work and dedication, he was proposing a one-time incentive. He reported that this incentive will utilize carryover funds from the FY 2010 budget and will be distributed at the conclusion of the year-end reconciliation in December 2011. He added that the estimated cost for this incentive is \$231,587.

Mr. Russell stated that the plan provides a 4-percent bonus for employees hired on or before April 9, 2009, and a 2-percent bonus for employees hired after April 9, 2009, with a \$2,000 individual cap. In response to Ms. Hyatt's inquiry, Mr. Russell reported that the plan had contained an error when previously presented and that \$231,587 is the correct total.

There was a general discussion on whether to approve the incentive plan and, if so, when and in what form. It was the consensus of the Board to place the incentive plan on the agenda under new business for the June 2, 2011, Authority meeting. Mr. Russell was directed to inform staff that this did not denote a lack of support from the Board but rather a desire to be fiscally prudent during tough economic times.

F. CITIZENS' COMMENTS AND COMMUNICATIONS

There were none.

G. REPORTS AND INQUIRIES OF AUTHORITY MEMBERS

Mr. Hunt commended Superintendent Russell and the Jail's lobbyist, Eldon James, for keeping the Board informed on the status of the General Assembly's budget deliberations during the recent session.

H. ADJOURNMENT

There being no further business, Chairman Altizer adjourned the meeting at 10:30 a.m.

(Next meeting date: April 7, 2011, at 9:00 a.m., at the Western Virginia Regional Jail, 5885 West River Road, Salem, VA 24153—subject to cancellation)