



WESTERN VIRGINIA REGIONAL JAIL AUTHORITY

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

ACTION AGENDA

NOVEMBER 3, 2011, 10:00 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 10:05 a.m., and the clerk called the roll.

Members present: Frank Turk, Bill Jones, Ric Atkins, Chris Whitlow, Charles Wagner, Vicki Meadors, Carol Edmonds, Doug MARRS, Tommy Whitt, Robbie Hall, Diane Hyatt, Mike Altizer, Mike Winston

Members absent: Jay Taliaferro, Randy Foley, Keith Mucha, Ewell Hunt, Rick Huff, Wayne Angell, Craig Meadows, Gary Creed, Clay Goodman, Butch Church, Charlie Poff

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

CLERK'S NOTE: Prior to the start of the meeting, Authority Treasurer Diane Hyatt distributed fiscal year 2011 audit reports to the Board members.

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

There were none

C. RECOGNITIONS, RESOLUTIONS, AND AWARDS

1. Presentation of a commemorative shadow box to Doug MARRS in recognition of his years of service on the Board—Mike Altizer, Chairman; and Bobby Russell, Superintendent

Chairman Altizer presented the commemorative shadow box to Board member Doug MARRS with words of congratulations on his impending retirement and thanks for all Mr. MARRS has done on behalf of the Western Virginia Regional Jail Authority. Mr. Russell and members of the Board also expressed their thanks and appreciation to Mr. MARRS.

Mr. MARRS thanked the Board and Superintendent for the recognition. He added that it had been an honor to serve on the Board and that the Regional Jail was quite an achievement and worth the hard work.

D. APPROVAL OF MINUTES

1. October 6, 2011

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

E. REPORTS & BRIEFINGS

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

Ms. Lankford reviewed the financial reports which were received and filed.

2. Superintendent's report—Bobby Russell, Superintendent

Mr. Russell briefed the Board on the following topics:

Cooper Property Purchase. The Jail was able to purchase the property, and the Board will be asked to appropriate funds to complete the purchase later in the meeting.

Mobile Law Library. The Jail is investigating utilizing a mobile kiosk to bring law library materials to inmates in the housing units as a way of ensuring that all inmates have appropriate access to those materials.

Annual Firearms Recertification. It is time for the Jail's staff to begin their annual firearms recertification.

NCIS Law Enforcement Information Exchange (NCIS LinX). The Jail has recently joined NCIS LinX. There is no charge to participate, and it allows the Jail to upload its data to the LinX database where other law enforcement agencies can access it.

Fire Marshal's Inspection. The Jail recently underwent its annual fire inspection. A number of small issues were identified that should have been caught during previous inspections. Maintenance is in the process of making the necessary corrections.

Fleet Vehicle Accident. One of the Jail's transportation officers hit a deer recently. The officer was unharmed and the van is undergoing repairs.

Academy Graduation. The current group of recruits graduated from the academy on October 28. Six of the recruits are now certified; two need to repeat a block of instruction before they will be certified. There is an academy beginning November 7 with eight recruits and another scheduled in February 2012. At that time, a majority of the Jail's officers will be certified.

On-Site Job Fair. The Jail is holding its first on-site job fair November 7. Interested individuals will be able to see the Jail and fill out an application.

Employment Statistics. We have three male and one female officer positions vacant at this time.

Employee of the Quarter. The Jail named its first Employee of the Quarter: Officer David Hagwood. Staff was very responsive to the process, and Officer Hagwood was very appreciative when he received his certificate of commendation.

Civic Event at the Jail. The Jail allows non-profit agencies with connections to the Jail to use the Jail's facilities for events, and Cheri Lankford's greyhound rescue group recently held its annual fund raiser on the Jail's grounds.

United Way Campaign. The Jail's annual United Way Campaign recently concluded but the final figures for the campaign have not been computed yet.

Thanksgiving at the Jail. A local church is providing a home cooked meal to all on-duty staff on Thanksgiving Day. This church did the same last year, and the food was very good and very much appreciated.

Rain Water Management Upgrades. The project is out to bid and will close December 2. The pre-bid date is November 15.

Retherm Cartridge Issue. The skids on the bottom of the retherm cartridges have deteriorated, and we are attempting to determine the cause. This issue is creating difficulties in inserting and extracting the cartridges in the heating units; so to address the issue, the vendor has designed a prototype cartridge on wheels for us to test.

External Concrete Staining. This project is complete. The stain looks great and matches the original finish on the front of the building.

New Image Substance Abuse Program Graduation. The second group of inmates to go through the program are ready to graduate, and a ceremony will be held in mid-November.

Staff Bonuses. The bonuses have been distributed and the staff was very appreciative. Mr. Russell thanked the Board for increasing the amount of the bonuses.

Program and Population Statistics. Selected program and population statistics were presented, and a monthly statistical report was distributed.

Mr. Atkins stated that medical transports are averaging two per day and inquired if the number of transports was increasing. Mr. Russell responded that he had recently met with the medical section to review medical transports. After analyzing the data, it was determined that the transports were necessary. He noted that the Regional Jail's inmate population is a sick one similar to Hampton Roads Regional Jail.

F. NEW BUSINESS

1. Briefing on the purchase of the Cooper property and request to appropriate funds in the amount of \$267,750 for same —Bobby Russell, Superintendent

Mr. Russell advised that he successfully purchased the Cooper property at the October 26, 2011, auction. He advised that there was one other bidder interested in the property. The Jail's winning bid was \$170,000; however, there was a reserve of \$283,000 on the property. Mr. Russell reported that he made a counter offer which was accepted. The final price was \$255,000 plus a buyer's premium of 5 percent.

Mr. Altizer noted that the closing is scheduled for mid November. It was also noted that the certain storage buildings were sold separately, the proceeds of the sale were being donated to Radford University, and the estimated cost to demolish the house and the remaining out buildings is between \$15,000 and \$20,000.

There was no discussion on this item.

Mr. Turk moved to appropriate funds in the amount of \$267,750 to be taken from the Capital Account to complete the purchase of the Cooper property. Mr. Whitt seconded the motion which was approved by unanimous roll call vote.

2. Request to approve a capital expenditure of an amount not to exceed \$9,500 for the resurfacing of the floor of 1D Pod—Bobby Russell, Superintendent

Mr. Russell advised that the floor in 1 D Pod has deteriorated, and the company that poured the floor is no longer in business. A number of companies were contacted for quotes, and the firm selected is willing to provide a one-year warranty on its work which consists of a surface treatment. This firm is a local company that has a good reputation.

There was no discussion on this item.

Ms. Hyatt moved to approve a capital expenditure of an amount not to exceed \$9,500 for the resurfacing of the floor of 1D Pod. Mr. Whitlow seconded the motion which was approved by unanimous roll call vote.

G. CITIZENS' COMMENTS AND COMMUNICATIONS

There were none

H. REPORTS AND INQUIRIES OF AUTHORITY MEMBERS

Ms. Hyatt reported that she planned to call a meeting of the Finance Committee to begin work on the fiscal year 2012-2013 budget and asked the Clerk to email the Committee members to schedule a meeting in January.

- I. CLOSED MEETING** pursuant to Code of Virginia Section 2.2-3711 (A) 7—consultation with legal counsel and briefings by staff pertaining to actual or probable litigation.

The Board entered into closed session at 10:35 a.m. and returned to open session at 10:37 a.m.

Mr. Altizer moved to enter closed session. There was no second and the motion was approved by unanimous roll call vote.

Mr. Altizer moved to certify the closed meeting. There was no second and the motion was approved by unanimous roll call vote.

**RESOLUTION CERTIFYING THE CLOSED MEETING WAS HELD IN
CONFORMITY WITH THE CODE OF VIRGINIA**

WHEREAS, the Western Virginia Regional Jail Authority Board has convened a closed meeting on this date pursuant to an affirmative roll call vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Western Virginia Regional Jail Authority Board, that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED, that the Western Virginia Regional Jail Authority Board, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting which this certification resolution applies, and
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Western Virginia Regional Jail Authority Board.

J. ADJOURNMENT

(The next meeting date is December 1, 2011, at 9:00 a.m. at the Western Virginia Regional Jail, 5885 West River Road, Salem, VA 24153.)

It was the consensus of the Board to cancel the December meeting. The next scheduled meeting is January 5 at 9:00 a.m. An organizational meeting will be held prior to the start of the regular business meeting.

There being no further business, the Chairman adjourned the meeting at 10:40 a.m.