

**Western Virginia Regional Jail Authority  
Action Agenda**

**February 13, 2009  
9:00 a.m.**

**Roanoke County Administration Center  
5204 Bernard Drive  
Roanoke, Virginia 24016**

**A. CALL TO ORDER**

1. Introduction and Roll Call – Chairman Gerald Holt

*Mr. Holt called the meeting to order at 9:00 a.m.*

*Members present: James E. Taliaferro, II; Eric A. "Ric" Atkins; Byron "Randy" Foley; Keith Mucha; Christopher L. Whitlow; Charles D. Wagner; Ewell Hunt; Vicki Meadors; B. Clay Goodman; Doug W. Marrs; James "Tommy" Whitt; Robert L. Hall; John M. Chambliss; Michael Altizer; Gerald S. Holt*

*Members absent: Jane Johnson, Frank Turk, Richard E. Huff, Wayne Angell, Carol Edmonds, Gary Creed, Diane Hyatt, Joseph "Butch" Church, Michael G. Winston*

*Others present: Charles Poff, Jr. Bobby D. Russell, Elizabeth Dillon, Barry Tayloe, Mary V. Brandt, Cheri Lankford, Brad Spain*

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

*There were none.*

**C. APPROVAL OF MINUTES**

1. December 11, 2008
2. January 8, 2009

*Mr. Altizer motion to approve the minutes for December 11, 2008, and January 8, 2009. Mr. Whitt seconded the motion which was adopted by unanimous voice vote.*

**D. REPORTS & BRIEFINGS**

1. Financial reports for the month of December 2008—Cheri Lankford, Business Manager

*Ms. Lankford reported that the current cash balance is \$35,794,095. The construction costs as of November 30, 2008, totaled \$8,867,102 and operating expenses totaled \$2,276,878.*

*Mr. Goodman motion to approve the financial reports for December 2008. Mr. Taliaferro seconded the motion which was adopted by unanimous voice vote.*

**2. Superintendent's Report—Charlie Poff, Superintendent**

- a. Project Update
- b. State Construction Reimbursement
- c. Dedication Ceremony
- d. Transition Team Update

*Project Update.* *Mr. Poff advised that Ms. Lankford was working on the reimbursement documentation so that the submission could be made promptly at the appropriate time.*

*Mr. Poff reported that there are approximately 24 construction days left until the March 9, 2009, completion date. He advised that he is meeting with the contractor three times a week and that the contractor is committed to finishing construction on schedule.*

*Mr. Poff advised that the electrical contractor has been behind schedule but now has approximately 40 electricians on site six days a week. He reported that the electrical rough-in work has been completed and that the contractor is installing light fixtures and receptacles as well as completing punch list items. He added that the electrical contractor is being closely monitored closely and additional electricians will be added if necessary.*

*Mr. Poff reported that work continues on the bio retention ponds and that this work should be finished next week weather permitting. He advised that the mechanical and roof top units are complete. He reported that this equipment is currently being commissioned. He added that the plumbing is finished with the exception of a few fixtures in the kitchen, the remaining punch list items, and floor drain clean out. He further advised that painting has been completed with the exception of minor touchups and that the contractor is installing floor tile at night which should be finished next week.*

*Mr. Poff advised that Brooks Ballard was on-site January 21 to conduct a 95 percent inspection which went well; although, she noted gaps along the sides and bottom of the slider doors connecting the pods. Cornerstone will fabricate metal receivers and install doors sweeps at the bottom of the doors to correct this situation. He noted that although this work will not hold up the facility's opening, it may hold up the reimbursement. He reported that Ms. Ballard will return to conduct the final inspection on March 2, 2009. At that time, she will conduct the smoke removal test in the housing units. He added that staff will work with CTI who is conducting the tests to satisfy this requirement.*

*Mr. Poff reported that Bill Wilson, Department of Corrections (DOC), visited the facility on January 23, 2009, and that the facility received a rated capacity of 605. Mr. Wilson will return to perform a staffing review 12 months after the facility opens. He stated that the facility's operations are based on the Minimum Standards for Local Jails and that staff will provide the facility's policies and procedures to the DOC on disk. He noted that DOC representatives will perform a site audit within the first six months of operations on the facility's life health standards and will perform a full site audit after 12 months of operation. He added that the Compensation Board will release the facility's budget on March 1 at which time, we will begin*

funding the staff. He advised that there is one outstanding position which staff expects to fill by March 1, 2009.

Mr. Poff advised that the special training for the 10 DOC officers has been completed, and they are now certified. He reported that the second group of officers graduated from the academy on February 12, 2009. He noted that due to changes in some of the emergency deputies the regional jail was scheduled to receive, approximately 10 officers will need to complete the basic academy. Mr. Poff reported that the National Institute of Corrections was on site March 2 to review the jail's classification plan and to provide jail classification training. He added that deputies from Franklin and Montgomery Counties also took part in this training which was provided through a grant.

State Reimbursement. Mr. Poff thanked Doug Marrs and Sheriffs Holt and Hunt for their assistance in lobbying the General Assembly's finance committees to have the \$11.3 million in funding restored to the state's budget. He added that the Authority's lobbyist, Eldon James, met with all the legislators on the Authority's behalf and coordinated our visits to Richmond. He reported that the \$11.3 million has been restored to the House and Senate budgets; however, the situation still needs to be monitored as the situation may change. He reported that the Governor should release his updated revenue forecast either today or over the weekend and that he is expected to announce an additional shortfall of \$300 to \$400 million. He added that the General Assembly is waiting for the release of the federal stimulus package to determine its impact on the additional shortfall. If the stimulus package is not released prior to February 28, 2009, the General Assembly will recess leaving the budget in the hands of the conferees and return in March to approve the budget. Mr. Poff advised that he will return to Richmond next week along with Mr. Marrs and Sheriffs Holt and Hunt to thank the members of the finance committees and continue to support the inclusion of the \$11.3 million in the Senate budget.

Sheriff Holt advised that according to the Sheriffs Association, the budget cuts for Sheriff's may not be as bad as expected. He reported that the governor had recommended a 7 percent cut, but the Senate budget does not contain any reduction and the House budget only contains a 5 percent cut. He added that the local legislators provided valuable assistance to the regional jail on it's funding issues, and he requested that the Board members thank them whenever an opportunity presents itself.

Dedication Ceremony. Mr. Poff advised that the dedication ceremony has been scheduled for March 6 at 10 a.m. in the jail's lobby. He reported that the jail will be open throughout the afternoon so the public may tour the facility. He advised that approximately 450 invitations have been sent out and approximately 200 individuals are expected to attend. He added that the speakers will be the mayor or chair from each member locality and that Sterling Proffitt, Chairman of the Board of Corrections, will be the guest speaker. He noted that most of the event's expenses have been covered by the regional jail's vendors with the exception of the sound system which will be funded from the jail's budget and the chairs and the podium which will be provided by Salem.

Mr. Poff further advised that following the dedication, the jail will allow neighboring and distinguished guests to spend a night in the jail. He reported that dinner, a movie, and other activities are planned. He added that this event is contingent on the facility receiving its certificate of occupation prior to March 6.

Transition Team Update. Mr. Russell advised that the video visitation installation for the local jails is on schedule. He reported that the mattresses have been received and that many of the other items needed for the opening have also been received or will be shortly. He added that staff training is on-going and that policies and procedures and classification training had recently been completed. He stated that as a part of the inmate transfer plan, classification officers from the member jails participated in the NIC lead classification training offered recently at the jail. He reported that the deployment of classifications officers would begin with Roanoke County on February 23, 2009, to begin pre-classifying the inmates including their medical records. He advised that the plan is to take the inmates being held at each of the member localities' local jails first and then bring in the inmates being held at other facilities. He reported that the vehicles have all been ordered and most have been delivered. He concluded that the local agencies have been very helpful, and he thanked the Sheriffs for their support.

Mr. Poff advised that the facility would be fully staffed in late February to allow staff to search the building, clean it, and perform other tasks necessary to prepare the facility for the arrival of the inmates. He suggested that the next Authority meeting be held at the facility so that the Board could tour the facility following the meeting. It was the consensus of the Board to hold the next meeting at the regional jail facility.

Ms. Dillon advised that the land purchase has closed and that the easements and deed have been recorded.

Sheriff Holt noted that the Compensation Board is creating difficulties on funding the emergency corrections officer positions that are going to be left vacant when those officers transfer to the regional jail. There was a brief discussion on the effect the Compensation Board's decision on these positions could have on the local jails.

## **E. NEW BUSINESS**

1. Request to ratify a contract with Eldon James & Associates, Inc. in the amount of \$5,400 for legislative and public policy consulting services—Charlie Poff, Superintendent

Mr. Poff advised that the contract is for 54 hours of Mr. James's consulting services and that there was no fiscal impact as a result of this contract as funds were available in the regional jail's budget. He reported that Mr. James has been invaluable in lobbying the legislators on the Authority's behalf and coordinating the Authority members' trips to Richmond to meet with the finance subcommittees. There was no discussion on this item.

Mr. Goodman motion to ratify the contract. Mr. Marrs seconded the motion which was adopted by the following roll call vote:

AYES: James E. Taliaferro, II; Eric A. "Ric" Atkins; Byron "Randy" Foley; Keith Mucha; Christopher L. Whitlow; Charles D. Wagner; Ewell Hunt; Vicki Meadors; B. Clay Goodman; Doug W. Marrs; James "Tommy" Whitt; Robert L. Hall; John M. Chambliss; Michael Altizer; Gerald S. Holt

NAYS: None

2. Request to appropriate \$128,741 for Change Order No. 19 to Howard Shockey & Sons—Jay Taliaferro, Building Committee Chair; Charlie Poff, Superintendent

*Mr. Taliaferro advised that the project is reaching the end of construction and that the items included in this change order were fairly typical for this phase of the project. He reported that the change order total is now 1.98 percent and should reach 1.99 percent by the end of the project. He added that the items in this change order have been reviewed and asked if there were any questions. There was no discussion on this item.*

*Mr. Taliferro motion to appropriate \$128,741 for Change Order No. 19. Mr. Chambliss seconded the motion which was adopted by the following roll call vote:*

AYES: James E. Taliaferro, II; Eric A. "Ric" Atkins; Byron "Randy" Foley; Keith Mucha; Christopher L. Whitlow; Charles D. Wagner; Ewell Hunt; Vicki Meadors; B. Clay Goodman; Doug W. Marrs; James "Tommy" Whitt; Robert L. Hall; John M. Chambliss; Michael Altizer; Gerald S. Holt

NAYS: None

3. Request to appropriate \$30,699 to IES Commercial for additional electrical work outside the scope of the building contract—Jay Taliaferro, Building Committee Chair, Bobby Russell, Deputy Superintendent

*Mr. Taliaferro advised that one of the biggest concerns with regard to finishing construction on the building is the scope of the electrical work and that this contract for additional electrical work addresses some issues with regard to the original plans and some items that staff felt is was necessary to add. He added that this approach was taken to ensure that the project would not be delayed as a result of this work and that it has really worked out well. There was no discussion on this item.*

*Mr. Taliferro motion to appropriate \$30,699 to IES Commercial. Mr. Foley seconded the motion which was approved by the following roll call vote:*

AYES: James E. Taliaferro, II; Eric A. "Ric" Atkins; Byron "Randy" Foley; Keith Mucha; Christopher L. Whitlow; Charles D. Wagner; Ewell Hunt; Vicki Meadors; B. Clay Goodman; Doug W. Marrs; James "Tommy" Whitt; Robert L. Hall; John M. Chambliss; Michael Altizer; Gerald S. Holt

NAYS: None

## **F. CITIZENS' COMMENTS AND COMMUNICATIONS**

*There were none.*

## **G. REPORTS AND INQUIRIES OF AUTHORITY MEMBERS**

*There were none.*

## **H. REPORT OF STANDING COMMITTEES**

1. Administration. *There was none.*
2. Finance. *There was none.*
3. Building and Property. *Mr. Taliaferro advised that Brad Spain would give his monthly briefing on the change orders. He noted that the change orders were almost wrapped up.*

*Mr. Spain reviewed the change order summary report. He reported that he anticipated one more change order and one more contingency change order to finalize the project. He advised that the total for all approved and pending changes represents a 1.99 percent increase to the original contract amount. He added that the contingency account is currently at 1.98 percent, and he advised that this figure could reach 1.99 percent by the end of the project. Mr. Goodman requested the cost of the site work so that the total cost of the project could be determined. In response to Mr. Altizer's inquiries, Mr. Spain reported that he did not anticipate that there would be a large surplus in the contingency account and that if the contractor goes over the contingency, he will have to absorb those costs. Mr. Poff noted that the project was under the \$1.6 million approved by the Board of Corrections and would remain so barring unforeseen circumstances. He added that he was attempting to get the medical equipment reimbursed as well.*

4. Human Resources. *There was none.*
5. Operations. *Mr. Tayloe reported that the Operations Committee met on January 15, 2009. He reported that the Committee discussed the following items: (1) video visitation—he reported that installation of the equipment was on schedule; (2) the breakdown of the medical costs for each locality and regional jail—he reviewed the responsibilities of the localities vs. the regional jail; and (3) the transportation/release of prisoners—he advised that the regional jail will bear the primary responsibility for prisoner transportation.*

## **I. ADJOURNMENT**

*(Next Meeting date: March 5, 2009, at 9 a.m. at the Western Virginia Regional Jail, 5885 West River Road, Salem, VA 24153)*

*Mr. Holt adjourned the meeting at 10:00 a.m.*

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Christopher Whitlow, Secretary