



WESTERN VIRGINIA REGIONAL JAIL AUTHORITY

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

ACTION AGENDA

FEBRUARY 25, 10:00 A.M.

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

A. CALL TO ORDER

1. Introduction and Roll Call—Gerald Holt, Chairman

Mr. Holt called the meeting to order at 9:05 a.m. Attendance was taken by the clerk.

Members present: Frank Turk, Jane Johnson, Ric Atkins, Chris Whitlow, Charles Wagner, Ewell Hunt, Craig Meadows, Doug Marrs, Tommy Whitt, Diane Hyatt, Mike Altizer, Gerald Holt, Mike Winston, Vicki Meadors, Clay Goodman, Robbie Hall

Members absent: Jay Taliaferro, Keith Mucha, Randy Foley, Richard Huff, Wayne Angell, Carol Edmonds, Gary Creed, Butch Church

Others in attendance: Elizabeth Dillon, Barry Tayloe, Charlie Poff, Bobby Russell, Cheri Lankford, Mary Brandt

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

There were none.

C. RECOGNITIONS

1. Request to adopt a resolution of appreciation for Sheriff Gerald S. Holt, Chairman, on the occasion of his retirement—Jay Taliaferro, Vice-Chairman

The clerk read the resolution. Mr. Altizer presented a framed copy of the resolution to Chairman Holt. Mr. Wagner moved to adopt the resolution. Ms. Johnson seconded the motion which carried by the following recorded vote:

AYES: Frank Turk, Jane Johnson, Ric Atkins, Chris Whitlow; Charles Wagner, Ewell Hunt, Craig Meadows, Doug Marrs, Tommy Whitt, Diane Hyatt, Mike Altizer

NAYES: None
ABSTAIN: Gerald Holt

Mr. Holt thanked the Board. He noted that the Western Virginia Regional Jail may be the last regional jail built in Virginia under the current system and that it is unique in that the member localities' local jails have remained open. He added that he believed that there is only one other regional jail in the state that operates this way. He stated that it has been a tremendous pleasure working with the Board on the regional jail project and that he hoped to be able to continue his association with the jail once his nomination as US Marshall for the Western District of Virginia is confirmed by the US Senate.

Mr. Whitlow, Mr. Hunt, and Mr. Wagner presented Mr. Holt with a commemorative plaque on behalf of Franklin County in appreciation of his work on the Authority.

Messer's Atkins, Whitt, Marrs, and Poff thanked Mr. Holt for the working relationship that they had had with him through the years.

RESOLUTION EXPRESSING THE APPRECIATION OF THE WESTERN VIRGINIA REGIONAL JAIL AUTHORITY TO ROANOKE COUNTY SHERIFF GERALD S. HOLT ON THE OCCASION OF HIS RETIREMENT

WHEREAS, Sheriff Gerald S. Holt will retire on March 1, 2010, at which time he will step down from his position as Chairman of the Western Virginia Regional Jail Authority; and

WHEREAS, Sheriff Holt began his career in law enforcement and corrections in 1970 serving in numerous capacities within the Sheriff's Office and as a County Police Officer before being elected to the first of his five terms as Sheriff in 1991; and

WHEREAS, Sheriff Holt was responsible for initiating the Roanoke County Auxiliary Force, in which volunteer citizens were trained to be auxiliary deputy sheriffs; successfully sought national accreditation from the American Correctional Association; and has been actively involved in the community through his service on numerous criminal justice boards and committees; and

WHEREAS, Sheriff Holt was appointed to the Western Virginia Regional Jail Authority when it was established in June 2005 to construct and operate a regional jail serving the Counties of Franklin, Montgomery, and Roanoke and the City of Salem; and

WHEREAS, Sheriff Holt has served as Chairman of the Authority since its inception using his experience, diplomatic skills, and patience to guide the regional jail project through to a successful conclusion when the facility opened in April 2009; and

WHEREAS, during his career, Sheriff Holt earned the respect of his peers and will be sorely missed by his fellow Authority members not only for his professional abilities but for his willingness to reach out to and work with others.

NOW THEREFORE, be it resolved that the Western Virginia Regional Jail Authority expresses its deepest appreciation to SHERIFF GERALD S. HOLT for all that he accomplished on behalf of the Authority and wishes him all the best in his future endeavors.

2. Special presentation to Chairman Holt—Jay Taliaferro, Vice-Chairman; Charlie Poff, Superintendent

Mr. Altizer presented Chairman Holt with a shadow box containing the gavel and sounding block that he used during his tenure as Chairman which Mr. Holt accepted with thanks.

D. APPROVAL OF MINUTES

1. January 25, 2010

Mr. Altizer moved to approve the minutes. Mr. Whitlow seconded the motion which carried by unanimous voice vote.

E. REPORTS & BRIEFINGS

1. Financial reports for January 2010—Cheri Lankford, Business Manager

Ms. Lankford reported that operating expenses were \$6,124,177 million and the cash balance was \$19,422,033 million for December 2009.

2. Finance Committee's report—Diane Hyatt, Finance Committee Chair

Ms. Hyatt advised that the Finance Committee had met to finalize the FY 2010-2011 budget which is on today's agenda for approval and that she will give the committee's recommendations when it is discussed.

3. Superintendent's report—Charlie Poff, Superintendent

Mr. Poff advised that he, Mr. Hunt, Mr. Marrs, and Mr. Altizer traveled to Richmond to lobby the General Assembly to restore some of the reduced public safety funding to the state budget. He reported that he did not know how effective their lobbying effort was since money is so tight at the state level and there are so many amendments to the budget to be reconciled. He reported that the conferees will begin meeting today and that nothing definite would be known until the General Assembly adopts the budget in mid-March.

Mr. Poff reported that there are a few outstanding warranty issues including leaks on the roof which have not been repaired yet due to the recent heavy snows and cracked floor tiles which are currently being replaced. He added that heavy winds have caused damage on more than one occasion to the front lobby doors and to the receiving gate. He advised that wind shields have been ordered for the front lobby doors and will be installed soon. He stated that the problem with the lobby doors was design related and not covered by warranty, but he added that the receiving gate was under warranty and has been repaired. In response to Mr. Meadows inquiry, Mr. Poff reported that addressing the

design flaw in the lobby doors with the designer would not accomplish anything. Mr. Poff advised that hard water is causing corrosion in some of the kitchen equipment and that a request for proposal has been issued for a water softening system. He added that the water was tested prior to selecting the equipment in question and the water's chemistry is within the manufacturer's specifications so that it is not a warranty issue. Mr. Poff advised that the general building warranty will expire April 9, 2010, and a meeting has been scheduled for next week to determine pending warranty issues and create a warranty docket.

Mr. Poff reported that the construction credits for the building's LEED certification are under review and that one credit had to be resubmitted after the pertinent housekeeping policy was reworked to qualify. He reported that Howard Shockey and Sons is also working on documentation for the LEED certification. He added that he felt certain that the building should hear something about certification toward the end of April.

Mr. Poff advised that final preparations are currently underway for the Department of Corrections (DOC) audit which is scheduled for March 31—April 1, 2010, adding that the facility is prepared for the audit. He reported that once the DOC audit is over, preparations for the American Correctional Association (ACA) audit in November will recommence.

Mr. Poff reported that the jail has received a full grant from the National Institute of Corrections (NIC) to implement its inmate behavioral management system. Staff has observed the system in operation at a facility in Pennsylvania and is receiving on-site training from an NIC consultant. He reported that the system should be operational by the end of April.

Mr. Poff reviewed the operational statistics for the month noting that the jail's average daily population is 644. He reported that the basic jailor school began February 1 and the seven recruits taking part are scheduled to graduate April 9. He reported that four officers were recently called to active military duty and that he planned to hire into those positions as well as the two positions that are currently vacant.

Mr. Poff advised that he is resigning his position to pursue other opportunities but that he planned to remain at the jail until after the DOC audit is completed, the budget is stabilized, and the inmate behavioral management system is implemented. He added that this should give the Authority ample time to begin searching for his replacement. He added that he is extremely proud to have been associated with this project and that he is leaving behind a qualified management team that should have no problem operating the jail after his departure.

Mr. Holt stated that Mr. Poff's contributions to the regional jail project have gone beyond what had been expected of him and that he was a key contributor to the project's success. He then advised Mr. Marris to reactivate the Human Resources Committee to begin the search for a new superintendent. Mr. Marris agreed to do so.

F. NEW BUSINESS

1. Request to adopt fiscal year (FY) 2010-2011 budget—Diane Hyatt, Treasurer; Cheri Lankford, Business Manager; and Charlie Poff, Superintendent

Mr. Poff reported that he had worked with the Finance Committee to trim the FY 2010-2011 budget as much as possible without jeopardizing the safety and security of the jail's operations, and the result is a budget of \$14.5 million of which \$9.1 million represents employee salaries and benefits equaling 63 percent of the total budget. He reported that the per diem has been reduced to \$30.22 with a debt service expense of \$17 for a total of \$47.20. He noted that this per diem compares very favorably to the per diems of other jails with debt service and is one of the lowest in comparison with the 2008 Jail Cost Report published by the Compensation Board.

Mr. Poff reported that he had considered closing a housing unit in order to reduce staff; however, that is impossible with the jail's population rising as it is. He reviewed the jail's staffing level using the state's staffing formula to demonstrate that the jail already has a lean staff ratio. He stated that if the jail closes a housing unit and eliminates the twelve positions needed to staff that unit, the jail will lose the ability to accommodate future growth and the inmate population would be capped at 742 as a result.

Ms. Lankford advised that the present FY 2010-2011 budget contains \$500,000 of carry over which helped reduce the per diems. She reported that the 17 vacant positions have been eliminated from the expense side but left on the revenue side for the Compensation Board so they will count toward vacancy savings. She added that the request to approve the budget contains a caveat that it may be necessary to revisit it later during the year.

Ms. Hyatt advised that the FY 2010-2011 budget was reduced by 8.5 percent compared to the FY 2009-2010 budget and that this is as much as the budget can be trimmed without reducing operational safety. The net effect of the budget reductions is that the per diems have been reduced from \$34.70 to \$30.20. She further advised that it could be necessary to revisit the budget later in the year.

Ms. Hyatt reported that the debt budget would also have to be approved as part of the FY 2010-2011 budget. She stated that there are approximately \$10 million in bond proceeds remaining with \$3.3 million being used to reduce the debt service. In response to Mr. Altizer's inquiry, Ms. Hyatt reported that the bond proceeds will last for some time but that the \$500,000 in carry over is a one-time infusion and will have to be found elsewhere next year if necessary.

Mr. Whitt requested clarification of certain expense categories including travel, meals, job fairs, and conferences. He reported that he was paying these expenses out of pocket for himself and wanted to know how these funds were being used. Mr. Poff assured him that these expenses were for staff use only and to meet job requirements.

Mr. Turk moved approval of the FY 2010-2011 budget. Ms. Hyatt seconded the motion. The motion was carried with the following recorded vote:

AYES: Frank Turk, Jane Johnson, Ric Atkins; Chris Whitlow, Charles Wagner, Ewell Hunt, Craig Meadows, Doug Marrs, Tommy Whitt, Diane Hyatt, Mike Altizer, Gerald Holt
NAYES: None

CITIZENS' COMMENTS AND COMMUNICATIONS

There were none.

G. REPORTS AND INQUIRIES OF AUTHORITY MEMBERS

Mr. Marrs advised that funds would be needed to advertise the superintendent's position. Mr. Poff responded that funds were available in the current fiscal year's budget for that purpose. Mr. Holt suggested that Letitia Smith, the jail's human resource manager be asked to assist the committee. Mr. Marrs advised he would contact Ms. Smith.

H. ELECTION OF CHAIRMAN

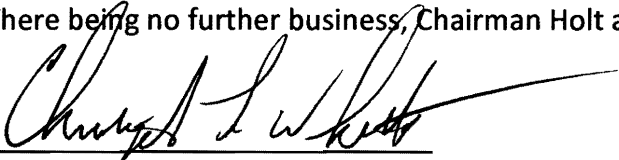
Chairman Holt opened the floor for nominations for the office of Chairman, the term to begin March 1, 2010.

Mr. Wagner nominated Mr. Altizer. Mr. Whitt seconded the nomination. There being no further nominations, Mr. Altizer was elected Chairman by unanimous voice vote.

I. ADJOURNMENT

(Next meeting date: April 1, 2010, at 9:00 a.m. at the Western Virginia Regional Jail, 5885 West River Road, Salem, VA 24153.)

There being no further business, Chairman Holt adjourned the meeting at 11:05 a.m.



Christopher L. Whitlow, Secretary

