



Western Virginia Regional Jail Authority

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

ACTION AGENDA

MARCH 5, 2009, 9:00 A.M.

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

A. CALL TO ORDER

1. Introduction and Roll Call – Chairman Gerald Holt

Chairman Holt called the meeting to order at 9:14 a.m. The roll call was taken.

Members present: James Taliaferro, II; Jane Johnson; Eric Atkins; Christopher Whitlow; Charles Wagner; Ewell Hunt; Vicki Meadors; B. Clay Goodman; Doug Marrs; James Whitt; Robert Hall; John Chambliss, Jr.; Michael Altizer; Gerald Holt; Michael Winston

Members absent: Frank Turk; Randy Foley; Keith Mucha; Richard Huff, II; Wayne Angell; Carol Edmonds; Gary Creed; Diane Hyatt; Butch Church

Others present: Charlie Poff, Bobby Russell; Barry Tayloe; Susan Waddell, Esq.; Brad Spain; Debbie Norman; Steve Meadors; Steve Meadors, Jr.; Cheri Lankford; Mary Brandt

Chairman Holt introduced his new administrative assistant Debbie Norman.

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

Mr. Taliaferro requested a closed session pursuant to the Code of Virginia Section 2.2-3711 A-7, legal matters, namely pending litigation. It was the consensus of the Board to add the closed session under New Business as Item E-1.

C. APPROVAL OF MINUTES

1. February 13, 2009

Mr. Altizer motion to approve the February 13, 2009, minutes. The motion was seconded by Mr. Taliaferro and adopted by unanimous voice vote.

D. REPORTS & BRIEFINGS

1. Financial reports for the month of January 2009—Cheri Lankford, Business Manager

Ms. Lankford reported that the current cash balance is \$32,166,303. The construction costs as of January 31, 2009, totaled \$9,192,831 and operating expenses totaled \$3,351,803.

Mr. Chambliss motion to approve the February 13, 2009, minutes. The motion was seconded by Mr. Goodman and 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 reviewed the construction progress on the project during the previous month. He reported that Brooks Ballard made a recent site visit to conduct the smoke test and would return for additional site inspections the following week.

State Construction Reimbursement. Mr. Poff reported that the state budget had been adopted including the \$11.3 million in funding for the regional jail. He advised that he planned to send thank you letters to the local legislative delegation and the members of the House and Senate finance committees who provided assistance and worked to restore the portion of the jail's funding that had been eliminated by the Governor. He recommended that the Authority's member localities also send thank you letters to the legislators. He added that the clerk had prepared an Excel spreadsheet with the names and district addresses of the legislators in question. He advised that she would e-mail the spreadsheet to the localities to aid them in preparing their own thank you letters.

There was a general discussion of the state budget and the impact it will have on the Sheriff's offices and regional jails.

Dedication Ceremony. Mr. Poff reported that the ceremony would take place tomorrow morning at 10 a.m. and that the local media outlets sent representatives to photograph and film the facility on March 4 in preparation for their coverage of the dedication ceremony. He added that interest has been good, and the preparations for the event are largely complete. He advised that over 450 invitations have been sent out, and staff anticipates a good turn out.

Mr. Poff advised that the transition team continues to prepare for the intake of inmates. He reported that staff hiring is now complete; however, he advised that there are 12 officers who will need to attend a corrections academy which will begin April 2009. He stated that training on the jail management system is currently underway in a lab set up in the facility's training room and that staff will be on site and prepared for the facility's opening day to ensure that the opening goes as planned. He noted that the phone systems have been installed as the Authority members will see when they tour the facility following the conclusion of today's meeting. He added that the rest of the furniture for the facility is scheduled to be delivered March 9.

Mr. Poff advised that according to the inmate movement plan, staff is planning to bring approximately 500 inmates into the facility during the initial move. He reported that the classification of inmates including medical assessments is in progress and that staff plans to perform as much of the intake process in advance as possible. He reported that staff has begun working with the local jails beginning with Roanoke County since that locality has the largest population of inmates to be moved into the regional jail facility and that they will then move on to the other facilities holding inmates to be transferred to the regional jail. He noted that the emergency officers will transfer to the regional jail when the inmates at their respective facilities are transferred in, and he advised that staff may need assistance with inmate transportation.

In response to an inquiry from Mr. Altizer, Mr. Poff advised that the transfer of inmates into the facility will take approximately three to four days with staff working extended hours and utilizing temporary booking stations to expedite the process.

Mr. Holt recommended that particularly difficult inmates not be transferred until a few days after the main group of inmates is moved into the facility to ensure that the process goes as smoothly as possible. Mr. Hall noted that these inmates were identified during the classification process. Mr. Poff reported that a special housing area has been outfitted for problem inmates, and staff has received training in how to deal with these inmates, so they will be prepared when the time comes. He advised that staff will coordinate the transfers with the local sheriffs and that no announcements will be made to the media until the transfers have been completed. He added that staff continues to train at the facility using scenario-based training plans; and he reported that the housing areas have been turned over to jail staff and are being cleaned by trustees in preparation for additional training.

Mr. Whitt thanked Mr. Poff for his cooperation and for providing assistance to the local jails with manpower and other issues during the transition period.

Mr. Holt advised that the regional jail officers have been assigned to the local jails for training purposes. He reported that one officer assigned to the Roanoke County-Salem Jail had recently prevented an inmate suicide during the performance of his duties, and he commended the officer for his actions during a crisis situation.

Mr. Poff reported that there were no construction change orders for approval on today's agenda. He advised that it was the construction management team's intention to prepare two final change orders which would be presented at the next Authority meeting.

Mr. Spain reported that although no change orders were prepared for today's meeting, there have been some modifications as a result of last minute issues which will be written up as two final change orders at the conclusion of the project. He noted that the percentage of anticipated GMP changes relative to the original GMP is currently 2.06 percent. He reported that the contractors are moving quickly and so have not had time to organize the necessary paperwork to prepare change orders for the recent modifications. He added that as a result, there is not a lot to report for this period.

Mr. Goodman inquired if Mr. Spain anticipated that the 2.06 percent figure will be the final figure. Mr. Spain responded that barring any unexpected issues, he believed that there would be no significant changes.

Mr. Poff advised that work on the punch list items continues as well as the mechanical commissioning which is approximately 65 percent complete. He added that no major problems are foreseen at this time.

E. NEW BUSINESS

1. Closed Meeting

Mr. Taliaferro motion to enter closed meeting. The motion was seconded by Ms. Johnson and adopted by unanimous voice vote.

The closed session was held from 9:40 a.m. until 10:14 a.m.

Mr. Goodman motion to certify the closed session. The motion was seconded by Mr. Atkins and adopted by unanimous voice 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 recorded 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.

Ms. Johnson left the meeting at 10:15 a.m. following the certification of the closed session.

2. Extension of CDG Contract

Mr. Taliaferro requested that the Board entertain a motion to allow the Superintendent to retain the services of CDG as long as he deems necessary until completion of the project. Mr. Holt recommended that the Authority rely on Mr. Poff's judgment in this matter. It was the consensus of the Board to consider the motion.

Mr. Taliaferro motion to allow Superintendent Poff to retain the services of CDG for as long as he deems necessary at cost not to exceed \$15,000 per week. The motion was seconded by Mr. Whitt and adopted by unanimous recorded vote with Ms. Johnson absent.

AYES: James Taliaferro, II; Eric Atkins; Christopher Whitlow; Charles Wagner; Ewell Hunt; B. Clay Goodman; Doug Marrs; James Whitt; John Chambliss, Jr.; Michael Altizer; Gerald Holt

NAYES: None

ABSENT: Jane Johnson

F. CITIZENS' COMMENTS AND COMMUNICATIONS

There were none.

Chairman Holt recognized the guests who were present at the meeting: Steve Meadors and Steve Meadors, Jr.

G. REPORTS AND INQUIRIES OF AUTHORITY MEMBERS

Mr. Wagner thanked the Authority members who went to Richmond to work with the legislators to have the project's funding restored. He noted that their efforts resulting in a savings to Franklin County of approximately \$7 million.

Mr. Holt advised that Mr. Marrs was to be commended for his participation in the trips to Richmond in that while he, Mr. Poff, and Mr. Hunt undertook these trips as part of their professional responsibilities, Mr. Marrs used his personal time. He reported that these lobbying trips were very educational in regards to legislative procedures and that it had been a great experience. Mr. Poff added that the legislators are now familiar with the regional jail and the Authority which will be helpful when dealing with other issues that may arise in the future.

Mr. Hall thanked the classification team for their work. Mr. Poff thanked Mr. Chambliss and Mr. Taliaferro for their respective roles on the project; Mr. Chambliss for taking the lead on the project during its inception and Mr. Taliaferro for his expertise during the architectural and engineering design and construction management phases. He added that he had never worked with a better group of people. Mr. Holt thanked Ms. Meadors, Mr. Tayloe, and Mr. Hall for their operational contributions to the project.

H. REPORT OF STANDING COMMITTEES

- 1. Administration. There was none.*
- 2. Finance. There was none.*
- 3. Building and Property. There was none.*
- 4. Human Resources. There was none.*
- 5. Operations. There was none.*

I. ADJOURNMENT

(Next Meeting date: April 2, 2009, at 9:00 a.m. at the Western Virginia Regional Jail, 5885 West River Road, Salem, VA 24153.)

Chairman Holt adjourned the meeting at 10:40 a.m.

Christopher Whitlow, Secretary

Note: Members of the Authority toured the facility following the conclusion of today's Authority meeting.