



Western Virginia Regional Jail Authority

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

ACTION AGENDA

MAY 7, 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

The Chairman called the meeting to order at 9:05 a.m. and the roll call was taken.

Members present: James Taliaferro, II; Keith Mucha; Christopher Whitlow; Charles Wagner; Vicki Meadors; Carol Edmonds; Doug Marrs; James "Tommy" Whitt; John Chambliss, Jr.; Mike Altizer; Gerald Holt; Robbie Hall; Diane Hyatt; Michael Winston

Members absent: Jane Johnson; Eric "Ric" Atkins; Ewell Hunt; Frank Turk; Randy Foley; Richard Huff, II; Wayne Angell; Gary Creed; Butch Church

Others present: Charlie Poff, Bobby Russell, Barry Tayloe, Jim Guynn, Brad Spain, 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. April 2, 2009

Mr. Marrs motion to approve the April 2, 2009, minutes. The motion was seconded by Mr. Whitt and adopted by unanimous voice vote.

2. April 27, 2009

Mr. Altizer motion to approve the April 27, 2009, minutes. The motion was seconded by Mr. Marrs and adopted by unanimous voice vote.

D. REPORTS & BRIEFINGS

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

Ms. Lankford advised that the current cash balance is \$26,179,959. The construction costs as of March 31, 2009, totaled \$12,664,229 and operating expenses totaled \$5,862,821.

In response to Mr. Altizer's inquiry, Mr. Poff reported that the Compensation Board has made its first payment. Ms. Hyatt added that the check was received this week.

2. Superintendent's Report—Charlie Poff, Superintendent

Mr. Poff advised that the Compensation Board has agreed to offset the cost of the food and medical programs from vacant Compensation Board positions. The Compensation Board has also agreed to provide funds retroactively for staff physicals.

Mr. Poff reported that the regional jail's intake of inmates began on April 9, 2009, and that a total of 525 inmates were brought in to the facility during a five-day period. He added that the number of inmates with medical issues was higher than initially anticipated because the other facilities that were holding inmates for the member localities did not take inmates with medical issues which meant that a greater percentage of the inmate population in the local jails had medical issues and those were the first to be transported.

Mr. Poff advised that there are currently 515 inmates incarcerated in the regional jail and that the breakdown per locality is: (1) Franklin County—32 percent; (2) Montgomery County—20 percent; Roanoke County—38 percent; and (4) City of Salem—10 percent. He reported that the regional jail is holding more inmates awaiting sentencing than originally forecast in the community-based corrections plan which is placing more demands on the transportation staff and necessitating more attorney visits to the facility. He reported that he has had some complaints from local attorneys regarding delays in seeing their clients, but he advised that new procedures have been implemented to prevent this happening in the future. He added that he appreciated the local sheriffs reporting these incidences to him.

Mr. Poff reported that there have been some difficulties with the video visitation equipment at the local jails as a result of power issues and that this has been corrected. He added that he has asked the vendor for the video visitation equipment to remain on site for a brief period to deal with any further equipment issues.

Mr. Poff advised that the Department of Corrections (DoC) project coordinator, Brooks Ballard, made a site visit the previous week to conduct a final inspection and that all the necessary approvals have been obtained. He reported that the contractor will begin installing the permanent solution for the pass-through protection on the doors that require it next week and that the contractor has until May 22, 2009, to complete the remaining punch list items otherwise tier-two damages will begin accruing.

In other matters, Mr. Poff reported that the process to obtain LEEDS accreditation is moving slowly but that he expects the facility to receive accreditation within three or four months. He advised that the third academy has begun and eight recruits are attending. He added that there are six officers who will need training at a future date. He stated that staff has taken

steps to prevent an outbreak of swine flu at the facility and prepared a plan of action to deal with an outbreak should one occur. He distributed a handout outlining these procedures to the Authority members (on file). Mr. Poff suggested that the members consider implementing similar prevention programs at their local facilities.

In response to an inquiry from Mr. Chambliss, Mr. Poff advised that he had held a meeting that included representatives from each locality to discuss the video arraignment process and that he had sent staff to the New River Valley Regional Jail to see that facility's video arraignment equipment in operation. He reported that the equipment is not expensive (approximately \$200) and that he plans to acquire the equipment so that each locality's sheriff can demonstrate the process to their respective judges for review and approval. He reported that the process will require scheduling and coordination when it is implemented.

Mr. Tayloe inquired if there were any fees involved in the video arraignment process. Mr. Russell reported that an internet connection was all that was required.

Mr. Holt advised that on May 20, 2009, he and Mr. Poff will appear before the Board of Corrections to brief that body on the regional jail project and to express their appreciation for all the assistance given to the Authority by DoC staff particularly Brooks Ballard. He invited the other members to attend if they were able to. He reported that the Authority's counsel was working on the mental health issue with Blue Ridge Behavioral Healthcare.

E. NEW BUSINESS

1. Request to approve \$309,200 for Change Order No. 21 from the private contingency fund—Jay Taliaferro, Building Committee Chair; and Charlie Poff, Superintendent

Mr. Taliaferro advised that the private contingency was set up to assist the contractor in dealing with any unforeseen circumstances that might arise during construction and that the process had worked well. He reported that this change order did not contain many items and would be the last change order for the private contingency. Mr. Poff added that the total for this change order includes the \$315,000 credit from the contractor to the Authority. There was no discussion on this item.

Mr. Whitt motion to appropriate \$309,200 to Howard Shockey & Sons for Change Order Number 21. The motion was seconded by Mr. Marrs and adopted by unanimous recorded vote.

AYES: James Taliaferro, II; Keith Mucha; Christopher Whitlow; Charles Wagner; Vicki Meadors; Carol Edmonds; Doug Marrs; James "Tommy" Whitt; John Chambliss, Jr.; Mike Altizer; Gerald Holt

NAYES: None

2. Request to accept and appropriate \$234,782 from Howard Shockey & Sons as a credit for Change Order No. 22—Jay Taliaferro, Building Committee Chair; and Charlie Poff, Superintendent

Mr. Taliaferro advised that this change order is the final one to be applied against the contract and that it includes the \$315,000 credit from the private contingency. He reported that this credit was agreed upon after he and Mr. Poff met with the contractor and that in exchange for the credit, the Authority agrees to extend the substantial completion date to April 7, 2009, and establish May 22, 2009, as the new contractual final completion date. He added that there several other minor items on this change order. There was no discussion on this item.

Mr. Taliaferro motion to accept and appropriate \$234,782 from Howard Shockey & Sons as a credit for Change Order Number 22. The motion was seconded by Ms. Meadors and adopted by unanimous recorded vote.

AYES: James Taliaferro, II; Keith Mucha; Christopher Whitlow; Charles Wagner; Vicki Meadors; Carol Edmonds; Doug Marrs; James "Tommy" Whitt; John Chambliss, Jr.; Mike Altizer; Gerald Holt

NAYES: None

3. Request to appropriate \$23,027 to IES Commercial for additional electrical work outside the scope of the Building Contract—Bobby D. Russell, Deputy Superintendent; and Charlie Poff, Superintendent

Mr. Russell advised that IES Commercial had been contracted to perform additional electrical work outside the scope of the contract in order to avoid delays on the project. He reviewed the work that IES had performed. There was no discussion on this item.

Mr. Taliaferro motion to appropriate \$23,027 to IES Commercial for additional electrical work outside the scope of the building contract. The motion was seconded by Mr. Altizer and adopted by unanimous recorded vote.

AYES: James Taliaferro, II; Keith Mucha; Christopher Whitlow; Charles Wagner; Vicki Meadors; Carol Edmonds; Doug Marrs; James "Tommy" Whitt; John Chambliss, Jr.; Mike Altizer; Gerald Holt

NAYES: None

4. Request to appropriate \$2,100 to IES Commercial for additional electrical work outside the scope of the Building Contract—Bobby D. Russell, Deputy Superintendent; and Charlie Poff, Superintendent

Mr. Russell advised that IES had again performed work outside the scope of the contract to avoid delays on the project. He reviewed the nature of the work performed. There was no discussion on this item.

Mr. Taliaferro motion to appropriate \$2,100 to IES Commercial for additional electrical work outside the scope of the building contract. The motion was seconded by Mr. Chambliss and adopted by unanimous recorded vote.

AYES: James Taliaferro, II; Keith Mucha; Christopher Whitlow; Charles Wagner; Vicki Meadors; Carol Edmonds; Doug Marrs; James "Tommy" Whitt; John Chambliss, Jr.; Mike Altizer; Gerald Holt

NAYES: None

5. Request to appropriate \$6,056 to B&D Lock Co. for additional security lock installation outside the scope of the building contract—Bobby D. Russell, Deputy Superintendent; and Charlie Poff, Superintendent

Mr. Russell advised that B&D Lock Company had installed deadbolt locks on certain restroom doors throughout the facility as well as the doors to the intake video room and the mental health evaluation room as required by the DoC pre-final inspection review. There was no discussion on this item.

Mr. Taliaferro motion to appropriate \$6,056 to B&D Lock Co. for additional security lock installation outside the scope of the building contract. The motion was seconded by Mr. Altizer and adopted by unanimous recorded vote.

AYES: James Taliaferro, II; Keith Mucha; Christopher Whitlow; Charles Wagner; Vicki Meadors; Carol Edmonds; Doug Marrs; James "Tommy" Whitt; John Chambliss, Jr.; Mike Altizer; Gerald Holt

NAYES: None

F. CITIZENS' COMMENTS AND COMMUNICATIONS

There were none.

G. REPORTS AND INQUIRIES OF AUTHORITY MEMBERS

In response to Mr. Altizer's inquiry, Mr. Taliaferro advised that there should be no additional change orders. Mr. Poff added that there may be one or two items outside the contract; however, the private contingency has been closed out.

Mr. Chambliss noted that in order to receive reimbursement from the state, all the sub-contractors will have to complete their work and receive their compensation. Mr. Poff advised that he was working with the sub-contractors to achieve that as quickly as possible. He reported that Ms. Ballard has allowed the Authority to add a few items but that Ms. Lankford was keeping up with the submissions.

Mr. Holt commended Mr. Poff for the manner in which he and his staff handled the construction project and brought it to a successful conclusion.

H. REPORT OF STANDING COMMITTEES

1. Administration:

There was none.

2. Finance:

There was none.

3. Building and Property:

Mr. Spain reviewed the final figures for the project's close out. He advised that he would provide a written report for the next meeting, and he stated that it had been a pleasure working with the Authority on the construction of the regional jail. Mr. Taliaferro noted that the final total of changes to the GMP represents a 1.76 percent increase after the \$315,000 credit is applied.

4. Human Resources:

There was none.

5. Operations:

There was none.

I. ADJOURNMENT

Chairman Holt adjourned the meeting at 9:55 a.m.

(Next meeting date: June 4, 2009, at 9:00 a.m. at the Western Virginia Regional Jail, 5885 West River Road, Salem, VA 24153.)