



Western Virginia Regional Jail Authority

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

ACTION AGENDA **JUNE 4, 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 9:08 a.m. and the roll call was taken.

Members present: James Taliaferro, II; Eric "Ric" Atkins; Christopher Whitlow; Ewell Hunt; Doug Marrs; James "Tommy" Whitt; John Chambliss, Jr.; Gerald Holt; Robbie Hall; Vicki Meadors; Michael Winston

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

Others present: Charlie Poff, Bobby Russell, Adam Swann, 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. May 7, 2009

Mr. Marrs motion to approve the May 7, 2009, minutes. The motion was seconded by Mr. Whitlow and adopted by unanimous voice vote.

D. REPORTS & BRIEFINGS

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

Ms. Lankford advised that the current cash balance is \$23,699,969. The construction costs as of April 30, 2009, totaled \$13,810,241 and operating expenses totaled \$7,352,213.

2. Superintendent's Report—Charlie Poff, Superintendent

Mr. Poff advised that Ms. Hyatt will send out invoices for the debt service the following week, and he briefed the Board on the following items:

Video Arraignment Process. Mr. Poff reported that the necessary equipment has been purchased and that staff is conducting a trial run with the City of Salem. He advised that there have been some issues with Salem's network and that the site is currently down. He stated that once the system is operational, staff will set up the equipment in each locality so the judges can review and approve the process. He added that there may be some scheduling concerns with four localities using the system; however, he advised that New River Valley allows the court clerks to determine the schedule for each locality using their system.

Video Visitation. Mr. Poff reported that the system software has been updated by the vendor which will allow staff to reboot the system when problems occur and which will automatically reboot the system in the case of a power failure. He advised that the T-1 line is being updated by Verizon which should correct the remaining system issues.

Operations. Mr. Poff reviewed the jail operational statistics for May 2009 which he provided to members as a handout (attached). He reported that operations are going well. He noted that he and Mr. Holt briefed the Board of Corrections recently on the status of the construction project and that they had presented Brooks Ballard, the Department of Corrections project coordinator, with a plaque to thank her for her assistance.

Mr. Poff reported that the pass-through protection for the doors in the program area has been installed and that the doors passed the smoke evacuation test. He advised that Shockey is finished on site with the exception of the retention pond. He added that Roanoke County conducted an inspection yesterday and that the retention pond needs to be converted to a stormwater management pond. He stated that staff will use escrow funds, if necessary, until the conversion is completed, so that staff can move forward with the request for reimbursement from the Department of Corrections.

Mr. Poff reported that there were seven officers in the academy and that they will graduate July 26, 2009. He noted that another academy will begin shortly for the remaining officers who require training. He reported that staff is currently coaching the newer officers and reviewing policies against operations.

Mr. Poff advised that warehouse space is available for the localities to use as well as laundry services.

E. NEW BUSINESS

1. Request to approve Change Order No. 23 to include a performance bond premium increase—Jay Taliaferro, Building Committee Chair; and Charlie Poff, Superintendent

Mr. Taliaferro advised that this change order has two parts. The first part is a \$7,572 payment for the increase in the performance bond premium which is required as a result of the change orders issued during the project. He advised that the second part represents a credit to the Authority as compensation for the cell doors in the facility that failed to meet the minimum clearance requirement which may increase the maintenance costs for those doors in the future. He reported that these two items combined result in a net credit to the Authority of \$17,178. There was no discussion on this item.

Mr. Taliaferro motion to approve Change Order No. 23 to include a performance bond premium increase. The motion was seconded by Mr. Chambliss and adopted by unanimous recorded vote.

AYES: James Taliaferro, II; Eric "Ric" Atkins; Christopher Whitlow; Ewell Hunt; Doug Marrs; James "Tommy" Whitt; John Chambliss, Jr.; Gerald Holt

NAYES: None

F. CITIZENS' COMMENTS AND COMMUNICATIONS

There were none.

G. REPORTS AND INQUIRIES OF AUTHORITY MEMBERS

Mr. Holt noted that the cell door clearance allows the doors to open during a fire since steel expands when it gets hot, and he inquired if the impacted doors need to be inspected. Mr. Poff responded that sprinklers have been installed to spray both sides of the cell doors in case of fire, so the doors will remain cool and that this is primarily a maintenance issue. He added that the cell door clearances had been reviewed by an engineer and that the maintenance staff has the necessary equipment to remove a cell door if it ever becomes necessary. He advised that it would have delayed the project three to four months to correct the clearances. He advised that in addition to the sprinkler system, the facility also has a smoke removal system. It was noted that smoke is usually more of an issue during a fire in a building of this type.

In response to an inquiry from Mr. Chambliss, Mr. Poff advised that two sprinklers have been damaged by inmates and that the inmates in question have been charged. He reported that the plumbing system is working well although some construction debris is still working its way through the system.

Mr. Marrs inquired how the accreditation process was proceeding. Mr. Poff reported that it was moving slowly but that the Department of Corrections will be performing a life/health/safety inspection in the near future. He noted that the facility's policies were written with American Correctional Association standards in mind and added that he hoped the facility would received accreditation within its first year of operation.

Mr. Holt reported that legislation has been introduced to allow inmates to be assessed a per diem fee for their upkeep. Mr. Poff advised that he believed the governor has signed the legislation. Mr. Whitt added that he thought the fee was \$5 but that facilities would only be allowed to assess a \$3 fee against the inmate. Mr. Poff reported that he would review the legislation and report back to the Authority.

Mr. Poff briefly reviewed the profits from the facility's canteen and phone services. He added that inmates are charged a medical co-pay to discourage unnecessary medical visits adding that if an injury is self inflicted, the inmate is required to pay all resulting medical charges. He noted that the Department of Corrections will soon be instituting standards in this area.

Mr. Holt reported that this is Mr. Chambliss' last Authority meeting as he will be retiring shortly. He thanked Mr. Chambliss for all that he had contributed to the Authority since its inception stating that he would be missed.

H. REPORT OF STANDING COMMITTEES

1. Administration

There was none.

2. Finance

There was none.

3. Building and Property

Mr. Taliaferro advised that he was disappointed with the lack of progress on the catch basins and the lack of grass at the storm water ponds.

Mr. Poff reported that there was a dispute with the kitchen suppliers regarding the carts used with the retherm units. He advised that the vendor is claiming that the carts were not included in their quote; although the carts are clearly indicated on the specifications, and he has a letter from the vendor's vice president that states that the carts are included.

Mr. Holt suggested that the Authority begin meeting on a quarterly basis following the July 2, 2009, meeting. He advised that there is no longer a need to meet monthly since the construction project is in the process of being closed out and the jail is in operation. It was the consensus of the Board to transition to a quarterly meeting schedule, and Mr. Holt noted that following the July 2, 2009, meeting, the next two Authority meetings will be held October 1, 2009, and January 2010.

Mr. Whitt motion to change the Authority's meeting schedule to a quarterly one. The motion was seconded by Mr. Taliaferro and adopted by unanimous recorded vote.

Mr. Hall inquired if the standing committees should be dissolved since their mission has been fulfilled. There was a general discussion, and it was the consensus of the Board not to dissolve the committees in case they should be needed in the future. However, it was decided not to list committee reports on future agendas unless a committee becomes active again.

4. Human Resources

There was none.

5. Operations

There was none.

I. ADJOURNMENT

Chairman Holt adjourned the meeting at 9:52 a.m.

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

Inmate Population Statistics for May 2009

Average Daily Commitments:	6 (197 total for the month)
Average Number of Releases:	6 (196 total for the month)
Average Daily Population:	503
Average Age of Offender:	34
Average Length of Stay:	15 Days

Current Statistics

Current Population: 506

Current Population By Locality:

Franklin County	144	(26 Females 118 Males)
Montgomery County	131	(32 Females 99 Males)
Roanoke County	188	(31 Females 157 Males)
Salem City	43	(5 Females 38 Males)

Current Number of Inmates Pre-Trial : 196
Current Number of Inmates Sentenced : 310

Statistical Information for May

# of inmates transported	668
# of inmates transported (RCO)	264
# of inmates transported (MCO)	170
# of inmates transported (FCO)	183
# of inmates transported (SCi)	25
# Medical Transports	26
# of inmates transported to DOC	23
# of miles traveled	13,253

Visitation

# of Visits conducted at WVRJ	1,054
# of Visits conducted at MCO	203
# of Visits conducted at RCO	83
# of Visits conducted at FCO	89
# of Attorney visits at WVRJ	87

Incidents

# of Incidents	125
Types of Incidents	45 Medical
	14 Verbal Confrontation Between Inmates
	10 Physical Altercations Between Inmates
	5 Property Damage by Inmate
	1 Inmate on Staff Assault
	50 Inmate Rule Infractions
# of Incidents resulting in Disc. Hearing	50
# Incidents resulting in Criminal Charges	1 Assault on Law Enforcement Officer
	2 Criminal Damage to Sprinkler

MONTHLY STATISTICS
MAY 2009

FOOD SERVICE									
Number of Inmate Meals Served		53,790							
Number of Staff Meals Served		502							
Number of Medical Diets (per meal, per day)		56							
Number of Religious Diets (per meal, per day)		3							
Number of Substitutions made to the Regular Menu		0							
INMATE GRIEVANCES									
Informal		5							
Formal		3							
<u>Grievance Types</u>									
Medical		2							
Property		1							
Staffing		1							
Number of Informal Grievances Unfounded		4						1 still under investigation	
Number of Formal Grievances Unfounded - Step I		3						awaiting decision at Step II	