

# **Meherrin River Regional Jail Authority Board Meeting Minutes**

**Thursday, May 7, 2020**

The Meherrin River Regional Jail Authority Board held their meeting via video over Cisco Webex.

## **I. Call To Order**

Members Present are as follows:

Brian Roberts, Brunswick County Sheriff  
Dr. Charlette Woolridge, Brunswick County Administrator  
Bernard Jones, Brunswick County Board of Supervisors  
Major William Knott, Dinwiddie County Sheriff's Office (alternate)  
Kevin Massengill, Dinwiddie County Administrator  
Bill Chavis, Dinwiddie County Board of Supervisors  
Major Terry Edmonds, Mecklenburg County Sheriff's Office (alternate)  
Wayne Carter, Mecklenburg County Administrator  
Tom Tanner, Mecklenburg County Board of Supervisors

Others in attendance are as follows:

Crystal Willett, Superintendent  
Major Brent Wright, Deputy Superintendent  
Brendan Hefty, Hefty, Wiley & Gore, P.C.  
Captain Steve Kennedy, Dinwiddie Sheriff's Office  
Jennifer Derrenbacker, Finance Director  
Shelley Slaughter, Executive Secretary

## **II. Approval of Agenda**

Dr. Charlette Woolridge made a motion to approve the May 7, 2020 agenda. Bill Chavis seconded the motion. All members present voted in favor of the motion.

## **III. Approval of Minutes**

Bernard Jones made a motion to approve the February 20, 2020 Board Meeting Minutes. Kevin Massengill seconded the motion. All members present voted in favor of the motion.

#### **IV. New Business**

##### **A. Attorney's Report**

1. Cisco Webex Meeting – The May 7, 2020 Meherrin River Regional Jail Board Meeting is being held through Cisco Webex due to the COVID-19 pandemic.
2. Superintendent's Contract – The Superintendent's Contract is normally discussed in Closed Session. The Board did not feel it was necessary to hold a Closed Session discussion. Superintendent Crystal Willett provided the Board Members her accomplishments letter prior to the May 7, 2020 Board Meeting. Her accomplishments and her FY21 contract were discussed. Kevin Massengill made a motion to approve Superintendent Crystal Willett's FY21 contract. Bernard Jones seconded the motion. All members present voted in favor of the motion.
3. Election of Officers
  - a. Chairman
  - b. Vice-Chairman
  - c. Secretary

The Authority bylaws call for authority election of officers by July 1 of each year. The current officers are Sheriff Brian Roberts, Chairman, Kevin Massengill, Vice-Chairman and Wayne Carter, Secretary. Dr. Charlette Woolridge made a motion to keep the same slate of officers. Bernard Jones seconded the motion. All members present voted in favor of the motion.

##### **B. Superintendent's Report**

1. Monthly Status Report - The Monthly Status Report for the months of February 2020 through April 2020 were presented.

The numbers have gone down in several areas for the month of April due to the COVID-19 pandemic. Work Force and Work Release have been suspended at this time. There are 5 offenders currently on the Home Electronic Monitoring program, two of which have been assigned through the court due to COVID-19 and fees are not being collected.

As of today, the Jail has 40 shift vacancies. Interviews are still being held by phone, skype, internet visitation software, etc. Physicals are being held in the Training Room with the doctor. These individuals are not permitted to enter the Jail, other than the Training Room. Once they have passed their physical, they can begin work after a two week waiting period. Once they report for duty, they will then begin necessary screening that has been put in place for all staff.

Under the population section, the numbers show how the jurisdictions and courts have been very helpful working with the Jail to review offenders that fit into certain categories, such as medical high risk, non-violent with less than 90 days, weekenders, etc. that may be released. As of mid-March, 121 offenders from Brunswick were reviewed with 30 being released, 72 offenders reviewed from Dinwiddie with 30 being released, and 187 offenders reviewed from

Mecklenburg with 45 being released. Since this time, Brunswick has had 20 new Intakes with 11 being released, Dinwiddie has had 18 new Intakes with 13 being released, and Mecklenburg has had 42 new Intakes with 25 being released. Due to this, the localities numbers are down. However, our USMS offender numbers are maintaining due to the fact that none have been released nor have we had any new USMS intakes since the beginning of the COVID-19 pandemic.

2. Board Meeting Schedule – The proposed FY21 Board Meeting Schedule was presented. It is proposed to keep our meetings quarterly, on the first Thursday of August, November and May at 12:30 p.m. February's meeting will be held on February 18, 2021 at 12:30 p.m. Tom Tanner made a motion to approve the presented Board Meeting Schedule. Dr. Charlette Woolridge seconded the motion. All members present voted in favor of the motion.

3. Quarterly Report – 3<sup>rd</sup> Quarter FY20 – The Quarterly Report as of March 31, 2020 was presented. The Jail has had additional expenses due to the COVID-19 pandemic, such as overtime, additional approved cleaning supplies, hand sanitizer, masks, etc. The Jail has had no suspected cases of COVID-19 for staff or offenders. We have collected 76% of our budgeted revenues and spent 66% of our budgeted expenses. Although we have had additional expenses, Work Release did well in the first 9 months and the Just Like Home program is also doing exceptionally well. Due to this, we do not foresee any issues. At this time, we are reporting a surplus of \$1,863,396 which is largely attributed to vacancy savings and through our medical services contract.

The projected True-up for the localities as of March 31, 2020 is listed at the bottom of the Quarterly Report.

4. FY21 Budget - Jennifer Derrenbacker presented the Proposed FY21 Budget. The proposed budget was presented to the Finance Committee and discussed with the Board on February 20, 2020. Jennifer provided an update since February. Actual numbers have been received for a few items. The VACORP numbers have been updated and have decreased slightly. The VRS Retirement rate and Retiree Health Insurance Credit rates decreased and the Group Life Insurance rate increased, which caused an overall decrease as a whole. The Comp Board Salary reimbursement revenue decreased due to the fact that we are no longer going to receive the C7-C8 increase that was originally included in the February 20, 2020 proposed budget. Based on these changes, Brunswick is now showing a decrease of \$33,698, which is \$22,560 less than what was presented in February, Dinwiddie is now showing a decrease of \$21,867, which is \$15,573 less than what was presented in February, and Mecklenburg is now showing an increase of \$167,564, which is \$29,004 more than what was presented in February. The total FY21 Budget amount is \$18,184,645.40.

Kevin Massengill made a motion to approve the FY21 Budget for a total amount of \$18,184,645.40. Bill Chavis seconded the motion. All members present voted in favor of the motion.

**V. Next Meeting**

The next Board meeting has been scheduled for Thursday, August 6, 2020, at 12:30 p.m. at the Meherrin River Regional Jail Board Room. Lunch will be provided.

**VI. Adjourn**

There being no further business, a motion was made by Bernard Jones to adjourn the meeting. Bill Chavis seconded the motion. All members present voted in favor of the motion.

DRAFT