

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, November 3, 2022

The Meherrin River Regional Jail Authority Board held their meeting in the Meherrin River Regional Jail Board Room.

I. Call To Order

Members Present are as follows:

Leslie Weddington, Brunswick County Administrator
Duck Adams, Dinwiddie County Sheriff
Bill Chavis, Dinwiddie County Board of Supervisors
Kevin Massengill, Dinwiddie County Administrator
Bobby Hawkins, Mecklenburg County Sheriff
Tom Tanner, Mecklenburg County Board of Supervisors

Others in attendance are as follows:

Crystal Willett, Superintendent
Major Brent Wright, Deputy Superintendent
Major Cliff Allen, Deputy Superintendent
Bill Hefty, Hefty, Wiley & Gore, P.C.
Captain Joseph Lopresti, Captain Brunswick County Sheriff's Office
Alex Gottschalk, Mecklenburg County Deputy County Administrator
Major Andy Ezell, Mecklenburg County Sheriff's Office
Captain Steve Kennedy, Dinwiddie Sheriff's Office
Jennifer Derrenbacker, Finance Director
Shelley Slaughter, Executive Secretary

II. Approval of Agenda

Bill Chavis made a motion to approve the November 3, 2022 agenda. Sheriff Bobby Hawkins seconded the motion. All members present voted in favor of the motion.

III. Approval of Minutes

Tom Tanner made a motion to approve the May 5, 2022 and July 5, 2022 Board Meeting Minutes. Leslie Weddington seconded the motion. All members present voted in favor of the motion.

IV. New Business

A. Superintendent's Report

1. Monthly Status Report - The Monthly Status Report for the months of August 2022 through October 2022 was presented.

STAFFING UPDATE – The staffing update was presented and the months of July 2022 through the 1st week of November was discussed. Since July 2022, the Jail has had 13 new hires and 18 resignations/terminations. Twelve were resignations and consisted of 2 going to Southside Regional Jail, 1 going to Greenville County Sheriff's Office, 1 had family issues, 4 stated this is not the career path for them, 3 gave no reason and 1 went to Mecklenburg County Sheriff's Office. The 2 Officers that went to Southside Regional Jail have both returned to MRRJ. Five Officers were terminated with 2 new hires no call/no show, 2 arrested for bringing contraband (drugs/piercings) into the facility and 1 that was on light duty for close to 1 year that could not provide a "return to work date" and had exhausted all leave and FMLA. The Jail also unfortunately lost one officer that passed away from injuries sustained from a car accident. There are currently 4 new hires pending.

Since July, 110 applications have been received. Of these, 25% were denied due to arrests, 23% were denied due to failed background checks and 19% were denied due to no return calls, emails or texts after numerous attempts.

Crater Criminal Justice Academy has lost an instructor and has asked for additional help with providing instructors. Superintendent Willett and Major Wright met with Jon Cliborne and informed him that due to the staffing shortage the Jail cannot afford to provide any additional help at this time.

Morale has improved greatly and the core group of officers that the Jail continues to employ are an amazing group and are doing an amazing job. The Jail continues to look for ways to improve morale and is currently re-vamping training programs to assist with field training.

The Virginia Local Board of Regional Jails has a new member and has been visiting/touring all of the Regional Jails. They visited our Jail in October and were in awe of our facility. During the visits they asked if there was anything they could help us with and we asked for help with staffing. They stated that it was a statewide problem and everyone is asking the same question.

Part Time regulations have changed and a Certified Jail Officer could return on a part time basis within 60 months and only go through a portion of the academy. If this is something we would like to consider, Superintendent Willett could gather more information and discuss with the Finance/Personnel Committee at their next meeting. Sheriff Duck Adams, Sheriff Bobby Hawkins and Tom Tanner all expressed they thought this was a good idea and worth looking into further.

Tom Tanner requested that the Finance/Personnel Committee meet to discuss the Mecklenburg Facility. He has spoken to Kevin Massengill and Wayne Carter and they all understand the issue at hand with short staffing and the Mecklenburg Facility not being able to re-open as of yet due

to the shortage of staff and for security reasons. However, the Mecklenburg Facility was opened as a service to Mecklenburg County and the Law Enforcement Officers are away from the county for a long period of time when they have to bring someone to the facility in Alberta. The Finance/Personnel Committee will be meeting on December 13th to discuss other items and will include this on the agenda as well.

2. Upcoming RFP's and ITB's – Superintendent Willett informed the Board of upcoming RFP's and ITB's. A RFP will be issued in November 2022 for Comprehensive Medical Services due to the current contract with Mediko, P.C. expiring on June 30, 2023. The Jail is hoping to conduct interviews and negotiations during the months of January and February.

A RFP for vending will be issued in November 2022 as well. This is due to the current vendor notifying the Jail that they will no longer be servicing our area. The current contract was set to expire December 1, 2022, however they did grant the Jail an extension which will end March 1, 2023. Interviews and negotiations will be conducted and a recommendation will be made to the Board at the February 2023 Board Meeting.

An ITB will be issued for Employee Uniforms and Miscellaneous Accessories in December 2022. The current contract with Galls, LLC expires March 11, 2023. All bids will be evaluated prior to the February 2023 Board Meeting in order for the Board to vote and approve the final selection.

An ITB will also be issued for Inmate Supplies as well as for Inmate Uniforms in February 2023. The current two contracts with Bob Barker expire June 30, 2023. All bids will be evaluated prior to the May 2023 Board Meeting in order for the Board to vote and approve the final selection.

3. Annual Comprehensive Financial Report (FY22) – Robinson, Farmer, Cox Associates conducted fieldwork remotely in September 2022. They finalized their audit of the Jail's financial statements on October 27, 2022. The Jail received an unmodified opinion, which is the best opinion that can be received. The Jail's Net Operating Position for FY22 increased \$3,108,717 and our Unrestricted Net Position as of June 30, 2022 is \$15,660,655. This report will be on our website following today's meeting and we are also required by the APA to run a condensed version of the Jail's financial statements in the Brunswick Times Gazette, which will run in the next 2 weeks.

4. Quarterly Financial Report – Q1 2023 – The quarterly report as of September 30, 2022 was presented. As of September 30, 2022, we have collected 23.13% of our budgeted revenues and spent 20.89% of our budgeted expenses. Revenues are slightly higher than expenses due to additional revenue sources. At the end of the first quarter, ADP was 249 with Brunswick accounting for 27.93%, Dinwiddie 29.38% and Mecklenburg 42.69%.

As of September 30, 2022, the Actual True-Up shows Brunswick would receive a refund of \$83,951, Dinwiddie would owe \$201,895, and Mecklenburg would receive a refund of \$117,944.

5. Debt Service Reserve Fund – In March 2021 the Authority Board voted to re-invest \$1 million in a 2-year treasury bond and leave \$1.5 million in SNAP and re-evaluate interest rates in the future. Davenport reached out to the Jail and has prepared an analysis of our options for re-investing the \$1.5 million remaining in SNAP. Davenport recommends re-investing \$1 million of

this in a 3-year treasury bond and leaving \$500,000 in SNAP. The US Treasury Bond interest rates are rising and they are a fixed rate. The short term rates in SNAP are increasing and are expected to increase, but are very volatile. At the end of the 3-year treasury bond, all of the invested funds will mature and can be re-evaluated at that time.

Superintendent Willett recommends that the Jail adopt Davenport's recommendation and re-invest \$1 million of the Debt Service Fund proceeds in a 3-year treasury bond and leave \$500,000 in SNAP. Tom Tanner made a motion to approve Davenport's recommendation and re-invest \$1 million of the Debt Service Fund proceeds in a 3-year treasury bond. Sheriff Bobby Hawkins seconded the motion. All members present voted in favor of the motion.

6. Annual Report - The FY 2022 Annual Report has been finalized. This report is updated annually and highlights all divisions within the Jail. Trends, accomplishments and statistics are reported for the divisions and for the Jail as a whole. This report will be on our website after today's meeting.

V. Next Meeting

The next Board meeting has been scheduled for Thursday, February 16, 2023, 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 Tom Tanner to adjourn the meeting. Sheriff Bobby Hawkins seconded the motion. All members present voted in favor of the motion.