

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, November 5, 2020

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

I. Call To Order

Members Present are as follows:

Brian Roberts, Brunswick County Sheriff
Bernard Jones, Brunswick County Board of Supervisors
Leslie Weddington, Brunswick County (alternate)
Bill Chavis, Dinwiddie County Board of Supervisors
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
Brendan Hefty, Hefty, Wiley & Gore, P.C.
Major Terry Edmonds, Mecklenburg County Sheriff's Office
Jennifer Derrenbacker, Finance Director
Shelley Slaughter, Executive Secretary

II. Approval of Agenda

Tom Tanner made a motion to approve the November 5, 2020 agenda. Leslie Weddington seconded the motion. All members present voted in favor of the motion.

III. Approval of Minutes

Bill Chavis made a motion to approve the May 7, 2020 Board Meeting Minutes. Tom Tanner seconded the motion. All members present voted in favor of the motion.

IV. New Business

A. Superintendent's Report

Sheriff Brian Roberts recommended that Superintendent Crystal Willett discuss numbers 1, 2, 3, and 6 on the agenda first and then discuss and explain numbers 4, 5, and 7 last due to the fact that they will require action by the Board.

1. Monthly Status Report - The Monthly Status Report for the months of July 2020 through September 2020 were presented.

The Work Release Program resumed in July 2020, which had been temporarily suspended due to COVID-19. As of September 30, 2020 there are 7 offenders on this program. There are currently 2 offenders on HEM.

Ten officers resigned during the month of September. Four were new hires that felt this was not the field for them, 2 were hired by Dinwiddie County Sheriff's Office, 1 was hired by Department of Corrections and 1 was hired by a fire department. There will be 5 new hires starting November 6, 2020, which will leave 40 shift vacancies.

The Jail is holding an Open House/Hiring Event on December 3, 2020 from 4pm-7pm and December 5, 2020 from 9am-12pm. The Jail is hopeful that having an Open House along with the Hiring Event will bring in more people that may be interested after seeing some of the operations of the facility. There will be a few stations set up with information pertaining to certain divisions. Social distancing practices will be in place, sanitizing stations will be available and Shelley Slaughter will be greeting people to check temperature and ensure only the allotted number of people are in the area. This event is being advertised on radio station 93.5 as well as in the local newspapers and The Richmond Times Dispatch.

As previously stated in an email sent to the Board, the Jail has received funding through the DCJS Grant. The Jail has also received funding through a FEMA Grant. As of today, the Jail has been awarded a total of \$65,856 to assist with COVID-19 expenses incurred.

2. Financial Audit Report FY20 – Robinson, Farmer, Cox Associated conducted field work remotely in August 2020. They finalized their audit of our financial statement on October 5, 2020. The Jail received an unqualified opinion, which is the best opinion that can be received. The Jail's Net Position for FY20 increased \$2,462,984 and our Unrestricted Net Position as of September 30, 2020 is \$12,629,642. The Jail has several reserves, such as the Operating Reserve, the Rate Stabilization, the Capital Reserve and the Supplemental Reserve, which total approximately \$6.7 million of the \$12.6 million. This report will be available on the Jail's website following today's meeting. If you would like a hard copy, let Jennifer Derrenbacker or Superintendent Crystal Willett know and they will get you a copy.

3. Quarterly Financial Report – Q1 2021 – The Quarterly Report as of September 30, 2020 was presented. The Jail has collected 25.7% of its budgeted revenues and spent 22.87% of its budgeted expenses. Revenues are slightly higher than expenses due to USMS bed rentals. Operating expenses are slightly higher in this first quarter due to several contracts that are paid annually in July. At the end of the first quarter the ADP was 357 with Brunswick accounting for 31%, Dinwiddie 18% and Mecklenburg 51%. Based on these numbers, the TRUE-UP as of September 30, 2020 shows that Mecklenburg would owe and Dinwiddie and Brunswick would receive a credit. These numbers are drastically different than normal as related to the first quarter due to populations being impacted by COVID-19. However, over the past few months, populations are up from March and April. At the end of the year, each locality must "TRUE-UP" their balance based on their populations.

4. Annual Report (number 6 on the Agenda) – The Annual Report has been finalized for this fiscal year and is on the MRRJ website. This report shows trends, accomplishments and statistics for each division and for the Jail as a whole.

This year there were several employees that were nominated for VARJ Awards and they have been highlighted in this report. Mrs. V. DeBerry, Administrative Assistant, was chosen as the Civilian Employee of the Year for VARJ.

If you would like a hard copy of the Annual Report, let Shelley Slaughter know and she will mail one to you.

5. RFP – Vending Services (number 4 on the Agenda) – The Jail received two responses for the RFP for Vending Services; CRH Catering Company, Inc., our current vendor, and BYI LLC. Both vendors were interviewed and the committee voted to award the contract to CRH Catering Company, Inc. They proposed the highest commission and the Jail has been pleased with the services they have provided over the past five years. Tom Tanner made a motion to award the Vending Services Contract to CRH Catering Company, Inc. Bill Chavis seconded the motion. All members present voted in favor of the motion.

6. Engagement Letter – Robinson, Farmer, Cox Associates (number 5 on the Agenda) – Prior to the audit in August, each Board Member was contacted by the Jail to get approval for the Chairman to sign the engagement letter prior to the start of the FY20 audit. Approval was given and the engagement letter was signed and submitted to RFC prior to the audit. However, approval of the engagement letter must be formally acknowledged. Bill Chavis made a motion to formally approve the Chairman of the Board to sign Robinson, Farmer, Cox Associates' engagement letter. Tom Tanner seconded the motion. All members voted in favor of the motion.

7. Compensation Board Bonus FY21 – The Jail received a letter from the Compensation Board dated October 29, 2020. During the 2020 Special Session I, an amendment was made adding funding to provide a one-time \$500 bonus payment effective December 1, 2020 for Compensation Board funded sworn positions. The Jail will also receive reimbursement for the 7.65% FICA contribution required for each eligible position for a total reimbursement of \$538.25 for each Compensation Board funded sworn position. In addition to these Compensation Board funded positions, the Jail has 16 positions that would not receive this bonus. The Jail is recommending this bonus be funded locally for these 16 positions for a total of \$8,612. Attorney Brendan Hefty anticipates this item to be included in the Governor's budget, but the Governor has not signed the amendment as of yet and feels this should be made contingent on this item being included in the signed budget. Bill Chavis made a motion to approve locally funding \$8,612 for a \$500 bonus and related FICA contribution for non-sworn Compensation Board funded positions, contingent on the Governor's signed budget including the amendment to provide a one-time \$500 bonus payment and related FICA contribution made effective December 1, 2020 for Compensation Board funded sworn positions. Sheriff Bobby Hawkins seconded the motion. All members voted in favor of the motion.

V. Next Meeting

The next Board meeting has been scheduled for Thursday, February 18, 2021, 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 Bill Chavis to adjourn the meeting. Bernard Jones seconded the motion. All members present voted in favor of the motion.