

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, November 7, 2024

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:

Kevin Massengill, Dinwiddie County Administrator
Bill Chavis, Dinwiddie County Board of Supervisors
Captain Steve Kennedy, Dinwiddie County Sheriff's Office
Captain Joseph Lopresti, Brunswick County Sheriff's Office
Dr. Alfonso Seward, Brunswick County Board of Supervisors
Bobby Hawkins, Mecklenburg County Sheriff
Alex Gottschalk, Mecklenburg County Administrator

Others in attendance are as follows:

Crystal Willett, Superintendent
Rodney Jacobs, Lieutenant Colonel
Brent Wright, Major
Cliff Allen, Major
Brent Evans, Major, Mecklenburg County Sheriff's Office
Brendan Hefty, Hefty, Wiley & Gore, P.C. via Conference Call
Jennifer Derrenbacker, Finance Director
Shelley Slaughter, Executive Secretary

II. Approval of Agenda

Sheriff Bobby Hawkins made a motion to approve the November 7, 2024 agenda. Dr. Alfonso Seward seconded the motion. All members present voted in favor of the motion.

III. Closed Meeting

Sheriff Bobby Hawkins made a motion to go into closed session pursuant to Section 2.2-3711 (A) (3) of the Code of Virginia for discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Captain Joseph Lopresti seconded the motion. All members present voted in favor of the motion.

IV. Return to Open Meeting and Certification

Bill Chavis made a motion that the Jail Authority return to open meeting and certify by roll call vote that to the best of each member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and identified in the motion to go into closed meeting were heard, discussed or considered in the closed meeting. Captain Joseph Lopresti seconded the motion. By roll call vote, the motion was unanimously passed:

Ayes: Kevin Massengill, Captain Steve Kennedy, Bill Chavis, Captain Joseph Lopresti, Dr. Alfonzo Seward, Sheriff Bobby Hawkins and Alex Gottschalk.

V. Approval of Minutes

Captain Joseph Lopresti made a motion to approve the May 2, 2024 Board Meeting Minutes. Sheriff Bobby Hawkins seconded the motion. All members present voted in favor of the motion.

VI. New Business

A. Attorney's Report

1. Remote Participation Policy – The Jail currently has a Remote Participation Policy that was adopted in July 2022 that allows members to call in remotely as long as there is a physical quorum, up to twice a year. State code changed this year and now this policy must be adopted annually. The policy has been updated to reflect this. Bill Chavis made a motion to adopt the Remote Participation Policy as presented. Dr. Alfonzo Seward seconded the motion. All members present voted in favor of the motion.
2. FCC Ruling – The FCC has issued a ruling to put a cap on inmate phone revenue. Several states have issued a challenge on this ruling. It is to be determined if anything will change due to the challenge. Brendan Hefty will keep the Jail updated regarding this matter.

B. Superintendent's Report

1. Shift Demographics Presentation – Lieutenant Colonel Rodney Jacobs gave a brief presentation on the demographics of shift personnel. Kevin Massengill asked about the demographic correlation between shift personnel and inmate population. Lt. Col. Jacobs stated that the shift personnel here are predominately female and inmate population here at MRRJ is predominately black.
2. Debt Service Reserve Fund (DSRF) Update – At our November 2023 Board Meeting, the Board voted to approve moving short-term, variable-rate DSRF funds from First American Fund investments to VA SNAP to maximize our earnings. The Board also requested periodic updates to assist in determining when to move these funds from short-term, variable-rate investments to long-term, fixed-rate investments. Updates have been given at each Board Meeting since funds were moved to VA SNAP and each update has shown that the VA SNAP rates are higher than the fixed-rate Treasury investments and no change has been recommended. After discussion it was decided that there is no need for updates each Board

Meeting unless there is a dramatic change and a recommendation would need to be made to move the funds.

3. Monthly Status Report – The Monthly Status Report for the months of July 2024 through September 2024 was presented.

We removed two offenders from the Work Release Program, one in August and the other in September. One visited a liquor store and the other received an additional criminal charge.

As of November 8, 2024, we have 41 vacancies. Since our last Board Meeting we attended two job fairs with little to no interest. We did have 2 new officers start on November 1st and have received a few applications that are currently being reviewed.

Major Brent Evans with the Mecklenburg County Sheriff's Department stated they are working with the Mecklenburg County Schools and will be doing a presentation to the 8th and 9th graders on November 19th. The school will perform a survey to get an idea of how many are interested in law enforcement/emergency services. If enough interest is shown, the Mecklenburg County Sheriff's Department, Fire & EMS, etc. will teach an Introduction to Emergency Services class at the high school. They are currently working with SVCC and are hoping to have a dual enrollment class for this purpose. If all goes according to plan, Mecklenburg County Sheriff's Department will work with MRRJ to assist in teaching a portion of the class and are hoping this will begin next school year.

The Jail's medical contractor recently signed an agreement with the college and has begun working with nursing students with the hopes that it will expand the PRN list and will help with staffing in the medical department.

The Jail continues to have issues with taxi services. Four offenders were released with no transportation. They are given every opportunity to make phone calls to try to find transportation when a taxi is not available. The Jail called around to several medical transport companies to see if any would be interested in helping with transportation for released offenders and none were interested.

VADOC performed searches with several of their dogs to include all units inside the jail and parking lot with no issues and nothing was found.

The VADOC Audit was performed with 100% compliance. VADOC's comments in regards to the Jail's kitchen stated that it is one of the cleanest, if not the cleanest, in the state of Virginia. They also commented very highly on our Safety and Standards Technician in regards to his files, attention to detail and organization.

4. Annual Comprehensive Financial Report FY24 – The Annual Comprehensive Financial Report was distributed for review. Robinson, Farmer, Cox Associates conducted fieldwork in September. They finalized their audit of our financial statements on November 4, 2024. The Jail received an unmodified opinion, which is the best we can receive. The Jail's Net Operating Position for FY24 increased \$3,022,147 and our Unrestricted Net Position as of June 30, 2024 is \$19,061,597. 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.

5. Quarterly Report – 1st Quarter FY2025 – As of September 30, 2024, we have collected 20.76% of our budgeted revenues and spent 18.69% of our budgeted expenses. Expenses are slightly lower than revenues due to lower ADP and staff vacancies. At the end of the third quarter, ADP was 242 with Brunswick accounting for 27%, Dinwiddie 31% and Mecklenburg 42%.

This is the 2nd year we are using the 3 year rolling average to calculate our True-Ups. As of September 30, 2024, the Actual True-Up shows Brunswick would receive a refund of \$27,549, Dinwiddie would owe \$35,265, and Mecklenburg would receive a refund of \$7,716. The Projected True-Up as of June 30, 2025 shows that Brunswick would receive a refund of \$109,299, Dinwiddie would owe \$139,911 and Mecklenburg would receive a refund of \$30,612.

We have been using an ADP of 280; however the ADP is continuing to trend downward. Budget meetings for next year's budget will begin next week and this will be discussed.

6. Donations to CRATER – CRATER, our Basic Jail Academy, is in need of additional vehicles for their driving instructor course. We currently have two back-up Administration vehicles that we are able to donate. Our officers participate in this driving course over the course of BJA. Both vehicles are Dodge Chargers; both are 2012 models with 147,513 and 155,183 miles respectively. Superintendent Crystal Willett is recommending that the Jail donate these vehicles to CRATER. Dr. Alfonzo Seward made a motion to approve donating the 2 Dodge Charges to CRATER based on Superintendent Crystal Willett's recommendation. Sheriff Bobby Hawkins seconded the motion. All members present voted in favor of the motion.
7. Annual Report – The 2024 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, as well as highlighted employees. This report will be posted on our website after today's meeting.

VII. Next Meeting

The next Board meeting was originally scheduled for Thursday, February 20, 2024; however due to a conflicting meeting, the next Board meeting will be held on Thursday, February 27, 2024, at 12:30 p.m. at the Meherrin River Regional Jail Board Room. Lunch will be provided.

VIII. Adjourn

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