

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, February 20, 2020

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:

Brian Roberts, Brunswick County Sheriff
Dr. Charlette Woolridge, Brunswick County Administrator
Kevin Massengill, Dinwiddie County Administrator
Bill Chavis, Dinwiddie County Board of Supervisors
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.
Jennifer Derrenbacker, Finance Director
Shelley Slaughter, Executive Secretary

II. Approval of Agenda

Kevin Massengill made a motion to approve the February 20, 2020 agenda. Bill Chavis seconded the motion. All members present voted in favor of the motion.

III. Approval of Minutes

Wayne Carter made a motion to approve the August 1, 2019 Board Meeting Minutes. Kevin Massengill 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 November 2019 through January 2020 was presented.

The Jail updated the Work Force Criteria to help in recruiting crews. We currently have 2 crews that go out on a daily basis. We are also looking into having female crews as well. We are currently working on the logistics of this, such as needing portable restrooms. The females must volunteer and the numbers of those interested are good. We are hoping to add female crews by the end of the year. Currently, we have 3 female offenders that clean the Mecklenburg Sheriff's Office.

The Jail has hired 2 Jail Officers since this report has been completed, which leaves us with 37 shift vacancies as of today.

2. Quarterly Financial Report – Q2 – FY2020 – The quarterly report as of December 31, 2019 was presented. The Jail has collected 52.46% of our budgeted revenues and spent 46.26% of our budgeted expenses. Revenues are slightly higher than expenses due to additional revenue sources.

As of December 31, 2019 the Average Daily Population for Brunswick is 121, Dinwiddie is 80 and Mecklenburg is 170. The projected true-up for Brunswick is a refund of \$90,210, Dinwiddie is a refund of \$105,711 and Mecklenburg would owe \$195,922.

3. FY21 Proposed Budget – The Finance Committee met today prior to the Board Meeting to discuss the FY21 Proposed Budget and recommend what is being presented. Jennifer presented the FY21 Proposed Budget to the Board. The Jail is proposing to keep the ADP at 400 which is based off FY2019 actual ADP. The usage percentage for Brunswick will be 33.6%, Dinwiddie will be 23.2% and Mecklenburg will be 43.2%.

The Proposed Total Per Diem is an increase of \$0.31 and our Total Operating Expense is proposed to increase by 1.83%. This will result in a total increase of \$44,860 to the localities – Brunswick decreasing by \$56,000, Dinwiddie decreasing by \$37,000 and Mecklenburg increasing by \$138,500.

The Total Per Diem increase is mainly due to a proposed 2% raise for all Jail staff funded by the localities. It is not yet clear if the State will be giving raises this year, however, this proposed budget will ensure that all Jail staff will receive at least a 2% raise. These funds will be built into the budget regardless if the State approves a pay increase or not. If the State does approve a pay increase, we are proposing using these built in funds to give an additional increase on top of what the State gives.

The Jail is also proposing a decrease in our Medical Services line item by \$100,000. Based on historical data since switching our healthcare services to MEDIKO, our outside medical appointments have decreased significantly. This is mainly due to the fact that we now have 24/7 RN coverage.

The Proposed FY21 Budget will be tabled until the May 2020 Board Meeting and will be voted on at that time.

V. Next Meeting

The next Board meeting has been scheduled for Thursday, May 7, 2020, at 12:30 p.m. at the Meherrin River Regional Jail Board Room. Lunch will be provided.

The Finance Committee will meet at 12:00 p.m. to discuss the renewal of the Superintendent's contract.

VI. Adjourn

There being no further business, a motion was made by Tom Tanner to adjourn the meeting. Kevin Massengill seconded the motion. All members present voted in favor of the motion.