

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, February 22, 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
Leslie Weddington, Brunswick County Administrator
Dr. Alphonso Seward, Brunswick County Board of Supervisors
Bobby Hawkins, Mecklenburg County Sheriff

Others in attendance are as follows:

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

II. Approval of Agenda

Leslie Weddington made a motion to approve the February 22, 2024 agenda. Bill Chavis seconded the motion. All members present voted in favor of the motion.

III. Approval of Minutes

Leslie Weddington made a motion to approve the November 2, 2023 Board Meeting Minutes. Bill Chavis seconded the motion. All members present voted in favor of the motion.

IV. New Business

A. Superintendent's Report

1. Presentation – Captain Jason Booth gave an overview of his role within the MRRJ facility. He discussed the areas he supervises and what the role of each division is within the facility.

2. Davenport Discussion Update – At the previous MRRJA Board Meeting, Davenport informed the Board that we can now earn an interest rate to have excess earnings on our Debt Service Reserve Fund; however, an opinion would need to be written. This has been done and is included in the MRRJA Board Meeting Packet. Once rates increase to a point that we feel we want to take advantage, we are able to do so. The Board asked that we keep an eye on the rates, such as in the Virginia Treasury and SNAP Accounts for our other accounts. An update was provided by Davenport, and as of now we are not recommending any change.

3. Monthly Status Report - The Monthly Status Report for the months of November 2023 through January 2024 was presented.

GUEST SPEAKER – We had a guest speaker during the month of January. The owner of the Steered Straight Program, Michael DeLeon, discussed his program with the offenders. We are looking at getting the educational piece of this program on the tablets. We currently have one of his programs on the tablet, but are looking to add others as well.

STAFFING UPDATE – The staffing update was presented. As of today, February 22, 2024, the Jail has a total of 37 vacancies. We recently hired 1 Jail Officer that is showing great potential. We have 2 pending; 1 starts March 4, 2024 and we are waiting on a call back from the other to set up their drug test and physical.

INMATE HOLD – We recently had a repeat offender at the facility that is causing issues with one of our Lieutenants. The offender is obsessed with this particular Lieutenant. This offender was released and an incident occurred and now the Lieutenant has a no contact protective order against this particular offender, as well as stalking charges. Being this is the case, this offender can no longer be housed at our facility. At this time, the offender is being held at Piedmont Regional Jail as a courtesy hold. There is a good chance that Piedmont will only hold this offender for a period of time due to the difficulty with this offender. If Piedmont decides that this offender is causing too many issues at their facility, they will either call us to pick her up or request that we pay them to hold said offender. Riverside Regional Jail would possibly hold this offender, if needed, for a fee. Approximately eighteen months ago their fee was \$76 per day. Another option would be to possibly work with the Commonwealth's Attorney in Mecklenburg County to ask the judge to order this offender to serve their sentence at another facility. With this option, the holding facility would send the invoice for holding this offender to the Mecklenburg County Administrators office. Kevin Massengill feels that this decision should be at the discretion of Superintendent Willett and the Board agreed unanimously.

3. Quarterly Financial Report – Q2 2024 – The quarterly report as of December 31, 2023 was presented. As of December 31, 2023, we have collected 40.9% of our budgeted revenues and spent 34.56% of our budgeted expenses. Expenses are slightly lower than revenues due to

lower ADP and staff vacancies. At the end of the second quarter, ADP was 249 with Brunswick accounting for 26%, Dinwiddie 29% and Mecklenburg 45%.

As of December 31, 2023, the Actual True-Up shows Brunswick would receive a refund of \$105,286, Dinwiddie would owe \$219,547, and Mecklenburg would receive a refund of \$114,260.

If the ADP stays the same as we are currently experiencing, as of June 30, 2024, the Projected True-Up shows Brunswick would receive a refund of \$208,856, Dinwiddie would owe \$435,514, and Mecklenburg would receive a refund of \$226,658.

4. Upcoming RFP – An RFP will be issued in March 2024 for Vehicle Fleet General Maintenance Services. Our current contract is with Jolly's Auto Sales and Service and expires August 28, 2024. We will evaluate all proposals prior to the May 2024 Board Meeting in order for the Board to vote and approve the final selection.

5. Proposed FY25 Budget – The Finance Committee met prior to the Board Meeting today and discussed the Proposed FY25 Budget.

There are 2 proposed amendments in the General Assembly for salary increases. One is a 2.5% salary increase effective September 30, 2024. The other is a 3% salary increase effective July 1, 2024. We feel the 3% salary increase is the more likely option and is what is being presented in this proposed budget.

The total overall operating budget is increasing 1.82%. The localities' increase to their contributions is 0.43%. Brunswick and Mecklenburg will see a decrease in their locality contributions from FY24 and Dinwiddie is increasing \$385,779.

Included in the proposed budget is \$1,250,000 in Unrestricted Fund Balance that is used as a budgetary tool to help balance the budget and reduce locality contributions that are required.

The ADP has decreased from 300 to 280. We are currently running a little under 280, but have seen an increase over the last few months and feel comfortable building the FY25 budget on an ADP of 280. The Per Diem is increasing due to lower revenues, which is due to lower ADP. There are also fixed costs included that must be paid regardless of the ADP.

There are a few estimates in the proposed budget such as VACORP. This final number will be in prior to the May 2024 Board Meeting, however we are typically right in line with the numbers they recommend us to target and we feel confident that the proposed numbers will not change. Other estimates include the ADP and salary increase. The ADP would only change if something drastic happened and the ADP increased significantly.

Kevin Massengill was very pleased with the budget only increasing 1.82% especially during these times. The division heads within the Jail included only what they need to run this facility conservatively. He was very impressed with the expenditures and the effort to try and maintain costs but still run effectively. He does have concern with the state budget and is not very optimistic that the state will have an adopted budget by July 2024. If not, there will be decisions

that will need to be made on how to run this organization. Alex Gottschalk feels that there may be a special session with a continuation resolution in the event of that circumstance.

V. Good of the Order

Joseph Lopresti stated Brunswick County has a new Commonwealth's Attorney. The new Commonwealth's Attorney noticed that there were multiple charges filed against offenders by our Jail Officers that had not yet been to court. The Commonwealth's Attorney will be taking these to the Grand Jury as soon as possible as they have not been taken care of in a timely manner. Kevin Massengill stated they also have a new Commonwealth's Attorney and inquired whether or not the Jail has made contact with them as of yet? Superintendent Willett was planning on setting up a meeting with them. Kevin recommended inviting them to the next Board Meeting. We will reach out to them and invite them to the next MRRJA Board Meeting.

Kevin inquired about the process for volunteers for Christian ministries. Volunteers should contact the Jail to receive a Volunteer Packet to fill out. Once complete, they must pass a background check and then be interviewed by our Programs Technician. If they pass they will then be able to assist and volunteer with these ministries. Any violent felony charges or sex offense charges would automatically be disqualified.

VI. Next Meeting

The next Board meeting has been scheduled for Thursday, May 2, 2024, at 12:30 p.m. at the Meherrin River Regional Jail Board Room. Lunch will be provided.

VII. Adjourn

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