

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, February 23, 2023

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
Bernard Jones, Brunswick County Board of Supervisors
Duck Adams, Dinwiddie County Sheriff
Kevin Massengill, Dinwiddie County Administrator
Bobby Hawkins, Mecklenburg County Sheriff
Wayne Carter, Mecklenburg County Administrator

Others in attendance are as follows:

Major Brent Wright, Deputy Superintendent
Major Cliff Allen, Deputy Superintendent
Bill Hefty, Hefty, Wiley & Gore, P.C., via conference call
Alex Gottschalk, Mecklenburg County Deputy County Administrator
Captain Steve Kennedy, Dinwiddie Sheriff's Office
Jennifer Derrenbacker, Finance Director
Shelley Slaughter, Executive Secretary

II. Approval of Agenda

Leslie Weddington made a motion to approve the February 23, 2023 agenda. Bernard Jones seconded the motion. All members present voted in favor of the motion.

III. Approval of Minutes

Bernard Jones made a motion to approve the November 3, 2022 Board Meeting Minutes. Sheriff Bobby Hawkins 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 2022 through January 2023 was presented.

NEW ART PROGRAM - Major Brent Wright discussed the new Art Program. There were a few paintings displayed in the Lobby. This new program consists of "paint-by-number" canvas paintings and is a self-taught, self-paced program for offenders. Offenders are given a choice to keep their paintings in their property until they are released or they can mail them home to family/friends.

STAFFING UPDATE – The staffing update was presented. As of today, February 23, 2023, the Jail has a total of 46 vacancies. We had 3 new hires in January and 6 new hires as of today in February, with 1 being already certified. We have 4 potential new hires that will begin in March, but are awaiting physicals and drug tests. There was 1 resignation in December 2022 that was hired by the Petersburg Sheriff's Department and 2 resignations in January 2023 with 1 stating this was not the career for them and the other went back to school to further their education.

TAXI SERVICE – The Jail has an agreement with AAA Taxi Cab Co. that can be called to transport an offender being released that does not have transportation. There are 6 locations that the offender can choose to be transported to. The Jail received a letter from AAA Taxi Cab Co. stating their pick up hours have changed due to staffing issues. When receiving quotes in the past, there were a few other taxi cab companies that responded. The Intake Department has their contact information on hand in the case that we have an offender released during the times that AAA Taxi Cab Co. cannot provide transportation. In the event an offender is released within that time frame and the Jail is unable to get in contact with one of the other taxi companies, we cannot hold the offender against his/her will.

2. Quarterly Financial Report – Q2 2023 – The quarterly report as of December 31, 2022 was presented. As of December 31, 2022, we have collected 46.87% of our budgeted revenues and spent 39.44% of our budgeted expenses. Revenues and expenses are slightly less than 50% due to a lower than normal ADP. We prepared a budget for an ADP of 400. At the end of the second quarter, ADP was 244 with Brunswick accounting for 29.22%, Dinwiddie 28.3% and Mecklenburg 42.48%.

As of December 31, 2022, the Actual True-Up shows Brunswick would receive a refund of \$108,272, Dinwiddie would owe \$354,192, and Mecklenburg would receive a refund of \$245,919.

A few contributing factors to the lower ADP are offenders being transferred to DOC and low bonds being set by new magistrates. Between January 2022 through November 2022, 127 offenders were transferred to DOC.

3. Proposed FY24 Budget – The Finance Committee met prior to the Board Meeting today and discussed the Proposed FY24 Budget. This will not be presented to the Board today due to particular issues that need to be worked through such as the lower ADP, significant increases due to inflation, and some numbers are not yet set in stone. The Finance Committee will meet again in April 2023 to review again prior to the May Board Meeting.

Major Wright presented a chart showing the actual ADP for the Alberta facility for each year since opening in FY13. The ADP has fluctuated up and down since FY13, but is down significantly

and is the lowest it has ever been. As of today we have an ADP of 245 with 352 available beds. We currently have 3 of the largest units shut down and have combined the population, which does help with the staffing shortage.

The figures that were discussed during the Finance Committee Meeting showed an overall increase of approximately \$1.2 million in the budget. The committee discussed various funds that are available such as the Rate Stabilization Fund. When the committee meets in April, they will discuss options to see if we may be able to capitalize on some of these funds and possibly develop some policies as well.

The Proposed FY24 Budget included a 5% salary increase which is commensurate with what is currently approved in the state's FY24 budget; however based on House and Senate recommendations this may increase to 7%. The proposed budget includes an increase for all Jail staff. Jail staff will revise the proposed budget with the 7% increase but does not foresee a significant increase since our revenues will reflect a 7% increase in this line as well.

4. ITB – Employee Uniforms & Miscellaneous Accessories – The Jail received one response to the ITB for Employee Uniforms & Miscellaneous Accessories which was from Galls, LLC. Galls, LLC responded with a bid of \$105,166.70. This is a significant increase; however, it is due to inflation in general. The Jail recommends awarding the Employee Uniforms & Miscellaneous Accessories contract to Galls, LLC. Wayne Carter made a motion to approve the award of the Employee Uniforms & Miscellaneous Accessories contract to Galls, LLC. Bernard Jones seconded the motion. All members present voted in favor of the motion.

5. Work Force Presentation – Major Cliff Allen presented an overview of the Work Force Program, what it is and how it operates.

V. Next Meeting

The next Board meeting has been scheduled for Thursday, May 4, 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 Sheriff Duck Adams to adjourn the meeting. Bernard Jones seconded the motion. All members present voted in favor of the motion.