

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, May 13, 2021

The Meherrin River Regional Jail Authority Board held their meeting in the Meherrin River Regional Jail Training Room.

I. Call To Order

Members Present are as follows:

Brian Roberts, Brunswick County Sheriff
Dr. Charlette Woolridge, Brunswick County Administrator
Bernard Jones, Brunswick County Board of Supervisors
Duck Adams, Dinwiddie County Sheriff
Bill Chavis, Dinwiddie County Board of Supervisors
Kevin Massengill, Dinwiddie County Administrator
Bobby Hawkins, Mecklenburg County Sheriff
Wayne Carter, Mecklenburg County Administrator
Tom Tanner, Mecklenburg County Board of Supervisors (via WebEx)

Others in attendance are as follows:

Crystal Willett, Superintendent
Major Brent Wright, Deputy Superintendent
Major Cliff Allen, Security/Operations Major
Brendan Hefty, Hefty, Wiley & Gore, P.C.
Captain Steve Kennedy, Dinwiddie Sheriff's Office
Jennifer Derrenbacker, Finance Director
Shelley Slaughter, Executive Secretary

II. Closed Meeting

Kevin Massengill made a motion to go into closed session pursuant to Section 2.2-3711 (a) (1) of the Code of Virginia to discuss the Superintendent's Evaluation. Bill Chavis seconded the motion. All members present voted in favor of the motion.

III. Return to Open Meeting and Certification

Kevin Massengill 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. Bill Chavis seconded the motion. By roll call vote, the motion was unanimously passed:

Ayes: Sheriff Brian Roberts, Kevin Massengill, Bill Chavis, Sheriff Duck Adams, Captain Steven Kennedy, Sheriff Bobby Hawkins, Dr. Charlette Woolridge, Wayne Carter, Bernard Jones, Tom Tanner.

IV. Approval of Agenda

Bill Chavis made a motion to approve the May 13, 2021 agenda. Kevin Massengill seconded the motion. All members present voted in favor of the motion.

V. Approval of Minutes

Wayne Carter made a motion to approve the March 22, 2021 Board Meeting Minutes. Kevin Massengill seconded the motion. All members present voted in favor of the motion.

VI. New Business

A. Attorney's Report

Attorney Brendan Hefty gave a brief update on a few legislation points. The 5% increase has been approved for Comp Board funded positions. Legalization of marijuana has been passed as of July 1, 2021. Attorney Hefty has spoken to several other Jails and they do not feel that this will have a huge impact on offender population, although it may fluctuate some in the beginning.

The Superintendent's Contract is ongoing and is not for a specific term. No action is needed unless there are changes that need to be made to the contract. Sheriff Roberts noted that Superintendent Crystal Willett's accomplishment letter was very impressive even during this extremely impactful time. With all initiatives that have been put into place over the past few months, the Jail and the Board are optimistic that the Jail will continue in the right direction. Dr. Charlette Woolridge assured Superintendent Willett that she has the Board's continued support.

1. Election of Officers
 - a. Chairman
 - b. Vice-Chairman
 - c. Secretary

The Authority bylaws call for authority election of officers by July 1 of each year. The current officers are Sheriff Brian Roberts, Chairman, Kevin Massengill, Vice-Chairman and Wayne Carter, Secretary.

Sheriff Brian Roberts made a motion to nominate Kevin Massengill as Chairman. Bill Chavis seconded the motion. All members present voted in favor of the motion.

Sheriff Brian Roberts made a motion to nominate Dr. Charlette Woolridge as Vice-Chairman. Bill Chavis seconded the motion. All members present voted in favor of the motion.

Sheriff Brian Roberts made a motion for Wayne Carter to continue as Secretary. Tom Tanner seconded the motion. All members present voted in favor of the motion.

Sheriff Brian Roberts is stepping down as Chairman as of today and made a motion to appoint Kevin Massengill as Chairman immediately for the remainder of his term. Wayne Carter seconded the motion. All members voted in favor of the motion.

Kevin Massengill would like everyone to remember how the Meherrin River Regional Jail Authority got started and the challenges that each of their local facilities had. Sheriff Roberts' leadership started before he was ever nominated as Chairman of the Authority, starting with having the foresight and vision to bring this region together. Although there have been recent challenges that the Jail has faced, Kevin Massengill stated that he could not fathom where each locality would be today individually without the foresight to bring these communities together to house our offenders. This facility was the right decision and is going to continue to be the right decision. The leadership that Sheriff Roberts has had over the past decade has created an environment in which we can continue to make more successful in the future. The Board greatly appreciates everything that Sheriff Roberts has done.

B. Superintendent's Report

1. Monthly Status Report - The Monthly Status Report for the months of February 2021 through April 2021 were presented.

COVID UPDATE – Since the March 22, 2021 Board Meeting, there have been no offenders that have tested positive for COVID-19. However, 1 employee tested positive.

On May 12, 2021, 97 offenders received their 1st dose of the COVID-19 vaccine. The remaining 69 that signed up will receive their vaccinations on May 19, 2021. Their second dose is scheduled for June 9, 2021. This makes up approximately 42 % of the population.

STAFFING UPDATE – At the time of the March 22, 2021 Board Meeting, the Jail had 4 Sergeant positions that were vacant. These positions were advertised internally as well as externally. We received 15 applications; 14 external, 1 internal. Seven were scheduled to interview; however, 2 were no shows. Five were interviewed and 3 were offered positions. Two started May 10, 2021 and the other will start May 17, 2021. There is still 1 vacant Sergeant position and it is still being advertised internally and externally.

The Jail also had 1 Lieutenant position that was vacant. This position was also advertised internally as well as externally. The Jail received 8 external applications. We scheduled 4 interviews; however, 2 were no shows. We interviewed 2 and offered the position to 1 of the interviewees. They accepted and we are awaiting their drug test and physical.

Since March 23, 2021, which is the date that the Jail increased the Jail Officer salary to \$40,000, we have received 63 applications. Of those 63 applications, 35 were disqualified, 28 were approved to interview, 18 accepted interviews, 12 were offered employment and 9 accepted and we are awaiting pending drug tests and physicals for the other 3.

We currently have 26 vacancies on shift at Alberta to include 24 on shift and 2 in Intake, and we have 11 vacancies at Mecklenburg to include 10 Jail Officers and 1 Sergeant. As we were able to hire 12 Jail Officers in the past month, Mecklenburg is still on track to reopen in July.

Sheriff Roberts noticed on the Monthly Stats Report that even though we hired 12, we had 11 employees resign, which shows only 1 net gain in employees. Superintendent Crystal Willett explained that the number of vacancies shown on the Monthly Status Report includes 18 positions that the Jail has put on "hold" and also includes specialty positions. The total number that is actually applicable to direct shifts is 37 vacancies. Sheriff Roberts feels that it is important to be able to show the net gains. The Monthly Status Report is currently being updated to include more information under staffing to show more details to hopefully help with any confusion.

Wayne Carter asked what the primary reasons were for the 11 officers that resigned in April. Nine cited they did not feel comfortable working in this environment with COVID-19 and the possibility of exposing their families.

2. Board Meeting Schedule – The proposed FY22 Board Meeting Schedule was presented. It is proposed to keep our meetings quarterly, on the first Thursday of August, November and May at 12:30 p.m. February's meeting will be held on February 17, 2022, due to conflicting meetings, at 12:30 p.m. Dr. Charlette Woolridge made a motion to approve the presented Board Meeting Schedule. Bill Chavis seconded the motion. All members present voted in favor of the motion.

3. Quarterly Report – 3rd Quarter FY2021 – As of March 31, 2021, we have collected 75.12% of our budgeted revenues and spent 62.39% of our budgeted expenses. Revenues are slightly higher than expenses due to additional revenue sources. We are projecting a year end surplus of \$2,822,613. At the end of the third quarter, the ADP is 374 with Brunswick accounting for 30.7%, Dinwiddie 20.5% and Mecklenburg 48.8%.

An additional column has been added to the Quarterly Report to show an Actual True-Up and an Projected True-Up. The March 31, 2021 Actual column is the actual True-Up as of March 31, 2021. The June 30, 2021 Projected column is if each locality continues with the same ADP, Brunswick would expect a refund of \$263,494, Dinwiddie would expect a refund of \$243,735 and Mecklenburg would owe \$507,228. Wayne Carter requested a copy of their True-Up from last year.

4. RFP – Auditing Services Recommendation – The Jail received four responses to the RFP for Independent Auditing Services; Brown, Edwards & Company, LLP; Creedle, Jones & Associates PC; Robinson, Farmer, Cox Associates; and UHY LLP. After interviews with all four vendors and negotiations, the committee voted to award the contract to Robinson, Farmer, Cox Associates. Robinson, Farmer, Cox Associates has been our auditing firm since the Jail opened in 2012. 75% of their clients are government and they are contracted with 13 out of the 21 Regional Jails across Virginia. The manager on our audit is also the Director of Quality Control with Robinson, Farmer, Cox Associates. Based on the negotiations, we are recommending an initial period of 3 years for \$20,000 for each year. This price is what the Jail anticipated and included in the budget. The Jail recommends awarding the Independent Auditing Services contract to

Robinson, Farmer, Cox Associates. Dr. Charlette Woolridge made a motion to approve the committee's recommendation to award the Independent Auditing Services contract to Robinson, Farmer, Cox Associates. Bill Chavis seconded the motion. All members present voted in favor of the motion.

5. Robinson, Farmer, Cox Associates Engagement Letter – The Audit Engagement Letter with Robinson, Farmer, Cox Associates was presented. This needs to be reviewed, approved and executed by the Chairman of the Board prior to Robinson, Farmer, Cox Associates beginning field work in September for the FY21 audit. Dr. Charlette Woolridge made a motion to approve the Chairman, Kevin Massengill, and Superintendent Crystal Willett, to sign the Engagement Letter provided by Robinson, Farmer, Cox Associates. Wayne Carter seconded the motion. All members present voted in favor of the motion.

6. Adoption of FY22 Budget – Jennifer Derrenbacker presented the Proposed FY22 Budget. The proposed budget was presented at the March 22, 2021 Board Meeting. There are a few changes in the final proposed budget. We received the actual cost of VACORP insurances and it decreased by \$4,937. We also received information from the Compensation Board on our premium recoveries, which are deducted from our salary reimbursement annually. This premium recovery increased by \$22,034 which caused our revenue to decrease by \$22,034. The total increase for the localities is \$17,097; Brunswick \$5,581, Dinwiddie \$3,411 and Mecklenburg \$8,105.

We removed 18 officer positions and this will decrease the localities' contributions by \$530,636 overall; Brunswick's decreased by \$257,563, Dinwiddie's decreased by \$391,114 and Mecklenburg's increased by \$118,041. We used FY20 actual usage to calculate the locality contributions for FY22. Brunswick decreased to 32.64%, Dinwiddie decreased to 19.95% and Mecklenburg increased to 47.4%. Bill Chavis made a motion to approve the FY22 Budget as presented. Wayne Carter seconded the motion. All members present voted in favor of the motion.

7. Ambulatory Services – In 2018 the sequence as to which division would report as first due in response to an emergency was changed due to Alberta Volunteer Fire/Rescue dropping 53% of calls. However, over the past year there have been great strides within the department and the Jail is recommending contracting Alberta Volunteer Fire/Rescue as first due once again. The Jail has reached out to them and they are interested and are willing to sign the same contract we have in place with Brunswick EMS and Lifestar and at the same rate of \$400. Dr. Charlette Woolridge feels that they are now in a position to respond to emergencies. The Board of Supervisors appropriated funds to them which enabled them to hire staff. Wayne Carter made a motion to contract Alberta Volunteer Fire/Rescue as first due based on the Jail's recommendation. Bernard Jones seconded the motion. All members present voted in favor of the motion.

VII. Good of the Order

Wayne Carter expressed his appreciation to Sheriff Brian Roberts for knowing what the localities needed, bringing them together, helping design the Meherrin River Regional Jail and leading them all through the difficult times. Wayne stated to Sheriff Roberts, "I respect you and

appreciate all and everything you have done for this organization.” Bill Chavis seconded all that was stated and feels we are in a good place today.

VIII. Next Meeting

The next Board meeting has been scheduled for Thursday, August 5, 2021, at 12:30 p.m. at the Meherrin River Regional Jail Board Room. Lunch will be provided.

IX. Adjourn

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