

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, May 4, 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:

Kevin Massengill, Dinwiddie County Administrator
Duck Adams, Dinwiddie County Sheriff
Captain Joseph Lopresti, Brunswick County Sheriff's Office
Leslie Weddington, Brunswick County Administrator
Bernard Jones, Brunswick County Board of Supervisors
Bobby Hawkins, Mecklenburg County Sheriff
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
Major Cliff Allen, Deputy Superintendent
Alex Gottschalk, Mecklenburg County Deputy County Administrator
Captain Steve Kennedy, Dinwiddie County Sheriff's Office
Brendan Hefty, Hefty, Wiley & Gore, P.C. via Conference Call
Jennifer Derrenbacker, Finance Director
Shelley Slaughter, Executive Secretary
Ben Wilson, Davenport
Mitch Brigulio, Davenport

II. Davenport Presentation

The Finance Committee consulted with our financial advisors at Davenport during the preparation of the FY24 budget. Davenport was present at the MRRJA Board Meeting and gave a brief overview of our current policies and discussed their recommendations which are included in the FY24 proposed budget.

After discussing the Revenues vs. Expenses and the Unrestricted Net Position (Reserves) from 2018-2022, the declining ADP since 2013 and the Member Jurisdictions true-ups, it was recommended that we revise the Member Jurisdiction allocation methodology for the

purposes of both budgeting and true-up beginning in FY2024 in order to smooth significant year-over-year variances in ADP experienced by each Member Jurisdiction.

Leslie Weddington made a motion to approve calculating the Per Diem going forward based on a 3 year rolling average. Sheriff Bobby Hawkins seconded the motion. All members present voted in favor of the motion.

III. Closed Meeting

Wayne Carter 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. Bernard Jones seconded the motion. All members present voted in favor of the motion.

IV. Return to Open Meeting and Certification

Wayne Carter 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. Tom Tanner seconded the motion. By roll call vote, the motion was unanimously passed:

Ayes: Kevin Massengill, Brendan Hefty, Joseph Lopresti, Sheriff Bobby Hawkins, Leslie Weddington, Wayne Carter, Tom Tanner, Sheriff Duck Adams and Bernard Jones.

V. Approval of Agenda

Leslie Weddington made a motion to approve the May 4, 2023 agenda. Tom Tanner seconded the motion. All members present voted in favor of the motion.

VI. Approval of Minutes

Leslie Weddington made a motion to approve the February 23, 2023 Board Meeting Minutes. Tom Tanner seconded the motion. All members present voted in favor of the motion.

VII. New Business

A. Attorney's Report

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 Kevin Massengill, Chairman; Leslie Weddington, Vice-Chairman; and Wayne Carter, Secretary.

Sheriff Duck Adams made a motion to keep the same slate of officers. Leslie Weddington seconded the motion. All members present voted in favor of the motion.

B. Superintendent's Report

1. Proposed FY24 Budget – The Finance Committee met and discussed calculating the Per Diem going forward based on a 3 year rolling average, which has now been approved in today's meeting and is calculated in the FY24 proposed budget which is being presented today.

There are a few large increases in the FY24 proposed budget and some of the contributing factors are a decrease in ADP and increases in many of our vendor contracts. These contract increases are tied to the 9% increase in CPI which is the highest it has been in 40 years. Some examples of these increases include meals which have increased 30%, academy dues have increased 32%, electric has increased 24%, heating has increased 18%, and water has increased 9%. In addition, workers compensation has increased 15% due to an increase in our experience modification factor.

A 7% raise has been included as well for all MRRJ employees as of July 1, 2023. Currently the Compensation Board only has 5% in the budget, however there is a 7% increase waiting to be voted on in the General Assembly. If the General Assembly has not come to a decision by July 1, 2023, MRRJ will move forward with the 5% increase as of July 1, 2023. Once a final decision has been made, MRRJ employee's pay will be adjusted accordingly.

Also included in this budget is approximately \$3.14 million in reserve funds to include \$553,387 in the Supplemental Reserve Fund, \$1.34 million in the Rate Stabilization Fund and \$1.25 million in the Unrestricted Fund Balance as a budgetary tool to help offset the large increases to the localities.

In the FY24 proposed budget based on an ADP of 300 Brunswick would pay \$2.298 million, Dinwiddie \$1.565 million and Mecklenburg \$3.271 million with the applicable percentage allocation based on the new 3 year rolling average.

Another large increase is our medical contract. The Jail has had a contract with Mediko for the past 5 years and it expires on June 30, 2023. We issued a Request for Proposals for Comprehensive Medical Services and interviewed 3 companies; CBH, Wellpath and Mediko. Negotiations were made with CBH, and the new contract is \$3.35 million, which was the lowest price, but is a significant increase.

Wayne Carter made a motion to approve the FY24 budget with a total operating expense not to exceed \$21,531,731.25 with a 3 year rolling average and contingent on the 7% adjustment in salary increased based on the General Assembly effective July 1, 2023. Tom Tanner seconded the motion. All members present voted in favor of the motion.

The FY23 budget must be amended to include the approximate \$2.4 million in unrestricted fund balance revenues and non-operating expenses that will be distributed back to the localities after the FY23 year-end true-up. Wayne Carter made a motion to amend the FY23 budget to include the approximate \$2.4 million in unrestricted fund balance revenues and

non-operating expenses that will be distributed back to the localities after the FY23 year-end true-up. Joseph Lopresti seconded the motion. All members present voted in favor of the motion.

2. RFP – Comprehensive Medical Services – We received several proposals for the RFP for Comprehensive Medical Services and interviewed 3 companies; CBH Medical of Virginia LLC, Mediko Inc. and Wellpath LLC. After negotiations we were able to successfully negotiate a contract with CBH Medical of Virginia LLC for \$3,346,778 for an ADP of up to 450 for the first initial year with the option to renew an additional 9 years. Also included in the contract is a credit of \$2.75 per day, per inmate any time our ADP is under 250.

Tom Tanner made a motion to authorize Superintendent Crystal Willett to issue a Public Notice of Award to award the Comprehensive Medical Services contract to CBH. Sheriff Bobby Hawkins seconded the motion. All members present voted in favor of the motion.

3. Monthly Status Report – The Monthly Status Report for the months of February 2023 through April 2023 was presented.

STAFFING UPDATE – During the month of April 2023 the Jail had 5 new hires, 2 resignations and 2 transfers. One resignation was a new hire that stated this job was not for him. The other resignation was a different scenario. He is a phenomenal officer that did not pass the academy due to missing one question. He resigned and we hired him back the next day to give him more time in the academy because he is a great officer. We also have 1 new hire slated to start May 15th and 1 new hire that has also been approved, but no definite start date as of yet.

Tom Tanner inquired about where the Jail stands on re-opening the Mecklenburg Facility. Staffing is still an issue at this point to re-open the Mecklenburg Facility. The Jail has 42 vacancies with 1 officer on each shift in Intake, down 3 Sergeants, which are being advertised internally, and current shifts are running with 6 officers. There are just not enough people to open quite yet. Wayne Carter has been asked if it would be possible to open the Mecklenburg Facility as a holding facility similar to Dinwiddie County's holding facility. This is also not an option at this point due to staffing issues as the facility would have to have at least 2 officers per shift as well as the need for "certified drivers" to transport the inmates from Mecklenburg to Alberta. However, this may be something we can look into as the staffing numbers continue to increase.

4. Board Meeting Schedule – The proposed FY24 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 22, 2024 at 12:30 p.m. due to conflicting meetings. Tom Tanner made a motion to approve the presented Board Meeting Schedule. Wayne Carter seconded the motion. All members present voted in favor of the motion.
5. Quarterly Report – 3rd Quarter FY2023 – As of March 31, 2023, we have collected 68.42% of our budgeted revenues and spent 54.8% 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 244 with Brunswick accounting for 28.61%, Dinwiddie 28.60% and Mecklenburg 42.79%.

As of March 31, 2023, the Actual True-Up shows Brunswick would receive a refund of \$188,215, Dinwiddie would owe \$507,658, and Mecklenburg would receive a refund of \$319,443. The Projected True-Up as of June 30, 2023 shows that Brunswick would receive a refund of \$250,724, Dinwiddie would owe \$676,260 and Mecklenburg would receive a refund of \$425,536.

6. 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 and submitted to Robinson, Farmer, Cox Associates prior to the start of the FY23 Audit. Wayne Carter made a motion to approve the Chairman, Kevin Massengill, and Superintendent Crystal Willett, to sign the Engagement Letter provided by Robinson, Farmer, Cox Associates. Tom Tanner seconded the motion. All members present voted in favor of the motion.
7. ITB – Inmate Supplies – The Jail issued an Invitation to Bid for Inmate Supplies. We received four responses; Bob Barker Company, Inc., Charm-Tex, ICS Jail Supplies, Inc. and Mini Wing USA. Bob Barker responded with the lowest responsive and responsible bid of \$42,952.30. Sheriff Duck Adams made a motion to award the contract for Inmate Supplies to Bob Barker Company, Inc. for a cost not to exceed \$42,952.30. Tom Tanner seconded the motion. All members present voted in favor of the motion.
8. ITB – Inmate Uniforms & Accessories – The Jail issued an Invitation to Bid for Inmate Uniform & Accessories. We received three responses; Bob Barker Company, Inc., ICS Jail Supplies, Inc. and Jonah's Enterprises Inc. Bob Barker Company, Inc. responded with the lowest responsive and responsible bid of \$17,927.69. However, they did not submit a bid for 4 items. Therefore, the Jail recommends awarding these 4 items totaling \$927.90 to ICS Jail Supplies, Inc. and the remaining 137 items totaling \$17,927.69 to Bob Barker Company, Inc. Sheriff Bobby Hawkins made a motion to award the Inmate Uniforms & Accessories to ICS Jail Supplies, Inc. for 4 items for a cost not to exceed \$927.90 and to Bob Barker Company, Inc. for the remaining 137 items for a cost not to exceed \$17,927.69. Joseph Lopresti seconded the motion. All members present voted in favor of the motion.

VIII. Good of the Order

There was a recent escape at Piedmont Regional Jail. Superintendent Crystal Willett informed the Board that we have many policies in place to ensure this will not happen at MRRJ. The officers perform integrity checks, perimeter checks and maintenance checks multiple times per day, to include headcounts. We also have "red list" words such as escape and lookout that are flagged on telephone calls and messages. The administrative team keeps an eye on this and if the words are used, it is looked into.

The Jail used to house federal inmates prior to COVID-19; however, during COVID we were no longer able to house them. Wayne Carter inquired about how much the Jail would make at this point if we housed federal inmates again. Superintendent Crystal Willett stated that due to our

recovery rate with the State, we never realized much of a profit with this contract but it was more of establishing a relationship for when our debt was paid on the facilities and then the federal recovery rate with the State would be significantly reduced. Wayne feels that the risks that come with housing federal inmates is too great and does not feel we need to look into this at this point.

IX. Next Meeting

The next Board meeting has been scheduled for Thursday, August 3, 2023, at 12:30 p.m. at the Meherrin River Regional Jail Board Room. Lunch will be provided.

X. Adjourn

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