

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, May 5, 2022

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
Leslie Weddington, Brunswick County Administrator
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, Deputy Superintendent
Brendan Hefty, Hefty, Wiley & Gore, P.C. via Conference Call
Jennifer Derrenbacker, Finance Director
Shelley Slaughter, Executive Secretary

II. 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. Bill Chavis seconded the motion. All members present voted in favor of the motion.

III. Return to Open Meeting and Certification

Tom Tanner 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. Leslie Weddington seconded the motion. By roll call vote, the motion was unanimously passed:

Ayes: Kevin Massengill, Tom Tanner, Bill Chavis, Sheriff Duck Adams, Sheriff Bobby Hawkins, Leslie Weddington, Wayne Carter and Sheriff Brian Roberts.

IV. Approval of Agenda

Bill Chavis made a motion to approve the May 5, 2022 agenda. Tom Tanner seconded the motion. All members present voted in favor of the motion.

V. Approval of Minutes

Leslie Weddington made a motion to approve the March 24, 2022 Board Meeting Minutes. Bill Chavis seconded the motion. All members present voted in favor of the motion.

VI. 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 Brian Roberts made a motion to keep the same slate of officers. Tom Tanner seconded the motion. All members present voted in favor of the motion.

B. Superintendent's Report

1. Monthly Status Report - The Monthly Status Report for the months of February 2022 through April 2022 was presented.

STAFFING UPDATE – During the month of May the Jail has no new hires and one resignation. Since the March 24, 2022 Board Meeting, the Jail has received 21 applications. Of those 21 applications, 6 were disqualified for arrests, one had a -11 DMV Record, 3 will not return calls, 2 were disqualified due to background checks, 3 have suspended drivers licenses and one lives in Arizona and is planning to move to Virginia in October or November so their application is on hold, and one is still being processed. Of these 21 applications, 3 were hired in the month of April and one will start on May 23, 2022. Since beginning to track these numbers, the Jail has had 48 new hires, 46 resignations, transferred or promoted 9, which leaves a Net Change of -7 and the current Shift Vacancy is 42.

Sheriff Roberts inquired about how many officers are now on each shift and what the Jail's goal is. As of today, there are approximately 8 on each shift and the goal is 10, however 6 Officers are currently in the Academy, several are in OJT and only 6 Officers are currently certified. He

then inquired about how often an Officer on a particular shift would be rotated and re-drafted. As of right now, one Officer may pull 8 – 10 mandatory on-call drafts. We also have an on-call schedule to include our Sergeants to assist working posts to help alleviate the number of drafts for the Officers.

In November 2021, the Jail was approved to move forward with a temporary \$1,000 Sign-On Bonus and Voluntary OT Incentive to be re-evaluated. As of today, no new hires have stated that the Sign-On Bonus affected their decision to apply or accept the position, but thought it was wonderful. It appears that most businesses are continuing with Sign-On Bonuses as of right now. There have been 7 employees to take advantage of the Voluntary OT Incentive; however they fill 22 spots in which a mandatory draft has not had to be done. Superintendent Willett recommends that the Jail continue with the Sign-On Bonus and the Voluntary OT Incentive and re-evaluate again at a later date. Tom Tanner made a motion to continue with the \$1,000 Sign-On Bonus and the Voluntary OT Incentive. Wayne Carter seconded the motion. All members present voted in favor of the motion.

Sheriff Roberts shared his concern of the sustainability and future of the Meherrin River Regional Jail with being so shorted staffed. The Board Members and Jail staff have done everything in their power to try and remedy the situation, but there seems to be no light at the end of the tunnel. These are tough times and he feels that the Board needs to be aware of issues that could potentially arise with being short staffed and having overworked staff. Kevin Massengill agreed and stated that if anyone had any ideas on how to address these issues to bring them to the table.

2. Board Meeting Schedule – The proposed FY23 Board Meeting Schedule was presented. It is proposed to keep our meetings quarterly, on the first Thursday of November and May at 12:30 p.m. August's meeting will be held on August 25, 2022 and February's meeting will be held on February 16, 2023, due to conflicting meetings, at 12:30 p.m. Bill Chavis made a motion to approve the presented Board Meeting Schedule. Tom Tanner seconded the motion. All members present voted in favor of the motion.

3. Quarterly Report – 3rd Quarter FY2022 – As of March 31, 2022, we have collected 73.93% of our budgeted revenues and spent 64.79% of our budgeted expenses. Revenues are slightly higher than expenses due to additional revenue sources. At the end of the third quarter, ADP was 334 with Brunswick accounting for 32.4%, Dinwiddie 24.6% and Mecklenburg 43%.

As of March 31, 2022, the Actual True-Up shows Brunswick would receive a refund of \$15,657, Dinwiddie would owe \$300,515, and Mecklenburg would receive a refund of \$284,858. The Projected True-Up as of June 30, 2022 shows that Brunswick would receive a refund of \$20,857, Dinwiddie would owe \$400,321 and Mecklenburg would receive a refund of \$379,464.

4. Local Government Investment Pool (LGIP) – An analysis and comparison of our LGIP rates was conducted with Davenport and First Citizens in an effort to determine the best path forward. The analysis was presented and discussed. Prior to COVID on March 17, 2020 the rates were 1.36%. As of April 12, 2022, the rates were 0.37%, which is a drastic change as compared to pre-COVID. However, if you compare the rates on March 1, 2022 to the rates in April 2022, they have doubled in less than a month. The Jail reached out to First Citizens and their rates were

much lower at .03%. Davenport suggests keeping what we currently have in LGIP as they believe that the rates are going to continue to rise. They also suggested that we could create a separate LGIP account and take \$10 million from our Operating Account and invest as well. This would potentially earn another \$48,000 per year in interest to help with our revenue. This is a liquid account and the Jail would still have access to the funds if needed. Wayne Carter made a motion to create a separate account and invest \$10 million from the Operating Account into the Local Government Investment Pool. Tom Tanner 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 FY22 audit. Bill Chavis made a motion to approve the Chairman, Kevin Massengill, and Superintendent Crystal Willett, to sign the Engagement Letter provided by Robinson, Farmer, Cox Associates. Sheriff Bobby Hawkins seconded the motion. All members present voted in favor of the motion.

6. ITB – Institutional Mattresses – The Jail issued an Invitation to Bid for Institutional Mattresses. We received three responses; Bob Barker Company, Inc., Cornerstone Detention Products, Inc., and MTJ American, LLC. MTJ American, LLC responded with the lowest bid of \$25,000 and met all specs. Superintendent Willett recommends the Jail award the contract for Institutional Mattresses to MTJ American, LLC. Tom Tanner made a motion to award the contract for Institutional Mattresses to MTJ American, LLC for a cost not to exceed \$25,000. Bill Chavis seconded the motion. All members present voted in favor of the motion.

7. ITB – Housekeeping Supplies – The Jail issued an Invitation to Bid for Housekeeping Supplies. We received one response from J & L Hermes Supply LLC with a bid of \$91,478.26, which is the same company we have our current contract with, however they have changed their name from Birsch to J & L Hermes Supply LLC. Superintendent Willett recommends the Jail award the contract for Housekeeping Supplies to J & L Hermes Supply LLC. Bill Chavis made a motion to award the contract for Housekeeping Supplies to J & L Hermes Supply LLC for a cost not to exceed \$91,478.26. Tom Tanner seconded the motion. All members present voted in favor of the motion.

7. Adoption of FY23 Budget – Jennifer Derrenbacker presented the Proposed FY23 Budget.

The proposed budget was presented at the March 24, 2022 Board Meeting. There are a few changes in the final proposed budget. We received the actual cost of VACORP insurances and our Workman's Comp increased \$33,046 from what we anticipated. This is due to our experience modification increasing 18% this year. There was a \$3,000 decrease in some of our other insurances, leaving a Net Increase of \$30,003.

The other major change since March 24, 2022, is we lowered our Medical Services amount by \$219,875.50 which is equal to 6 months of 24/7 LPN coverage at the Mecklenburg facility.

Due to the fact that the State Budget has not yet been approved, we are unsure about salaries and wages, however this budget is based off of the most recent information received from the

Comp Board on December 16, 2021 which includes salary for an entry level Officer starting at \$42,000, a 5% raise across the board and a \$100 compression raise for every year of service as long as they have been employed by the Jail for at least 3 years for sworn positions. However, the FY23 Proposed Budget includes the compression raise for all positions, not just sworn.

The Proposed FY23 Budget has decreased by \$44,257.85 for the locality contributions. Brunswick's contribution would be decreasing \$103,572 for a total contribution of \$2,594,041. Dinwiddie's contribution would be increasing \$48,141 for a total contribution of \$1,697,004. Mecklenburg's contribution would be decreasing \$11,174 for a total contribution of \$3,982,490.

Sheriff Roberts stated that worst case scenario, what is believed between the State Budgets is the localities would have to make up 1% of the raise across the Board depending on which State Budget is passed. One State Budget includes a 5% increase and the other includes a 4% increase. If the Board approves to adopt the FY23 Budget as presented, the localities are agreeing to make up the 1% difference to keep the raise at 5% across the board.

Tom Tanner made a motion to approve the Proposed FY23 Budget as presented for a total amount of \$19,206,769.30. Bill Chavis seconded the motion. All members presented voted in favor of the motion.

VII. Next Meeting

The next Board meeting has been scheduled for Thursday, August 25, 2022, at 12:30 p.m. at the Meherrin River Regional Jail Board Room. Lunch will be provided.

VIII. Adjourn

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