

Meherrin River Regional Jail Authority Board Meeting Minutes

Thursday, June 12, 2025

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:

Duck Adams, Dinwiddie County Sheriff
Kevin Massengill, Dinwiddie County Administrator
Bill Chavis, Dinwiddie County Board of Supervisors
Brian Roberts, Brunswick County Sheriff, via phone
Leslie Weddington, Brunswick County Administrator
Dr. Alfonso Seward, Brunswick County Board of Supervisors
Bobby Hawkins, Mecklenburg County Sheriff
Alex Gottschalk, Mecklenburg County Administrator

Others in attendance are as follows:

Crystal Willett, Superintendent
Rodney Jacobs, Lt. Colonel
Major Brent Evans, Mecklenburg County Sheriff's Office
Captain Steve Kennedy, Dinwiddie County Sheriff's Office
Captain Joseph Lopresti, Brunswick County Sheriff's Office
Casey Dooley, Dinwiddie County Board of Supervisors
Jennifer Derrenbacker, Finance Director
Shelley Slaughter, Executive Secretary

II. Approval of Agenda

The June 12, 2025 Agenda needs to be amended to move "Call To Order" before "Closed Meeting". Kevin Massengill made a motion to approve the amended agenda. Bill Chavis seconded the motion. All members present voted in favor of the motion.

III. Closed Meeting

Sheriff Duck Adams made a motion to go into closed session pursuant to Section 2.32-3711 (A) (1) of the Code of Virginia for a discussion of a personnel matter involving the retirement of the current Superintendent and the appointment of a new Superintendent of the Jail. Leslie Weddington seconded the motion. All members present voted in favor of the motion.

IV. Return to Open Meeting and Certification

Sheriff Duck Adams 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 Duck Adams, Kevin Massengill, Bill Chavis, Sheriff Brian Roberts, Leslie Weddington, Dr. Alphonso Seward, Sheriff Bobby Hawkins, and Alex Gottschalk.

V. Appointment of Superintendent

Alex Gottschalk made a motion that the Meherrin River Regional Jail Authority Board (MRRJA) appoint Rodney Jacobs as Superintendent of the Meherrin River Regional Jail effective July 1, 2025 at a monthly salary of \$11,500 until such time as an employment agreement is agreed upon between the MRRJA and Rodney Jacobs and such agreement is ratified by the MRRJA. Further, the MRRJA hereby authorizes the Authority's Finance/Personnel Committee and MRRJA Attorneys to negotiate such agreement. Bill Chavis seconded the motion. All members present voted in favor of the motion.

VI. Approval of Minutes

Cpt. Joseph Lopresti made a motion to approve the February 27, 2025 Board Meeting Minutes. Dr. Alphonso Seward seconded the motion. All members present voted in favor of the motion.

VII. New Business

A. Superintendent'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 Alex Gottschalk, Secretary.

Dr. Alfonzo Seward made a motion to keep the same slate of officers. Bill Chavis seconded the motion. All members present voted in favor of the motion.

2. Monthly Status Report – The monthly report for the months of March 2025 through May 2025 were presented and discussed.

STAFFING UPDATE – As of June 13th we have 38 vacancies. There have been no new hires thus far in June. We had 3 new hires in May. We receive applications and either they are

disqualified immediately, mostly due to criminal records or jail time, or disqualified later in the application process due to not communicating with us to provide needed information.

3. Board Meeting Schedule – The proposed FY26 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 19, 2026 at 12:30 p.m. due to conflicting meetings. Dr. Alfonzo Seward made a motion to approve the presented Board Meeting Schedule. Cpt. Joseph Lopresti seconded the motion. All members present voted in favor of the motion.
4. Quarterly Financial Report – 3rd Quarter FY2025 – As of March 31, 2025, we have collected 63.21% of our budgeted revenues and spent 56.69% of our budgeted expenses. Expenses are lower than revenues due to lower ADP and staff vacancies. At the end of the third quarter, ADP was 237 with Brunswick accounting for 29%, Dinwiddie 30% and Mecklenburg 41%.

As of March 31, 2025, the Actual True-Up shows Brunswick would receive a refund of \$101,677, Dinwiddie would owe \$127,870, and Mecklenburg would receive a refund of \$26,194. The Projected True-Up as of June 30, 2025 shows that Brunswick would receive a refund of \$135,445, Dinwiddie would owe \$170,338 and Mecklenburg would receive a refund of \$34,893.

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 and submitted to Robinson, Farmer, Cox Associates prior to the start of the FY25 Audit. Leslie Weddington 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 – Housekeeping Supplies – We put the ITB for Housekeeping Supplies out for bid to try to keep costs down as our current vendor's, J&L Hermes Supply LLC, dba Birsch Industries, costs have continued to increase. We received one responsive and responsible submission to the ITB for Housekeeping Supplies from our current vendor, however the new ITB came in at a lower cost. Superintendent Crystal Willett recommends awarding the contract to J&L Hermes Supply LLC, dba Birsch Industries for \$73,574. Bill Chavis made a motion to award the Housekeeping Supplies contract to J&L Hermes Supply LLC, dba Birsch Industries for \$73,574. Dr. Alfonzo Seward seconded the motion. All members present voted in favor of the motion.
7. Proposed FY25 Budget – The proposed FY26 budget was presented at the February 2025 Board Meeting and there have been no changes. Since that meeting we received our VACORP Insurance Premiums and our Health Insurance, which was right in line with what was presented.

Our ADP is decreasing to 270. There is a 3% salary increase and a 1.5% bonus included and both are effective July 1, 2025 per the May 1, 2025 Compensation Board memo.

Sheriff Duck Adams made a motion to approve the FY26 Budget as presented in the amount of \$22,656,757.06 implementing all changes as of July 1, 2025. Dr. Alfonzo Seward seconded the motion. All members present voted in favor of the motion.

VIII. Good of the Order

Kevin Massengill presented Superintendent Crystal Willett with her retirement plaque and spoke of his and the Authority's appreciation for all that she has done and accomplished while here at Meherrin River Regional Jail.

IX. Next Meeting

The next Board meeting has been scheduled for Thursday, August 7, 2025, 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 Sheriff Duck Adams to adjourn the meeting. Bill Chavis seconded the motion. All members present voted in favor of the motion.