

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY

March 9, 2012

Held at the New River Valley Regional Jail

A. CALL TO ORDER:

The meeting of the New River Valley Regional Jail Authority was called to order at 10:04 a.m. by Chairman Ford Wirt with fourteen (14) members and six (6) alternates present.

MEMBERS PRESENT:	Bland County;	Sheriff Thompson; Mr. Workman
	Floyd County:	Mr. Wirt; Sheriff Zeman
	Giles County:	Mr. Martin; Sheriff Millirons
	Wythe County:	Sheriff King
	Grayson County:	Sheriff Vaughan; Mr. Sweet
	Carroll County:	Mr. Jackson; Sheriff Gardner
	Radford City:	Mr. Young; Sheriff Armentrout
	Pulaski County:	Mr. Conner

ALTERNATES PRESENT:	Carroll County:	Ms. Shank; Ch. Deputy Bourne
	Radford City:	Mr. Humphrey;
		Ch. Deputy Schumaker
	Floyd County:	Mr. Allen
	Pulaski County:	Mr. McCready

STAFF & GUESTS PRESENT:	Superintendent Gerald McPeak
	Lt. Col. Thomas Lawson
	Jim Cornwell Sands, Anderson, Marks & Miller

B. ROLL CALL:

Sheriff King called the roll and reported a quorum present.

C. APPROVAL OF FEBRUARY 2012 MINUTES:

The February 2012 Minutes were distributed to the Board. Chairman Wirt asked if there were any additions or corrections to the Minutes. Hearing none, Chairman Wirt then entertained a motion to approve the February Minutes.

Motion: Mr. Jackson moved that the February 2012 minutes be approved.
Sheriff Armentrout seconded the motion.

Action: The motion passed unanimously.

D. OLD BUSINESS:

Superintendent McPeak gave an update on the solar energy project. We are currently in a holding pattern awaiting approval from NEPA, Dept. of Energy and DMME Dept. of Mines and Minerals. There have been multiple emails back and forth from DMME requesting information. Thompson & Litton and Baker have supplied them with everything they have asked for. The final inspection was done on Feb. 25th. The representative said this was the largest project that she had been involved with and recommended that we use it to educate the public.

E. COMMITTEE REPORTS:

Personnel Committee:

The Personnel Committee met today. Sheriff Zeman said that Col. Lawson had brought them up to speed regarding staffing, the TB treatment and the garden preparations. He did say that one issue has been tabled for the last few months but would need action this morning. The Personnel Committee has been reviewing our current Disciplinary and Grievance policies and has been advised by our legal counsel that these may need to be updated. It is the committee's recommendation that Superintendent McPeak and our attorney be allowed to revise the policies and bring them back to the committee for review.

Motion: On behalf of the Personnel Committee, Sheriff Zeman asked that Superintendent McPeak be allowed to work with legal counsel to revise both the Disciplinary and Grievance Policy. After doing so, the revised policies will be brought before the Personnel Committee for review.

Action: Following roll call, the motion passed unanimously.

Operations Committee:

The Operations Committee did not meet today.

Finance Committee:

Ms. Shank handed out copies of the Financial Report for the month of February and reviewed them with the Authority members.

Motion: On behalf of the Finance Committee, Ms. Shank recommended the February Financial Report for approval. Hearing no discussion, Mr. Wirt asked that Sheriff King call the roll.

Action: Following roll call, the motion passed unanimously.

Pay Application #6 has been received in the amount of \$86,048.24. Ms. Shank said that this would be paid from the project fund account upon approval from the Authority.

Motion: On behalf of the Finance Committee, Ms. Shank recommended Pay Application #6 in the amount of \$86,048.24 to be paid from the project fund account. Hearing no discussion, Chairman Wirt asked that Sheriff King call the roll.

Action: Following roll call, the motion passed unanimously.

Another topic from the Finance Committee is the Anthem renewal. This year Anthem has offered us a 6% reduction in our health insurance. One of the things the committee looked at is the funding of those plans for the staff. They have asked the Superintendent to poll the staff on some funding options for the plans that may be a little different from what they currently have. Superintendent McPeak is going to do so to try to come up with a general consensus and report back to the Authority.

The next budget planning session is scheduled for March 29, 2012 at 9 am.

Design/Construction Committee:

The Design/Construction Committee did not meet but all topics had already been discussed earlier in the meeting.

F. SUPERINTENDENT'S REPORT:

Superintendent McPeak reviewed his report in detail. The current inmate monthly average is 867. We have seen some spikes in weekend population that have increased our average. He pointed out one difference in the January Superintendent's report. The difference is in the state responsible inmate totals. The problem occurred when an inmate had been sentenced in one county but had pending charges in another county. The Crystal report that we had been using generates information based on how you code the formulas. In these instances, the report was capturing the inmate's information twice. Tonya does the billing of state responsible inmates and will now be physically hand counting those inmates by jurisdiction and supplying that total to the Superintendent for his report. The numbers shown on the January Activity Report were hand counted and are correct.

In inmate activity, we now have a new GED teacher and he is working out quite well. We have 2 inmates pending approval to attend special education classes.

We have tilled up the garden space and purchased a lot of lime this year which was recommended to use when we did a soil sample. We have ordered our plants from a group in

Giles County. We're planning to try some new items for us this year such as potatoes and cabbage and hope to double production over last year.

G. NEW BUSINESS:

Sheriff Zeman thanked the Authority and the jail staff for the inmate workforce helping out with work on the new academy. The completion date is scheduled for April 15th.

Superintendent McPeak added that we have 11 officers in training at the academy in basic school. We have 2 female new hires and have had 2 resignations. Those 2 individuals have moved on to production jobs that offered a little bit better pay and less expensive insurance.

He then mentioned that Col. Lawson and Tim Clark had traveled to Peumansend Creek Regional Jail for a seminar on Telemedicine. Basically what that entails is, if we didn't have a doctor available or if we needed a specialist, we could put the inmate in touch with one via video. There will be additional meetings but at this time we aren't interested. We are currently still under a 2 year contract with Carilion NRV Medical Center and it has been working quite well. From the medical staff to the insurance department, we have been very pleased thus far. Ms. Shank asked if we had received any information regarding renewing the contract. Superintendent said that hadn't yet but that should be coming soon.

H. CITIZEN'S COMMENTS:

None.

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

J. ADJOURNMENT:

There being no further business to come before the Board, Chairman Wirt adjourned the meeting at 10:34 a.m.

Sheriff Douglas W. King, Secretary

INMATE WORKFORCE

MALE INSIDE WORKERS		MALE OUTSIDE WORKERS		FEMALE WORKERS
				I -310
1ST SHIFT KITCHEN	NO MORE THAN 14 KITCHEN WORKERS ALLOWED IN THE KITCHEN	PULASKI PSA	RADFORD CITY PD	CANTEEN cell A 41 & A 49
Michael Cole		MARK ROBINSON	TRAVIS MABE	BARBARA EARLES
TERRY RAKES		NATHAN WAGNER		CHASITY GRAVELY
TIMOTHY BALTIMORE				KATHERINE CONN
SHANNON PENNINGTON		PULASKI CO. SHERIFF	RADFORD SANITATION	TAMMY RIDDLE
TIMOTHY MILLER	INMATES HIGHLIGHTED		NEED 2	
PAUL GSELL	IN YELLOW ARE MEDICALLY	BRADLEY JACKSON	Radford will call	
DAVID FIELDS	CLEARED TO HANDLE FOOD	PULASKI DOG POUND	WYTHE CO. SHERIFF	TRAYS / SHOWERS/LAUNDRY
ROGER SURRATT	ALL OTHERS ARE NOT	THOMAS BROOKS	CARLTON QUESENBERRY	cell A 47
JOSHUA ARNOLD	LOBBY / ADM / ROLL CALL	TERRY LAWSON	KEVIN GUYNN	MARY RYAN
MATTHEW COCRAN	LARRY BANKS			KENDRA HANKS
JOHN KETTERMAN	LAUNDRY CREW	PULASKI LAKE CREW	NRV RESOURCE AUTHORITY	
JOHN RUCH	EDWARD DUNFORD	BILLY JARRELLS	PULASKI LANDFILL	
THOMAS LOWE	LUCIAN ST. CLAIR	JOSEPH BOBBITT	ANDREW GARLICK	
JESSE CALDWELL	STEVEN SHEPPARD		JEREMIAH FONTAINE	
ROBERTO BANKS	JOSEPH GALLIMORE	BLAND CO. SHERIFF	5/21/2012	
	Danny Moore	will call for	RADFORD SHERIFF	
2ND SHIFT KITCHEN	DAY CLEANING CREW			
Josh Blizzard	JODY NICHOLS	BLAND COUNTY	RANDY RAKES	
ROBERT TILLER	KEITH FERNANDEZ	DONALD ROBRTS4/26/12	MON. WED. FRI. ONLY	
DAVID FARELL	GREGORY POOVEY	JAMES WILLARD		
JOSEPH FARLEY	Jeff Hylton	CARROLL CO. SHERIFF	CARROLL COUNTY LANDFILL	GILES WORK FORCE
Jimmy N. Dunford	JAMIE SHOWALTER	KEVIN RAMSEY4/19/12	no trusty until	DANNY WILLIAMS
MATTHEW GALLIMORE	MARK LOONEY	CECIL HAWKINS	further notice	WILLIAM DAVIS
BERNIE DOTSON	ROBERT AYERS		NRVRJ ROAD CREW	
JOSHUA KEMP		GRAYSON CO. SHERIFF	JOHN TILLEY	RANDALL DEMPSEY
BRANDON HUGHES		JEROME ALLEY	BRIAN PIERCE	
JOSHUA SMITH	NIGHT CLEANING CREW	JAMES MATTOX	SEAN HOBBS	
LONNIE TATE	DONALD BOYSAW	Monday thru Sunday	DARRELL LAWSON	
MICHAEL PERDUE	JUSTIN MURPHY		CLIFTON SMALLWOOD	
JONATHON WOODIE	MICHAEL GREGORY	FLOYD SHERIFF		
JAMES PERRY	LIBRARY / DAY CLEANING CREW	DEWAYNE SUTTLE		
TRAYS / CANTEEN / TRUCKS	MICHAEL CAIN	ROBERT ALLEY	JURISDICTION LISTED BELOW	
WILLIAM BOONE	primary duty is library		WILL WORK WEEKENDS	
GARY LOVERN	"CAN USE AS EXTRA HELP"	GILES CO. SHERIFF	Carroll Sheriff	
STANLEY PRICE		ERIC BRYAN	Floyd Sheriff	
GREGORY MILLS	MEALS ON WHEELS	TONY L. MARTIN	Wythe Sheriff	
DAVID LOVELL	RICHARD EVERSOLE		Radford P.D.	
DANIEL KIRBY	CECIL ROOP	NRVRJ GROUNDS & GARDEN CREW	Pulaski Dog Pound	
JOSHUA RUTHERFORD		Patrick Hubert	Pulaski Lake Crew	
HERMAN HICKS		Brandon Harmon		
MITCHELL GWYNN				
LARRY MARTIN JR				
ODR				
JOSHUA SWINNEY			3/30/2012	

Please make sure the trusties are doing the job they have been assigned. Do not let trusties pick and choose where and when they work. Only **kitchen trusties** should be helping with meals and handling food in the kitchen.

Month of: March 2012

*these numbers are included in the numbers for the agencies.

[illegible]

7:27 AM
04/12/12
Cash Basis

NEW RIVER VALLEY REGIONAL JAIL REVENUES & EXPENDITURES

July 2011 through March 2012

	Jul '11 - Mar 12	Budget	\$ Over Budget	% of Budget
Income				
645. Bad Debt Expense	144,816.00			
400 · Bland	143,488.80	174,090.00	-30,601.20	82.42%
401 · Carroll	781,362.80	1,478,863.00	-697,500.20	52.84%
402 · Giles	537,747.20	745,184.00	-207,436.80	72.16%
403 · Grayson	371,453.20	715,926.00	-344,472.80	51.88%
404 · Floyd	307,388.40	341,114.00	-33,725.60	90.11%
405 · Pulaski	1,260,050.69	1,935,026.00	-674,975.31	65.12%
406 · Radford	472,280.80	662,256.00	-189,975.20	71.31%
407 · Wythe	858,678.30	1,661,071.00	-802,392.70	51.69%
409 · St. Comp Salary Reimbursement	6,120,539.89	9,043,452.00	-2,922,912.11	67.68%
410 · St Comp Brd Medical	18,054.16	12,500.00	5,554.16	144.43%
412 · State Per Diem Warrant	1,581,269.67	1,918,543.56	-337,273.89	82.42%
416 · H.E.M Programs	26,823.15	49,158.00	-22,334.85	54.57%
419 · Work Release Program	5,152.33	9,530.00	-4,377.67	54.06%
420 · Interest Income	3,900.35	20,000.00	-16,099.65	19.5%
421 · Inmate Telephone Income	361,604.56	225,000.00	136,604.56	160.71%
425 · Miscellaneous Revenue	25,034.43	37,500.00	-12,465.57	66.76%
426 · St Comp Brd Budget Reimbursemen	244,320.00	0.00	244,320.00	100.0%
428 · Surplus of Jail Property	957.17	2,500.00	-1,542.83	38.29%
432 · Inmate Cost Recovery	27,075.29	30,000.00	-2,924.71	90.25%
434 · Fees	11,438.18	11,500.00	-61.82	99.46%
451 · New Construction Start-Up	217,051.62	720,706.00	-503,654.38	30.12%
452. Transfer of Funds	1,624,152.45	1,215,435.00	408,717.45	133.63%
453 · DMME Grant	0.00	410,880.00	-410,880.00	0.0%
Total Income	15,144,639.44	21,420,234.56	-6,275,595.12	70.7%
Gross Profit	15,144,639.44	21,420,234.56	-6,275,595.12	70.7%
Expense				
Employee Costs	8,582,029.56	12,112,158.56	-3,530,129.00	70.86%
Medical Costs	1,052,844.11	1,466,035.00	-413,190.89	71.82%
Building Costs	671,772.33	974,113.00	-302,340.67	68.96%
Administrative Costs	11,446.07	24,800.00	-13,353.93	46.15%
Service Contract Costs	135,450.63	191,430.00	-55,979.37	70.76%
Telecommunications Costs	23,332.72	44,000.00	-20,667.28	53.03%
Vehicle Costs	144,713.49	146,199.00	-1,485.51	98.98%
Inmate Services Costs	606,873.70	1,058,857.00	-451,983.30	57.31%
Custodial Costs	29,926.34	65,000.00	-35,073.66	46.04%
Travel Costs	1,229.97	4,990.00	-3,760.03	24.65%
Inmate Uniform Costs	246.04	12,000.00	-11,753.96	2.05%
Training and Operational Suppli	36,282.27	47,000.00	-10,717.73	77.2%
Capital Projects	590,848.43	856,000.00	-265,151.57	69.02%
1103 · Debt Service	2,770,771.29	3,723,825.00	-953,053.71	74.41%
1104 · State Reductions Comm VA	565,361.00	550,752.00	14,609.00	102.65%
1106 · Va Comp Brd FY12 Shortfall	0.00	143,075.00	-143,075.00	0.0%
Total Expense	15,223,127.95	21,420,234.56	-6,197,106.61	71.07%
	-78,488.51	0.00	-78,488.51	100.0%
Other Expense				
Transfers	1,624,152.45			
Total Other Expense	1,624,152.45			
	-1,624,152.45			
	-1,702,640.96	0.00	-1,702,640.96	100.0%