



MIDDLE RIVER REGIONAL JAIL

Serving Staunton, Waynesboro, Harrisonburg and
the Counties of Augusta and Rockingham

March 19, 2024, 2:00 p.m.

Finance Committee Meeting
350 Technology Drive
Staunton, Virginia 24401

Finance Committee Members Present:

Larry Propst, Harrisonburg City Finance Director
Patricia Davidson, Rockingham County Assistant Administrator for Finance and Operations
Jessie Moyers, Staunton City Chief Financial Officer

Absent:

Cameron McCormick, Waynesboro City Assistant Manager/Finance
Jennifer Whetzel, Augusta County Assistant Administrator

Facility Staff:

Eric Young, Superintendent, Middle River Regional Jail
Phillip Braverman, Finance Director, Middle River Regional Jail
Tina Reed, Recorder, Middle River Regional Jail

Others Present:

Jimmy Sanderson, Davenport

- a. **Approval of Minutes January 23, 2024:** Ms. Moyers made a motion to approve the minutes from the January 23, 2024, meeting. Ms. Davidson seconded the motion. Approval was **unanimous**.
- b. **Davenport Presentation on 2024 VRA Summer Pool Tax-Exempt Refunding Opportunity/Timeline:** Mr. Sanderson reviewed the VRA Refunding. If the committee chooses to move forward, August 7, 2024, would be the closing date on the loan. By mid-July all approvals would be needed. There must be unanimous approval from all localities to move forward. The Finance Committee would like the topic to be on the agenda for the April 2, 2024, Authority Board meeting. By going forward with the refunding there would be a projected savings of \$1,102,708 that would be broken down for each locality based on budget percentage reduction to contributions.
- c. **Medical Department Market Pay Adjustment Memo:** Due to the high number of nursing vacancies MRRJ plans to eliminate two positions in Medical in or to offer more competitive salaries to nurses. This move will not cost the localities any additional funds.
- d. **FY2025 Operational Budget:** Mr. Braverman gave a review of the FY25 operating budget. Locality contribution decreases from the previously presented budget were reviewed. The Finance Committee would like the budget to be presented at the April 2, 2024, Authority Board meeting.

- e. **Unanticipated repair and purchase policies:** MRRJ continues to work to stay on top of possible large repairs and expenses however some issues can't be anticipated. MRRJ would like to make the following policy changes:

Policy 1.53 Budgets, Audits, Reporting – this change would give the Superintendent the authority to transfer funds within a fund from expense account appropriations to purchase capital outlay up to \$150,000 due to unanticipated repair or replacement of the capital outlay. Ms. Davidson made a motion to approve the policy change as written. Ms. Moyers seconded the motion. Approval was **unanimous**.

Policy 11.3 MRRJA Net Position policy – The changes would mimic the changes to policy 1.53. MRRJ would look at net position policy before any spending. The Finance Committee will need an internal budget document stating budget justification and the Superintendent must sign. The Finance Committee must be notified each time and a reallocation from line to line will need to be completed.

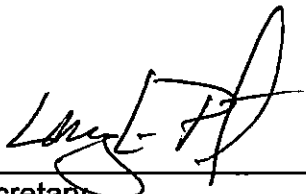
- f. **DCJS FY25 Mental Health Grant Update:** The application has been submitted. The award decision will be made in May 2024.

g. **Superintendent Update:**

- o The fence project is going well and should be completed by the end of April – mid May. The Department of Corrections continues to take inmates.
- o Discussed the Academy and the increase in staff training. Also reviewed MRRJ staff that are working as instructors at the Academy. 12 employees x 412 hours = \$18,000 MRRJ paid out in addition to the cost for each officer to attend the Academy.

The next meeting is scheduled for May 21, 2024, at 2:00 p.m.

With nothing further to discuss, Ms. Davidson made a motion, the meeting be adjourned at 2:50 p.m. Ms. Moyers seconded the motion. Approval was **unanimous**.



Secretary