



# MIDDLE RIVER REGIONAL JAIL

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

February 6, 2024 at 2:00 p.m.

Augusta County Government Center  
18 Government Center Lane  
Verona Virginia 24482

## 1. CALL TO ORDER

Upon determination of a quorum, Mr. Banks, Chairman, called the February 6, 2024 Middle River Regional Jail Authority Board meeting to order at 2:00 p.m.

### **Members Present:**

Alexander Banks, VI, Harrisonburg City Manager (Chairman)  
Leslie Beauregard, Staunton City Manager (Vice Chairperson)  
Michael G. Hamp, Waynesboro City Manager  
Stephen King, Rockingham County Administrator  
Timothy Fitzgerald, Augusta County Administrator  
Jennifer Whetzel, Augusta County Assistant Administrator  
Patricia Davidson, Rockingham County Administrator for Finance and Operations  
Larry Propst, Harrisonburg City Finance Director  
Jessie Moyers, Staunton City Chief Financial Officer  
Donald Smith, Augusta County Sheriff  
Jimmy Wimer, Rockingham County Jail Captain (Proxy)

### **Members Absent:**

Cameron McCormick, Waynesboro Assistant City Manager/Finance  
Bryan Hutcheson, Rockingham County Sheriff  
Kelly Warner, Harrisonburg City Police Chief  
Christopher Johnson, Waynesboro City Sheriff  
Chris Hartless, Staunton City Sheriff

### **Facility Staff:**

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

### **Others Present:**

Jeff Gore, MRRJA Legal Counsel  
Stephen Chapin, IT, MRRJ  
Candy Hesley, Augusta County Assistant Administrator  
Lyra Bordelon, News Leader

**2. APPROVAL OF MINUTES**

Mr. Fitzgerald made a motion to approve the minutes from the December 5, 2023 meeting. Ms. Moyers seconded the motion. **Approval was unanimous.**

**3. PUBLIC COMMENTS**

No comments were made.

**4. COMMENTS FROM BOARD MEMBERS OR LEGAL COUNSEL**

No comments were made.

**5. FINANCE REPORT**

**A. Finance Report –**

- Mr. Braverman reviewed the Finance Report. Revenues are behind due to Compensation Board reimbursement timing delays but will catch up. Medical and Maintenance are trending above budget.

**B. FY24 Budget Amendment for 2% Raise-**

- Mr. Braverman reviewed the budget amendment. The 2% pay raise amendment was previously authorized contingent on state funding and the 2% was given as the State provided the funding effective December 1, 2023. The Board requested that a budget amendment be completed if the 2% pay raise was given. Ms. Whetzel made a motion to approve the budget amendment. Ms. Beauregard seconded the motion. **Approval was unanimous.**

**C. FY25 Budget –**

- Mr. Braverman reviewed the draft FY25 budget. This budget is based on 212 budgeted positions. There are 25 Officer positions on hold. The Mental Health grant should be received again this year. The budget will be ready for approval at the April Board meeting once the State budget picture is clearer.

**D. Capital Improvement Plan –**

- For FY25 MRRJ will be addressing the following projects:
  - Heating Boiler Replacement \$125,000.00
  - Installation of Air Handler Units \$450,000.00
  - Complete Kitchen Renovation \$1,025,000.00

The total cost will be 1,600,000.00. There will be no increase to locality contributions. Mr. King made a motion to approve the Capital Improvement Plan for FY25 in the form of a FY24 budget amendment to allow staff more time to work on projects. Ms. Whetzel seconded the motion. **Approval was unanimous.**

**E. Compensation Board COIN Budget Request-**

- Mr. Braverman reviewed. No discussion was necessary.

**6. REPORTS AND BRIEFING**

- **Population Report –** (Executive Summary #2024-03) Lt. Colonel Heflin reviewed the Executive Summary. Department of Corrections continues to take inmates. Today's population is 638. The Department of Corrections reports they have 987 out of compliance inmates statewide.

- **Community Corrections Report** – (Executive Summary #2024-04) Lt. Colonel Heflin reviewed the Executive Summary. At this time there are 7 offenders on HEI.
- **Staff Vacancy Report** –(Attachment) At this time there are 12 officer and 7 nurse vacancies.
- **Programs Report** – (Executive Summary Report #2024-05) Lt. Colonel Heflin reviewed. There are no significant changes to report.
- **Mental Health Report**- (Executive Summary Report #2024-06) Lt. Colonel reviewed. There are no significant changes at this time.
- **Superintendent’s Report** –
  - Mr. Braverman has done an excellent job preparing FY25 budget as well as maintaining FY24’s budget.
  - Reviewed the closing of Augusta Correctional Center. Thanks to Mr. Fitzgerald working with us on the training option for DOC employees that are hired at the jail. We will continue to hire eligible candidates. If there is enough interest, we will fill vacancies that are on hold.
  - Fence project nearing completion. We are waiting on electrical for the gates.
  - Reviewed legislation for the Medicaid waiver for inmates and the impact for budget.

7. **OLD BUSINESS**

- Larry Propst was selected to serve as Treasurer at the Finance Committee meeting on January 23, 2024.

8. **NEW BUSINESS:**

**Augusta County Courthouse Easement** –

- Ms. Hensley reviewed the Deed of Permanent Access Easement with the Board. This easement has been reviewed and approved by all parties. Mr. King made a motion to accept the easement as written. Mr. Hamp seconded the motion. **Approval was unanimous.**

With nothing further to discuss the meeting adjourned at 3:15 p.m.

**The next Authority Board meeting is scheduled for April 2, 2024 at 2:00 p.m.  
Location: Augusta County Government Center Smith West Board Room.**

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Alexander Banks, VI, Chairman

