



Superintendent Jack Lee

MIDDLE RIVER REGIONAL JAIL

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

October 2, 2018, 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. Fitzgerald, Chairman, called the October 2, 2018 Middle River Regional Jail Authority Board meeting to order.

Members Present:

Timothy Fitzgerald, Augusta County Administrator (Chairman)
Stephen King, Rockingham County Administrator (Vice Chairman)
Michael G. Hamp, Waynesboro City Manager
Jennifer Whetzel, Augusta Assistant County Administrator
Alisha King, Interim Waynesboro City Finance Director
Larry Propst, Harrisonburg City Finance Director
Cameron McCormick, Staunton City Finance Director
Patricia Davidson, Rockingham County Finance Director
Bryan Hutcheson, Rockingham County Sheriff
Donald Smith, Augusta County Sheriff
Joe Harris, Waynesboro City Sheriff
Eric English, Harrisonburg Police Chief
Matt Robertson, Staunton City Sheriff

Members Absent:

Stephen F. Owen, Staunton City Manager
Eric Campbell, Harrisonburg City Manager

Facility Staff:

Jack Lee, Superintendent, Middle River Regional Jail
Eric Young, Major of Operations/Support Services, Middle River Regional Jail
Lori Nicholson, Major of Programs/Medical Services, Middle River Regional Jail
Mark Shiflett, Major of Security Operations, Middle River Regional Jail
Faye McCauley, Operations Officer, Middle River Regional Jail
Ronald "Buzzy" Keyser, Compensation Board, Middle River regional Jail
Jeannie Colvin, Finance Director, Middle River Regional Jail
Tina Reed, Recorder, Middle River Regional Jail

Others Present:

Jeff Gore, Legal Counsel, Middle River Regional Jail Authority
Powell Bostic, Captain of Operations/Support Services
Regina Chestnut, Medical Administrator, Middle River Regional Jail
Misty Cook, Finance Director, Augusta County
Ande Banks, Harrisonburg City Deputy Manager
Captain Jimmy L. Wimer, Rockingham County
Jim Orndorff, Citizen

2. **RECOGNITIONS, RESOLUTIONS, AWARDS, AND RETIREMENTS**

Mr. Lee recognized Eric English. Mr. English has accepted the position of Police Chief for the City of Harrisonburg.

3. **APPROVAL OF MINUTES**

Mr. Hamp made a motion to approve the minutes from the August 7, 2018 meeting. Ms. Whetzel seconded the motion. Approval was **unanimous**.

4. **CITIZEN COMMENTS AND COMMUNICATIONS**

Mr. Orndorff invited all Board members to attend the Valley Justice Coalition Special meeting on October 15, 2018 at 7:00 p.m. Presentations will be made regarding criminal justice. The meeting will be held at Memorial Hall.

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

- Mr. Hamp introduced Alisha King who is serving as the interim Waynesboro City Finance Director due to Ms. Marks leaving.
- Mr. Banks introduced Eric English to the Board.

6. **FINANCE REPORT**

The Finance Report was reviewed with Board members by Ms. Whetzel. At this time the auditors have not finalized their report.

7. **REPORTS AND BRIEFINGS**

Mr. Lee reviewed the following reports:

- Population Report** – As of October 1, 2018, there is a total of 1000 offenders being housed at MRRJ. At this time, there is a total of 174 DOC responsible offenders who are out of compliance.
- Bed Rental Update** – Reviewed and discussed.
- Work Release Report** – Reviewed and discussed. Home Electronic Monitoring Program has four individuals participating. There are a total of 121 offenders in the Work Release Program.
- Staff Vacancy Report** – As of October 1, 2018 there are 3 officer vacancies.

8. **NEW BUSINESS**

- Procurement Resolution** – Ms. Colvin informed the Board of concerns expressed from the auditors relating to compliance with the purchase order policy. Because of the 24/7 operational activities of the jail, and the timeline for processing purchase orders, Ms. Colvin requested assistance from legal counsel to draft a Procurement Resolution authorizing MRRJA to be able to conduct, and be responsible for its own purchasing program. A procurement resolution has been drafted and with Board approval we will begin utilizing. Mr. King made a motion to adopt the procurement resolution. Mr. Hamp seconded the motion. Approval was **unanimous**.
- Travel and Credit Card Policies** – Ms. Colvin reviewed a new credit card and travel policy with the Board. Members will review and any changes they feel are needed will be submitted to Ms. Colvin. The Board will vote on the policies at the December 2018 meeting.
- Expansion Committee Report** – Ms. Whetzel reviewed the following:

- An RFP will need to be drafted for a Community Based Corrections Plan.

- ii. The Board will need to decide what direction they want to go i.e.; expansion of existing buildings, an off-site Community Corrections Unit, etc.
- iii. The Community Based Corrections Plan must be done before the Compensation Board will do a staffing study.
- iv. Temporary Housing units discussed.
- v. Page County is requesting a ten year contract with MRRJ.
- vi. Work Release revenue is approximately \$500,000. per year.

Mr. Hamp made a motion that we proceed with the RFP for the Community Based Corrections Plan. Mr. King seconded the motion. Approval was **unanimous**.

Major Nicholson informed the Board that the Life, Health and Safety Audit conducted. MRRJ received 100%.

The Finance Committee will meet in November.

9. ADJOURNMENT

With no additional business before the Authority Board, the meeting was adjourned at 2:45 pm.

The next Authority Board meeting is scheduled for December 4, 2018 at 2:00 pm

Location: Augusta County Government Center Smith Board Room West.



Timothy Fitzgerald, Chairman