



MIDDLE RIVER REGIONAL JAIL

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

September 19, 2023, 2:00 p.m.

Finance Committee Meeting
350 Technology Drive
Staunton, Virginia 24401

Finance Committee Members Present:

Jennifer Whetzel, Augusta County Assistant Administrator
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

Facility Staff:

Eric Young, Superintendent, Middle River Regional Jail
Lori Nicholson, Director of Support Services, Middle River Regional Jail
Tony Heflin, Director of Operations, Middle River Regional Jail
Jeanne Colvin, Finance Director, Middle River Regional Jail
Phillip Braverman, Finance Director, Middle River Regional Jail
Tina Reed, Recorder, Middle River Regional Jail

Others Present:

Misty Cook, Augusta County Finance Director

- **Approval of Minutes May 23, 2023:** Mr. Propst made a motion to approve the minutes from the May 23, 2023 meeting. Ms. Moyers seconded the motion. Approval was **unanimous**.
- **FY 23 Audit Update:** no issues noted; we are waiting on final report.
- **Mental Health Program:** MRRJ has cancelled all contracts with VCSB. Mental Health is now all in-house staff. A budget amendment was reviewed that will be done for expenditure reclassification only adjustments. Mental Health grant reviewed as impacted by the budget amendment.
- **Credit Cards:** MRRJ has activated new credit cards through Card Assets which is a company that works with First Bank and Trust. All of the old cards have been destroyed and the account closed.

- **Capital Improvement Plan Updates:** Reviewed the CIP General Ledger report. The Lobby project has been completed. The parking lot has been sealed. We are looking at seating in the housing units and replacing cameras as needed. One body scanner has been returned and a metal detector has been ordered to replace it. The fence bid has gone out.
- **Inmate Medical and Prescription Drug Cost Updates:** Drug costs are running above budget so far. We are working on ways to cut costs however drug costs fluctuate depending on the inmate and illness. Medicaid does pick-up medical costs after 24 hours inpatient stay at a hospital so that does help.
- **R & R Reserves:** We have fully replenished the \$1.5 million in funds at the end of FY 23 out of unrestricted net position. \$608,826 was used as follows:
 - \$536,071 for replacement of water heaters and tanks
 - \$72,755 for cooling tower rebuild
- **FY 24 Update:** discussion regarding the water softener system that MRRJ is using reserve funds to purchase and outstanding reserve fund projects. Cost would be \$53,100 for the water softener system and the air handler updates are backordered from last fiscal year at the cost of \$50,000. We do have reserve funds to cover.
- **State Budget Impact:**
 - a. Additional 2% raise was approved effective for December 1, 2023. This was previously approved by the Authority Board.
 - b. Local per diem increased from \$4 to \$5 per day. We project this will generate an increase of \$14,000 per month. ADP is climbing once again. As of today, the count was 641.
- **Superintendent Update:**
 - Inmate telephone system has been implemented. Video visitation has shown a 200% increase in time inmates could spend with family.
 - Jail Tracker training continues. Go live is planned for the last week of November.
 - Personnel changes discussed. Ms. Colvin and Mr. Keyser plan to leave the end of December. Mr. Heflin was named Deputy Superintendent beginning 9-25-23 and Ms. Nicholson is retiring 5-1-23.
 - Further promotions will be upcoming.
 - A discussion was held regarding the Academy. More information will be forthcoming.

12. 2024 Calendar Year Finance Committee Meeting Schedule

- January 23, 2024 @ 2:00 p.m.
- March 19, 2024 @ 2:00 p.m.
- May 21, 2024 @ 2:00 p.m.
- July 23, 2024 @ 2:00 p.m.
- September 17, 2024 @ 2:00 p.m.
- November 19, 2024 @ 2:00 p.m.

With nothing further to discuss the meeting adjourned at 3:30 p.m.


Secretary

