



**MIDDLE RIVER REGIONAL JAIL AUTHORITY BOARD
QUARTERLY MEETING AGENDA
October 6, 2020, 2:00 p.m.**

1. Call to Order Stephen King, Chairman
2. Recognitions, Resolutions and Awards – Introduce new Chief Operations
 Captain Todd Lloyd
3. Approval of June 26, 2020 Minutes
4. Public Comments

 Public Comments are intended as an opportunity for the public to give input
 on relevant issues and not intended as a question and answer period.
5. Comments from Board Members and Legal Counsel
6. Finance Report
 - a. FY 2021 Financial Reports are not presented as the FY 2020 Financial
 Audit is still being conducted. FY 2021 Financial Reports will be
 presented at the December meeting.
 - b. Budget Amendment (Cares Act Funding/DCJS Grant/Mental Health
 Grant)
7. Reports and Briefings:
 - a. Population Report - Bed Report (Executive Summary #2020-078)
 - b. Community Corrections Report (Executive Summary #2020-077)
 - c. Staff vacancy Report (Attachment)
 - d. Superintendent/COVID-19 Report (Executive Summary #2020-086)
 - e. Programs Report (Executive Summary #2020-085)
 - f. COVID-19 Population Trend Analysis (Executive Summary #2020-084)
8. Old Business:
 - a. Community Based Corrections Plan – The Board of Local and Regional
 Jails met electronically September 16, 2020 and approved the MRRJA
 Community Based Corrections Plan (Executive Summary #2020-074)
 - b. Board Policy (SOP 11.1 Electronic Participation in Authority Board
 Meetings) – Legal Counsel updated policy to reflect current law specific to
 regional bodies by adding a distance provision. This item does not require
 action from the Board.

MIDDLE RIVER REGIONAL JAIL AUTHORITY BOARD
QUARTERLY MEETING AGENDA
October 6, 2020, 2:00 p.m.

9. New Business

- a. Workers Compensation Change (Executive Summary #2020-087). This is for information purposes and does not require action.
- b. Stipend for MRRJ staff in recognition for substantive operational changes due to COVID-19. This item does require action from the Board.

10. Closed Session:

- a. Superintendent Annual Performance Review
- b. Advice from Legal Counsel

11. Next meeting is scheduled for **December 1, 2020 at 2:00 p.m.**



MIDDLE RIVER REGIONAL JAIL

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

June 23, 2020 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. King, Chairman, called the June 23, 2020 Middle River Regional Jail Authority Board meeting to order at 2:00 p.m.

Mr. King informed everyone that this meeting was being held by Webex, video, and telephone. Social distancing is available for those who are in attendance.

Members Present:

Stephen King, Rockingham County Administrator (Chairman)
Timothy Fitzgerald, Augusta County Administrator
Jennifer Whetzel, Augusta Assistant County Administrator
Donald Smith, Augusta County Sheriff
Joe Harris, Waynesboro City Sheriff
Matt Robertson, Staunton City Sheriff

Members Present Via Satellite:

Steven Rosenberg, Staunton City Manager (Vice Chairman)
Eric Campbell, Harrisonburg City Manager
Michael G. Hamp, Waynesboro City Manager
Cameron McCormick, Waynesboro City Finance Director
Phillip Trayer, Staunton City Finance Director
Larry Propst, Harrisonburg City Finance Director
Eric English, Harrisonburg Police Chief

Members Absent:

Patricia Davidson, Rockingham County Finance Director
Bryan Hutcheson, Rockingham County Sheriff

Facility Staff:

Jeffery Newton, CJM, Superintendent, Middle River Regional Jail
Eric Young, Director of Operations, Middle River Regional Jail
Lori Nicholson, Director of Support Services, 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 via satellite
Captain Jimmy L. Wimer, Rockingham County via satellite
Kimberly Hardy, IT, Middle River regional Jail
Tyler Moses, IT, Middle River Regional Jail
Misty Cook, Finance Director, Augusta County via satellite
Wyatt Brown, Lieutenant, Middle River Regional Jail via satellite
Peter Boatner, Attorney via satellite
Anne Nielsen, Citizen via satellite
James Orndorff, Citizen via satellite
Frank Sottaceti, Citizen via satellite
Mark Robinson, Citizen via satellite
Nitch Narduzzi, Citizen via satellite
Nancy Insco, Citizen via satellite
Harvey Yoder, Citizen via satellite
Tracy Stover, Citizen via satellite
Call-in User 4, Citizen via satellite

2. RECOGNITIONS, RESOLUTIONS, AWARDS, AND RETIREMENTS

There were no Recognitions, Resolutions, Awards or Retirements

3. APPROVAL OF MINUTES

Ms. Whetzel made a motion to approve the minutes from the February 4, 2020 meeting. Mr. Fitzgerald seconded the motion. Approval was **unanimous**.

4. CITIZEN COMMENTS AND COMMUNICATIONS

There were no public comments.

5. COMMENTS FROM BOARD MEMBERS OR LEGAL COUNSEL

There were no Board or Legal Counsel comments.

6. FINANCE REPORT

- a. **FY 2020 Operating Budget Status (Year-end Resolution)**-Ms. Colvin reviewed with the Board. Ms. Whetzel made a motion to accept the second budget amendment of \$250,000.00 for a total FY 2020 budget of \$21,070,576.00. Mr. Fitzgerald seconded the motion. Approval was **unanimous**.
- b. **Proposed FY 2021 Operating Budget**-Ms. Colvin reviewed with the Board. With no questions or concerns from Board members, Ms. Whetzel made a motion to accept the FY 2021 budget totaling \$22,399,175.00. Mr. Hamp seconded the motion. Approval was **unanimous**.

7. REPORTS AND BRIEFING

Major Young reviewed the following reports:

- a. **Population Report** – As of June 16, 2020, there is a total of 736 offenders being housed at MRRJ.
- b. **Community Corrections Report** – Due to the Covid 19 pandemic the Work Force and Work Release programs have been suspended. The HEM program has expanded. MRRJ employees are working with local Commonwealth Attorneys to get more offenders enrolled in the HEM program.
- c. **Staff Vacancy Report** – Reviewed. At this time there are twelve Officer vacancies. Four have been offered and accepted for July 1, 2020.
- d. **Superintendent's Report** –
 - Keefe Banking Software has been fully implemented.
 - Plans are being developed to re-start family visitation by July 1, 2020.
 - Staff are examining how to safely re-start work release and work force.
 - Staff are also working to get a plan in place to re-start Programs for the offenders.
 - MRRJ has experienced numerous resignations this quarter due to resignations, following a different career path or into another public safety career.
 - MRRJ has completed negotiations with GTL (inmate telephone vendor). MRRJ asked to open the current contract early to negotiate more favorable terms for MRRJ. MRRJ used cooperative language from another regional jail phone contract to negotiate the new contract. The updated contract adds about 18 months to the current contract. Hefty, Wiley & Gore reviewed and approved the terms.

8. OLD BUSINESS

- a. **Community Based Corrections Plan Update** – A meeting was scheduled for March and May however, both meetings were cancelled. There may be a meeting in July which MRRJ staff will attend.
- b. **Resolution to join Virginia Energy Purchasing Agreement** – Ms. Colvin reviewed the resolution with the Board members. If the Authority becomes a member it will decrease costs. There is a fee of \$250.00 to become a member. Mr. Fitzgerald made a motion to approve the resolution. Sheriff Smith seconded the motion. Approval was **unanimous**.

9. NEW BUSINESS

Covid 19 – Mr. Newton reviewed all actions that have been taken by Command Staff regarding the operations of MRRJ:

- a. Part-time 65+ employees are either working from home (tele-working) or not at work at this point in time.
- b. Inmate visitation remains suspended.
- c. Work Release and Workforce programs remain suspended.
- d. Additional video terminal installed to facilitate greater court access.
- e. Staff working VDEM/FEMA for grants/reimbursement of expenses.
- f. Continue to coordinate with Dr. Kornegay, Shenandoah Valley Health Department concerning screening and operational procedures.

- g. As of April 23, 2020, all staff, contractors, professional visitors required wear mask at MRRJ.
- h. May 22, 2020 Judge Shah requested two inmates be transported to court for a hearing (first two inmates to court since the Judicial Emergency).
- i. Finally received shipment of Masks (KN95), issued to staff.
- j. MRRJ received list of 18 inmates subject to VADOC Early release program (May to Mid-July 2020). No inmate has received a substantive early release (most has been less than 7 days)
- k. Notified Board/Staff former inmate tested positive.
- l. As of June 4, 2020, notified Court, Sheriffs and Commonwealth Attorney of new Transport Procedures hearings.

As of this date no inmate or staff member has tested positive for Covid 19. We will continue to coordinate with all agencies to best determine how to respond and implement operational changes for the safety of offenders and staff.

Board Policy (SOP 11.1) Electronic Participation in Authority Board meetings – Mr. Newton reviewed with Board members. After a brief discussion, Mr. Fitzgerald made a motion to accept SOP 11.1, Ms. Whetzel seconded the motion. Approval was **unanimous**.

10. **ADJOURNMENT**

With no additional business before the Authority Board, the meeting was adjourned at 3:00 p.m.

The next Authority Board meeting is scheduled for August 4, 2020 at 2:00 p.m.

This meeting will be held in person

Location: Augusta County Government Center Smith Board Room West.

Stephen King, Chairman

**MIDDLE RIVER REGIONAL JAIL AUTHORITY
FY2021 REVISED BUDGET**

ADP = 895		FY 2021		FY 2021		FY 2021
ADOPTED BUDGET = \$22,399,175 7.58% INCREASE		FINAL BUDGET		BUDGET		REVISED
		ADP:895		AMENDMENT NO. 1		BUDGET
4-98-33020- EXPENDITURES:						
SALARIES & BENEFITS						
1100 SALARIES & WAGES	\$	8,355,483	\$	314,623	\$	8,670,106
1200 OVERTIME	\$	514,325			\$	514,325
1300 PART TIME	\$	508,316			\$	508,316
1400 TDO TRANSPORT	\$	60,000			\$	60,000
2100 EMPLOYERS SHARE FICA	\$	722,016	\$	23,588	\$	745,604
2210 EMPLOYERS SHARE RETIREMENT	\$	1,009,342	\$	37,250	\$	1,046,592
2300 EMPLOYERS SHARE HEALTH INS	\$	1,842,478			\$	1,842,478
2400 EMPLOYER'S SHARE GROUP LIFE INS	\$	111,963	\$	4,132	\$	116,095
2500 EMPLOYERS SHARE LINE OF DUTY	\$	40,257			\$	40,257
2600 EMPLOYERS SHARE-VRS HYBRID STD/LTD	\$	5,160			\$	5,160
2700 WORKERS COMP. INSURANCE	\$	133,839			\$	133,839
2802 HEALTH SAVINGS ACCOUNTS	\$	14,000			\$	14,000
3103 OTHER BENEFITS	\$	16,400	\$	6,745	\$	23,145
		SALARIES & BENEFITS: \$ 13,333,580		\$ 386,338		\$ 13,719,918
PURCHASED SERVICES						
3110 PROFESS. HEALTH SERVICES	\$	1,688,293			\$	1,688,293
3112 PHYSICALS/IMMUNIZATIONS	\$	7,800			\$	7,800
3124 PROFESSIONAL SERVICES	\$	83,000			\$	83,000
3310 REPAIRS & MAIN. CONTRACTUAL	\$	212,550			\$	212,550
3320 MAINT. SERV CONTRACTS	\$	60,000			\$	60,000
3330 MAINT/REPAIR VEHICLES CONTRACTED	\$	20,000			\$	20,000
3321 TECHN. MAINT. CONTRACTS	\$	225,000	\$	7,723	\$	232,723
3322 PEST EXTERMINATION	\$	2,000			\$	2,000
3324 FOOD SERVICE CONTRACTED	\$	1,250,000			\$	1,250,000
3600 ADVERTISING	\$	2,000			\$	2,000
3900 INDIRECT COST TO FISCAL AGENT	\$	133,491			\$	133,491
		PURCHASED SERVICES: \$ 3,684,134		\$ 7,723		\$ 3,691,857
UTILITIES / TRAVEL/ INSURANCE						
5100 ELECTRIC SERVICES	\$	425,000			\$	425,000
5102 HEATING SERVICES	\$	175,000			\$	175,000
5103 WATER & SEWERAGE SERVICE	\$	400,000			\$	400,000
5104 REFUSE COLLECTION	\$	25,000			\$	25,000
5201 POSTAGE	\$	3,000			\$	3,000
5203 TELEPHONE	\$	46,000			\$	46,000

**MIDDLE RIVER REGIONAL JAIL AUTHORITY
FY2021 REVISED BUDGET**

	FY 2021 FINAL BUDGET ADP:895	FY 2021 BUDGET AMENDMENT NO. 1	FY 2021 REVISED BUDGET
UTILITIES / TRAVEL/ INSURANCE			
5300 FACILITY INSURANCE	\$ 86,208		\$ 86,208
5305 VEHICLE INSURANCE	\$ 13,680		\$ 13,680
5501 TRAVEL EXPENSES	\$ 12,000		\$ 12,000
5801 DUES & SUBSCRIPTIONS	\$ 4,000		\$ 4,000
UTILITIES/TRAVEL & INSURANCE:	\$ 1,189,888	\$ -	\$ 1,189,888
MATERIALS & SUPPLIES			
6001 OFFICE SUPPLIES	\$ 35,000		\$ 35,000
6002 FOOD	\$ -		\$ -
6003 PRESCRIPTION DRUGS	\$ 706,965		\$ 706,965
6004 MEDICAL SUPPLIES	\$ 85,000	\$ 35,287	\$ 120,287
6005 LAUN, HOUSEKEEP. & JANIT. SUP	\$ 90,000	\$ 56,687	\$ 146,687
6006 LINEN SUPPLIES	\$ 20,000		\$ 20,000
6007 REPAIR & MAINT. SUPPLIES	\$ 147,100		\$ 147,100
6008 MOTOR VEHICLE FUEL	\$ 40,000	\$ 111	\$ 40,111
6009 TRANSPORTATION VEHICLES REPAIRS	\$ 32,000		\$ 32,000
6010 POLICE SUPPLIES	\$ 50,000		\$ 50,000
6011 UNIFORMS - STAFF	\$ 35,000		\$ 35,000
6012 FOOD SERVICE SUPPLIES	\$ 20,000		\$ 20,000
6013 COMPUTER/TECH. SUPPLIES	\$ 146,000		\$ 146,000
6016 PERSONAL SUPPLIES INMATES	\$ 85,000		\$ 85,000
6017 WEARING APPAREL INMATES	\$ 35,000		\$ 35,000
6018 MRRJ BED RENTAL-OTHER FACILITIES	\$ 250,000		\$ 250,000
MATERIALS & SUPPLIES:	\$ 1,777,065	\$ 92,085	\$ 1,869,150
REGIONAL OPERATIONS			
7002 TRAINING	\$ 121,000		\$ 121,000
7003 FIREARMS RANGE	\$ -		\$ -
PAYMENT TO JOINT OPERATIONS:	\$ 121,000	\$ -	\$ 121,000

**MIDDLE RIVER REGIONAL JAIL AUTHORITY
FY2021 REVISED BUDGET**

		FY 2021 FINAL BUDGET ADP:895		FY 2021 BUDGET AMENDMENT NO. 1		FY 2021 REVISED BUDGET
CAPITAL OUTLAY						
8001 EQUIPMENT	\$	19,000	\$	18,000	\$	37,000
8002 FURNITURE & FIXTURES	\$	-			\$	-
8004 COMPUTER SOFTWARE	\$	125,000			\$	125,000
8003 COMPUTER EQUIPMENT	\$	93,980	\$	16,000	\$	109,980
8005 MOTOR VEHICLES (NEW)	\$	99,000	\$	39,320	\$	138,320
8006 FACILITY IMPROVEMENTS	\$	-	\$	30,000	\$	30,000
8210 DEPRECIATION EXPENSE	\$	-			\$	-
CAPITAL OUTLAY:		\$ 336,980	\$	103,320	\$	440,300
DEBT AND RESERVES						
9110 REDEMPTION OF PRINCIPAL	\$	1,085,000			\$	1,085,000
9150 INTEREST	\$	871,528			\$	871,528
9210 OPERATING RESERVE	\$	-			\$	-
9220 REPAIR & REPLACE RESERVE	\$	-			\$	-
9230 MOTOR VEHICLE RESERVE	\$	-			\$	-
9240 COMPUTER EQUIP. RESERVE	\$	-			\$	-
9250 OPEB RESERVE	\$	-			\$	-
DEBT AND RESERVES		\$ 1,956,528	\$	-	\$	1,956,528
GRANTS						
NEW CODE - 8001	\$	-	\$	15,872	\$	15,872
33030-33030-3100	\$	-	\$	122,674	\$	122,674
33030-3110	\$	-	\$	95,600	\$	95,600
33030-3900	\$	-	\$	580	\$	580
33030-5501	\$	-	\$	8,920	\$	8,920
33030-6015	\$	-	\$	39,120	\$	39,120
33030-8001	\$	-	\$	21,468	\$	21,468
GRANTS		\$ -	\$	304,234	\$	304,234
TOTAL EXPENDITURES		\$ 22,399,175	\$	893,700	\$	23,292,875

**MIDDLE RIVER REGIONAL JAIL AUTHORITY
FY2021 REVISED BUDGET**

3-98	REVENUES:	FY 2021 FINAL BUDGET ADP:895	FY 2021 BUDGET AMENDMENT NO. 1	FY 2021 REVISED BUDGET
15010-0001	INTEREST INCOME	\$ 125,000		\$ 125,000
16050-0001	EMPLOYEE MEALS	\$ 4,000		\$ 4,000
16050-0002	INMATE PHONE SYSTEM	\$ 425,000		\$ 425,000
16050-0003	INMATE MEDICAL CO-PAY	\$ 66,000		\$ 66,000
16050-0004	HOME ELECTRONIC MONITORING	\$ -		\$ -
16050-0005	WORK RELEASE	\$ 525,000		\$ 525,000
16050-0006	INMATE KEEP FEES- \$3.00/DAY	\$ 230,000		\$ 230,000
16050-0099	MISC REVENUE- WORK FORCE CREWS	\$ 99,412		\$ 99,412
19020-0002	LOCAL BED RENTALS	\$ -		\$ -
19020-0003	LOCALITY CONTRIBUTIONS	\$ 11,908,817	\$ 589,466	\$ 12,498,283
19020-0004	LOCAL WORK FORCE	\$ -		\$ -
19020-0011	RECOVERED COSTS-COMMISSARY FUNDS	\$ 317,165		\$ 317,165
19020-0012	RECOVERED COSTS-OPERATIONS	\$ 47,296		\$ 47,296
19020-0013	RECOVERED COSTS-MEDICAL	\$ 35,000		\$ 35,000
19020-0014	RECOVERED COSTS-STATE/FEDERAL	\$ -		\$ -
23020-0002	COMP BOARD SALARIES & FRINGE	\$ 6,193,415		\$ 6,193,415
23020-0003	COMP. BOARD PER DIEM	\$ 2,056,500		\$ 2,056,500
24050-0006	DEPT BEHAVIORAL HEALTH-TDO	\$ 64,590		\$ 64,590
24050-	VA DEPT CRIMINAL JUSTICE SERVICES GRANT	\$ -	\$ 15,872	\$ 15,872
24050-0010	VA DEPT CRIMINAL JUSTICE SERVICES GRANT	\$ -	\$ 288,362	\$ 288,362
	RESERVE FUNDS: TECHNOLOGY	\$ 93,980		\$ 93,980
	RESERVE FUNDS: VEHICLES- USE RESERVES	\$ 64,000		\$ 64,000
	RESERVE FUNDS: CAPITAL EQUIPMENT	\$ 144,000		\$ 144,000
TOTAL REVENUES:		\$ 22,399,175	\$ 893,700	\$ 23,292,875

PERCENTAGE SHARE OF LOCALITY CONTRIBUTIONS FY 2021				
		FY2021 FINAL BUDGET	FY2021 BUDGET AMENDMENT NO. 1	TOTAL FY2021 CONTRIBUTIONS
34.0314%	AUGUSTA	\$4,052,737.15	\$200,603.53	\$4,253,340.68
19.9994%	STAUNTON	\$2,381,691.95	\$117,889.66	\$2,499,581.61
15.9858%	WAYNESBORO	\$1,903,719.67	\$94,230.86	\$1,997,950.52
0.3620%	HIGHLAND	\$43,109.92	\$2,133.87	\$45,243.78
14.8107%	HARRISONBURG	\$1,763,779.00	\$87,304.04	\$1,851,083.04
14.8107%	ROCKINGHAM	\$1,763,779.00	\$87,304.04	\$1,851,083.04
		\$ 11,908,816.68	\$ 589,466.00	\$ 12,498,283

COVID19 EXPENDITURE REQUESTS
MRRJA FINANCE COMMITTEE
9/14/2020

Priority #			BUDGET CODE
1	Janitorial Supplies-tablets, sprayers, mops, gloves, buckets, Germ x	\$ 41,909.00	-6005
2	Intake/Medical-PPE disposable face masks- @ \$4.42/ 50- 57400 masks	\$ 5,075.00	-6004
3	Medical PPE Supplies-thermometers, gloves, face shields, gowns, etc	\$ 5,556.00	-6004
4	Staff face masks	\$ 10,000.00	-6004
5	Inmate masks/VA Correctional - \$7.20/dozen, 10,000 masks	\$ 6,000.00	-6004
6	Mobile Medical Computer Units-2 units	\$ 16,000.00	-8003
7	Hands-free foot pump sanitizer dispenser- \$200 x 15 units	\$ 3,000.00	-6005
8	Gallon pump-top sanitizer (4 gallons) \$174.80 x24	\$ 4,195.00	-6005
9	Vehicles - Home Electronic Incarceration Inmates - \$19,660 EACH (2)	\$ 39,320.00	-8005
10	Conversion of 2 cells in medical unit to negative pressure cells	\$ 30,000.00	-8006
11	Connex Storage Trailer/Climate Control for storage of PPE Supplies	\$ 10,000.00	-8001
12	Backpack decontaminate sprayers 4 @ \$750 each	\$ 3,000.00	-6005
13	Promobot automated temperature system- Lobby area	\$ 8,000.00	-8001
14	COVID19 substantially dedicated employees pay July-September 2020		
	Wages- 27 Employees-Intake, Transportation, Comm Corrections	\$ 308,361.50	-1100
	FICA	\$ 23,588.00	-2100
	VRS	\$ 37,250.00	-2210
	Life Insurance	\$ 4,132.00	-2400
15	FY2021 Expenditures as of 9/14/2020- \$34,079		
	Medical	\$ 8,015.00	-6004
	Janitorial Supplies	\$ 4,583.00	-6005
	PT Employees Unemployment Costs	\$ 6,745.00	-3103
	Work Release -GPS Fees	\$ 7,723.00	-3321
	Work Release-Drug Tests	\$ 641.00	-6004
	Work Release-Gas/Fuel for vehicles	\$ 111.00	-6008
	Community Corrections Employees-June 2020	\$ 6,261.00	-1100
	TOTAL	\$ 589,465.50	

**MIDDLE RIVER REGIONAL JAIL
EXECUTIVE SUMMARY
September 29, 2020**

SUBJECT: Inmate Records Jail Board Report

BACKGROUND: The Inmate Records information is a summary of the information in our Offender Management System. This information is transmitted to the State of Virginia on a daily basis. It is then reconciled and certified each month through a system known as LIDS.

DISCUSSION: The information included in this report is a snapshot of the offender information on the date and time of this report, September 29, 2020 at 08:41am. This information is continuously changing. The number of people on HEM/HEI will differ between Inmate Records and Community Corrections. This difference is due to several people who were bonded on their charges and in home monitoring was a condition of their bond. Inmate Records is not able to count those who were released on their charges. We can only count the people who are on the HEI program and still being held on their charges. The number of people on work release could also differ from Community Corrections due to some inmates being approved for work release but have not yet started to their jobs.

<i>Total Inmate Population</i>	885		
Male Inmates	693		78%
Female Inmates	192		22%

<i>Category</i>	<i># of Inmates</i>	<i>% of Total</i>
Awaiting Trial	309	34.92
Totally Sentenced	454	51.3
Partially Sentenced	107	12.09
Awaiting Programs	3	.34
Awaiting Appeal	1	.11
Convicted but not Sentenced	9	1.01
Drug Court Sanction – Pre Trial	2	.23
In Hospital	0	00.0

Department of Corrections Responsible Inmates

Number of days since last Sentenced	SAW	Rockingham Harrisonburg	Others	Total
90+	126	95	1	222
60 – 90	21	15	0	36
30 – 60	18	24	0	42
<30	20	10	0	30
CCAP	2	7	1	10
Total	187	151	2	340
% of Total Population	21.13	17.06	.23	38.42

Work Release

Local Work Release (RC 26)	3
DOC Work Release (RC 28)	10
Total	13

***These numbers are included in the Jurisdiction Totals

HEM

Home Electronic Incarceration (RC 80)	38
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***These numbers are included in the Jurisdiction Totals

LOCAL Inmates by Jurisdiction

Locality Code	Jurisdiction	Total
015	Augusta	320
091	Highland	3
165	Rockingham	219
660	Harrisonburg	40
790	Staunton	183
820	Waynesboro	115

Other Virginia Jurisdictions – Non Contract Holds

Locality Code	Jurisdiction	Total
003	Albemarle	1
087	Henrico	1
163	Rockbridge	2
730	Petersburg	1

CONCLUSION: We are slowly seeing our in-house population rise to pre COVID-19 levels. Our headcount on February 29, 2020 was 903. Our current headcount is 885. That is a reduction of only 18 inmates. Contributing to the rise in population are new arrests, subjects that were placed on furlough have returned to complete their sentence and Rockingham has transferred approximately 52 inmates to our facility during September. The Department of Corrections has only taken 3 inmates during September.

ACTION OFFICER: Tami Bird, LIDS Tech

EXECUTIVE SUMMARY #ES-2020-078

MIDDLE RIVER REGIONAL JAIL
Executive Summary
September 29, 2020

SUBJECT: Community Corrections Quarterly Review

BACKGROUND: The Community Corrections Department is divided among Work Force, Work Release, and Home Electronic Monitoring. We have one lieutenant, one corporal, one HEM officer and one secretary at the present time. No workforce officers at the present time due to the work force crews not going out. Work release and workforce programs were suspended March 20, 2020.

DISCUSSION: Currently, due to the COVID 19 we have started the Home Electronic Monitoring and Home Electronic Incarceration Program to accommodate the need for bed space in the facility in anticipation of a quarantine. The Home Electronic Monitoring inmates are not Allowed to work. They are out on bond. We monitor them and report any issues to Blue Ridge Court Services or the courts. The Home Electronic Incarceration inmates are allowed to work. They are charged a supervision fee (\$20/day), a one-time admin fee of \$25, drug test (\$1.89 each), and they must pay their court fines and or child support. Our HEI officer goes to the job site and drug tests them or they report to the jail for their weekly drug test.

HEM/HEI INMATES

LOCALITY	MALE	FEMALE
Augusta County	11	8
Rockingham	5	7
Harrisonburg	2	0
Staunton	9	5
Waynesboro	6	1
TOTAL	33	21
Total HEM/HEI Inmates: 54		

Below are the HEM/HEI participants broken down by Bond status and Custody status by Locality.

Locality	Bond	Custody
Augusta County	7	12
Rockingham	1	11
Harrisonburg	0	2
Staunton	5	9
Waynesboro	0	7
Total HEM/HEI Inmates: 54	13	41

Middle River Regional Jail**SUBJECT:** Community Corrections Quarterly Review

We started allowing HEI inmates to go to a paying job on July 20 after approval from Commonwealth, Courts, and DOC. We currently have 36 HEI inmates out to work and will continue as jobs are found and inmates are approved.

LOCALITY	MALE	FEMALE
Augusta County	4	2
Waynesboro	6	1
Rockingham County	5	6
Harrisonburg	2	0
Staunton	5	2
TOTAL	22	11
TOTAL HEI AT WORK: 33		

Action Officer: Lisa McCray
Executive Summary # ES-2020-077

MIDDLE RIVER REGIONAL JAIL
VACANCY REPORT

MRRJ has the following vacancies as of July 27, 2020:

Officer	11	(5 of these positions are new emergency positions added for FY 2021)
RN	1	
Receptionist	1	(Interviews complete; will fill November 1, 2020)

**MIDDLE RIVER REGIONAL JAIL
EXECUTIVE SUMMARY**

September 30, 2020

SUBJECT: Superintendent/COVID-19 Report

BACKGROUND: MRRJ has continued to respond and take a number of discrete actions in response to the Governor's declaration of a state of emergency concerning the spread of COVID-19.

DISCUSSION: MRRJ staff continue to work collaboratively on a number of issues. A summary of key decision points in addition to those outlined in the referenced Executive Summary:

- 47 staff have been required to self-isolate for over 2,000 hours. Finally had one employee test positive for COVID-19; she was already self-isolating for over a week due to her partner previously testing positive for COVID-19
- Operational procedures changed as of September 8, 2020; MRRJ will now test inmates suspected of COVID-19 symptoms as opposed to requiring law enforcement to take to the hospital.
- MRRJ implemented a written Infectious Disease Preparedness and Response Plan in response to guidance issued from the Governor's Office. The published plan did not substantively change current operational procedures at MRRJ; the plan simply moved all previous guidance for staff to one document and provided MRRJ with a good opportunity to review and improve some screening processes.
- DCJS Grant approved for \$15,872 to improve quality and timeliness in processing staff and inmates.

CONCLUSION: As of the date of this document:

- No new additional inmates identified as positive for COVID-19 since the last update July 30, 2020

RECOMMENDATION: None.

ACTION OFFICER: Superintendent Newton

Executive Summary #2020-086

MIDDLE RIVER REGIONAL JAIL

Executive Summary

Date: September 29, 2020

SUBJECT: 3rd Quarter 2020 Program Report for Authority Board

BACKGROUND: Program Department will report each quarter on programs and services provided to the inmates.

DISCUSSION: Report is more condensed and focused on only data than the annual Program Report that is sent to the courts. Included are short descriptions of the programs along with attendance and completion rates.

Education Programs: After a four-month period of not being able to hold classes, we resumed GED on Monday July 20. We had two students (one male and one female) earn their GED during this quarter.

GED (Males) – 4 students per session (***I EARNED GED***)

- 6 total participants
- 2 removed for discipline
- 2 removed for non-attendance

GED (Females) – 4 students per session (***I EARNED GED***)

- 6 total participants
- 1 removed for discipline

Addictions Programs: The program is 24 weeks long (*Breaking the Cycle of Addiction*). Due to the structure of the program, new students are not able to join until the current session is completed. Meetings were suspended during the 2nd Quarter due to the COVID-19 and started meeting again on July 22. The program has not been running long enough this session for anyone to have completed it.

Males

- 8 total participants
- 1 completed his sentence

Females

- 8 total participants
- 2 removed for non-attendance
- 1 removed due to Keep Separate issue that arose

Thought Process and Behavior Programs: **Dialectical Behavior Therapy** is a cognitive behavior therapy class taught by Mental Health Professionals from Valley Community Services Board. Its main goals are to teach people how to live in the moment, cope healthily with stress, regulate emotions, and improve relationships with others. Meetings resumed July 21.

Males

- 17 total participants
- 5 removed for non-attendance

Females

- 23 total participants
- 11 removed due to non-attendance

MIDDLE RIVER REGIONAL JAIL

SUBJECT: Programs Report 3rd Quarter

Re-Entry Programs: Under our Mental Health grant, MRRJ was able to give emergency housing assistance to those being released who were on the Mental Health caseload while incarcerated.

- 3 people were assisted with emergency housing
- \$5,544.88 was spent for emergency housing

RECOMMENDATIONS: The quarterly Program Report is designed to be sent to the Authority Board so they can quickly get a good idea of what services and programs MRRJ is providing to the inmates.

ENCLOSURES: 3rd Quarter 2020 Program Report

ACTION OFFICER: John Lilly, Chief Inmate Programs

EXECUTIVE SUMMARY # ES-2020-085

Middle River Regional Jail
Executive Summary
September 29, 2020

SUBJECT: MRRJ Population change analysis

Background: Beginning March 2020, MRRJ working in concert with the local Commonwealth Attorneys and Courts, began an effort to reduce the in-house jail population. This effort was to prepare MRRJ for the potential to isolate segments of the population due to COVID-19. The MRRJ in-house jail population was reduced from about 900 average daily population in March 2020 to just under 700 average daily population in June 2020.

Discussion: Since June 30, 2020 the in-house MRRJ daily inmate population has increased almost 140 inmates. This analysis is an effort to ascertain the primary factors that has resulted in this rise in average daily inmate population.

Analysis:

1. The Virginia Department of Corrections suspended accepting intake of inmates from local and regional jails March 2020.
 - a. The Virginia Department of Corrections announced the intention to re-start accepting intake of inmates from local and regional jails September 2020.
 - b. MRRJ has transferred three (3) inmates to the Virginia Department of Corrections in September 2020.
 - c. The most recent Virginia Department of Corrections out of Compliance List shows MRRJ is holding 199 inmates that are awaiting transfer. There are over 4,600 inmates out of compliance in local and regional jails awaiting transfer to the Virginia Department of Corrections.
2. MRRJ continues to manage a number of offenders on Home Electronic Monitoring (HEM) and Home Electronic Incarceration (HEI) (as many as 60+ per day in the two programs). Without these two programs these inmates would likely be added to the MRRJ daily population further exacerbating the population management challenges (*See population trend chart*).
3. MRRJ average daily inmate population has increased approximately 140 inmates per day since July 1, 2020. (*See population trend chart*).
4. In general, MRRJ processed more Releases for March, April, May and June than Intakes (*See Committal by Location Chart*).
5. Beginning July this trend reversed with more Intakes being processed than Releases. (*See Committal by Location Chart*) **Why?**
 - a. Activity from Augusta County (General District and Circuit Courts) dramatically increased in July and August.
 - i. By July 2020 Augusta Circuit Court has returned to the March 2020 activity level.

Middle River Regional Jail

Executive Summary

September 30, 2020

- ii. Augusta J&DR Court is flat throughout the analysis period.
 - iii. By July 2020 Augusta General District Court has returned to March 2020 activity level.
 - b. Transfers from Harrisonburg/Rockingham began increasing in June and doubled by August. (Harrisonburg/Rockingham has reported they needed to begin transferring offenders to MRRJ as their in-house population was increasing.)
 - c. Activity for City of Staunton and City of Waynesboro is slowly returning to pre-COVID-19 level of activity.
6. It is not known if this increase in activity is simply the courts returning to normal operations or if this is a bubble as these courts hear cases that have been delayed as a result of COVID-19.

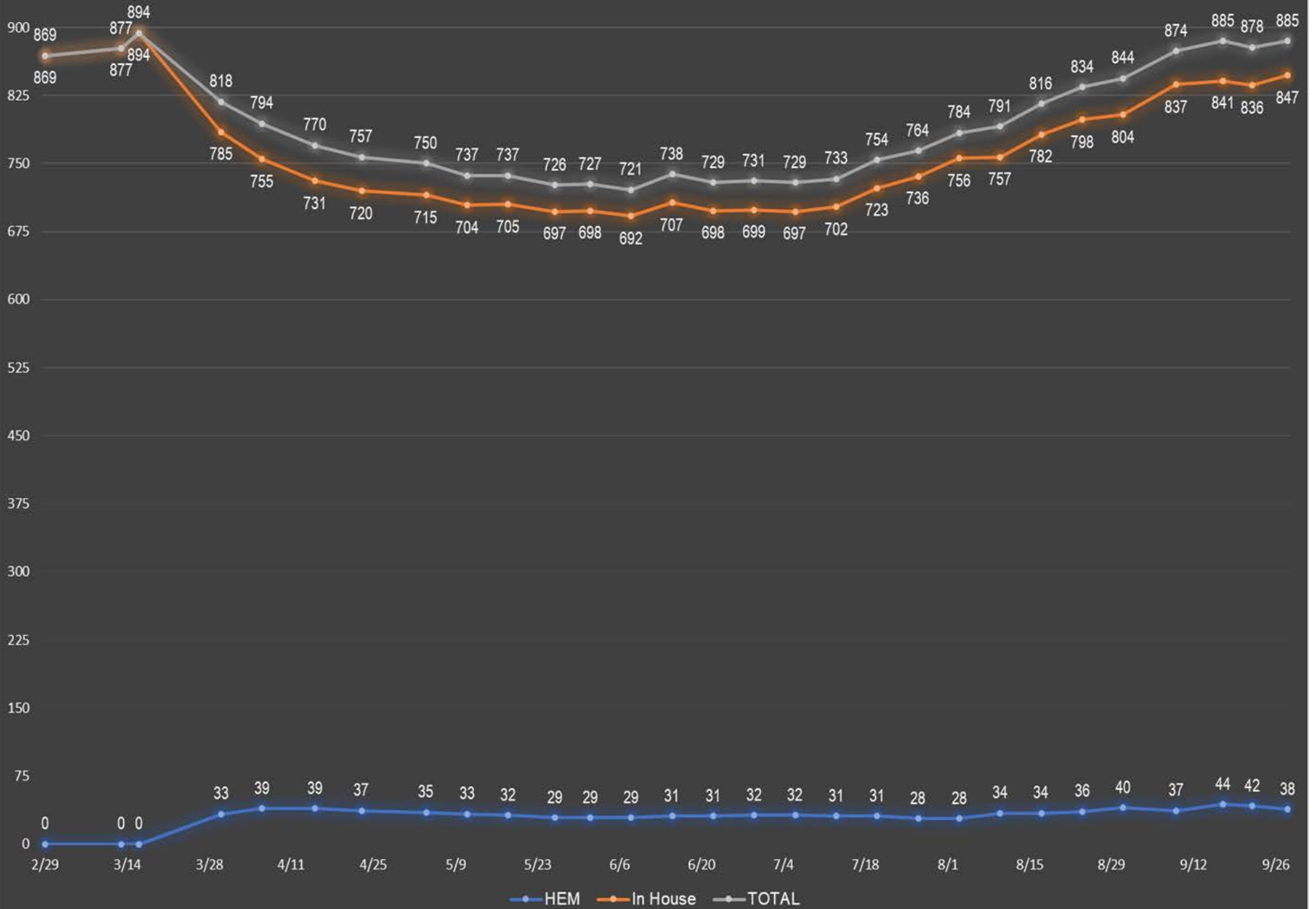
Recommendation: None at this time

Enclosure:

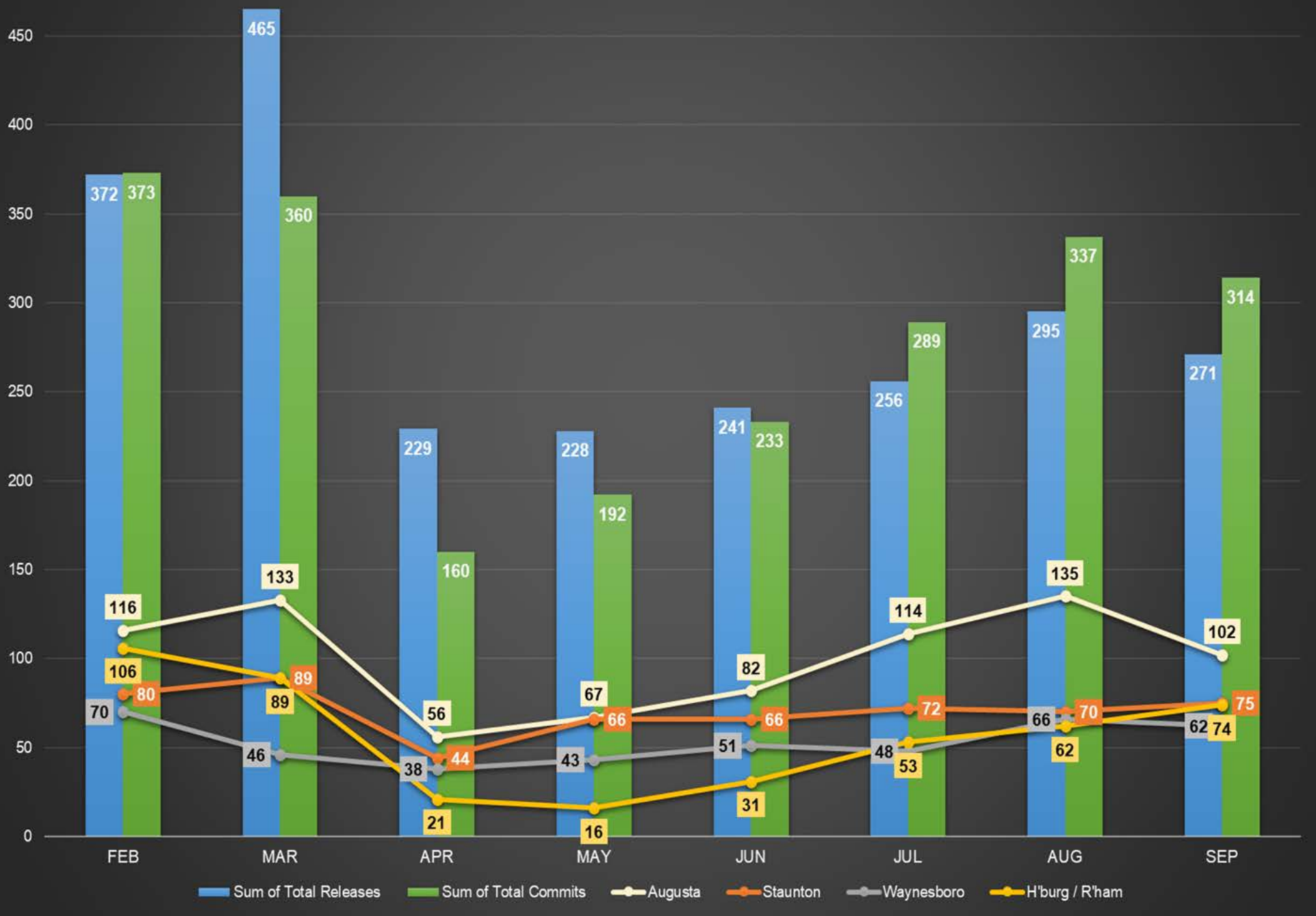
1. Chart representing total jail population inhouse population and HEI population (the chart does not reflect the HEM population that is being monitored by MRRJ but not in MRRJ custody).
2. Chart representing the steady increase in monthly population increase by jurisdiction

Prepared by: J. Newton, CJM
Superintendent

MRRJ Population Trends 02/29/2020 - 09/29/2020



MRRJ Population Trends by Committal Location Feb '20 - Sep '20



Middle River Regional Jail

Executive Summary

September 16, 2020
(Updated September 30, 2020)

SUBJECT: Action of the Commonwealth of Virginia Board of Local and Regional Jails

Background: On December 3, 2019 MRRJA approved the submission of a Community Based Corrections Plan (CBCP) to the Commonwealth of Virginia Board of Corrections (later renamed by action of the Virginia Legislature the Commonwealth of Virginia Board of Local and Regional Jails).

Discussion: The Commonwealth of Virginia Board of Local and Regional Jails (VBLRJ) met today via telephone conference call. The meeting was attended by Tony Bell and Adam Bricker (Moseley Architecture), Jeff Gore (MRRJA Attorney) and Superintendent Newton, Major Young, Major Nicholson and Mrs. Colvin (Representing MRRJ). On the agenda were two items from the Middle River Regional Jail Authority.

1. **Community Based Corrections Plan** – Mr. Bob Casey, DOC staff member, presented the MRRJA Community Based Corrections Plan to the VBLRJ with a brief summary highlighting the need for a 400-bed addition (as you may recall we chose to request construction of a 400-bed minimum custody addition that could be double bunked to 800 beds in the future).
 - a. A VBLRJ Board Member asked if the plan included a provision for increased isolation of inmates due to the COVID-19 pandemic. *Superintendent Newton responded that the plan provided for a larger inmate Medical Clinic that would have greater capacity than what currently exists. As you are aware, the CBCP and Options for construction were all developed prior to COVID-19 and future design may require some adjustments beyond what was originally intended.*
 - b. The CBCP was approved unanimously by the VBLRJ.
2. **Middle River Regional Jail 400-Bed Expansion and Renovation** – Mr. Casey presented the proposed project to add 400 beds to MRRJ at a cost of up to \$96,501,722 with 25% (\$24,125,430) eligible for Commonwealth reimbursement.
 - a. The project was approved unanimously by the VBLRJ.

Recommendation: With this administrative process completed, the next step is to work with the Northam Administration to include the project and request the 25% state reimbursement in the Governor's FY 2022 state budget (amendments) bill that will be introduced prior to the regular

Middle River Regional Jail

Executive Summary

September 16, 2020 (Updated September 30, 2020)

2021 General Assembly Session in January and to advocate with legislators to include it in any budget amendments they adopt.

Enclosure: Tentative Middle River Regional Jail Expansion Projected Project Schedule for Planning and Construction

Prepared by: J. Newton, CJM
Superintendent

Middle River Regional Jail

Executive Summary

September 16, 2020 (Updated September 30, 2020)

SUBJECT: Middle River Regional Jail Expansion Projected Project Schedule for Planning and Construction

Tentative Middle River Regional Jail Expansion Projected Project Schedule for Planning and Construction		
Item	Date	Status
Submit CBCP/Planning Study to VADOC for Approval	December 2019	Complete
Board of Local and Regional Jails Approval	September 2020	Complete
Governor's FY 2022 state budget (amendments) bill	December 2020	Pending
*RFP Process – Advertise for Architects	February 2021	Pending
Debt Issuance – Interim Financing (Architect Fees)	March 2021	Pending
Legislative Approval of Project	April 2021	Pending
Governor's Budget Approved	July 2021	Pending
Notice to Proceed – Design	July 2021	Pending
Complete Schematic Design	September 2021	Pending
Complete Design Development	December 2021	Pending
Complete Construction Documents	February 2022	Pending
Advertise for Bids	March 2022	Pending
Receive Bids	May 2022	Pending
Notice to Proceed (Construction)	June 2022	Pending
Substantially complete construction of Addition	August 2023	Pending
Deliver Inmates in New Building	September 2023	Pending
Final Completion of Project	September 2023	Pending

*MRRJ included Architect Services in the original issuance of the Request for Proposal for the Community Based Corrections Plan that was awarded to Moseley Architects. However, Section 9.5 provides for the Authority to cancel the contract with Moseley without cause with 7 days' notice. This would provide the opportunity for MRRJ to separately procure Architectural Services if desired.

MIDDLE RIVER REGIONAL JAIL

Executive Summary

September 30, 2020

SUBJECT: Worker Compensation

BACKGROUND: Generally, Middle River Regional Jail (MRRJ) has historically followed Augusta County Personnel Policies. However, MRRJ has promulgated its own policies for staff to follow. By action February 5, 2019, the Middle River Regional Jail Authority (MRRJA) directed that MRRJ follow the Augusta County Annual Holiday Schedule. This appears to be the only action by MRRJA directing MRRJ follow any specific Augusta County Policy or practice.

DISCUSSION: While reviewing a series of policies and procedures concerning insurance it was discovered that MRRJ has a practice of paying employees 100% of their salary when the employee is on workers compensation. VACorp reimburses MRRJ 66.66% and MRRJ makes up the difference to ensure an employee maintains 100% of their pay. The difference is not currently being deducted from the employee's earned benefit time.

RECOMMENDATION: Change practice of providing employees 100% pay. Implement practice and document in policy employees will receive 66.66% pay.

ENCLOSURES: None

ACTION OFFICER: Superintendent J. Newton, CJM