



MIDDLE RIVER REGIONAL JAIL

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

August 6, 2019 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 August 6, 2019 Middle River Regional Jail Authority Board meeting to order at 2:04 p.m.

Members Present:

Timothy Fitzgerald, Augusta County Administrator (Chairman)
Stephen King, Rockingham County Administrator (Vice Chairman)
Steven Rosenberg, Staunton City Manager
Eric Campbell, Harrisonburg City Manager
Cameron McCormick, Waynesboro City Finance Director
Larry Propst, Harrisonburg City Finance Director
Phillip Trayer, Staunton City Finance Director
Donald Smith, Augusta County Sheriff
Eric English, Harrisonburg Police Chief
Michael G. Hamp, Waynesboro City Manager
Joe Harris, Waynesboro City Sheriff
Patricia Davidson, Rockingham County Finance Director

Members Absent:

Jennifer Whetzel, Augusta Assistant County Administrator
Bryan Hutcheson, Rockingham County Sheriff
Matt Robertson, Staunton City Sheriff

Facility Staff:

Jeffery Newton, CJM, Superintendent, Middle River Regional Jail
Eric Young, Major of Operations, Middle River Regional Jail
Lori Nicholson, Major of Support Services, Middle River Regional Jail
Jeannie Colvin, Finance Director, Middle River Regional Jail
Faye McCauley, Legal Liaison, Middle River Regional Jail
Tina Reed, Recorder, Middle River Regional Jail

Others Present:

Roger Wiley, Legal Counsel, Middle River Regional Jail Authority
Misty Cook, Finance Director, Augusta County
Captain Jimmy L. Wimer, Rockingham County
Jim Orndorff, Citizen
Harvey Yoder, Citizen
Nancy Insko, Citizen
Michael Jones, Moseley Architects
Carrie Gill, Moseley Architects

Mr. Fitzgerald welcomed Mr. Rosenberg, new Staunton City Manager to the Authority Board.

2. RECOGNITIONS, RESOLUTIONS, AWARDS, AND RETIREMENTS

There were no Recognitions, Resolutions, Awards or Retirements

3. APPROVAL OF MINUTES

Mr. King made a motion to approve the minutes from the June 4, 2019 meeting. Mr. Campbell seconded the motion. Approval was **unanimous**.

4. CITIZEN COMMENTS AND COMMUNICATIONS

There were no public comments at this time.

5. COMMENTS FROM BOARD MEMBERS OR LEGAL COUNSEL

There were no Board or Legal Counsel comments.

6. FINANCE REPORT

Ms. Colvin informed the Board that the June 30, 2019 Finance Report is preliminary pending the annual financial audit. Ms. Colvin updated the Board on the new purchasing system implemented July 1, 2019. There have been 68 purchase orders this year (since 7/1/2019).

MRRJ has entered into cooperative contracts for medical provider services, video system upgrade, facility intercom system, and issued and awarded a bid for food products.

7. REPORTS AND BRIEFINGS

Major Young reviewed the following reports:

- a. **Population Report** – As of August 2, 2019, there is a total of 849 offenders being housed at MRRJ.
- b. **Community Corrections Report** – Reviewed and discussed.
- c. **Staff Vacancy Report** – Reviewed.

8. NEW BUSINESS

- a. **Executive Summary-MRRJ By-Laws-Updated Middle River Regional Jail Authority By-Laws to add Harrisburg & Rockingham County, update terms, meetings, and MRRJ procurement procedures.**

Mr. Hamp moved to approve and Sheriff Smith seconded the By-Laws update. Approval was **unanimous**.

- b. **Board of Corrections Audit** – Major Young presented that the Virginia Board of Corrections issued Unconditional Certification to Middle River Regional Jail on May 15, 2019. The Certification is a 3-year certification. Mr. Fitzgerald conveyed the Board's thanks to both Majors.
- c. **Medical Provider Services** – Major Nicholson updated the Board on the change to medical provider services with Rappahannock Creative Health Care which started 8/1/2019. All inmates currently taking medication are being reviewed by the doctors. Special diets are being reviewed including testing for food allergies. The doctors are on-call 24 hours a day. This contract includes medical provider and dental services. Nursing services staff remain MRRJ employees.

Feedback from nursing staff has been good and the provision for services is anticipated to be more consistent and predictable for staff as the medical and dental providers become more familiar with MRRJ inmates and staff.

- d. **Resolution** - Appoints Superintendent Jeffery L. Newton, CJM as the Board's single contact person for the Jared Tilson v Zoe Humphrey, et al litigation.

Mr. King moved to approve and Mr. Campbell seconded. Approval was **unanimous**.

e. Executive Summary - Community Based Corrections Plan / Needs Assessment

Major Young and Mr. Carrie Gill, Moseley Architects, presented an Executive Summary of the status of the Community Based Corrections Plan. Mr. Gill provided information about how the process works, what is included in the process, what Moseley is doing, and a summary of the time line for the process. The **Needs Assessment** describes the operation of the existing jail, projects future capacity needs, and includes a description of the justification for expanding local capacity. The **Planning Study** sets forth the specific plan for system expansion. Both the Needs Assessment and the Planning Study are required to be completed before the next step in the process can be accomplished. To meet current projections both, need to be completed prior to December 31, 2019 or the entire process will be delayed one calendar year. Major Young noted that funding was included in the FY 2020 budget, however, the Board has yet to approve the Planning Study.

Mr. Hamp made a motion to approve moving forward since funding in the amount of \$84,761.00 for the Planning Study was in the FY 2020 budget. Sheriff Smith seconded the motion. Approval was **unanimous**.

f. Executive Summary – Organizational Chart

Superintendent Newton presented an Executive Summary outlining the proposed changes to the organizational structure of MRRJ. Superintendent Newton was clear in that he was not requesting specific approval of the Organizational Structure as he wanted to maintain the ability to move and reassign functional sections of MRRJ in response to the needs of the facility. However, he wanted to ensure the Board was aware of the new Organizational Structure and he noted he would continue to ensure the Board was aware of any substantive changes in the future.

After extensive discussion, Mr. Hamp moved, Sheriff Smith seconded to approve the recommended changes to the Organizational Structure to include the utilization of \$115,000 from the Inmate Commissary to fund some positions. The motion did not include funding for the Assistant Superintendent position. **Approval was unanimous.**

Mr. Fitzgerald, Chairman turned the meeting over to Mr. King, Vice Chairman at 3:00 p.m.; Mr. King chaired the meeting through the closed session.

9. Closed Session

At 3:05 p.m. on August 6, 2019, Mr. Hamp made a motion to go into closed session; seconded by Mr. Rosenberg. The vote of the Authority members present to go into closed session was **unanimous**.

Middle River Regional Jail Authority Board entered closed session pursuant to:

Virginia Code § 2.2-3711 (A) (7)

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation

At 3:30 p.m. on August 6, 2019 Mr. Hamp made a motion to go out of closed session; seconded by Mr. Rosenberg.

Roll Call Vote confirming discussion was limited to above authorized action:

MEMBERS

Stephen King
Steven Rosenberg
Eric Campbell
Eric English
Cameron McCormick
Patricia Davidson

VOTE

aye
aye
aye
aye
aye
aye

Larry Propst
Donald Smith
Phillip Trayer
Mike Hamp
Joe Harris

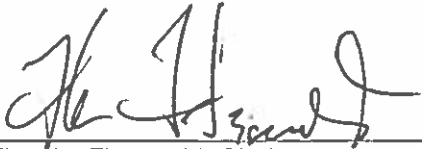
aye
aye
aye
aye
aye

10. **ADJOURNMENT**

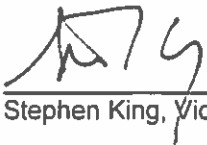
With no additional business before the Authority Board, the meeting was adjourned.

The next Authority Board meeting is scheduled for October 1, 2019 at 2:00 p.m.

Location: Augusta County Government Center Smith Board Room West.



Timothy Fitzgerald, Chairman



Stephen King, Vice Chairman