



MIDDLE RIVER REGIONAL JAIL

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

May 23, 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
Jessie Moyers, Staunton City Finance Director

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

1. **Approval of Minutes January 24, 2023:** Mr. Propst made a motion to approve the minutes from the January 24, 2023 meeting. Ms. Whetzel seconded the motion. Approval was **unanimous**.
2. **FY 24 Approved Budget-** approved at February 2023 Authority meeting.
 - 3 full-time officer positions added from comp board after removing 3 emergency officer positions.
 - 2 Mental Health positions added from comp board (these positions were not included in the FY 24 approved budget)
 - 5 medical positions from comp board (we are moving locality nursing positions into these positions)
 - The Comp Board added 31 new positions in FY23 for MRRJ broken down as follows:
 - 15 Emergency Officers
 - 12 Medical positions
 - 4 Mental Health positions
 - A 5% pay increase is in the FY 24 budget however, there is a possibly the increase will be 7% once the state budget is approved. MRRJ is requesting that if 7% is approved by the Comp Board we could give the 7% and do a budget revision at a later date. Finance committee

approved. Place on the agenda for the next Authority meeting for final approval.

3. **FY 23 Budget**- reviewed and discussed. Notable changes are:
 - Per Diem payments have decreased approximately \$500,000.00 due to the DOC moving inmates.
 - Funds from supply accounts have been transferred to capital outlay equipment to replace operational kitchen equipment and a mower.
 - CIP Reserves will be restored back to \$1,500,000.
4. **DCJS Equipment Grant**- MRRJ was awarded \$169,000. It will be used to purchase a body scanner to go in the Lobby (\$144,000) and a training simulator (\$25,000)
5. **Mental Health Program**- MRRJ was awarded the DCJS MH Grant \$288,362 (flat funding). The following are changes to the Mental Health program:
 - VCSB MOU's have been terminated. The Compensation Board is adding two additional MH positions to be filled in FY 24.
 - MRRJ has created a Mental Health Department.
 - A Mental Health Manager has been hired.
 - 2 Case Managers will be hired.
 - There are expected to be new standards for Mental Health in the next year.
6. **Cash and Investments**: We have opened two (2) LGIP accounts for 1) Jail Operations cash and 2) the Commissary account.
7. **Credit Cards**: MRRJ is looking to change the existing credit card and use Card Assets which is a company that works with First Bank and Trust. MRRJ will work up a plan and present it at the next Authority Board meeting.
8. **Capital Improvement Plan Updates**: Reviewed the CIP General Ledger report. There is a need to repair the roof and two Air Handler units (AHU's). AHU project cost will be \$75,000. Roof Replacement will be in FY 26 at an approximate cost of \$2.0 million.
9. **Inmate Telephone/Communications/Software Systems Update**: Smart Communications won the bid for the inmate telephone and software contract. MRRJ should go live September 1, 2023. Inmates will receive enhanced benefits and telephone rates; will provide an improved jail tracker system; better investigative tools. Commission payments will be as follows:
 - Year 1-3 \$494,000
 - Year 4 \$590,000
 - Year 5 \$584,000
10. **Highland County Agreement**: Highland County attorney has received the agreement and is reviewing.
11. **Superintendent Update**:
 - MRRJ continues to transfer 10-15 inmates per week to DOC.
 - May 1, 2023 MRRJ returned to normal operations; no Covid protocol

- Upgrading cameras as needed.

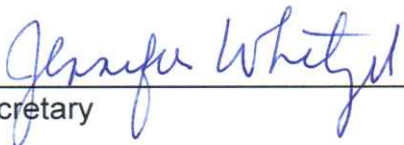
12. 2023 Calendar Year Finance Committee Meeting Schedule

July 18, 2023 @ 2:00 p.m. (Cancelled)

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

November 14, 2023 @ 2:00 p.m.

With nothing further to discuss the meeting adjourned at 2:45 p.m. on a motion from Mr. Propst. Ms. Whetzel seconded the motion. **Approval was unanimous.**


Secretary