



MIDDLE RIVER REGIONAL JAIL

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

November 16, 2021, 2:00 p.m.

Finance Committee Meeting
350 Technology Drive
Staunton, Virginia 24401

Finance Committee Members:

Jennifer Whetzel, Augusta Assistant County Administrator
Cameron McCormick, Waynesboro City Finance Director
Larry Propst, Harrisonburg City Finance Director (via webex)
Phillip Trayer, Staunton City Finance Director
Patricia Davidson, Rockingham County Finance Director

Facility Staff:

Jeffery Newton, Superintendent, Middle River Regional Jail
Eric Young, Major of Operations, Middle River Regional Jail
Jeannie Colvin, Finance Director, Middle River Regional Jail
Tina Reed, Recorder, Middle River Regional Jail

Others Present:

Tyler Moses, IT, Middle River Regional Jail
Misty Cook, Augusta County Fiscal Agent
Jeff Gore, Attorney (via webex)
Randi Hagi, WMRA
Jimmy Sanderson (via webex)
Ted Cole (via webex)
Ben Wilson (via webex)
Mitch Brijulio (via webex)
Chris Kulp (via webex)

Mr. Newton welcomed everyone.

1. **Approval of Minutes September 14, 2021:** Ms. Davidson made a motion to approve the minutes from the September 14, 2021 meeting. Mr. McCormick seconded the motion. Approval was **unanimous**.
2. **Review of Bond Resolution for Renovation Project:**
Mr. Kulp reviewed the bond resolution for the localities to approve as required by the Service Agreement. This draft has been revised from 9-14-21 meeting removing the reference to financing through the Virginia Resources Authority. Mr. Kulp stated that four of the five

localities must approve the resolution for the project to proceed. Localities will need to schedule approval status of the bond resolution and a decision will need to be made on how to finance the project at a later date. The project must be authorized first. Will discuss at the December 2021 Authority meeting. Davenport reviewed preliminary numbers and rate differences for both financing scenarios for all debt financing and partial debt and cash payments from localities. Mr. Newton feels it is too soon to consider financing. The state will cover 25% of the project. Total debt service reviewed and discussed. At this time the numbers are based on a 4.7% rate. That rate can go up or down over time.

3. Service Agreement:

Ms. Colvin reviewed the changes to the Service Agreement to allow cash payments from localities for capital projects which changes the formula calculation for annual debt payments. She also stated that Highland County has been removed from the debt calculations based on legal advice since Highland County is not an official member according to the Service Agreement. Davenport and Company reviewed debt service calculations. Mr. Sanderson commented that depending if one or more localities decides to pay cash for the project, that could potentially impact the credit quality of the financing. Ms. Davidson stated we may need an additional meeting to consider changes in general to the Service Agreement, not just this issue.

4. Discussion of \$3000 bonus for non-sworn staff:

Sworn staff were approved for a \$3000 bonus at the October 5, 2021 Authority meeting. The Compensation Board covers the cost of the bonus for sworn staff. A budget amendment was approved to account for the additional revenue and expense for the bonus for the FY2022 budget. Non-sworn staff were not approved to receive the bonus but the motion stated the bonus would be reconsidered at the February 2022 Authority meeting. There are funds in vacancy savings to cover the cost of the \$3000 bonus for non-sworn staff and a \$1500 bonus for part-time staff. Mr. Trayer made a motion to discuss at the December 2021 Authority meeting. Ms. Davidson seconded the motion. Approval was unanimous.

5. Update on Renovation Project:

Mr. Newton and Major Young will be attending meeting tomorrow. Will have more information after this meeting.

6. Approval to hire positions January 1, 2022:

The following positions were approved in the FY2022 budget with the caveat that the Finance Committee review before hiring in January:

- Deputy Superintendent
- Accounting Technician
- Nurses (2)
- Information technology Technician

Mr. Newton reviewed the restructuring of the organization. Need Finance Committee approval to move forward with filling the positions. The Finance Committee would like to put on the agenda for the December 2021 Authority meeting.

7. Fiscal Agent Transition-Bank Account:

Bank account changes will need to be authorized. Will need to establish a bank account with signature and communication authority for financial software for access and testing purposes for checks/ACH. Bank changes discussed and will be placed on the December 2021 Authority meeting agenda.

8. Review of FY2021 Audited Financial Report:

Ms. Colvin reviewed audit report for MRRJA and Inmate Accounts. Auditors with PB Mares will attend the December 2021 Authority meeting to present their report.

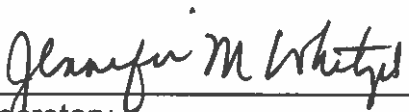
9. Operational Update from the Superintendent:

- a. Reviewed status of salary upgrades for correctional/jail Officers. Compensation study completed November 15, 2021.
- b. Inmate population as of today is 718.
- c. Covid testing-MRRJ is using approximately 700 tests weekly. Availability of the tests may become an issue.
- d. There are no inmates being housed away from MRRJ at this time.

10. FY2022 Finance Committee Meeting Schedule:

Tuesday, January 25, 2022	2:00 p.m.	FY2023 Draft Budget Review
Tuesday, March 15, 2022	2:00 p.m.	
Tuesday, May 17, 2022	2:00 p.m.	
Tuesday, July 19, 2022	2:00 p.m.	
Tuesday, September 20, 2022	2:00 p.m.	
Tuesday, November 22, 2022	2:00 p.m.	

The next Finance Committee meeting is scheduled for March 15, 2022 at 2:00 pm


Secretary

