



# MIDDLE RIVER REGIONAL JAIL

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

## Minutes

December 5, 2017, 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 December 5, 2017 Middle River Regional Jail Authority Board meeting to order. Mr. Fitzgerald welcomed everyone.

#### Members Present:

Timothy Fitzgerald, Augusta County Administrator (Chairman)  
Stephen F. Owen, Staunton City Manager  
Michael G. Hamp, Waynesboro City Manager  
Stephen King, Rockingham County Administrator  
Jeanne Colvin, Staunton City Finance Director  
Jennifer Whetzel, Augusta Assistant County Administrator  
Patricia Davidson, Rockingham County Finance Director  
Larry Propst, Harrisonburg City Finance Director  
Donald Smith, Augusta County Sheriff  
Bryan Hutcheson, Rockingham County Sheriff

#### Members Absent:

Terri Marks, Waynesboro City Finance  
VACANT, Staunton City Sheriff  
Joseph Harris, Waynesboro City Sheriff  
VACANT, Harrisonburg City Sheriff  
VACANT, Harrisonburg City Manager

#### Facility Staff:

Jack Lee, Superintendent, Middle River Regional Jail  
Eric Young, Major of Operations/Support Services, Middle River Regional Jail  
Lori Nicholson, Major of Security, Middle River Regional Jail

#### Others Present:

Jeff Gore, Legal Counsel, Middle River Regional Jail Authority  
Misty Cook, Augusta County Finance Director  
Ande Banks, Harrisonburg Deputy City Manager  
Powell Bostic, Captain of Operations/Support Services, Middle River Regional Jail  
Capt. Jimmy L. Wimer, Rockingham County  
Jonathan Mason, Auditor, PB Mares  
Betsy Hendrick, Auditor, PB Mares

### 2. RECOGNITIONS, RESOLUTIONS, AWARDS, AND RETIREMENTS

There were no recognitions, resolutions, awards or retirements.

### 3. APPROVAL OF MINUTES

Mr. Owen made a motion to approve the minutes from the October 10, 2017 meeting. Ms. Colvin seconded the motion. Approval was **unanimous**.

### 4. CITIZEN COMMENTS AND COMMUNICATIONS

There were no citizen comments or communications.

### 5. COMMENTS FROM BOARD MEMBERS OR LEGAL COUNSEL

- Mr. Owen advised he received a letter from Bob Holton, Bridgewater thanking the Board for the crew that is assisting them.
- Mr. Gore states that an agreement is being worked on with VACORP so that Rosalie Fessier may continue as counsel for Middle River Regional Jail.
- Mr. Lee requested that the Board consider moving the meeting date to the first Tuesday of every other month. There is a scheduling conflict on the second Tuesday. Ms. Whetzel made a motion to begin meeting on the first Tuesday, every other month beginning in February 2018. Mr. Banks seconded the motion. Approval was **unanimous**.
- Mr. King states he is receiving questions regarding the difference in the "keep fee" amount between MRRJ and HRRJ. A discussion was held and the "keep fee" will remain the same at both agencies.

### 6. FINANCE REPORT

Jonathan Mason and Betsy Hendrick with PB Mares are attending the meeting today to review the audit report for FY' 17. They will be able to assist if there are any questions or concerns from Board members.

Ms. Hendrick presented the report. Notable is on page 4-Assets and Liabilities showed an increase over the previous year. There were no issues to report. Final report is an unmodified opinion.

Mr. Fitzgerald thanked all staff involved for assisting the auditors.

Mr. King made a motion to accept the audit. Mr. Hamp seconded the motion. Approval was **unanimous**.

The Finance Report was reviewed.

### 7. REPORTS AND BRIEFINGS

Mr. Lee reviewed the following reports:

- a. **Population Report** – As of December 4, 2017, there was a total of 859 inmates being housed at MRRJ. At this time, there is a total of 207 DOC responsible inmates who are out of compliance.
- b. **Bed Rental Update** – Reviewed and discussed.
- c. **Work Release Report** – Reviewed and discussed. Home Electronic Monitoring Program now has four individuals participating. We will add these numbers to the report for the next meeting.
- d. **Staff Vacancy Report** – As of November 29, 2017 there are 5 officer and 1 nurse vacancies.

### 8. NEW BUSINESS

- a. **EMAR Update** – The last phase of the bid process has been completed. Once the contract is awarded it will be approximately four months before implementation.
- b. **Camera System Update** – The system has shut down. Repairs are being made.
- c. **Chiller Update** – Repairs are on schedule with a March completion date.

9. **ADJOURNMENT**

With no additional business before the Authority Board, the meeting was adjourned at 2:35 pm.

**The next Authority Board meeting is scheduled for February 6, 2018 at 2:00 pm**

**Location: Augusta County Government Center Smith Board Room West.**

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Timothy Fitzgerald, Chairman

