

**TO CONVENE CLOSED SESSION**  
November 20, 2018

Timothy Fitzgerald, MRRJA, Chairman called the meeting to order at 10:10 a.m. on Tuesday, November 20, 2018. Members were welcomed and a quorum verified.

At 10:12 a.m., Stephen King made a motion to go into closed session; Seconded by Steve Owen. The vote of the Authority members present to go into closed session was unanimous.

Middle River Regional Jail Board entered closed session pursuant to:

- (1) **the personnel exemption under Virginia Code § 2.2-3711(A)(1)**  
Discussion of performance evaluation of job assignments of specific employees.
- (2) **the legal exemption under Virginia Code § 2.2-3711 (A) (7)**  
Discussion of another matter requiring advice of counsel

At 11:38 a.m. on November 20, 2018, Stephen King made a motion to go out of closed session; Seconded by Donald Smith.

Roll Call Vote:

**MEMBERS**

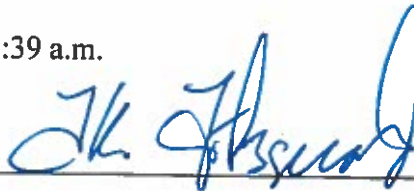
	<b>VOTE</b>
Timothy Fitzgerald                      Chairman	aye
Steven Owen	aye
Matt Robertson	aye
Eric Campbell	aye
Eric English	aye
Cameron McCormick	aye
Patricia Davidson	aye
Bryan Hutcheson	aye
Donald Smith	aye
Stephen King	aye
Larry Propst	aye
Joe Harris	aye

**OTHERS PRESENT**

Roger C. Wiley, Legal Counsel  
Faye McCauley, Clerk

The meeting was adjourned at 11:39 a.m.

Timothy Fitzgerald, Chairman



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## TO CONVENE CLOSED SESSION

December 17, 2018

Timothy Fitzgerald, MRRJA Chairman called the meeting to order at 1:37 p.m. on Monday, December 17, 2018. Members were welcomed and a quorum verified.

At 1:40 p.m. Stephen King made a motion to go into closed session; Seconded by Sheriff Robertson. The vote of the Authority members present to go into closed session was **unanimous**.

Middle River Regional Jail Board entered closed session pursuant to:

**The personnel exemption under Virginia Code §2.2-3711(A)(1)**  
Discussion of performance evaluation of Superintendent

At 2:48 p.m. on December 17, 2018, Stephen King made a motion to go out of closed session; seconded by Mike Hamp.

At 2:50 p.m. on December 17, 2018, Stephen King made a motion for the dismissal of the Jail Superintendent, Jack Lee, effective immediately, seconded by Sheriff Hutcheson. The vote was **unanimous**.

Roll Call Vote:

### MEMBERS

	VOTE
Timothy Fitzgerald      Chairman	aye
Steven Owen	aye
Stephen King	aye
Michael Hamp	aye
Eric Campbell	aye
Matt Robertson	aye
Bryan Hutcheson	aye
Joe Harris	aye
Eric English	aye
Patricia Davidson	aye
Cameron McCormick	aye
Larry Propst	aye

### OTHERS PRESENT

Roger C. Wiley, Legal Counsel  
Tina Reed, Clerk

The meeting was adjourned at 3:00 p.m.

Timothy Fitzgerald, Chairman





# MIDDLE RIVER REGIONAL JAIL

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

December 4, 2018, 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 4, 2018 Middle River Regional Jail Authority Board meeting to order.

### Members Present:

Timothy Fitzgerald, Augusta County Administrator (Chairman)  
Stephen King, Rockingham County Administrator (Vice Chairman)  
Michael G. Hamp, Waynesboro City Manager  
Stephen F. Owen, Staunton City Manager  
Eric Campbell, Harrisonburg City Manager  
Alisha King, Interim Waynesboro City Finance Director  
Larry Propst, Harrisonburg City Finance Director  
Cameron McCormick, Interim Staunton City Finance Director  
Patricia Davidson, Rockingham County Finance Director  
Bryan Hutcheson, Rockingham County Sheriff  
Donald Smith, Augusta County Sheriff  
Joe Harris, Waynesboro City Sheriff  
Eric English, Harrisonburg Police Chief  
Matt Robertson, Staunton City Sheriff

### Members Absent:

Jennifer Whetzel, Augusta Assistant County Administrator

### Facility Staff:

Jack Lee, Superintendent, Middle River Regional Jail  
Eric Young, Major of Operations/Support Services, Middle River Regional Jail  
Lori Nicholson, Major of Programs/Medical Services, Middle River Regional Jail  
Faye McCauley, Operations Officer, Middle River Regional Jail  
Ronald "Buzzy" Keyser, Compensation Board, 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  
Roger Wiley, Legal Counsel, Middle River Regional Jail Authority  
Powell Bostic, Captain of Operations/Support Services  
Regina Chestnut, Medical Administrator, Middle River Regional Jail  
Misty Cook, Finance Director, Augusta County  
Captain Jimmy L. Wimer, Rockingham County  
Jim Orndorff, Citizen

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

Mr. Lee recognized Crossroads Baptist Church who hosted a luncheon for all MRRJ staff. A letter of thanks will be sent to the church from Mr. Fitzgerald.

Major Mark Shiflett has been named Superintendent for Southside Regional Jail. He started with them on December 1, 2018.

## 3. APPROVAL OF MINUTES

Mr. King made a motion to approve the minutes from the October 2, 2018 meeting. Sheriff Harris 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 comments from Board members or legal counsel at this time.

## 6. FINANCE REPORT

Ms. Colvin presented a budget amendment totaling \$365,300 for the FY2019 Budget. The amendment requested additional funds for overtime, food, and architectural services for a Community Corrections Plan study. The increases for overtime and food are directly related to the increase in inmate population. The architectural study is required by the Compensation Board for future funding of new positions if the jail expansion project is completed. Mr. Campbell made a motion to accept the budget amendments. Mr. Hamp seconded the motion. **Approval was unanimous.**

## 7. REPORTS AND BRIEFINGS

Mr. Lee reviewed the following reports:

- a. **Population Report** – As of December 1, 2018, there is a total of 961 offenders being housed at MRRJ. At this time, there is a total of 179 DOC responsible offenders who are out of compliance. The average daily count is 1005. Temporary housing units are being created and utilized.
- b. **Bed Rental Update** – Reviewed and discussed.
- c. **Work Release Report** – Reviewed and discussed. Home Electronic Monitoring Program has four individuals participating.
- d. **Staff Vacancy Report** – As of December 1, 2018 there are 4 officer vacancies and 1 nurse vacancy.

## 8. NEW BUSINESS

- a. **Travel Policy** – Ms. Colvin reviewed the travel policy with the Board members. Mr. King made a motion to accept the travel policy. Sheriff Robertson seconded the motion. Approval was **unanimous**.
- b. **Credit Card Policy** – Ms. Colvin reviewed a new credit card policy with the Board. Mr. King made a motion to accept the credit card policy. Sheriff Smith seconded the motion. Approval was **unanimous**.
- c. **RFP for Expansion** – Ms. Colvin reviewed with the Board. If the Board approves she will begin working on the contract with legal counsel. She will also negotiate the contract with Moseley Architects. Mr. Owen made a motion to proceed and bring a possible contract to the February meeting. Mr. Hamp seconded the motion. Approval was **unanimous**.

- d. **Memorandum of Understanding (Waynesboro Serving Warrants)** – Major Young reviewed with the Board members. Waynesboro Police Department would like to be able to come to MRRJ and serve warrants. Right now they send the warrant to us and jail staff serves. Sheriff Smith recommended that all warrants be sent to Augusta County and his staff will serve. Major Young will make the recommendation to Chief Wilhelm.

**9. CLOSED SESSION**

Sheriff Smith made a motion to go into closed session; seconded by Mr. King. 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:

1. **The personnel exemption under Virginia Code §2.2-3711(A)(1)**  
Discussion of performance evaluation of job assignments of specific employees.
2. **The legal exemption under Virginia Code §2.2-3711(A)(7)**  
Discussion of matter requiring advice of counsel.

**CLOSED SESSION (cont.)**

Sheriff Smith made a motion to go out of closed session; seconded by Mr. King. All ayes to certify only Personnel and Legal were discussed.

Roll Call Vote as follows:

Timothy Fitzgerald (Chairman)	aye
Steve Owen	aye
Mike Hamp	aye
Stephen King	aye
Eric Campbell	aye
Matt Robertson	aye
Joe Harris	aye
Donnie Smith	aye
Bryan Hutcheson	aye
Eric English	aye
Cameron McCormick	aye
Patricia Davidson	aye
Alisha King	aye
Larry Propst	aye

**9. ADJOURNMENT**

With no additional business before the Authority Board, the meeting was adjourned at 4:00 pm.

**The next Authority Board meeting is scheduled for February 5, 2019 at 2:00 pm**

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

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Timothy Fitzgerald, Chairman